

Midsomer Norton Primary School
Full Governing Body Meeting
Wednesday 18th May at 6.30pm

Present

Ian Nockolds
Alun Randell
Tony Isherwood
Karen Holliwell
Anna Swift
David Smith
Martine Duggan
Kate Durrant
Sara Biss

1.	Chairs Opening Remarks	
	IN welcomed the Governors to the meeting, in particular AS, who was attending her first FGB. IN expressed his thanks to the Governors for their time and commitment in attending the numerous recent meetings, and time spent on the various communications and preparation of financial documents for the FGB Meeting.	
2.	Apologies for Absence	
	Apologies were received and accepted from SR, PE, BT and EC. (IA travelling back from another meeting and would be joining the FGB as soon as possible).	
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 30 March 2016	
	4.1 The Minutes were agreed to be a true and accurate record of the last meeting and were signed off by IN (Prop: TI Sec: KH)	
5.	Matters Arising from the Minutes of 30 March 2016	
	<p>5.1 <u>Potential to Link with School in Zambia</u> – MD stated that this cohort of students is going to Zambia in the next couple of weeks so asked whether letters could be expedited so that they could be delivered personally. AR responded that the timescale may be challenging but asked MD to confirm the date.</p> <p>5.2 <u>Parent Governor Vacancy</u> – IN confirmed that he has drafted a letter to parents and will circulate this out to the Governors. IN has sent LC contact details for new Co-opted Governor AS.</p> <p>5.3 <u>Disclosure and Barring Scheme</u> – IN reminded the Governors to send in their forms as soon as possible if they have not already done so.</p> <p>5.4 <u>Collaboration Working Group</u> – IN confirmed that he had met with the teachers and TAs on 13/05/16 to update them on the collaboration working group's discussions.</p> <p>5.5 <u>Link Governor Reports</u> – IN stated that there was a larger issue ongoing with Google Drive. IN to meet with LC to look at this. LC to email out to all Governors any Link Governor Reports received in the meantime.</p> <p>5.6 <u>Parent Survey</u> – AR confirmed he has sent out a letter to parents following the survey and IN has provided an executive summary of the slides which AR will put on the website. IN had examined the results from the previous parent survey sent out in 2013/14, and had found the responses to the questions that had</p>	<p>ACTION: AR / MD</p> <p>ACTION: IN</p> <p>ACTION: IN / LC</p> <p>ACTION: AR</p>

Midsomer Norton Primary School
Full Governing Body Meeting
Wednesday 18th May at 6.30pm

	<p>been asked again this year, were virtually identical. IN had summarised the analysis on an excel spreadsheet which he will circulate out to the Governors.</p> <p>5.7 <u>Website</u> – AR confirmed this has been updated.</p> <p>5.8 <u>Governor Profiles</u> – IN stated that the Governor profiles are currently online.</p>	ACTION: IN
6.	Governance Matters	
	<p>6.1 <u>Staff Governor</u> – IN stated that LC had been informed by the Local Authority that EC's term of office was coming to an end. KD responded that EC had been re-elected at the start of the year. LC to confirm this information to BANES.</p> <p>6.2 <u>Parent Governor Vacancy</u> – IN reported that he had received interest in becoming a Governor from a Grandparent of a pupil. The individual is unable to become a Parent Governor as the stipulation for that role is that the person has to be a parent or carer. IN stated that we currently have a full cohort of Co-opted Governors but it is positive to have details of an interested party to keep on file. IN commented that it would be a good time to check whether our current Governors are happy to continue in their roles. IN reported that he will be sending out a letter to parents about the progress of the Collaboration Working Group and will include information about the Parent Governor Vacancy, as the collaboration topic may generate interest in governance issues.</p> <p>AR reported that there had been recent press stating Parent Governors may not be needed in the future. AR emphasised that as we are a Community School we will want and need Parent Governors, who he felt provided a vital link to parents and their views. TI added that the recent press information about Parent Governors was relevant to Academies and it was clarified that rather than excluding Parent Governors it focussed on the need to consider the relevance of their skill set. TI stated that even if we were to join an Academy we could still stipulate that we would allow Parent Governors. IN proposed and held a vote on continuing as a body with Parent Governors (Prop: IN Sec: TI). The vote was unanimous in support of this.</p>	<p>ACTION: LC</p> <p>ACTION: IN</p>
7.	Head Teacher's Report to Governors	
	<p>7.1 <u>SATs</u> – AR reported that the SATs for KS1 are now out of the way and still ongoing for KS2.</p> <p>7.2 <u>Attendance</u> – AR reported that attendance levels haven't changed dramatically and are still good. The draft Ofsted Governor's Dashboard which came out in November showed lots of strengths and no areas of weakness. There was an update in February and this showed one area of weakness – attendance for EHIC children. AR stated he believed the data is being skewed by one particular family.</p> <p>7.3 <u>Fixed Term Exclusion</u> – AR stated that he has had to implement another fixed term exclusion for a child in addition to the one reported in the head's report. The child had challenging behaviour and had been violent to other children, rude and disrespectful to staff and had been running out of the classroom. AR had felt he needed to draw a line on this occasion, but going forward the intention is to do everything we can to manage this internally. AR stated that in future we could implement an internal exclusion but that would have staffing implications. AR stated his intention is to assess the impact of the fixed term exclusion on staffing/ other children and react to that and to only resort to fixed term exclusions if it proves impossible to staff an internal exclusion.</p> <p>TI queried whether the child and family had access to someone from Psychology Team at BANES. AR confirmed that the Educational Psychologist is coming in tomorrow (19th May). SB added that behaviour intervention plans are in place and that the child has a play therapy key worker and regular review meetings. TI queried the support the child would receive at home if he was excluded. SB responded that on this occasion it was an issue of the safety of</p>	

