



RODE AND NORTON ST PHILIP SCHOOL FEDERATION

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Minutes of a Governors' meeting held on Tuesday 7th November 2017 at Rode Methodist First School

Minutes

Confidential agenda items are identified and highlighted in red.

Present: Caroline Whitehead, Danny Vowles, Rev. Jill Warren, Richard Clayphan, Sarah Davis, Sandra Porter, Jan Sarrow, Katie Twitchen, Mercedes Nattero, Justin Whitmarsh

Item No.	Item	Action
1.	<p>Prayers, Welcome and Introductions, Apologies, Pecuniary Interests and Urgent Items</p> <p>The meeting was opened with a prayer. New governors were welcomed and introductions made.</p> <p>No pecuniary interests were declared.</p> <p>Justin Whitmarsh arrived at 6.10pm</p> <p>Apologies accepted from: Rev. Caroline Walker, Siobhan Thompson, Carolyn Tommey, Georgina Muxworthy, Bill Jackson, Andrew Holder</p> <p>One urgent item accepted: Road Safety at Norton St Philip School</p>	
2.	<p>Minutes of meeting held on 16th October 2017</p> <p>The minutes of the meeting held on 16th October 2017 were signed as a true and accurate record.</p>	
3.	<p>Matters arising from the meeting of:</p> <ul style="list-style-type: none"> <u>Admission arrangements 2019/20</u> Norton St Philip C of E First School must consult on its admission arrangements once every seven years. The next formal consultation will need to take place for the 2020/21 admission arrangements. Governors wished to make no changes to the current admission arrangements and the 2019/20 arrangements were determined and approved for publication. Governors established a working party (Katie Twitchen and Jan Sarrow) to review the current arrangements in consultation with the diocese and to recommend changes to the 2020/21 	<p>ACTION:</p> <p>SLN to publish the 2019/20 Admission Arrangements</p> <p>SLN to contact the diocese to arrange an admissions working party.</p>

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	<p>admission arrangements and present these to the Board as soon as possible. The statutory timescales for a public consultation with all relevant stakeholders in a continuous six week period between 1 October 2018 and 31 January 2019.</p> <ul style="list-style-type: none"> ○ <u>Meeting parents re-wrap around care</u> RC and CT will meet parents affected by the Governors decision not to fund before and after school care for parents who do not wish to use the minibus to transport their children between schools. ○ <u>Governor Allowance Policy</u> This Policy was last approved on 28th February 2017 with a review date of February 2020. 	
Governor Business		
4.	<ul style="list-style-type: none"> ○ <u>Governor Contacts</u> Governors were asked to keep their contact details up-to-date ○ <u>Governor Special Interests</u> Deferred to next meeting ○ <u>Pecuniary Interests</u> Governors were asked to return any outstanding declarations as soon as possible. ○ <u>Governor DBS checks</u> All outstanding checks are in hand 	<p>ACTION: SLN to circulate Governor contact details RC to review Governor Special Interests</p>
Quality of Teaching, Behaviour & Safety		
5.	<ul style="list-style-type: none"> ○ NLW 1 – set date and focus Caroline Whitehead noted that it had been at the last Governors meeting that the first NLW would focus on Single Year Group Teaching in the Federation. It was agreed that JW and RC would attend the Open Days as Governor representatives. 	
Pupil Achievement		
6.	<ul style="list-style-type: none"> ○ Pupil Premium Report 16/17 Governors received the Pupil Premium Impact Report for 16/17 academic year. The report demonstrates good outcomes for children and money well spent. Governors were keen to ensure that all children eligible for free school meals and, as a result, a Pupil Premium allocation, receive the appropriate funding and support. ○ <u>PE & Sports Grant Report 16/17</u> Sarah Davis, TA PE Lead presented the PE and Sports Grant impact report to Governors. Governors noted the positive outcomes for teachers' professional development and upskilling opportunities in PE and Sport. Competitive sporting opportunities were discussed and how to achieve these. SD informed Governors that PBs in lessons, against a partner or against a team all provided elements of competition. School to school sports matches also provided competitive opportunities but came with logistical requirements. Governors asked if PE certificates were awarded in recognition of sporting achievement? SD confirmed swimming certificates were awarded together with the annual award of sports girl and boy. The PE scheme of work is achievement colour coded. Certificates could in the 	<p>ACTION: SLN/CT to include how to apply FSM and the financial support available to parents and carers as part of the weekly newsletter, open days and new parents evening.</p> <p>SD to develop a weekly method of recognising PE achievements.</p> <p>SLN: include Play Policy on next agenda</p>

