

Midsomer Norton Primary School
Full Governing Body Meeting
Wednesday 24th May 2017 at 6.30pm

Present

Alun Randell
Martine Duggan
Stephen Robinson
Jane Jones
David Smith
Phil Elkington
Eleanor Cook
Kerry Postlewhite

1.	Chairs Opening Remarks	
	MD welcomed the Governors to the meeting and thanked them for attending. MD introduced and welcomed KP, a prospective new Governor. MD asked SR to say a few words in remembrance of those involved in the recent Manchester incident.	
2.	Apologies for Absence	
	Apologies were received and accepted from AS and RD.	
3.	Declaration of Interests and Register of Pecuniary Interests - Update	
	<p>(a) Declaration of Interests - Update</p> <p>None.</p> <p>(b) Register of Pecuniary Interests – Update</p> <p>None</p>	
4.	Confirmation and Signing of the Minutes of 29th March 2017	
	4.1 The Minutes of 1 st February 2017 were agreed to be a true and accurate record of the last meeting and were signed off by MD (Prop: MD Sec: AR)	
5.	Matters Arising from the Minutes of 29th March 2017	
	<p>6.2 <u>MAT Terms of Reference</u> – AR confirmed that he had checked with AW, who had stated there were two meetings per short term, but there was room for negotiation around that. AR stated that one meeting would be focussed around finance and staffing and one around curriculum.</p> <p>6.3 <u>Trustees</u> – MD confirmed that this would be covered later in the agenda.</p> <p>7.3 <u>Disadvantaged Pupils</u> – AR confirmed that this had been actioned.</p> <p>13.1 <u>Emphasising the Positive Elements in the SEF</u> – AR to carry action forward</p> <p>14.1 <u>Approval of Child Protection Policy</u> – AR stated that he has the policy to circulate to the Governors and look for their approval.</p>	ACTION: AR
6.	Governance Matters	
	<p>6.1 <u>New Governor Applicant</u> – MD thanked KP for forwarding her brief, detailing her interest in joining the Governing Body. KP left the room whilst a vote was taken on KP's application. (Prop: AR Sec: EC). Vote carried. KP returned and was welcomed to the Governing Body.</p> <p>6.2 <u>Governor's Skills Matrix</u> – PE to recirculate copy of this to the Governors, LC to collate responses</p> <p>6.3 <u>MAT Terms of Reference</u> – AR confirmed that he had outlined the main changes at the last meeting. AR summarised that the Chair of Governors role is appointed by the MAT Governors, not the local body. AR added that he was confident that the MAT would accept our recommendations.</p>	

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	<p>6.4 <u>JCNC Representation</u> – MD reported that she had spoken to AW to ask his stance on having a JCNC. MD reported that AW had stated he was happy to support a local JCNC if we wanted to set one up. EC queried how we would go about setting one up. MD proposed contacting Dave Biddlestone. EC to speak to SB about contacting DB and asking his advice on how to move forward.</p> <p>6.5 <u>Governor’s Intentions for Next Year</u> – PE stated that he is unsure at this time. KP, JJ, SR and AR confirmed they intended to continue as Governors. DS stated that after over 10 years as a Governor, the next FGB meeting would be his last (<i>note: later confirmed would stay for first FGB under the MAT</i>). EC stated that she would like to remain as a Governor to see us join the MAT, but that at some point next year, she will stand down. Intentions of AS and BT unconfirmed as not in attendance. AR stated that under the MAT terms of reference we could have 9-12 Governors. AR confirmed that the local body could be made up of AR (Head), PE & BT (Parent Governors), EC (Staff Governor), KP (Community Governor), MD, SR, JJ & AS (Director Appointed). MD asked if there was any interest in becoming Chair – none reported. DS proposed a deadline of the end of half term for PE, BT and AS to confirm their intentions. DS also proposed that we aim for 11 Governors on the local body. AR stated that he would send out a letter notifying parents that we are looking for Governors.</p> <p>6.6 <u>Governor’s Dates for Next Year</u> – AR confirmed that he had circulated the dates. AR stated that some of this was guess work and we would need to play it by ear. SR stated that he assumed the Chair could cancel a meeting if they felt it was necessary. AR agreed that this would seem logical. AR requested a start date of 6pm which was agreed by the Governors, with the potential for making this earlier if agreed by any potential new Governors. AR reported that he did not expect the School Business Manager and Deputy Head to attend the meetings, but that they could be invited to if for instance there was a particular finance or curriculum focus. AR outlined his concern that not having the Deputy attend meant that there wasn’t a good balance of view. SR proposed that to address that, the Deputy and Business Manager could be included in the loop of communication. LC to include the Deputy and SBM in the circulation loop of meeting agendas and minutes.</p>	<p>ACTION: EC</p> <p>ACTION: AR</p> <p>ACTION: LC</p>
7.	Head Teacher’s Report	
	<p>7.1 <u>Overview</u> – AR gave an overview of standards and attainments as per the detail in his report.</p> <p>7.2 <u>Exclusions</u> - AR reported that the one exclusion referred to in his report is not for the child who had already accrued some, and that there had been none for that child since mid - March.</p> <p>7.3 <u>Draft School Development Plan</u> – AR stated that the priorities for next year are Maths, stem subjects, DT & ICT, Talk for Writing, pastoral provision in terms of mental health, resilience and outdoor play. SR recommended that we use a different phrase to ‘mental health’ as there is still a stigma around this, perhaps wellbeing. EC agreed with this idea and suggested that we look at the language being modelled at the moment by William and Harry.</p> <p>7.4 <u>Inset Day</u> – AR reported that inset day will be on Monday 15th June and will cover the areas of mental health, maths and curriculum planning. AR added that there is an open invite to the Governors. AR to email around timings and details.</p> <p>7.5 <u>Staffing</u> – AR confirmed that he had sent out an email regarding the teacher leaving at Easter. AR stated that we will have a fixed term contract position in Years 3/4 and EC will move to Years 5/6.</p> <p>7.6 <u>Budget</u> – AR reported that we have a healthier carryforward budget than we had estimated. AR stated that there will be around 30 pupils starting in reception although we may pick up more in the second round, which we will know at the end of May / mid-June. AR added that there is concern around the fact this number will form the basis of the funding formula going forward. EC stated that</p>	<p>ACTION: AR</p>

