

Midsomer Norton Primary School
Full Governing Body Meeting & AGM
Wednesday 16 September at 6.30pm

Present

Ian Alexander
Ian Nockolds
Alun Randell
Karen Holliwell
Tony Isherwood
Phil Elkington
Stephen Robinson
Becky Tapper
Eleanor Cook
Martine Duggan

1.	Chairs Opening Remarks	
	IA welcomed AR to his first FGB and wished him well for the future and also welcomed everyone else to the first FGB of the new academic year.	
2.	Apologies for Absence	
	Apologies were received and accepted from DS.	
3.	(a) Declaration of Interests New forms for the new academic year were circulated by DW to the Governors for signature. (b) Register of Pecuniary Interests – Update None	
4.	Confirmation and Signing of the Minutes of 15 July 2015	
	4.1 The Minutes were agreed to be a true and accurate record of the last meeting and were signed off by IA (Prop: PE Sec : KH)	
5.	Matters Arising from the Minutes of 15 July 2015	
	5.1 <u>Amendment to Minutes of 20 May 2015</u> – IA confirmed that this had been done. 5.2 <u>Staff Personal Development – Bath Spa</u> – AR has picked this issue up. At present there is no capacity, but it remains an ongoing possibility. 5.3 <u>Coffee Mornings for Parents</u> – Dates for this have been circulated via the newsletter. 5.4 <u>Teachers Appraisal Training</u> – AR confirmed that the TA self-review sheets have all been completed. 5.5 <u>HT Report Progress Data</u> – AR confirmed that plans are in hand for all staff monitoring going forward. 5.6 <u>Cleaning Services</u> – AR advised that KD had spoken to Hester from BANES HR yesterday about this. The cleaning supervisor has received a letter advising him of redundancy which was a surprise to Hester as she believed the final decision had not been taken. The situation is still being discussed – it will be a long process, but BANES will be “holding our hand” as it is a complicated situation. 5.7 <u>Reminder Texts from the Office</u> – AR confirmed that this is being done, although within reason because the costs will build up if reminders are sent for everything. 5.8 <u>Website Update</u> – AR confirmed that staff roles etc on the website is up to	

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	<p>date. There is still quite a lot to do on the website longer term, but it is up to date from a staffing point of view and curriculum content is being reviewed and added at the moment. Other areas need checking – if governors notice out of date pages/links please email the webpage address to Kate Durrant.</p> <p>5.9 <u>Thank You Note to Staff</u> – IA confirmed that he had done this at the end of last term.</p> <p>5.10 <u>Leader for Modern Languages / D&T</u> – AR confirmed that this is in the process of being dealt with. Subject leadership is on the radar and AR will report back on this point at the next FGB.</p> <p>5.11 <u>Press Release for Results</u> – AR asked that this be carried forward to the next FGB as the results were not official until November. They are on the website but as they are not official yet it would not be right to do a PR at this time. AR confirmed that we do not have to go through BANES, we can do our own PR when the time comes.</p> <p>5.12 <u>Policies</u> – DW confirmed that this was still outstanding. She will discuss with AR and report back at the next FGB.</p> <p>5.13 <u>Keeping Children Safe in Education</u>– It was confirmed that this document had been circulated by SB, as agreed.</p> <p>5.14 <u>INSET Reminder</u> – AR confirmed that this was done in the newsletter at the end of term.</p> <p>5.15 <u>Governor Photographs</u> – This is still outstanding, but it was agreed it was a good idea (<i>covered later in the meeting – see item 6.8</i>)</p> <p>5.16 <u>Governor Newsletter</u> – EC reported that she had begun drafting this but it was not yet complete so would be carried forward to the next FGB.</p> <p>5.17 <u>Press Release for New HT</u> – This is still outstanding. AR advised that the Somerset Guardian are coming to the school on Friday to report on the school being awarded Bronze Certificate by Bath in Bloom. AR will write some text to give them to go with the article to ensure accuracy. IN requested that we also give the article to the MSN & Radstock Journal as well (he can provide contact details if required).</p> <p>5.18 <u>Governor Vacancies</u> – Covered later in the Agenda.</p> <p>5.19 <u>Governor Information Sheet</u> – IA confirmed that this had been updated and DW had sent it out and uploaded it to GoogleDrive.</p>	<p>ACTION : AR</p> <p>ACTION : AR</p> <p>ACTION : DW / AR</p> <p>ACTION : AR</p> <p>ACTION : EC</p> <p>ACTION : AR</p>
6.	Governance Matters	
	<p>6.1 <u>Election of Chair and Vice Chair</u> – DW advised that she had received x3 nominations for IN as Chair and x2 nominations for SR as Vice Chair and x1 nomination for IA as Vice Chair. IN was asked to leave the meeting and IN was then unanimously voted in as the new Chair of Governors. SR was then asked to leave the room and SR was then voted in as new Vice Chair. IA explained to the meeting that there were a couple of conditions to SR's appointment as Vice Chair – firstly that he would be taking a 3 month sabbatical from Easter and would be unavailable during that time and secondly that he did not want Governors to assume that he would at some point move up to Chair in the future as he has too many other commitments. IA offered to stand in for SR as Vice Chair during his sabbatical. It was agreed that we would re-visit this nearer the time and arrange cover for SR during his 3 month absence. IN thanked the Governors for electing him to Chair and also wanted to note thanks to a previous Chair David Evans who had played an important part in the life of the school. He thanked IA for his contribution, particularly during the last year, which had been challenging. EC suggested that a more formal procedure be adopted for next year's AGM. This was agreed.</p>	

