



Head Teacher:
Mr Alun Randell

Midsomer Norton Primary School

'Part of the Midsomer Norton Schools Partnership'

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LOCAL GOVERNING BODY MEETING Thursday 21st March 2019 at 6.00pm

Present:

Alun Randell (AR)
Anna Swift (AS)
Claire Hudson (CH) Chair
Eleanor Cook (EC)
Kath Cox (KC)
Louise Brooks-Bryant (LBB) Minutes
Sarah Biss (SB)
Stephen Robinson (SR)

Apologies: Julie Wellington (JW), Simon Mills (SM) & Isobel Mills (IM) Hayley Bullock (HB) / **No Shows:** Jane Jones (JJ) *

1. Introductions

1.1 CH welcomed everyone to the meeting.

2. Apologies for Absence

2.1 Apologies were received and accepted from JW, SM, IM & HB.

3. Declaration of Interests and Register of Pecuniary Interests

a) Declaration of Interests

3.1 There were no changes to the Declaration of Interests. **Signed forms are still required from JJ ***

b) Register of Pecuniary Interests

3.2 There were no changes to the current Declarations of Interest nor related to any items on the agenda. The Declaration of Interests Table has been updated.

4. Agreement & Actions of Minutes from 24th January 2019 – An updated Action Sheet is attached

4.1 The minutes of the meeting held on 24th January 2019 were accepted as a true and accurate record, with one exception to point 11.1 This should read Community not Parent Governors. The minutes have been amended accordingly. CH signed the minutes off.

4.2 All outstanding actions will be reviewed at a separate meeting between CH and AR meeting, and an updated Action Sheet is attached to these minutes for information and action as necessary.

5. Finance Update

5.1 As there was an extraordinary Budget Meeting held on Thursday 14th March 2019, there isn't an update at this meeting, confidential minutes however are available to LGB Governors.

6. Heads Report

6.1 AR presented his report, and explained the different outcomes and percentages for each year. There are some positives and some inconsistencies. Some of this is to do with skewed data where progress is calculated between a teacher assessment and a test score. Overall more consistency is required with



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progress better in some classes compared to others. *Governor Query from KC – KC asked for comparison on Groups on Target and whether this is linked to the SIP.* AR explained the reasoning behind this and the tests that were undertaken. He reported that Teacher Assessments are generally lower than the tests scores – sometimes due to teacher caution, sometimes because the test is felt to be insufficiently difficult. The SIP does address the areas where attainment is low. *Governor Query from CH – CH asked what interventions were in place for the inconsistencies,* and SB explained that the school does have interventions in place including focussing on the learning behaviour of the children; however, the best interventions are those planned and delivered by the teacher for example by pre-teaching vocabulary. It was noted that some of the class in question are high need. SEND Staff Meetings have also taken place. A follow up look at books and lesson observations are going to take place shortly, along with monitoring and measuring. *Governor Query CH asked for a report on SEN or a Review,* and SB had confirmed that she has already prepared this and ran through the highlights including progress and percentages, along with trends. Copies were shared with the LGB. *Governor Query – CH asked if the teachers at MSN were filling in the learning gaps,* and SB confirmed that there are some inconsistencies, however most do. AR stressed that mind-set, i.e. high expectations of all children, is important.

7. Safeguarding

7.1 There was a small issue regarding a potential parental complaint, however this has been resolved.

8. Health & Safety/Premises

8.1 There is a concern regarding access to the school, in relation the main entrance being shared with Sainsbury's deliveries/ car park. CH suggested that JW write a letter to the Insurance Company who owns the car park and suggest that a path is put in, this can be used as evidence to provide to the Trust. Ownership of the land was discussed, along with alternatives for a path.

9. Governors Business including Governors Monitoring Reports

9.1 CH requested that any outstanding visits be undertaken and the results of these written up and sent to LBB for distribution – KC and HB will send theirs shortly. SM had previously presented his report from his Leadership & Management Governor Monitoring Visit.

