

Midsomer Norton Primary School
Full Governing Body Meeting
Wednesday 30th March at 6.30pm

Present

Ian Nockolds
Alun Randell
Tony Isherwood
Karen Holliwell
Becky Tapper
Phil Elkington
Kate Durrant

1.	Chairs Opening Remarks	
	IN welcomed the Governors to the meeting.	
2.	Apologies for Absence	
	Apologies were received and accepted from IA, SR, SB, EC and MD. DS was not present at the meeting.	
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 3 February 2016	
	4.1 With one amendment (in 8.3 there should not be an action for KD), the Minutes were agreed to be a true and accurate record of the last meeting and were signed off by IN (Prop: TI Sec: PE)	
5.	Matters Arising from the Minutes of 3 February 2016	
	<p>5.1 <u>Minutes on Noticeboard / Website</u> – KD confirmed that the minutes were now on the website. IN reported that there is now a dedicated Governors noticeboard in the top playground.</p> <p>5.2 <u>Co-Opted Governor Vacancy</u> – to be covered in the agenda, item 6.</p> <p>5.3 <u>Potential to Link with School in Zambia</u> – Ongoing. AR and MD to meet to discuss this.</p> <p>5.4 <u>Academisation Discussion Process</u> – IN confirmed that he had circulated a copy of the presentation to the Governors, a letter had been sent out to parents and he had attended a staff briefing.</p> <p>5.5 <u>Approaching Representatives for Potential Collaboration</u> – AR confirmed that he had made the relevant invitations for speakers to meet with us.</p> <p>5.6 <u>Roof Repairs</u> – KD reported that she had spoken to BANES and had been advised to instruct a contractor to assess the roof and report on the issue. BANES had confirmed that if there were any latent defects reported then we would be able to take it further with them.</p> <p>5.7 <u>Ratification of Child Protection Policy</u> – AR confirmed that this has been approved by the Governors via email.</p> <p>5.8 <u>Link Governor Reports</u> – to be covered in agenda, item 10.</p> <p>5.9 <u>Confirmation of Term Dates for 2016-17</u> – AR confirmed that these had now been circulated.</p>	ACTION: AR / MD

Midsomer Norton Primary School
Full Governing Body Meeting
Wednesday 30th March at 6.30pm

	5.10 <u>Parent Survey</u> – IN confirmed that this had been sent out.	
6.	Governance Matters	
	<p>6.1 <u>Co-opted Governor Application</u> – IN confirmed that a parent had approached the school office to register their interest in becoming a Governor. AS is a teacher (at another school) and has previously been a Governor at Paulton Infants School. IN stated that SR had queried why he had proposed AS as a Co-opted Governor. IN had responded that he had previously made several approaches to local businesses in an attempt to find a Co-opted Governor but without success, and felt that AS could be a good fit for this role. KH queried whether, if the vacancy situation changed in the future, there could be the potential to move AS from a Co-opted role to a Parent one. IN stated that this could be a possibility if this move was voted on by the Governors. IN stated that he would send out a letter to parents to see if there was any interest in becoming a Parent Governor. IN then formally proposed AS as Co-opted Governor, seconded by PE. The proposal was agreed by the Governors. IN to forward LC contact details for AS so that she can be invited to the next meeting.</p> <p>6.2 <u>Disclosure and Barring Scheme</u> – KD advised that following advice from BANES stating that if any DBS checks are more than three years old we should consider resubmitting them, all Governors will now need to complete new DBS forms. KD requested that any Governor who has not been given a form please pop into the school office as soon as possible to pick one up. KR reported that the ID verification form emailed out by LC advises which forms of identification Governors will need to provide alongside the completed form.</p>	<p>ACTION: IN</p> <p>ACTION: IN</p> <p>ACTION: ALL</p>
7.	Head Teacher’s Report to Governors	
	<p>7.1 <u>Monitoring Data</u> – AR gave a brief overview of his report. AR stated the monitoring data suggested inconsistencies and that we required improvement in our teaching and learning in some areas of the school. AR reported that we were already implementing actions to address this, including SB being assigned to support the planning in a particular year group. AR stated that we would also be using commercial tests (NFER) to support our assessment information. AR stated that some of the data may be skewed by teachers being overly cautious with the new assessments, and to address this, AR will be moderating with the SLT. PE queried whether it is our assessment or our teaching that is inconsistent. AR responded that it is both, and that inset training and SLT support will be needed to tackle this.</p> <p>7.2 <u>Quality of Teaching</u> – TI commented that the percentage of teachers observed as ‘good’ had gone down. AR responded that this illustrates we still have work to do. BT raised her concern that we had discussed this percentage last year, but there did not appear to be any progress. AR stated that we are making progress in this area, although the impact of some of initiatives being put in place such as ‘Talk for Writing’ would be long term. AR stated that some of the lessons observed as not being good did have elements of good. Other measures being put in place included structured informal support and mentoring for teachers. IN queried whether it would be appropriate for outstanding practitioner to be used to model their performance for others to observe. AR responded that this was already happening and one member of staff had been moved into another year group, specifically to support with areas of pacing and setting expectations for children’s output. TI commented that these improvements would occur as we move through the academic year and that in the class where a staff member had been replaced in January he had already observed vast improvements in behaviour management and classroom systems. TI queried why attendance had previously based on 90% and this had gone down to 85%. KD responded that these statistics came from BANES.</p> <p>7.3 <u>Staff Changes</u> – AR reported that JW would be leaving us and we are therefore losing two teachers from years 5/6. This adds to our recruitment challenge. KH</p>	