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	<p><u>2015-16</u> Chair : IN Vice – Chair : SR</p> <p><i>(SR left the meeting at this point – 7pm)</i></p> <p>6.2 <u>Standing Orders</u> – A copy was not available at the meeting. It was agreed that this would be circulated after the meeting for consideration and agreement at the next FGB on 9 December 2015.</p> <p>AR and EC advised that they had discussed the length of the term for Staff Governor and wanted to recommend that the Standing Orders be amended to state a term of 2 years. This would give the benefit of other members of staff having the regular chance to represent the staff as a Governor. It was discussed and agreed that it would be beneficial to open the Staff Governor position to staff every 2 years for an election, with the same person continuing if re-elected. IN was keen to ensure that the staff would not feel that having a lesser term than the other Governors would de-value their contribution, because it would not. The decision to amend the term of a Staff Governor in the Standing Orders to 2 years was carried unanimously.</p> <p>DW and IN will arrange a staff election between now and the next FGB.</p> <p>DW will circulate the Standing Orders to all Governors prior to the next FGB in December.</p> <p>6.3 <u>Election of Sub-Committees for 2015-16</u> – All Governors present agreed that they were happy to continue in their current sub-committee roles, with Chairs of the sub-committees as follows:</p> <p><u>2015-16</u> Personnel : PE Finance & Premises : IA Curriculum : IN</p> <p><u>Pay Panel</u> – All Governors currently involved in the Pay Panel were happy to continue in those roles: TI / KH / PE / SR</p> <p>It was noted that the Pay Panel was due to meet on Wednesday 21 October.</p> <p><u>HT Performance Management Panel</u> – All Governors currently involved in the HT Performance Management Panel were happy to continue: IN / PE / IA</p> <p>IA suggested that going forward it would be a good idea to plan succession for these two panels (particularly with IA for example standing down in approximately 1 year).</p> <p>AR commented that Jenny Short has agreed to be the “external” person on the HT Performance Management Panel, but has very limited dates. AR will advise IN asap of the dates so that we can ensure she is able to attend.</p> <p>6.4 <u>Election of Link Governors 2015-16</u> – All Governors were happy to stay in their current “link” roles. MD expressed concern that due to changes in her work circumstances it would now prove very difficult for her to be available during the day and commit to her “link” role as much as she would like to. She feels she would therefore need to step down, but will continue until someone else is found.</p> <p><u>2015-16</u> Upper KS2 = IN Lower KS2 = MD (to be replaced) KS1 = TI Early Years = KH</p>	<p>ACTION : IN / DW</p> <p>ACTION : DW / IN ACTION : DW</p> <p>ACTION : AR</p> <p>ACTION : AR</p>
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	<p>SEN / Inclusion / Safeguarding – BT</p> <p>It was agreed that we should look to add an ICT “link” governor if we can.</p> <p>IN agreed to circulate the list of teachers linked to each subject and Governors again.</p> <p>6.5 <u>Confidentiality</u> – IN reminded the Governors of the need for complete confidentiality regarding anything discussed at the meetings. It was agreed that the Minutes should be published on the website and also on the playground Noticeboards once they had been approved and signed off (meaning the Minutes would always be one meeting behind). DW will look into this.</p> <p>6.6 <u>Attendance</u> – IN reminded the Governors that they should advise DW in the event that they are unable to attend a meeting (giving their reasons for non-attendance).</p> <p>6.7 <u>Training</u> – IN confirmed that training opportunities are being circulated by DW via email and asked all Governors to let DW know if they attend any training to enable the records to be kept up to date.</p> <p>6.8 <u>Elections, Terms of Office etc</u> – IA advised that as we had reconstituted at the end of the last academic year, all terms of office started again. However, IA reminded all Governors that they were able to step down at any time. IA has agreed to do one more year and will then be stepping down himself. IN asked that if anyone knows of anyone in the local community who could offer us something as a Co-Opted Governor they should let him know. The skills audit last year indicated the skills we would be looking for – legal, marketing and ICT. IN asked that any suggestions be passed to him as he is happy to coordinate this.</p> <p>We also have a vacancy for a Parent Governor. IA commented that he had prepared a draft letter to be sent out to all parents and carers explaining the post of Parent Governor in more detail, in the hope that more information will encourage parents to put themselves forward. The suggestion is to get this letter advertising the vacancy out in the next 10 days with a response by say 9 October. It was agreed to add ICT to the list of skills we are looking for. It was also agreed that we need to add information about the Governors onto the school website. AR requested that all Governors email him a photograph together with a brief bio of who they are and what they do as soon as possible. AR will then arrange for these to be uploaded to the website. IN will send out the final draft of the letter by email to the Governors for their consideration. If we find we have more than one parent putting themselves forward, it might be that one of them could fill the Co-Opted Governor vacancy.</p>	<p>ACTION : IN</p> <p>ACTION : DW</p> <p>ACTION : ALL ACTION : AR ACTION : IN</p>
<p>7.</p>	<p>Head Teachers Report to Governors</p>	
	<p>7.1 AR had circulated his HT Report prior to the meeting and ran through the headlines.</p> <p>7.2 AR commented that it had been a good start to the year, although very busy due to him joining as new HT, new staff and staff changes. There has been a great deal of emphasis on understanding where we are as a school and bedding in of routines etc.</p> <p>7.3 AR has emailed a first draft of the SDP to the Governors, which still remains a working document. The main areas are attainment at the end of KS1 and writing. Any CP issues are discussed at the SLT which is held on Tuesdays after school. AR is very impressed with our systems and structures in place for CP. Next week AR will be looking at SLT roles. TI asked if Lizzy would continue looking after CP. AR said it was under consideration at the moment as Lizzy has a very heavy workload at the moment.</p> <p>7.4 AR has revised the SDP. SB’s considerable effort on this document had made his job a lot easier. He has taken out some of the detail as there was a</p>	