Midsomer Norton Primary School
Full Governing Body Meeting
Wednesday 18th May at 6.30pm

	<p>others within the school. SB stated that there is a parent support advisor in place for the child's mum. (IA joins the meeting).</p> <p>7.4 <u>Staffing</u> – AR stated that three staff have now been appointed. AR reported that GR has resigned due to family reasons. We are currently advertising for a part time nursery teacher and interviews are being held on Wednesday.</p> <p>TI queried whether we need to find the SEN cost to support a child in Reception as he transitions to Y1 from within our budget. KD responded that there is a small amount of overtime in the budget but not much. KD estimated the cost to be approximately £500-£600 per month for TA support. AR added that it was a question of looking at staffing and timetabling and getting that mix of classes right. SB stated that we had received transition funding for the child up to the end of Term 4 and that we had now requested an EHC for them but this could take some time. TI also queried why BME pupils are listed as a separate group. AR responded that Ofsted typically look at that group. SB added that they are grouped by the Education Authority as children likely to underachieve.</p> <p>7.5 <u>Unauthorised Absence</u> – IN raised the issue of the Isle of Wight father who challenged the school's unauthorised absence fine. AR commented that he does receive some absence requests throughout the year and usually says no to these. AR reported that the BANES position is that they will only look at taking someone to court if their child's attendance was below 90%. AR stated that we need to look at positively encouraging attendance. AR reported that staff will be looking at the rewards system during the inset day, and attendance will be part of that.</p>	
8.	Sub-Committee Minutes – Questions / Updates	
	<p>8.1 <u>Finance & Premises</u> – TI reported that we are on top of both Buildings and Health and Safety Inspections. TI stated that both inspections are being addressed and urgent items have been actioned. The roof inspection is due to take place tomorrow (19th May). KD has contacted Techniglaze following the flood (Midas subcontracted to Techniglaze).</p> <p>IA reported that at the last meeting we had been predicting a carryforward of £27.5k, however it had transpired at the last Personnel Sub-Committee Meeting that there would not be a surplus, but a deficit of £6k. IA stated that the large swing had come as a shock, so the Committee had asked AR to work with KD to produce a report for the Governors as to the reasons for this and the likely impact in the coming months and for 2016/17. IA had met with AR to discuss what had gone wrong. IA summarised the reasons as; the monitoring systems for identifying overspend were insufficient, lack of accountability across the whole team for overspend, some costs although relatively minor associated with AR joining us, costs where we had needed to provide additional staffing support. IA summarised the main areas of overspend as; supply (£12k over budget), SMSAs (£8k over), PPA (£6.5k over) and training (£1.5k over). IA stated that going forward we needed to look at tightening up our control and monitoring processes. IA commented that all staff with any individual budgetary responsibility must immediately escalate any overspend to KD and AR. The SLT also needed to take more responsibility for the budget as a whole.</p> <p>IA reported that the impact for 2016/17 would be a need to make cuts in certain areas, as reflected in the revised budget which had been produced for the consideration and potential sign off of the Governors at this meeting. IA stated that the revised budget looked good and should now show a £12k surplus at the end of 2016/17, dependent on the cost cutting assumptions and income expectations. IA stated that we would be asking parents to make voluntary contributions towards swimming classes, and how that is communicated is vital. KD clarified that we hadn't cut costs and that the budget was the same as last year. KD stated that we needed to stay within those figures which we haven't in the past.</p>	

