

RODE AND NORTON ST PHILIP SCHOOL FEDERATION



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

Minutes

Confidential agenda items are identified and highlighted in red.

Present: Caroline Whitehead (Vice Chair), Carolyn Tommey, Bill Jackson, Katie Twitchen, Danny Vowles, Sandra Porter, Kim Slade, Rev. Caroline Walker, George Muxworthy, Jan Scarrow, Siobhan Thompson, Jill Warren, 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 Apologies: Richard Clayphan Pecuniary Interests: Bill Jackson - School Bus driver Urgent Item: Joseph Neeld Trust</p>	
2.	<p>Minutes of meeting held on 7th November 2017</p> <p>Signed as a true and accurate record.</p> <p>Siobhan Thompson joined the meeting at 18.03</p>	
3.	<p>Matters arising from the meeting of:</p> <ul style="list-style-type: none"> o Admission arrangements 2019/20 publication o Admission arrangements 2020/21 consultation <p>SLN has emailed Natalie Paull at the Bath and Wells Diocese to arrange a working party meeting early in January 2018</p> <ul style="list-style-type: none"> o Meeting with Parents re- wrap around care o INSET Day Oct 17- agenda and feedback o Crossing Patrol Recruitment <p>No applications have been received for the vacant Crossing Patrol position. Governors discussed, at length, alternative solutions to filling the vacancy, The school has sought advice and help from the Norton Traffic Action Group, Parish Council and the Local Authority Road Safety Team. Governors acknowledged the safety concerns of parents crossing the road outside the school with young children and the dangers this poses. SLN will contact Bathampton School for advice and advertise the vacancy again in the Parish magazine.</p> <ul style="list-style-type: none"> o Freedom of Information - in RC's absence carry forward 	<p>ACTION</p> <p>SLN to confirm the date of the Admission arrangements consultation working party meeting.</p> <p>SLN to include an item in the weekly newsletter on FSM entitlement</p> <p>SLN - Play Policy and FOI on the next agenda.</p> <p>SLN to advertise the Crossing Patrol vacancy in the Parish Magazine and to contact Bathampton School for recruitment advice</p>

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	<p>to the next meeting.</p> <ul style="list-style-type: none"> ○ Play Policy - the Play Leader has reviewed and revised the Play Policy this will be brought to the next Governors meeting. ○ Governor contact details - these have been circulated to all Governors ○ Entitlement to Free School Meals - information for parents and carers SLN will include an item in the weekly newsletter before the January 18 school census. 	
Governor Business		
4.	<p>Governor Contacts: - circulated to all Governors</p> <p>Governor Special Interests: Governor Special Interests were discussed and agreed.</p> <p>Pecuniary Interests:</p> <p>Governor DBS checks: - all Governor DBS checks are in place.</p>	
Quality of Teaching, Behaviour & Safety		
5.	<p>NLW 1 - Governor feedback Single Year Group Teaching and Open Day</p> <p>Governors received written feedback from RC and verbal feedback from JWh on their Governor monitoring visits.</p> <p>The focus of the visits were:</p> <ul style="list-style-type: none"> ○ Observe the Rode and Norton St Philip School Federation's Open Day for prospective parents ○ Marketing and Community involvement on Open Day <p>Governors observed; tours of both sites, a presentation, including question and answer session, on the Federation by Mrs Tommey and all five classes in action. The visits provided Governors the opportunity to speak to prospective parents.</p> <p>In summary, Governors concluded that both school looked amazing, the children were fantastic and all the teachers and TAs inspirational. A great impression was given to the PPs of the excellent education available at Rode and Norton Schools and were testament to the dedication of all the staff both teaching and administrative. Governors also noted the extent to which both schools use their outside space for learning activities across the curriculum, an opportunity not widely available in town schools.</p>	
Pupil Achievement		
6.	<ul style="list-style-type: none"> ○ Literacy Co-ordinators Data Report ○ Numeracy Co-coordinators Data Report <p>Governors received confidential detailed data reports from both subject co-ordinators for the academic year 16/17 with the following highlights:</p> <p>Literacy:</p> <ul style="list-style-type: none"> ○ EYFS 78% at Norton and 71% at Rode are working at Age Related Expectations (ARE). There is evidence of children who entered below average catching up, especially boys. ○ Year 1 Phonics This cohort were taught in three different mixed-age classes across the two schools. The required standard was a score of 32 out of 40. The percentage across the Federation reaching the standard is 81%, this is equal to the national average of 81%. The 	<p style="text-align: center;">ACTION:</p> <p style="text-align: center;">KS to report Year 4 targets to Governors in January 2018.</p>