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	<p>danger of it becoming too difficult to follow. AR has introduced a set of values following the INSET day (28 were narrowed down to 4) and these have been announced to the staff. AR wanted to ensure they were clear, bold statements and asked for any feedback from the Governors on the values. It was asked how AR is going to publicise these to the children or on the website. AR commented that the attendees of the “Meet the Teacher” session had been made aware of the values and the plan is to put them on the website and around the school. It was agreed that it is important to talk to the children about what the values mean – AR wants values to be a true part of the school rather than just words.</p> <p>7.4 The numbers are very positive at the moment, budget-wise. We currently have 305 children on roll (minus the nursery). We have 68 Pupil Premium children. We need to ensure that we make parents aware of the need to apply for free school meals in KS1 as this has budget implications for the school.</p> <p>7.5 Attendance is good, although slightly down on last year’s figures. AR reported that there had been some confusion over term and holiday dates due to there being two links on our website in error (one correct and one incorrect). Therefore, there have been 3 families so far who have booked holidays based on the incorrect information and AR has had to authorise that absence in school term time because it was a school error and the families had booked their holidays in good faith. The website link error has now been corrected. AR will continue to judge requests for absence during term time on a ‘case by case’ basis.</p> <p>7.6 “Champions for Change” was discussed. PE explained that it was a Lloyds Bank initiative to promote fundraising for Children in Need on 13 November. Lloyds Bank are partnering Children in Need for 2 years and the idea is to get children fundraising for Children in Need by getting them thinking about how they can fundraise and incorporate that into the curriculum and community. PE is also keen to get the Governors involved once the children have come up with the ideas and help them. The first part of the scheme is to plan and AR is going to suggest that teachers nominate children from their KS2 classes who they feel have the skills and confidence to be involved. The aim is to choose about 6 children to start with and meet with them during week commencing 28 September (Tuesday 29 September being the preferred date). Any Governors will be welcome to attend. The initiative will then be launched to the whole school. AR is keen to ‘hijack’ the phrase “Champions for Change” and develop it into a ‘School Council’. The children who are nominated for the Children in Need initiative will be able to model this and numbers expand in future through Champions for Change elections. It was agreed that the first planning session would be at 1.30pm on Tuesday 29 September – PE, IA and IN will be available to attend.</p> <p>7.7 AR advised that finances are still tight so we will need to be creative regarding our CPD. AR feels that CPD should not just mean training courses, but also sharing of information and experience between teachers. Some money has been spent on Early Years training - 3 out of the 4 EY teachers are either new or returning after maternity leave, so this is important. We have invested in Nessy (the spelling software) which is currently used as an intervention only, but it can also be expanded (for a small fee) so we could use it for Years 2, 3 and 4 and intervention for Years 5 and 6. That way we can make more use of it for a small additional cost.</p> <p>7.8 The PSG was discussed. They have a meeting on Friday with the new committee. It was suggested that the PSG could add their events to the main school calendar and agreed this was a good idea. AR will look into this. AR commented that the staff are aware of the PSG and that they have money in the bank, and PSG and AR will discuss how to get both sides together to discuss what to request funds for.</p>	<p style="text-align: center;">ACTION : AR</p>
8.	Sub-Committee Reports	
	8.1 IN commented that there had been no sub-committee meetings in the new	

