

Midsomer Norton Primary School  
Full Governing Body Meeting  
Wednesday 15 July at 6.30pm

Present

Ian Alexander (Chair)  
Karen Holliwell  
Sarah Biss  
Ali Durbin  
Tony Isherwood  
Phil Elkington  
Stephen Robinson  
Becky Tapper  
Eleanor Cook  
Ian Nockolds

<b>1.</b>	<b>Chairs Opening Remarks</b>	
	IA welcomed everyone to the meeting.	
<b>2.</b>	<b>Apologies for Absence</b>	
	Apologies were received and accepted from MD and DS.	
<b>3.</b>	<b>(a) Declaration of Interests</b>  None  <b>(b) Register of Pecuniary Interests – Update</b>  None	
<b>4.</b>	<b>Confirmation and Signing of the Minutes of 20 May 2015</b>	
	4.1 With the exception of one amendment (6.10 – change the word “attainment” to “appraisal”), the Minutes were agreed to be a true and accurate record and signed by IA (Prop: PE Sec: TI)	<b>ACTION : DW</b>
<b>5.</b>	<b>Matters Arising from the Minutes of 20 May 2015</b>	
	5.1 <u>Amendment to Minutes of 24 March 2015</u> – IA confirmed that this had been done.	
	5.2 <u>Staff Personal Development – Bath Spa</u> – SB advised that she had checked back through her emails and found that she did reply to MD to the effect that she would discuss it with the staff and if there was any interest she would contact MD again. SB agreed to re-send that email to MD.	<b>ACTION : SB</b>
	5.3 <u>Coffee Mornings for Parents</u> – SB advised that no date has been set yet for September.	<b>ACTION : SB</b>
	5.4 <u>Teachers Appraisal Training</u> – SB reported that most of the Self Review sheets had been received from the TAs. She will chase the remainder. We have until Christmas to complete these.	<b>ACTION : SB</b>
	5.5 <u>SDP Budget</u> – Done.	
	5.6 <u>H&amp;S Report</u> – Done.	
	5.7 <u>Link Governor Reports</u> – IN to cover this later in the meeting.	
	5.8 <u>Communication to Parents re Abacus</u> – Done.	
	5.9 <u>HT Report Progress Data</u> – SB confirmed that this was based on lesson observation, work scrutiny and pupil progress data, not just on one	

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	<p>lesson. SB updated the meeting to say that where there were elements/teachers on this report judged to “require improvement” there has been improvement. SB and AR plan are to discuss one other member of staff who may need additional support in September.</p> <p>5.10 <u>Cleaning Services</u> – SB advised that she has a meeting tomorrow with KD and Hester from BANES to discuss this. We have until 2016 to resolve this matter.</p> <p>5.11 <u>Advertising for New Members of FGB</u> – IA confirmed that with TF’s term ending and AD stepping down (and with IA and IN’s terms both having been extended to cover the transition period), this is in hand.</p> <p>5.12 <u>Church Booking</u> – Done.</p> <p>5.13 <u>Letters to Zambia</u> – Done.</p>	<p><b>ACTION : AR / SB</b></p> <p><b>ACTION : SB / KD</b></p>
<b>6.</b>	<b>Head Teachers Report to Governors</b>	
	<p>6.1 SB had circulated a copy of her report prior to the meeting and she ran through the headlines.</p> <p>6.2 Our numbers for September are high – Reception = 46 (one over our maximum) and Nursery = 32. Overall numbers are rising, which is good news. All bar two of our Nursery children have entered Reception and we have 21 children coming to us from other nursery settings.</p> <p>6.3 SB has been planning the Pupil Premium Provision Map in detail – a time consuming job. The current interventions will all continue next year and SB will be discussing this with AR in her handover and in September.</p> <p>6.4 The budget is tight. We will be focusing on in-house CPD and building networks with other local schools. Michelle Ross has made a link with Somervale School this week who are keen to share their facilities with us (sporting and laboratories etc). Visits to other schools and networking will be a focus to share practice with each other. We need to invest in cost-effective training.</p> <p>6.5 Curriculum – Abacus will be fully in place in September and we will be following the set plans. Abacus training for the new staff joining in September will take place in Term 1.</p> <p>6.6 SDP – Apart from English and Maths, our focus should include modern languages, D&amp;T and science. We need to ensure that our curriculum is broad, balanced and engaging.</p> <p>6.7 Parental involvement this year has been good and we now have a successful model to continue. Abacus and phonics evenings are planned for Term 1 (exact dates TBA). It was suggested that the office could be asked to send reminder texts out to parents for upcoming events. SB will look into this and also possible reminder boards in the playground.</p> <p>6.8 SB expressed her thanks to the PSG for their hard work this year, who have organised some popular and successful events.</p> <p>6.9 SB advised that all of the job-shares are covered by permanent staff from September (i.e. no temporary staff). Lucy Young is coming back early and a new teacher (male) has been appointed to job-share with Norma Forster. We have two new TAs, an apprentice and a student. We may have some Bath Spa students in the Autumn term, but this is still to be arranged. It was noted that Terry (IT Technician) was still on the list – SB will remove his name.</p>	<p><b>ACTION : SB</b></p> <p><b>ACTION : SB</b></p>