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	<p>target for Summer 2018 is 82%.</p> <ul style="list-style-type: none"> ○ Year 2 Reading Compared the National average of children working at Age Related Expectations, NSP was above and Rode just below. Both schools were above the national average for the percentage of children Exceeding the ARE. ○ Year 2 Writing The low number of children in this cohort made the percentage comparisons very difficult. Both schools are below the National average for children achieving ARE. The target for Summer 2018 is for 69% of children working at ARE and 25% working at Greater Depth. ○ Year 4 Reading 84% of children across the Federation are working at Age Related Expectations with 32% Exceeding ARE. ○ Year 4 Writing 76% of children across the Federation are working at Age Related Expectation with 24% Exceeding ARE. <p>Numeracy:</p> <ul style="list-style-type: none"> ○ EYFS 100% of children made a Good Level Of Development (GLD) in Maths across the Federation. This is slightly higher than the national average. The Maths action plan for Year 1 children in the 2017/18 academic year is to provide Maths interventions and embed maths knowledge to keep children on track. ○ Year 2 The expectations for this cohort were much higher than in previous years. A level 3 was much easier to achieve than Greater Depth in the 2014 new curriculum. 72.7% of children in the Federation are working at ARE with 18.2% working at Greater Depth compared to the national average of 75% ARE and 21% GDS. Target for Summer 2018 - more children working at GDs by providing more challenging opportunities. ○ Year 4 This Year group sat the old KS1 SATs so were given levels. It was much easier to get a Level 3 in maths than to achieve Greater Depth with the new curriculum. There were less opportunities to problem solve and reason. However, the results were good and all children met their targets. Targets for 17/18 will be reported to Governors in the New Year. <p>Governor Questions:</p> <ul style="list-style-type: none"> ○ What is the expected impact of Single Year Group Teaching? It is anticipated that with teaching staff planning for single year groups outcomes for children will improve and this will be evidenced by improved results. ○ How have the school provided male role models? As part of the Creative Writing Club male authors have been invited to attend the club to share their expertise. GM will publish a thesis on working with boys and tapping into their interests to improve literacy results. The Reception Class currently have a male Teaching Assistant on a casual contract. 	
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Leadership and Management		
7.	<p>Head's Report - SDP 18</p> <p>CT shared her draft SDP overview with <i>Governors</i>. The SDP is driven by our Ofsted Report, Data analysis, talking to staff, governors and pupils and MUST drive school improvement. The four priorities for 2017/18 are:</p> <ul style="list-style-type: none"> ○ Leadership ○ Continuing Professional Development and Subject Leadership ○ More Able Children ○ Writing ○ Creativity <p>Bill Jackson left the meeting at 19:15</p> <p>Governor Questions:</p> <ul style="list-style-type: none"> ○ Will there be a loss on of focus on Maths if it's not separately identified in the SDP? <p>The success criteria on page 2 of the draft overview clearly identifies Maths in both Priorities 2 and 3. KS is the Maths co-ordinator who will be monitoring and evaluating progress throughout the year. The presentation of writing across ALL subjects including Maths is also a key improvement target from the NSP Ofsted Report.</p> <p><i>Governors</i> considered the overview was a good response to the Ofsted Inspections. The full 14 page document will be brought to <i>Governors</i> in 2018.</p> <p>Siobhan Thompson left the meeting at 19:28</p>	<p style="text-align: center;">ACTION</p> <p>CT to provide the full SDP at the appropriate 2018 governors meeting.</p>
8.	<p>Pay Committee Report</p> <p>CWh reported that the Pay Committee had met twice to:</p> <ul style="list-style-type: none"> ○ Agree staff pay changes ○ Review the Federation staffing structure ○ Consider the efficient use of time and communications across sites <p>The Pay Committee will need to review its membership when Sandra Porter's term of office comes to an end in February 2018. It was noted that a number of <i>Governors'</i> terms of office expire in February 2018.</p>	<p style="text-align: center;">ACTION</p> <p>SLN to complete a skills audit to include the new governors. SLN to include Governor vacancies on the next agenda</p>
9.	<p>Business Manager feedback on:</p> <ul style="list-style-type: none"> ○ GDPR SLN reported on new data protection regulations coming into force in May 2018. SLN has attended training on the new regulations and it was noted that their implementation will require considerable time to implement effectively. ○ Inventory DV offered to assist SLN in completing the school inventory. ○ Cleaning Audits <i>Governors</i> noted the inadequate Cleaning Audit for NSP. SLN informed <i>Governors</i> that Busy Bees had responded to the audit recommendations immediately making all appropriate changes. A further audit is anticipated before Christmas. ○ Website and social media SLN informed <i>Governors</i> of the progress of the new Federation website with examples of the front page. SLN reminded <i>Governors</i> to 'Like' and 'share' posts from the 	