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	<p>academic year and the last FGB. The first sub-committee meetings are all coming up in the next few weeks:</p> <p>F&P – 30 September Personnel – 7 October Curriculum – 14 October</p>	
9.	Annual Review of Staff Salaries / Pay Policy	
	<p>9.1 AR had circulated the revised Pay Policy prior to the meeting, which he had based on the 2013 Policy and a model BANES policy. However, a new model has only just been issued (on 9 September), so it will need revising again in line with this. AR will look at the briefing just received and consult with Hester to review the Pay Policy again.</p> <p>9.2 In the meantime, AR asked the Governors to discuss the approach to the 1% cost of living pay rise across the board. Hester at BANES has already consulted with the unions and recommends we go with a 1% cost of living increase across the board. AR explained that KD has costed in the 1% increase and is within the budget. The appraisals (all except the HT and Deputy) need to be completed by the end of October. AR would like to be able to tell the staff at their appraisals that they will be getting a cost of living increase of 1%, which will be completely separate to their appraisal or any pay scales. After some discussion, it was agreed that in principle a 1% increase across the board was the way forward, with the majority agreeing to make a decision at this meeting. However, some Governors felt that more consideration was necessary via the Finance & Premises sub-committee. IN was keen to ensure we follow due process on this decision and carefully consider the financial implications, even though we know the final decision will most likely be positive.</p> <p><i>(EC left the meeting at this point– 8.25pm)</i></p> <p>9.3 It was therefore decided to ask the F&P sub-committee to consider this at their meeting on 30 September and that a decision is sent via email the following day (1 October) so that Governors could vote electronically via return of email on 1 October. AR advised that he is planning appraisal meetings from 12 October onwards, so this would work. IA will circulate as much information as possible before the F&P meeting on 30 September to enable the Governors to consider it fully in good time.</p>	<p>ACTION : AR</p> <p>ACTION : IA</p>
10.	Ratification of Policies – Behaviour Policy	
	<p>10.1 AR had circulated the Behaviour Policy to all Governors prior to the meeting. All agreed the policy and it was formally ratified. AR will circulate a copy to the parents/carers.</p>	ACTION : AR
11.	Link Governor Reports	
	<p>8.1 AR will come back to the Governors on this point once he has considered it and talked to staff about the way forward. IN has drafted a paper on the process and will keep that updated in the meantime.</p>	ACTION : AR
12.	Governing Body Objectives for 2015-16	
	<p>12.1 IN commented that he has 3 areas for the coming year :</p> <p>Achievement – continuing to raise standards and ensure the progress we have made is embedded to avoid peaks and troughs.</p> <p>Change Management – there has been a lot of change and the key challenge is to ensure the new people and those in new positions are well supported.</p> <p>Place in our Community – we need to maintain our profile in the local community, being mindful of the new primary school that has just been</p>	