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	<p>6.10 Achievements – Early Years development levels are up significantly on last year – maths is good but writing is an issue (linked to fine motor skills). Tessa Hyde (Occupational Therapist) came to talk to the staff at a staff meeting and recommended intervening earlier. Phonics screening had a pass rate of 85%, which is an excellent achievement. Year 6 SATs this year were outstanding – 98% across the board achieved Level 4. SB commented that these results are down to the incredible hard work of the teaching staff and children, working as a team to achieve this. We now need to ensure that we sustain these standards – our target now is 85% instead of 65%, so this will be a challenge. Writing in KS1 is a particular focus area and Naomi Boyce has a detailed action plan for this ready for September. TI commented that the results are excellent and the whole team should be congratulated. It was agreed that we should communicate the Governors’ delight of the results to the staff, so that they know their hard work is appreciated. IA agreed to draft a note to the staff on behalf of all the Governors to be sent before the end of the week.</p> <p>6.11 Assessment without levels – SB advised that we will be using age bands and hash tags to assess the children’s mastery, the details of which are still being learnt and understood and will continue to do so over the year.</p> <p>6.12 Behaviour – Not outstanding but certainly good, with only minimal incidents.</p> <p>6.13 Attendance – is good. Unexplained absence is now followed up with a text that day and this is definitely the way forward. IA asked whether there had been lots of requests for holidays during term time. SB advised that she had dealt with all such requests by following the rules and therefore most had been declined. The overall numbers go to the LA and the LA then deal with it. The school does not follow up individual cases. SB is not aware of the LA procedure for imposing fines.</p> <p>6.14 We need to appoint a Leader for Modern Languages and D&amp;T. AR and SB will be discussing this in September.</p> <p>6.15 IA raised the point that Norton Hill Primary School is planned to open in 2017 – has there been any liaison about this? SB commented that it is just planned to have a Reception and Year 1 to begin with, but as a school we do need to be aware of it and keep an eye on progress.</p>	<p><b>ACTION : IA</b></p> <p><b>ACTION : AR / SB</b></p>
<b>7.</b>	<b>Sub-Committee Reports</b>	
	<p>7.1 <u>Personnel</u> – PE ran through the main points of the last Personnel Meeting held on 24 June. AR was present at the meeting, mainly observing but he also added a few comments. The IT issue is now completely resolved. Job shares were discussed (the high number of them in the school) and concern was expressed that we should ensure there is no impact on the children because of this. Consistency of teaching for the children is essential. The Governors are invited to the morning session of the first INSET day on 1 September. We need to ensure we recognise and develop new staff to ensure they stay with us. SB has seen potential in a couple of them.</p> <p>7.2 <u>Finance &amp; Premises</u> – IA updated the meeting on the main points of the last F&amp;P meeting held on 17 June. The LA budget is set for 2015/16 and has been lodged with BANES with no referrals. We can therefore assume that it has been accepted so we can proceed on that basis. There will be 2 additional statemented children joining in September, bringing the total to 8. We have sufficient funding to cover this. Capital – there is money left over from the 2014/15 budget to be carried over, which will bring our total to approximately £18,000, most of which has</p>	

