



## RODE AND NORTON ST PHILIP SCHOOL FEDERATION

Executive Headteacher: Mrs C Tommey

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Minutes of a Governors' meeting held on Monday 16<sup>th</sup> October 2017 at Norton St Philip C of E First School

### Minutes

*Confidential agenda items are identified and highlighted in red.*

Present: Carolyn Tommey (Headteacher), Rev. Caroline Walker, Justin Whitmarsh, Kim Slade, Sandra Porter, Daniel Vowells, Georgina Muxworthy, Richard Clayphan (Chair) Siobhan Thompson, Caroline Whitehead, Bill Jackson, Sam Nicol(clerk)

Item No.	Item	Action
1.	<b>Prayers, Welcome and Introductions, Apologies, Pecuniary Interests and Urgent Items</b> The meeting was opened by Rev. Walker with a prayer. Apologies accepted from: Jan Scarrow Pecuniary Interests: Bill Jackson is employee of the federation.	
2.	<b>Minutes of meeting held on 20<sup>th</sup> September 2017</b> The minutes of the 20 <sup>th</sup> September were agreed as a true and accurate record.	
3.	<b>Matters arising from the meeting of:</b> <u>Governors' visits policy:</u> CT is working on the new policy. There will be an expectation that governors will visit a least once a year and evidence their visit. The policy needs to reflect the following criteria: <ul style="list-style-type: none"> <li>○ An educational focus on specific issues at each visit</li> <li>○ A focus on educational delivery</li> <li>○ Rules of engagement for governors</li> <li>○ Asking the right questions and evidencing findings</li> <li>○ All visits need to inform the Board</li> </ul> <u>Safeguarding and Child Protection Policy:</u> CT confirmed that this had been sent to ST for comment and review.	
<b>Governor Business</b>		
4.	<ul style="list-style-type: none"> <li>○ <b>Skills Audit</b> The skills matrix indicated a good balance of skills amongst the Board.</li> <li>○ <b>Governor Contacts</b> Governors were asked to check and update the governor contact details</li> </ul>	<b>ACTION</b> CT/RC to review Governor Special Interests  CT to prepare a Governor visits schedule once the

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	<ul style="list-style-type: none"> <li>○ <b>Governor Special Interests</b> Agreed: Jan Scarrow – Parish Council link and Justin Whitmarsh additional focus of Health and Safety. CT and RC to review special interests and bring to the next meeting.</li> <li>○ <b>Decision Planner</b> Approved by the Board</li> <li>○ <b>Appointment of Parent &amp; Associate Governors</b> Governors noted the appointment of a new Parent Governor – Katie Twitchen. Governors discussed the appointment of an Associate Member – Mercedes Nattero RC proposed the appointment, SP seconded the proposal. Governors voted unanimously with no abstentions to appoint Mercedes Nattero as an Associate Member. Bill Jackson was appointed as a mentor for both new governors. SLN will conduct the Governor induction.</li> <li>○ <b>Pecuniary Interests</b> All pecuniary interest forms must be with SLN asap.</li> <li>○ <b>Governor DBS checks</b> All Governors must ensure they have an up to date DBS clearance.</li> <li>○ <b>Parent View</b> Parent feedback as part of the Ofsted Inspection.</li> <li>○ <b>Governors visits schedule 18/19</b> CT to prepare a visits schedule once the Governor visits policy is agreed.</li> <li>○ <b>Admission arrangements 2019/20</b> SLN to check when the Norton St Philip admission arrangements were last subject to a consultation exercise. If there is no requirement to consult for September 19/20 RC proposed to make no change to the Norton St Philip Admission arrangements for September 2019. Seconded by JW. Governors voted unanimously with no abstentions to accept this proposal.</li> </ul>	<p>Governor visits policy has been agreed.</p> <p>SLN to organise governor inductions for new governors.</p> <p>SLN to investigate admission consultation dates</p>
<b>Quality of Teaching, Behaviour &amp; Safety</b>		
5.	<ul style="list-style-type: none"> <li>○ <b>Ofsted Report – next steps</b> RC reported that following the letter to parents and the Ofsted report he had received three positive emails. Governors wished to include quotes from Ofsted on the website.</li> </ul> <p>Governors discussed the school's focus for improvement:</p> <ul style="list-style-type: none"> <li>✓ Ensuring senior leaders have increased opportunity to undertake their roles and responsibilities for further developing the quality of teaching, learning and assessment.</li> <li>✓ Raise achievement by ensuring that teachers consistently provide the highest levels of challenge to enable pupils, especially the most able, to make even stronger progress in writing and mathematics.</li> <li>✓ Ensure that the quality of pupils' writing is consistent across a wider range of subjects</li> </ul>	<p><b>ACTION</b></p> <p><b>CT to set a date for NLW1 and circulate to governors.</b></p>