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	<p>announced.</p> <p>12.2 We also need to consider the Governing Body succession planning going forward.</p> <p>12.3 Working more with the PSG as a whole school.</p> <p>12.4 Raising our profile with press coverage etc.</p> <p>12.5 PE suggested that we should review our objectives at each FGB with a standing item on the Agenda. It was agreed that we could link them to our values.</p>	ACTION : DW
13.	Communications	
	<p>13.1 IA asked AR if there was a timeframe for the website. AR confirmed that he would ensure the website was fully updated and accurate over the next 2 weeks as this is a priority. The structure of the website still needs some work, but this is a longer-term project. It was agreed that any specific items for the website should be sent to KD and that somebody in-house should have responsibility for ensuring the website is up to date. It was noted that Ofsted check school websites pre-inspection and could make a judgement on the content. AR agreed to have a plan in place for what we need to do and a line of responsibility for the website.</p>	<p>ACTION : AR</p> <p>ACTION : AR</p>
14.	Any Other Business	
	<p>14.1 MD asked whether the length of FGB meetings could be considered. This meeting had been exceptionally long and that was due to the fact that it was a FGB and an AGM combined. DW explained that the standing orders stated that it should be no longer than approximately 2 hours. IN will bear this in mind for future meetings.</p> <p>14.2 KH commented that she is concerned that homework is still not being consistently applied throughout the school. With one child in Year 4 and one in Year 6 the difference is quite noticeable. Teachers are not being consistent across the school. It was agreed that there needs to be clarity around homework across the school. This item will be carried forward to the next Curriculum Meeting on 14 October.</p> <p>14.3 BT commented that she has heard good feedback from parents about AR's presence in the playground morning and afternoon.</p> <p>14.4 KH expressed her thanks from all the Governors to IA for his time as Chair and the last year in particular.</p> <p>14.5 IA thanked all the Governors for their support during his time as Chair and wished IN good luck for the future.</p>	ACTION: IN
15.	Date of Next Meeting : Wednesday 9 December 2015	

The meeting closed at 8.55pm

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Committee Chair / Date