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	<p>she felt the uniform issue was impacting on the view of our school for prospective parents. EC suggested that swapping the brown for grey would be straightforward and an easy sell. The Governors agreed that this was a good suggestion but would need to be considered at a later date so that the change is not associated with joining the MAT.</p>	
8.	Sub-Committee Reports	
	<p>8.1 <u>Curriculum & Standards</u> – In the absence of RD, AR gave an overview of the meeting. AR stated that they had discussed Science and looked at British values which there had recently been staff training on. AR reported they had looked at how data and school evaluation systems work together. There were signs of improvement in writing, most likely due to Talk for Writing. Disadvantaged pupils are making progress in Years 2,4 and 6 but less progress in 1,3 and 5. Areas for development include maths – underlying understanding of number is not secure, disadvantaged pupils and spelling.</p> <p>8.2 <u>Finance & Staffing</u> – DS reported that they had discussed the budget, which needed approving. DS stated that KD had provided the committee with a detailed breakdown of our current position – a small carryforward with a projection that next year we will slip into a negative. A vote was held on approving the budget (Prop: DS Sec: AR). Vote carried.</p>	
9.	Academisation Update	
	<p>9.1 AR reported that we have finally received the Academy Order, meaning that the Schools Commissioner approves in principle our application to become an Academy. AR stated that the proposed date is till September 2017 and the matter is currently in the hands of the solicitors. AR advised that the FGB will need to take a vote on joining the MAT in the week before we go for it – the end of August. DS proposed that this is conducted by holding an email vote (Prop: DS Sec: AR). Vote carried.</p>	
10.	Children’s Centre	
	<p>10.1 AR reported that BANES had been slow to respond, and that we are looking at the end of September / October time to open. AR reiterated that it is crucial to get this right. AR advised that we have appointed a new position. AR stated that we need to promote the centre to the parents but it must look like a nursery before we do that. AR stated that we have put an income in the budget for next year for the centre, based on an estimate of 6-8 children. AR reported that we are buying in a package of support from BANES to help the new appointment, Tina, and the apprentice.</p>	
11.	Pupil Premium, SEN & Vulnerable Children	
	<p>11.1 AR confirmed that he had covered this in his Head’s Report. AR stated that the is aware this is an area for development and that the Pupil Premium statement has been revamped following advice from the local authority.</p>	
12.	Safeguarding	
	<p>12.1 AR circulated copies of the Safeguarding Policy and gave an overview of the changes made to it. AR stated that SB would email updates and reminders on Safeguarding to the Governors. AR reported that we will be displaying posters on Safeguarding, FGM and Child Sexual Exploitation in the Staff Room. SR queried that new members of staff are to have their CP Training within their first year, which is a long period of time. AR responded that this may be remedied by joining the MAT as training should be easier to arrange. SR queried how point 9.5 is exercised. AR responded that anyone who uses the school facilities has to provide their Safeguarding Policy and assurances. DS queried whether there are signs for the children advising them what to do if they are concerned about safeguarding issues. AR responded that we have held workshops with Childline and that there are posters around the school. EC added that we also</p>	

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	address these issues in PSHE and circle time. A vote was held on approving the Safeguarding Policy (Prop: AR Sec: MD). Vote carried.	
13.	Communication	
	13.1 PE confirmed there had been no messages.	
14.	Any Other Business	
	14.1 None.	
15.	Date of Next Meeting: Wednesday 19th July 2017	
	15.1 SR proposed that this meeting is held at 6pm. LC to communicate proposal and ask if there are any issues with this.	ACTION: LC

The meeting closed at 8.15pm

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 Committee Chair / Date