

Midsomer Norton Primary School
Full Governing Body Meeting
Wednesday 9 December at 6.30pm

Present

Ian Nockolds
Alun Randell
Tony Isherwood
Stephen Robinson
Becky Tapper
Eleanor Cook
Martine Duggan
David Smith
Kate Durrant

1.	Chairs Opening Remarks	
	<p>IN welcomed KD to her first FGB meeting and thanked her for agreeing to attend.</p> <p>IN also wanted to note his congratulations for the PSG's excellent Christmas Fayre, which raised approximately £2,000. IN will send a note of thanks to the PSG on behalf of the Governors.</p> <p>IN also wanted to note the fantastic efforts of the children in the Champions of Change initiative, who raised £530.28.</p>	ACTION : IN
2.	Apologies for Absence	
	Apologies were received and accepted from IA and PE. KH was not present at the meeting.	
3.	(a) Declaration of Interests	
	None.	
	(b) Register of Pecuniary Interests – Update	
	None	
4.	Confirmation and Signing of the Minutes of 16 September 2015	
	4.1 With one amendment (in 7.4 it should read "68" Pupil Premium children, not "9"), the Minutes were agreed to be a true and accurate record of the last meeting and were signed off by IN (Prop: AR Sec : EC)	
5.	Matters Arising from the Minutes of 16 September 2015	
	<p>5.1 <u>Leader for Modern Languages / D&T</u> – AR confirmed that the new leadership structure covers these areas.</p> <p>5.2 <u>Press Release for Results</u> – AR advised that the League Tables are in fact due out tomorrow, so now would be a good time to arrange this. AR will look at the performance tables and arrange something.</p> <p>5.3 <u>Governor Newsletter</u> – EC confirmed that she has drafted it and IN has reviewed it and made a couple of changes. They just need to add in a couple more photos of Governors and it will then be ready to send out on Friday. IN will email the document to AR so that the additional photos can be added and it will be sent out with the usual newsletter.</p> <p>5.4 <u>Press Release for New HT</u> – AR confirmed that this had been done.</p> <p>5.5 <u>Staff Governor Election</u> – IN confirmed that an election had been held and EC had been unanimously re-elected.</p> <p>5.6 <u>HT Performance Management Panel</u> – AR confirmed that this Panel took place and that the objectives have been met.</p>	ACTION : AR ACTION : IN / AR

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	<p>5.7 <u>Link Governors List</u> – IN confirmed that the list had been circulated.</p> <p>5.8 <u>Minutes on Noticeboard / Website</u> – DW confirmed that the Minutes of the FGB held on 15 July have been uploaded to the website. DW will now arrange for the Minutes of the 16 September to be uploaded as well.</p> <p>5.9 <u>PSG Funds Request</u> – AR confirmed he has discussed this with the PSG and a procedure has now been set up to request funds.</p> <p>5.10 <u>Pay Policy Review</u> – AR confirmed that this had been completed.</p> <p>5.11 <u>Circulation of Pay Policy Via Email</u> – AR confirmed that this had been done and the Policy had been ratified.</p> <p>5.12 <u>Behaviour Policy</u> – AR confirmed that this policy is on the website. AR will make parents and carers aware that this policy (and others) are on the website.</p> <p>5.13 <u>Website Timeframe</u> – AR confirmed that there have been a lot of updates to the website, although some areas are still “under construction. KD confirmed that all of the statutory information is on the website already.</p>	<p>ACTION : DW</p> <p>ACTION : AR</p>
6.	Governance Matters	
	<p>6.1 <u>Clerk to the Governors</u> - IN reported that there had only been one application for the post of Clerk, but the applicant looks very strong. AR and IN will interview her on Friday. DW agreed to cover the handover with the new Clerk.</p> <p>6.2 <u>Co-Opted Governor Vacancy</u> – IN advised that he had registered our vacancy for a Co-Opted Governor on the SGOSS website and asked for any suggestions from the Governors. IN has already approached a couple of local solicitors (no-one interested at the moment) and suggested that we should follow up this vacancy in the New Year. It was suggested that we could also approach Sainsbury's as they are involved in the local community and may be interested or advertise in the local paper / MSN Life (a new local magazine). IN will look into these options.</p> <p>6.3 <u>Parent Governor Vacancy</u> – IN reported that he had discussed this with the PSG, who felt that the terms leading up to Christmas were not a good time as everyone was so busy. It was felt that parents may be more open to this vacancy in the New Year. KD commented that parents may feel they are not good enough to join the Governing Body and so we need to get the message across that anyone can do it – they just need to be a parent who cares about the school.</p> <p>6.4 <u>Standing Orders</u> – IN sent out a revised version earlier this week, which has been checked and updated and now refers to the correct documentation. Various points were discussed. EC raised the question of whether we should have a secret ballot for election of Chair and Vice Chair at the AGM. It was discussed and agreed that as the Standing Orders already gave the option “If there is more than one nominee, the remaining Governors will take a vote by a show of hands or a secret ballot” then that was acceptable. It was, however, agreed that if anyone felt prior to that meeting that they would like to request a secret ballot because of any difficulty they may have with another Governor, they could do so anonymously via the Chair in advance of the meeting (giving a clear reason to the Chair for doing so). The secret ballot would then be at the discretion of the Chair. It was therefore agreed to accept the Standing Orders as they stand. A copy will be uploaded to Google Drive.</p>	<p>ACTION : IN</p> <p>ACTION : DW</p>
7.	Head Teachers Report to Governors	
	<p>7.1 AR gave a brief overview of his report. The first key point was the SEF, a copy of which has been sent to all Governors. AR asked the Governors to note that this is a working document, requiring updating throughout the year. AR has received input from SB and Jenny Short so far, but will require input</p>	