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	<p>These areas for improvement will be the focus of the SDP, the Head's performance targets and Governor visits. Teacher's targets will also be linked to the SDP priorities.</p> <p>CT informed Governors that she had been invited to join an Ofsted focus group to assist Ofsted in improving its inspections.</p> <ul style="list-style-type: none"> <li>○ <b>NLW 1 - set date and focus</b></li> </ul> <p>CT confirmed that the focus for the first NLW would be Single Year Group Teaching. CT will set a date and circulate this to Governors.</p>	
<b>Pupil Achievement</b>		
<b>Leadership and Management</b>		
6.	<p><b>Federation update :</b></p> <ul style="list-style-type: none"> <li>○ Wrap around care provision and payments</li> </ul> <p>Governors received a factual briefing note on the issues raised by parents and the associated costs to the school. Governors discussed the issues at length and decided that the school would not fund after school places in addition to the minibus places for families with siblings at both sites. It was agreed that the parents affected by the decision of the Board would be informed on a personal basis. Governors agreed to undertake a full audit of the transport arrangements.</p>	<p><b>ACTION</b> RC/CT to meet affected families.</p>
7.	<p><b>Business Manager feedback on:</b></p> <ul style="list-style-type: none"> <li>○ End of year accounts update</li> </ul> <p>SLN reported on differences between the Month 9 finance report end of year predictions and the actual End of Year accounts.</p> <ul style="list-style-type: none"> <li>○ Clerks Briefing</li> </ul> <p>SLN reported on the 'headlines' from the Autumn clerks briefing. It was agreed that SLN and RC would attend training on the new Exclusion legislation.</p> <ul style="list-style-type: none"> <li>○ ADL meeting</li> </ul> <p>SLN reported on the 'Headlines' from the ADL Autumn meeting.</p>	<p><b>ACTION</b> SLN to book Exclusion training course.</p>
8.	<p><b>Policies for review:</b></p> <ul style="list-style-type: none"> <li>○ Behaviour Policy</li> <li>○ Behaviour Principals</li> </ul> <p>The Behaviour Policy and Principals need to be combined into a federation policy.</p> <ul style="list-style-type: none"> <li>○ Safeguarding and Child Protection Policy</li> </ul> <p>The policy is with ST for comment and review.</p> <ul style="list-style-type: none"> <li>○ Governor Allowances</li> </ul> <p>RC to review for the next meeting.</p> <ul style="list-style-type: none"> <li>○ Governor Visits</li> <li>○ CT to review.</li> <li>○ Medical Needs Policy</li> </ul> <p>SLN has reviewed the policy against the recommended model policy and has circulated the school's policy to Caroline Corke, SENCO for comment and review.</p>	<p><b>ACTUON</b></p> <p>CT to prepare a federation Behaviour policy and behaviour principals</p> <p>RC to review the Governor allowances policy.</p> <p>SLN to bring the Medical Needs Policy to the next meeting.</p>
<b>Standing items</b>		

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9.	<b>SDP</b> CT is writing the new SDP and the INSET day on 31 October will provide an opportunity for teaching staff to contribute to the SDP.	
10.	<b>Health &amp; Safety</b> - nothing to report	
11.	<b>Safeguarding</b> - nothing to report	
12.	<b>FLP update</b> - nothing to report	
13.	<b>Governor Training</b> - nothing to report	
14.	<b>PTAs</b> Recent fund raising events, Boden Party and the Circus have been very successful.	
15.	<b>Pre-Schools</b> <i>Confidential item</i>	
16.	<b>Correspondence</b> - None	
17.	<b>Urgent items</b> - <i>must be declared before the meeting starts</i> - None	
18.	<b>Dates of meetings for the next academic year:</b>  Tuesday 7 <sup>th</sup> November Rode Thursday 7 <sup>th</sup> December NSP Thursday 18 <sup>th</sup> January Rode Tuesday 20 <sup>th</sup> February NSP Wednesday 14 <sup>th</sup> March Rode Tuesday 24 <sup>th</sup> April NSP Wednesday 16 <sup>th</sup> May Rode Tuesday 12 <sup>th</sup> June NSP Monday 9 <sup>th</sup> July Rode	
19.	<b>Meeting review - what have we done to benefit the children?</b> <ul style="list-style-type: none"> <li>○ Reviewed the Ofsted areas for improvement and their links to the SDP</li> <li>○ Planned Governor monitoring visits</li> <li>○ Reaffirmed the school's commitment to continual improvement.</li> </ul>	

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