Midsomer Norton Primary School
Full Governing Body Meeting
Wednesday 18th May at 6.30pm

	<p>KH queried if staff overspent, how that individual accountability would work. IA responded that he, IN, KD and AR would be meeting to drill down that level of detail. AR added that in November 2015, when we thought there would be a surplus, as reflected in the minutes of the FGB, we were aware that this was coming down, but we were caught by surprise. KH commented that we may need to look at more regular budget reconciliation. IA responded that he had proposed this was done on a monthly basis. KD stated that we already do this and the reports are scrutinised. KH queried how, in that case, this situation had arisen. AR responded that we hadn't appreciated the supply budget, and going forward we need to look at the commitments, such as the Year 4 and 6 camps, and take them out of the budget at the start of the year.</p> <p>MD queried whether it had been an atypical year in terms of staff absences. AR responded that it had been higher than usual in February and March. KD clarified that only absence over 5 days was paid back under the insurance scheme. KH asked whether we would be looking to make increased use of in house contingency cover. AR responded that we would need to work more smartly with in house cover next year. AR reported that instead of having PPA time across the afternoons, and therefore committing the HLTAs, we would have PPA time over Tuesday and Wednesday so that we can better cover absence in house.</p> <p>KH queried how the SMSA overspend had occurred. AR responded that we had been employing them to support readers and that some overtime had occurred due to sickness or children's behaviour. AR stated that in the future we need to know how many SMSA hours we need to budget for, including exactly how many hours for reading support, for which particular children. AR stated that he hoped we could use volunteers to fill in the gap for reading support.</p> <p>IN reported we would need to look at the timings of our meetings and how that supports the scrutiny of these issues. IA stated that the budget for 2016/17 had been sent out yesterday (17th May), and that he had spoken briefly with PE about this, but not the other members of the F&P Sub-Committee. TI commented that he was happy to support the budget and felt that the deficit was manageable. TI added that it was important to tighten up our monitoring systems. DS stated that he had not yet had the opportunity to look at the revised budget. IN outlined that we had the option to either sign off the budget remotely or support its' sign off at this meeting. KD summarised that we are now predicting a cumulative surplus of £2893. DS outlined his view that we needed to spend further time clarifying how this situation had arisen, and our time would be better spent on understanding how to prevent this happening again, rather than going over the minutiae of the revised budget. IN asked for a vote to support the budget proposed for 2016/17 (TI; Prop, AS: Sec). The vote was carried with one abstention duly noted from IA, who felt he need further discussion with PE. IN stated that he would be meeting with IA, AR and KD prior to the next F&P Meeting to better understand the situation.</p> <p>SVFS – KD stated that this was an audit of processes which had been agreed by the F&P Sub-Committee but had been missed off the agenda and required signature by IN. IN duly signed this off. (DS leaves the meeting as previously agreed).</p>	
8.2	<p><u>Personnel</u> – KH reported that in his absence PE had requested she present the FGB with a summary of the discussions at the recent Personnel Sub-Committee. KH stated they had looked at the Early Years and wider school staffing structures and the Committee members had fedback on AR's proposals for these. They had also discussed the club provision including the breakfast club which is now operating successfully under a new provider, and an after school club which will offer after school childcare. A long standing member of staff had resigned and the Committee ensured that their contribution was recognised by the Governors. KH reported they had looked at the Appraisal Policy which had been amended in consultation with BANES HR. The quality of teaching had been reported to the Committee as of a good standard and they had discussed two individuals being managed under the Appraisal Policy. The issue of the SENCO also being the Deputy Head and lead for Child Protection had been looked at, with its advantages and disadvantages. KH reported that</p>	ACTION: IN