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	<p>already been earmarked. Premises – the North Road gate closure should be lifted in September – the issue with the wall has been negotiated with the neighbour and the works will be completed over the summer. IA thanked SB and KD for resolving that situation.</p> <p>7.3 <u>Curriculum</u> – IN reported that in the last Curriculum meeting on 9 July it was advised that in Early Years we had exceeded our own targets and some of the LA targets. In KS1 the phonics results were outstanding and had improved from last year. In KS2 it was outstanding across the board. The challenge now is to maintain that level. IN reported that he had been into the school for his Link Governor session with KS2 and had met with some of the team. He was pleased to hear that the team are very conscious of the changes in the curriculum and were working towards it already. PE suggested that we should communicate the great results to the school as a whole to celebrate our results. SB will ensure that she puts something in the newsletter. It was also suggested that we should get something into the local press to “blow our own trumpet”. SB will look into it and check with BANES whether we have to do a press release through them or can do it direct.</p>	<p><b>ACTION : SB</b></p> <p><b>ACTION : SB</b></p>
<b>8.</b>	<b>Link Governor Reports</b>	
	<p>8.1 IN reminded the meeting that Link Governors are now “linked” to a year group or Key Stage. So far, IN, KH, TI and MD have all been in and it seems to have been successful and a good opportunity to gain information and insight into the school. EC commented that it is much more constructive and that a Governor being linked to team is much less like an interview when it is one teacher to one Governor. KH raised the point of how the Link Governors should best deal with concerns raised in these visits. IN suggested that the Link Governors section of the FGB Agenda should be used to reflect on issues or concerns. That way staff will appreciate that matters are being taken seriously and progressed. IN is pleased how it has gone so far – it feels less like a “paper exercise” and more beneficial to all.</p> <p>8.2 BT agreed to take on the role of SEN/Inclusion Governor.</p>	
<b>9.</b>	<b>Ratification of Policies</b>	
	<p>9.1 There were no policies to be ratified. The Behaviour Policy requires updating. SB will deal with this. SB and DW will get together again to check the situation with regard to policies and update at the next meeting.</p>	<p><b>ACTION: SB / DW</b></p>
<b>10.</b>	<b>SFVS</b>	
	<p>10.1 SB confirmed that this has been submitted to BANES and since we have not heard anything from them we can assume it is all fine and accepted.</p>	
<b>11.</b>	<b>Safeguarding and Child Protection</b>	
	<p>11.1 Nothing to report. SB advised that she has received a good document called “Keeping Children Safe in Education”, which she would like to share with the Governors. SB will arrange to circulate a copy.</p> <p>11.2 SB confirmed that child protection issues are still being updated every week. SB tends to get more updates from parents than from social services.</p> <p>11.3 Lizzy is due to do her updated CP training. SB will do her Level 3 training in Term 1.</p>	<p><b>ACTION: SB</b></p>