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	<p>from the rest of the staff now.</p> <p>7.2 <u>Behaviour</u> – AR reported that he had taken the unusual step of moving a child from one class to another in Term 2, but that the move had paid off and the benefits were clear to see.</p> <p>7.2 <u>Attendance</u> – Due to a mix-up of dates on the website, AR has had to approve some term time holiday requests, but despite this our attendance is still slightly above the BANES average.</p> <p>7.3 <u>Networking</u> – AR commented that this is on the agenda more now as schools are under pressure to form collaborative networks.</p> <p>7.4 <u>ICT Situation</u> – AR confirmed that the ICT situation has been resolved – the ICT Technician has agreed a settlement. AR, KD, SB and George Rodd are meeting with Apollo at the end of the week to discuss what they can offer the school as a support service. AR needs to explore how proactive they are but based on the service we have received from them so far and providing they can provide us with a good package, AR is minded to go with them. The contract would initially be for one year to ensure it works well and the price needs to be within our budget of approximately £5,000. IN pointed out that as this is a sum higher than £2,000, it would need to be approved by the F&P Committee. AR requested doing this via email rather than waiting for the next F&P meeting next year. This was agreed by all.</p>	
8.	Sub-Committee Minutes – Questions / Updates	
	<p>8.1 <u>Personnel</u> - In the absence of PE and KH, AR ran through the last Personnel Minutes and updated on any areas that had been dealt with, such as the ICT Technician situation being resolved. As to the cleaning staff situation AR has checked with BANES and there has been no progress on this. BANES HR are saying that their cleaning services are not being wound up and that providing schools still buy into them, they will continue. It is one to keep an eye on. The SLT role was advertised internally with one applicant (the current temporary post holder). The Personnel Committee had agreed that AR could hold an informal interview in the event of one application by the current post-holder, which AR has done. AR has offered the post and it has been accepted. Also discussed was the quality of teaching and support. Some teachers have been receiving additional support. AR explained that there had been a development with the NQT member of staff discussed at the Personnel meeting in that he had handed in his letter of resignation and by mutual agreement would be leaving at the end of this term. AR now needs to inform parents of that class as well as the staff. AR asked the Governors to keep this information confidential until Friday when he will speak to staff and issue a letter. He has been pursuing a few different options, but hopes to have cover arranged before Friday so that he can give some concrete and reassuring information to parents. The other NQT is coming towards the end of her final year. AR is very pleased and satisfied with her performance and she has her final assessment before Christmas.</p> <p>8.2 <u>Finance & Premises</u> – TI gave an overview in the absence of IA. The fire doors situation has become very complex and this will be discussed at the next F&P meeting. The Buildings Inspection has not been done yet. TI has emailed IA to arrange this but is awaiting a response. The Disaster Recovery Plan has been done – KD confirmed that this now just needs to be delivered to the staff on the Inset Day. The H&S inspection was carried out. There were 19 items highlighted – 8 of these have been actioned, with the remaining items ongoing / in hand. KD advised that the budget had been circulated by KD to the F&P committee. IN signed it off and KD will submit it.</p> <p>8.3 <u>Curriculum</u> – IN reported that there have been two curriculum meetings since the last FGB. The main discussion in the November one was assessment and the vision for this within the school. AR gave a presentation on that relating to the new curriculum and the way we now use SPTO. The Homework Policy was circulated and AR is planning to review this in Term 3. There were discussions about homework and how to support learning in the</p>	<p style="text-align: center;">ACTION : AR</p> <p style="text-align: center;">ACTION : IA / TI</p> <p style="text-align: center;">ACTION : KD</p>