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	Federation Facebook page. GM highlighted her concerns that groups of parents have closed Facebook pages and WhatsApp groups that circulate mis- information.	
10.	Policies for review: <ul style="list-style-type: none"> ○ Behaviour Policy - Agreed by Governors ○ Behaviour Principals - Agreed by Governors ○ Safeguarding and Child Protection Policy - Agreed by Governors ○ Critical Incident & Business Continuity ○ Medical Needs Policy = Agreed by Governors ○ Freedom of Information - deferred to next meeting. 	ACTION SLN to send CWh the Critical Incident and Business Continuity Policies for review. RC to review the FOI Policy for the next Governors meeting.
Standing items		
11.	Health & Safety JW asking for a progress update on the basement clearance at Rode. SLN explained that the Caretaker had started work on clearing the basement and that all paper archives would now be kept in the insulated section of the basement to minimise the fire hazard.	ACTION SLN to ensure the basement at Rode is cleared as soon as possible.
12.	Safeguarding <ul style="list-style-type: none"> ○ Investigation Governors were notified that a safeguarding complaint had been raised by a parent. The complaint has been investigated and a written response issued in line with the due processes. <ul style="list-style-type: none"> ○ Training 	
13.	FLP update NTR	
14.	Governor Training <ul style="list-style-type: none"> ○ Exclusion Training SLN has attended Governor Services training for Boards and Clerks on the new exclusion process.	
15.	FRANS DV reported that the two PTAs have disbanded and come together to form a new joint PTA called FRANS (Friends of Rode and Norton Schools). Residual funds raised by FORS will be used to refurbish the school library on the Rode site.	
16.	Pre-Schools Governors noted with sadness that the Rode Pre-school will close at Christmas.	
17.	Correspondence - None	
18.	Urgent items - must be declared before the meeting starts <ul style="list-style-type: none"> ○ Joseph Neeld Trust Sandra Porter reminded Governors that the Trust Fund must have 2 signatories from the Governing Board. Mercedes Nattero and Katie Twitchen offered to become the new signatories to the Trust Fund.	ACTION Sandra Porter to arrange a meeting with Tony Nash, herself and the new trustees to hand over the fund.
19.	Dates of meetings for the next academic year: Thursday 18 th January Rode Tuesday 20 th February NSP Wednesday 14 th March Rode Tuesday 24 th April NSP	

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	Wednesday 16 th May Rode Tuesday 12 th June NSP Monday 9 th July Rode	
20.	Meeting review - what have we done to benefit the children? <ul style="list-style-type: none"> ○ Received Data reports and associated targets for school improvement ○ Received the SDP overview that will form the basis of the full SDP and drive school improvement. 	

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