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<b>12.</b>	<b>Communications</b>	
	<p>12.1 Text reminders were suggested from the office for upcoming events (this was covered earlier in the meeting – see 6.7)</p> <p>12.2 SB agreed to remind parents in the newsletter of the INSET days set for the first two days of Term 1.</p> <p>12.3 It was suggested that the Governors make themselves more known to the parents and carers. SR suggested we could have photographs of the Governors on the website and maybe on the wall in the school. SB will look into this.</p> <p>12.4 EC suggested that the Governors could issue a Newsletter, either on a regular basis or an ad hoc basis, to make parents more aware of the Governors and what they do. It might help to engage them more with us, particularly as we have a couple of vacancies. It would be a good way to start the new academic year. EC agreed to compose a draft and will send it out to the Governors for them to have a look at.</p> <p>12.5 It was suggested we should arrange a Press Release to make everyone aware that we have a new HT. IA will discuss this with AR.</p>	<p><b>ACTION : SB</b></p> <p><b>ACTION : SB</b></p> <p><b>ACTION : EC</b></p> <p><b>ACTION : IA</b></p>
<b>13.</b>	<b>Governance Matters</b>	
	<p>13.1 IA reported that BANES are happy with our plans for reconstitution and have signed off their agreement to it. Our revised Skills Matrix has also been agreed.</p> <p>13.2 As from 16 July therefore, our new format will be as follows:</p> <p style="padding-left: 20px;"><u>Governing Body</u></p> <p style="padding-left: 20px;">Head Teacher = AR Staff Representative = EC 4 Parent Governors = PE, KH, BT and VACANCY Co-Opted Governors = IN, MD, SR, TI, IA and VACANCY LA Governor = DS</p> <p style="padding-left: 20px;">Total = 13</p> <p>13.3 IA reported that the term of office has been increased to 4 years, marked from the beginning of a Governor's election (i.e. it doesn't begin again from 16 July) and Governors can do a second term (maximum of 8 years).</p> <p>13.4 There are two vacancies – one parent and one co-opted. We need to do something about this in September. A note can be sent out to parents to then see if anyone is interested. It was agreed that rather than attach the Skills Matrix (which might scare some parents off) we could list some bullet points of the key areas we are looking for. The Co-Opted Governor vacancy can be filled by anyone in the community who can add value. IA asked that if any of the Governors know of anyone who could fill this role to let him know.</p> <p>13.5 The gaps we have in our Skills Matrix are in finance, marketing and legal. IA reminded the Governors that both IA and IN's terms of office will expire in the next 12-18 months and we need to remember to plan for this well ahead of time.</p> <p>13.6 The next FGB will be on 16 September and will also be the AGM.</p>	<p><b>ACTION : IA / DW</b></p>

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	13.7 IA asked that DW update the Governor Information Sheet with all contact details, so that this can be circulated.	<b>ACTION : DW</b>
<b>14.</b>	<b>Any Other Business</b>	
	<p>14.1 KH wanted to express her thanks to SB for her work as Acting Head Teacher – she has done a fantastic job – this was agreed by all and the entire FGB expressed their thanks to SB.</p> <p>14.2 EC commented that there is a really positive attitude in the school and on behalf of the staff she also thanked SB for a brilliant job – SB has really moved things forward in her time as Acting HT.</p> <p>14.3 IN reported that our school received special praise from the Mayor in the MSN in Bloom competition. The Mayor commented that the judges were “putty in our hands” and described our efforts as “poetry” – a great endorsement.</p> <p>14.4 IN also commented that MSN Primary won the Maypole Cup at the MSN Summer Fayre on 11 July. This is a fantastic achievement and it is wonderful to see the children playing such a part in the local community.</p> <p>14.5 IA thanked AD (stepping down from her Governor role) for her contribution and her input from a parent and staff perspective.</p> <p>14.6 IA also thanked TF (who was not present at the meeting) for his huge contribution over the last 4 years.</p> <p>14.7 IA reminded the Governors that AR had invited them all to the morning session of the first INSET day on 1 September.</p> <p>14.8 Finally, IA thanked all the Governors for their efforts and hard work throughout a challenging year – thanks for all their support, guidance and challenge. IA wished everyone a nice summer break.</p>	
<b>15.</b>	<b>Date of Next Meeting : Monday 16 September 2015</b>	

The meeting closed at 8.00pm

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Committee Chair / Date