Midsomer Norton Primary School
Full Governing Body Meeting
Wednesday 18th May at 6.30pm

	<p>due to the budget deficit, the proposed new TA role had been removed. The Committee had been updated on the current training initiatives for staff including 'Talk for Writing', CPD Emotion Coaching and Forest School.</p> <p>8.3 <u>Curriculum</u> – IN confirmed that there had not been a recent meeting to report on.</p> <p>8.4 <u>Collaboration Working Group</u> – IN summarised that we have had presentations from both the Dragonfly Trust and Midsomer Norton Primary Trust. IN has sent out an email confirming our discussions to date. An NUT representative is coming in to talk to the Governors on 8th June 2016. IN reported he had met with the staff on Friday 13th May, to update them on the group's discussions. IN had also drafted a letter to go out to the parents. IN is following up with BANES for information from them and there is a Chair's briefing scheduled for 13th July 2016. IN had agreed to make contact with other local primaries to gauge their views and experiences and he is in the process of doing that.</p>	ACTION: IN
9.	Prevent Training Feedback	
	<p>9.1 <u>Training</u> – TI reported that he had recently attended a Prevent Training Course and presented an overview of the key facts from this for the information of the other Governors. TI stated that under the 2015 Act we have a statutory duty to monitor all aspects of Prevent. TI reported that BANES have set up a panel called 'Channell' where staff can refer Prevent issues. To date, the only referrals made have been from secondary schools, and none have progressed to the 'Channell' Team. The UK is on a high terrorist alert, and the South West is on a low. TI stated that as a school we must ensure that; all staff have been trained on Prevent awareness, we have a robust policy and strategy, we are aware of the referral process and that we have adequate IT filtering in place. TI raised the question of whether we intend to offer the children any guidance on Prevent. AR responded that this would be covered within the PSHE curriculum under the subject area of 'what constitutes British values', e.g. equality, democracy, respect for others and tolerance. MD added that it could also be incorporated into the area of 'promoting community cohesion'.</p> <p>IA queried our ICT filtering mechanisms and whether these were set up by BANES or are up to each individual school. KD responded that this had been set up automatically when our broadband was provided by South West Grid for Learning. IA requested that we check we are compliant under the terms of the Prevent Guidance.</p>	ACTION: KD
10.	Link Governor Reports	
	<p>10.1 IN reported that there had not been any Link Governor Reports since the last FGB Meeting.</p>	
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>ICT</u> – KH reported that she had received some feedback that the computers were not charged up so children were having to share them. AR responded that this was likely related to an issue where the laptops were not being charged up after the ICT club and so were not ready to be used on Monday morning. AR confirmed this had now been resolved. SB also confirmed that some laptops had been sent to Apollo for them to look at.</p>	
13.	Any Other Business	
	<p>13.1 <u>PSG</u> – KH stated that although she is not on the PSG, she is aware that the current PSG members are all resigning at the end of this term, and no one has yet come forward to take over for next year. KD and the Governors all agreed</p>	

Midsomer Norton Primary School
 Full Governing Body Meeting
 Wednesday 18th May at 6.30pm

	<p>on the excellent job that the PSG do, organising popular events such as the disco and Christmas fair, as well as the revenue they raise for the school. AS stated that it may encourage volunteers if we are clear on what this money had been spent on and how the children have benefitted. MD stated that it could be necessary to have a gap between the current PSG resigning and new members taking over, in order for people to appreciate the events that they ran. SB commented that it could be a good idea to include information about the PSG in the preschool and nursery induction. IN stated that he is in regular communication with SS from the PSG and will suggest meeting with her to see if they can come up with any ideas to raise interest in joining the PSG. KH reported that the Summer Fair would be the last event run by the current PSG members. IA proposed that a letter be sent to these individuals, thanking them for their contribution.</p>	<p>ACTION: IN</p> <p>ACTION: IN</p>
14.	Date of Next Meeting: Tuesday 19 July 2016	

The meeting closed at 8.00pm

.....
 Committee Chair / Date