9.2 CH reported that the school does need to do some recruiting with regards to the recruitment of governors. A letter will be sent shortly. SR requested an up to date Composition Sheet, showing gaps. **ACTION CH
NEW**

9.3 The school fete is being held on 22nd June 2019, all governors are encouraged to come along!

9.4 SB noted the revamp of Key Stage 1 and governors were invited to view the results at the end of the meeting.

9.5 MSN is now on Instagram!

10. School Improvement Plan

10.1 AR presented the SIP on the screen, and ran through the outcomes for learners, objectives, progress and the associated rag ratings for the Year Groups. The tracking's, and benchmarks with National Standards on Reading, Writing and Spelling were explained, this included test results in Phonics in Year 1 which are on track to achieve 75% - 80% - broadly in line with National. Raising Attainment in Reading was discussed, and the Greater Depth percentages. *Governor Query - CH asked how Spelling and Phonic connected,* and SB explained the process that the school follows with regards to this, including "Have a Go Books". Spelling while Writing was discussed and AR explained how some of the children use Phonics to give plausible Spellings. The "No Nonsense Spelling" Programme is used by the school. SB further explained the schools working practices with regards to Spellings. SB noted that the school will probably be also moderated in Year 6 by the LA. EC noted that end of year test results are compared as opposed to mid-year tests. Disadvantaged Children (PP) progress



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was made, and it was noted that PP are making better progress against the rest of the years. Early Years % was discussed and noted at 76%. *Governor Query – CH asked AR what the best story for outcomes is for children across the whole school.* AR confirmed that Maths is stronger, than writing. Governor Query – KC asked whether this is due to better training in Maths, and noted that it was very clear when she undertook her monitoring report the progress that was made. Reading at home is still a concern. *Governor Query – CH asked whether a pool of volunteers still come to the school to assist with reading,* and it was suggested that is included on the letter that is sent with regards to governor recruitment. *Governor Query - PP question – CH asked whether the outcomes are inline,* and SB confirmed that this is below, however progress is good or better in some cases. SB has started a closing the gap training programme and explained the process for this, including the consultancy company that is running the programme. *CH asked whether the school should be encouraging more children to come to breakfast club.* SM explained the barriers that some of the children have.

11. Review of School Policies

11.1 The Marking Policy was discussed briefly and AR requested an extension on time for this, as AR and SB will discuss this in detail further.

12. Communications including Feedback from Clerk's Briefing

12.1 LB Shared feedback from a Clerk's Briefing that she recently attended, and key points including the following:

Legislation:

New OFSTED Framework Legislation is coming in September 2019. Part of the framework details that OFSTED will examine LGB Minutes more thoroughly. Especially looking for challenges and lines of questioning from the LGB. I appreciate that we are already doing this, and we are formatting the Governor's Queries, in bold and italic so that they are easily recognisable throughout the minutes, however when reviewing the draft minutes that I produce, you are encouraged to flag if there aren't any challenges or questions. To assist with this a set of 20 questions has been circulated to the LGB, and are available on Google Drive. Sharon is going to send the questions again, so I will circulate these again along with a reminder when they are received.

Governors SIP:

Polite reminder that Governor SIP's should fall in line with the Schools SIP. If this hasn't already been done, the necessary information can be pulled from the Governor Section out of the main SIP and produced as a separate report. The deadline for producing and submitting the Governors SIP to Sharon is 22nd March 2019. AR confirmed that MSN Primary's has been submitted.

Trustees Review of LGB Minutes:

It was reported that there is a general concern from the Trustees that there is a lack of discussion at the LGB Meetings regarding the SIP's in general. It is recommended that the SIP is a standing item on the Agenda, and it was suggested that a section of the SIP be discussed at every LGB Meeting. It is encouraged that the LGB prepare questions prior to the meetings, on the sections accordingly, and present these at the Meetings as necessary.

Compositions:

The composition sheet is linked to the Trust Website, so should be as up to date as possible. We should also let Sharon know of any updates to the Composition and Register of Business Interests ASAP so that she can ensure the website is as up to date as possible. Thank you.