Midsomer Norton Primary School
Full Governing Body Meeting
Wednesday 30th March at 6.30pm

	<p>queried whether this had been communicated to parents yet. AR responded that it had not, but would be in the near future. TI queried whether losing two teachers from the same year group indicated an issue. AR responded that both leavers were relocating for lifestyle choices.</p> <p>7.4 <u>Parent Survey</u> – AR stated that the survey responses had raised the issue of the after school club provision. AR reported that internally this had already been recognised as an issue and in terms 5/6 there will be some improvement. AR commented that there will be a multi-skills sports club for years 1 / 2. AR reported that PH Sports will be taking over the Breakfast Club after Easter and there was a potential to trial an after school, 3:15 – 5:15, child care club with them.</p> <p>7.5 <u>Pupil Numbers</u> – KD commented that in terms of numbers for reception for the upcoming year, we are only aware of the number of applicants who have listed us as their 1-3 choice. KD stated that the number who had selected us as their first preference was 31 with 77 selecting us within the 1-3 choice. KD reported that this was lower than last year (44) but that had been exceptional and the normal figure for us as first preference was around 30-35. AR added that this highlighted the importance of publicising what we do and who we are. KD stated that funding is based on the October census so this figure will have a financial impact on us next year. AR added that this uncertainty meant that the TA and part time vacancies were being advertised as fixed term so that we can flex to address any situation going forward.</p>	
8.	Sub-Committee Minutes – Questions / Updates	
	<p>8.1 <u>Personnel</u> – PE reported that the main point of discussion had been the staffing for next year. PE stated that we now have an Early Years Leader. We are looking to achieve the Bristol Standard, a quality mark in early years' education. The committee also looked at 'Talk for Writing'. PE advised that the Appraisal Policy had been agreed.</p> <p>8.2 <u>Finance & Premises</u> TI reported that the committee had gone through the budget revision exercise update which was lower than previously stated. The nursery staffing structure had been discussed. The ICT contract had been reported as having made significant progress. The impact of the caretaker's absence and the impact this had made was discussed. KH queried the contingency plan for the caretaker's absence. AR responded that we have looked into this and now have suggestions for individuals we could approach should this happen again. KD advised that the new buildings maintenance software should be helpful in this situation as it allows users to enter in any jobs that need doing, and can then produce reports on what needs doing and when. TI advised that the number of nursery pupils for next year looked to be down, at around 24. The price of school meals is increasing to £2.20. In terms of capital projects TI advised that we had purchased 4 new p.c.s and were waiting for the purchase of the new fire doors. Also, we are looking at a new software programme for buildings maintenance. KD confirmed that we have now purchased this. TI and IA had carried out a buildings inspection and AR and KD had subsequently prioritised items for urgent action.</p> <p>8.3 <u>Curriculum</u> – IN reported they had looked at the Assessment Policy and the latest data from the assessments. The data confirmed that years 2/3/4/5 are our most challenging year groups. IN stated that AR had already summarised the measures being taken to address this in his Head's Report. IN stated that the data showed a widening of the gap between the highest and lowest achievers and this was discussed as needing further investigation and action. IN reported that we needed to embed the assessment systems. 'Talk for Writing' and our provision for outdoor learning had been identified as important areas of focus. PE queried how our data compared to other schools. AR responded that all schools have had to devise their own internal assessment systems so those sets of data are more difficult to compare, but for years 2 and 6, schools were all working to the same set of rules so the data will be easier to compare. AR stated that setting up the new assessment systems had been the focus for most Head Teachers but going forward they will be looking to compare and contrast data. BT reported that she had been part of a meeting</p>	

Midsomer Norton Primary School
Full Governing Body Meeting
Wednesday 30th March at 6.30pm