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	<p>future be awarded based on these colour coded achievements. Governors asked why the report had no spending on competitive sport?</p> <p>SD explained that spending crossed over many categories and opportunities for competitive experiences did not always require funded activities. Teamwork, leadership and confidence building were equally important outcomes for children.</p> <p>Governors asked how the use of IG Sports Coaching benefitted the children and improved outcomes?</p> <p>IG Sports Coaching were subject to a review in July 17 with Governors and SLN where I G Sports Coaches objectives were reviewed and practical issues discussed. Governors agreed a NLW focusing on play provision would now be appropriate. New guidelines on the amount of activity schools need to provide for children. (30mins per day) will shortly come into affect.</p> <p>The IG Sports Coach (Play Leader) is currently reviewing the Play Policy and will present this to Govenrors.</p>	
Leadership and Management		
7.	<p>Pay Committee Report</p> <p>The Pay Committee reported that at their meeting held on 6th November the Committee agreed the recommendations for Teachers incremental progression following performance reviews. A decision on the Headteacher's incremental progression had been deferred and a review of the federation staffing structure would take place at the next Pay Committee meeting on 7th December.</p>	
8.	<p>Month 6 Finance Report</p> <p>Governors received the Month 6 Financial Report with the following headlines:</p> <ul style="list-style-type: none"> Funding <p>In July 2017, the DfE announced that the PE and Sports Premium will double from £8000 to £16000 per year per school per academic year; plus a further £10 per Yr1 -Yr6 pupil. Additional funding in this academic year will be circa £9631.</p> <ul style="list-style-type: none"> Balances <p>The £20817 uncommitted B02 balance will be carried forward and used to balance next year's budget. The committed B01 balance are funds held on behalf of third parties e.g. School trips,</p> <ul style="list-style-type: none"> Looking Ahead <p>"Justine Greening Education Secretary addressed parliament in September 2017 on reforms to introduce fairer funding for schools. The new National Funding Formula will be introduced in April 2018. To provide stability for schools through the transition to the national funding formula, each local authority will continue to set a local formula which will determine individual schools' budgets in their areas, in 2018-19 and 2019-20, in consultation with local schools. This means that the school-level allocations from Government published on 17 September 2017, are notional allocations which will be used to set the total funding available for schools in each area. On current 2017/18 funding levels a decrease of two pupils from 2016 census to 2017 census will result in a reduction in funding of £5694 https://www.gov.uk/government/speeches/justine-greening-statement-on-national-funding-formula"</p> <p>Governors discussed the report notes and balances. All recommended virements from the report notes were agreed. Governors discussed the pressures on the School Office staff and the strategic work of the Business Manager. It was agreed to use the savings made on teaching salaries to increase the office hours</p>	✓

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	to support strategic developments.	
9.	Business Manager feedback on: <ul style="list-style-type: none"> ○ Premises maintenance SLN reported that the hall and exterior painting had been completed at Norton St Philip and that the hall ceiling at Rode had been painted with fire retardant paint. ○ Catering Audits SCC catering audits had been undertaken at both sites. ○ Website and social media SLN will be working with the SCC web developers to combine the current websites into a single federation website. If possible a draft front page will be available to share with Governors at the next governors meeting. 	ACTION: JW to review the action points with SLN from the Catering Audits
10.	Policies for review: <ul style="list-style-type: none"> ○ Behaviour Policy - deferred to next meeting ○ Behaviour Principals - deferred to next meeting ○ Safeguarding and Child Protection Policy - deferred to next meeting ○ Governor Allowances - for information only ○ Governor Visits - adopted ○ Medical Needs Policy - deferred to next meeting ○ Support Staff Performance Management - adopted ○ Freedom of Information - RC to review 	ACTION: RC to review the Freedom on Information Policy SLN to included deferred policies on the next agenda
Standing items		
11.	SDP The new SDP priorities will be reviewed at the next staff meeting.	
12.	Health & Safety Nothing to report	
13.	Safeguarding No safeguarding issues to report	
14.	FLP update Deferred to next meeting.	
15.	Governor Training Caroline Whitehead and SLN attended a Bath and Wells Diocese course entitled: Managing Change, Courageous Conversations and Well Being. The course provided an opportunity for some useful self-reflection and provided supportive background information for managing within a rapidly changing work environment.	
16.	PTAs The AGM for both PTAs will be held on Monday 13 th November.	
17.	Pre-Schools Governors noted the imminent closure of the Rode Pre-school and the discussions on social media. It had been made clear that the closure was not linked to the decision of Rode School to federate with Norton St Philip School. Previous Pre-School Committee members noted that in the past Pre-School had needed to raise significant amounts of money through fund raising activities to remain open.	
18.	Correspondence None	
19.	Urgent items - must be declared before the meeting starts <ul style="list-style-type: none"> • Rode safety at Norton St Philip. Katie Twitchen raised concerns that the school is positioned on a busy road without adjacent pavements. Families need to cross the road if they walk to school and do not use the Mead access. There is a 20 mph speed limit on the main road outside the 	ACTION: KT, Pre-school Committee and SLN to discuss and agree the hours for the

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	<p>school, there are school warning signs and flashing lights to alert motorists to the dangers of children crossing. KT asked about the progress of recruiting a new School Crossing Patrol with extended hours to cover the Pre-school opening hours.</p>	<p>Crossing Patrol and costings for extended hours.</p> <p>SLN to advertise for a replacement Crossing Patrol.</p>
20.	<p>Dates of meetings for the next academic year:</p> <p>Thursday 7th December NSP Thursday 18th January Rode Tuesday 20th February NSP Wednesday 14th March Rode Tuesday 24th April NSP Wednesday 16th May Rode Tuesday 12th June NSP Monday 9th July Rode</p>	
21.	<p>Meeting review – what have we done to benefit the children?</p> <ul style="list-style-type: none"> Spent the school's funding effectively Celebrated the success of PE and Sports Grant and Pupil Premium outcomes for children. 	

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