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	home - providing parents with reading lists, better use of the website and Abacus. The recent session for Abacus had been very poorly attended (despite being requested) and we need to think about how we advertise this type of workshop in the future and perhaps offer a crèche. At the December meeting, AR had given an explanation of mastery. Two staff meetings prior to Christmas had focussed on Mastery in Maths and two staff meetings after Christmas will focus on Mastery in Literacy.	
9.	Ratification of Policies	
	<p>9.1 <u>Health & Safety Policy</u> – A copy had been circulated prior to the meeting. AR explained that it was based on a BANES model policy and he had adjusted it to be school specific. All present agreed to adopt this policy.</p> <p>9.2 <u>Raising a Concern Policy</u> – AR explained that this was also based on the BANES model policy, with relevant and useful parts of our previous policy added in. All present agreed to adopt this policy. AR confirmed that it will be uploaded to the website.</p> <p>9.3 <u>Staff Discipline, Conduct and Grievance</u> – AR reported that he had used two BANES model policies for this topic and it was covered by these and by the Staff Handbook. All present agreed the policies. AR will ensure the staff are made aware of them. It is not relevant to upload these to the website.</p>	<p>ACTION : AR</p> <p>ACTION : AR</p>
10.	Link Governor Reports	
	<p>10.1 IN and MD confirmed that their reports have been circulated. BT advised that she has had her first meeting with SB and the second is scheduled for January. TI has emailed his contact, Naomi Boyce and is waiting for a response to set up a suitable time. NB has suggested TI spend time in each class and speak to the children.</p> <p>10.2 MD asked if it would be possible to clearly depict the focus for these Link meetings. Governors have suggested questions, but suggested focus points would be helpful. AR will look into this.</p> <p>10.3 EC commented that the staff were happy that the Governors have become more visible lately. Their visits have made a difference and are appreciated. It works both ways as it is also good for the Governors to directly get a taste of school life.</p>	ACTION : AR
11.	Review of Governing Body Objectives for 2015-16	
	<p>11.1 IN commented that he feels we are on track with our three proposed areas :</p> <p>Achievement – we are very focussed on doing this still.</p> <p>Change Management – everyone is still very aware of this.</p> <p>Place in our Community – IN feels that this is being demonstrated in many ways, press releases in the local press, our presence on Remembrance Day, the school fayre and Champions for Change.</p> <p>11.2 EC commented that at the last staff meeting a point was raised about our involvement with other local schools. Aside from celebrating our community, it is helpful from a networking point of view. We have a good sports and science involvement with Somervale for example. EC feels this is a very positive step and is proud of the various links – a lot of people have been involved in this.</p> <p>11.3 AR commented that Paul Myers (Mayor) had come to our Christmas Fayre and they had met a few times as well. AR noted that we were the only school to attend the Remembrance Day ceremony in the town. AR is keen to look at the overall picture and will contact the Town Clerk for a calendar of local events.</p>	ACTION : AR

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12.	Communications	
	12.1 IN commented that he felt we had been using opportunities well to integrate with parents and make our presence known.	
13.	Any Other Business	
	13.1 AR reported that at his HT Appraisal Jenny Short had felt it would be a good idea if all of the schools she is in contact with consider Academy status. AR feels it would be good for the Governors to be proactive about this and find out what this means for us and what other local schools are considering as we are being told we will definitely have to think about it in the next 18-24 months. IN proposed that a working group is set up for this in the New Year to look at the issue in more detail and present the findings to the rest of the FGB. This will be revisited in the New Year.	ACTION : IN
	13.2 MD commented that she had some letters from a school she had visited in Zambia during the Summer and thought it would be a good idea to set up a link between our school and the school in Zambia, but did not know who to approach about it. AR agreed to look into this as to whether it is pastoral or curriculum matter and will let MD know who she should talk to. It was agreed that if we do decide to create the link, we need to ensure we maintain it and make it work well.	ACTION : AR
14.	Date of Next Meeting : Wednesday 3 February 2015	

The meeting closed at 8.20pm

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Committee Chair / Date