	<p>in Bristol involving three other schools and they had all found their data to be low. BT stated that the general conclusion was the new assessment systems had made an impact on the data.</p> <p>8.4 <u>Collaboration Working Group</u> – IN reported that we had held the first series of presentations on March 14th and that next, NUT and Dragonfly Trust, were due to take place on 20th April. IN stated that this process had obviously been brought into focus by the Chancellor’s announcement that all schools should be part of a formal collaboration by 2022. IN reported that the general message from BANES to the Chairs of Governors was although consideration of this matter should be progressed, it was important not to panic and rush this important decision. IN proposed that the Governors meet again after the 20th April to make sense of all that they had heard and to decide on the next best course of action. After discussion it was decided the next meeting be held at 6:30pm on Wednesday 11th May 2016. IN circulated an improved copy of the last slide from the presentation made by BANES. AR commented that at the last staff meeting he had been asked for an update. IN agreed to provide this after the meeting on the 20th April.</p>	ACTION: IN
9.	Ratification of Policies	
	<p>9.1 <u>Appraisal</u> – AR reported that this policy had been approved by the Personnel Sub-Committee. AR asked whether the Governors had any further comments on the policy. BT queried that the policy gave 5 working days for feedback following an observation. AR responded that the 5 working days referred to written feedback and that oral feedback would be provided as soon as possible. The policy was then formally accepted (Prop: AR Sec: IN). AR stated that the Government guidance for approval of the policy was that it could lie with the FGB, a Sub-Committee or a nominated individual. IN proposed that this be delegated to the Personnel Sub-Committee and all Governors voted in favour of this.</p>	
10.	Link Governor Reports	
	<p>10.1 IN reported that he had recently carried out a Link Governor Visit and will forward his report to LC. BT also stated that she had completed a report to be sent to LC. PE requested that Link Governor Reports be circulated to all Governors to ensure that they are active documents.</p>	ACTION: IN / LC
11.	Review of Governing Body Objectives for 2015-16	
	<p>11.1 IN confirmed with the Governors that the objectives previously agreed remain relevant.</p>	
12.	Communications	
	<p>12.1 <u>Parent Survey</u> – IN reported that overall the responses from the survey were very positive. There were no areas that scored less than a majority of positive comments. IN gave an overview of the survey results including; ‘The teaching is good at this school’ - 94% positive comments, ‘My child is making enough progress’ – 90% positive as was ‘The school keeps my child safe’. IN reported that the most negative of all areas, with 34% disagreeing and 10% strongly disagreeing was the adequacy of After School Provision (clubs). The feedback was that there are not enough clubs and current provision is focussed on younger children. The other area of concern underpinning various responses was ‘communication’. Parents indicated that they wanted to be better informed about; their child’s progress, expectations for homework, how their children are being taught (specifically in Maths), the schools behaviour management policy and the role of the lunchtime supervisors in terms of managing behaviour.</p> <p>12.2 IN PE queried what we are planning to do in response to the survey results as he felt that it was crucial to demonstrate we are acting on the feedback received. KD agreed, stating comments had been made that suggestions given before had not been acted on. AR responded that he would be putting out a response to all parents and making the results publically available. IN stated that we</p>	

Midsomer Norton Primary School
Full Governing Body Meeting
Wednesday 30th March at 6.30pm

	<p>needed to give careful consideration to the results we publish as some may give prospective parents unwarranted cause for concern e.g. the club provision. IN felt that it may be appropriate to publish an executive summary of the report. IN added that it would be good practice to go back to parents with a response detailing, you said 'x' and we are responding by doing 'x'. IN to draft these documents. AR commented that he did not want to send the survey response from the Governing Body as he felt it was important for the whole school to own it. PE proposed the communication could be a joint one from the Governors and staff, reflecting a collaborative approach. The was agreed by the Governors as a good idea. IN requested that AR allude to a forthcoming parent survey response in the next school newsletter. KD queried whether it would be possible to compare the survey results with the previous years. IN responded that this was possible but would be problematic as the previous surveys were in different format with different questions. IN to look at this.</p> <p>12.3 <u>Complaint</u> – IN advised that a complaint had been made via OFSTED, that included a safe-guarding concern, and that this was investigated and no grounds found. Both BANES and the parents have confirmed that the matter has been resolved.</p>	<p>ACTION: IN</p> <p>ACTION: AR</p> <p>ACTION: IN</p>
13.	Any Other Business	
	<p>13.1 <u>Website</u> – TI stated that Year 5/6 had an excellent web page and was a brilliant site with details of what they were doing this week and next. AR reported that this model would be rolled out for all year groups and that years 1/2 and 5/6 were early adopters. AR had not wanted to refer to the site in previous newsletter as it had not been available for all year groups at that time, but he would be doing this after Easter. TI stated that a member of staff who had left at Christmas was still named on the website.</p> <p>13.2 <u>Nursery Times</u> – BT queried the drop off times for nursery as she was aware of some parent's confusion over this. AR confirmed that it was 08:30.</p> <p>13.3 <u>Governor Profiles</u> – TI queried whether all the Governors had returned their information yet. IN responded that they hadn't but as this was a statutory requirement he would be chasing this up. TI queried whether the Governors contact details would be published and if so the process to follow if a parent contacted them. IN responded that we have our Complaint Policy to follow. AR reported that we will be having a Governor's email address. AR stated that one member of the Governing Body was needed to check the email address around once a week and communicate any messages back to the FGB. PE volunteered to take on this responsibility.</p>	<p>ACTION: AR</p> <p>ACTION: IN</p>
14.	Date of Next Meeting: Wednesday 18 May 2016	

The meeting closed at 8.10pm

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Committee Chair / Date