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Removal Letters (LGB):

Sharon has sent a letter that can be sent to LGB Members if they haven't attended a meeting, or we haven't had any contact from them for 6 months.

LGB Vacancies:

FYI - Sharon has 2 x potential governors in the pipeline. Norton Hill Academy is the lead, and the applicants have applied for Secondary School placements, however, Sharon will contact them and ask if they would like to work with Primary Schools.

Roles & Responsibilities:

These should be reviewed and updated (with leavers removed) as necessary. It is also recommended that the school checks that they are using the correct template, as there is a difference between Primary and Secondary School R&R templates. LBB will send the Roles and Responsibilities to CH.

Skills Audit:

There is a Skills Matrix available through NGA. It is recommended that Skills Audits are undertaken annually, and the results are analysed and fed back to the Trust, to identify any areas missing as necessary. LBB to send the Skills Audit to the LGB to CH for review, CH will then forward to the rest of the LGB as necessary. CH requested that the LGB think about contingency plans for when Trustees that have left the LGB need to be replaced.

Training:

Governors need to ensure that their CP Training is up to date and copies of relevant certificates are provided to the school for their SCR. CH stressed the importance of their keeping training up to date.

Governor Handbook:

This is going to be updated, however, to remind you there is a checklist for new governors should you need it. It is the Chair's responsibility to work through this checklist with new governors as necessary.

Websites:

Each school needs to check that their websites are up to date and compliant with the Trust. With reference to the School's Governance Page, the easiest way to do this is to hyperlink the LGB Section to the Trust Website. This will ensure that the school's Governance Page is in sync with the Trust's Website as necessary.

CH thanked everyone for coming, and the meeting closed at 7.00 pm

Signed

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LGB Chair / Date

Date of Next LGB Meeting – Thursday 9th May 2019 at 6.00pm

All events are on the online calendar on the school website



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Midsomer Norton Primary Local Governing Body Outstanding Action Status 2019

| Action Number | Details | Update |
|-------------------|---|-----------------------------|
| 8.3 (11/10/18) | JW noted the concern about the door in the main hall, and the school has received a quote to block the door, that has come back at a ridiculous cost. Phil Newbury is looking into alternatives. CH asked whether a local builder was asked to quote, and JW confirmed that the Trust handled this. CH suggested that the school obtain further quotes to compare them against. Update 24/1/19. This is still ongoing, unless the school is prepared to pay for this, or it is deemed an H&S issue. Update 21/3/19 AR & CH WILL DISCUSS SEPARATELY - ONGOING | ACTION JW ONGOING |
| 10.5.1 (11/10/18) | Personal Development & Welfare - Staff wellbeing wasn't touched on however KC was keen to discuss this, and CH suggested a staff wellbeing questionnaire be prepared and this will be looked at. ONGOING Until Term 3, AS asked if full teaching staff are present, and AR confirmed they are. Update 21/3/19 AR & CH WILL DISCUSS SEPARATELY - ONGOING | ACTION AR ONGOING |
| 6.3 (6/12/18) | English & Math's Reports - these were circulated by AR prior to the LGB Meeting and SM suggested a changes to areas for development, and suggested exceeded should be used. AS asked why there isn't an EY report, and SB confirmed that there should be one. NOTE - This was an action on AR. Update 21/3/19 AR & CH WILL DISCUSS SEPARATELY - ONGOING | ACTION AR ONGOING |
| 9.1 (6/12/18) | CH reported that she wanted to discuss Monitoring, and ran through the Responsibilities of each LGB Member with regards to the individual subjects. There are still some gaps for Link Governors, however this isn't a concern as these will get picked up in the SIP. CH has asked the LGB to make arrangements in Term 3 to come in and visit the school, as we need to get some evidence in our Governors Monitoring Form, and Governors that have undertaken their visits should write up their reports and evidence this. CH has requested that visits are undertaken after Half Term. Update 21/3/19 AR & CH WILL DISCUSS SEPARATELY ONGOING | ACTION ALL ONGOING |
| 11.1 (6/12/18) | This is still working in progress and SB suggested that the LGB see the overview of 2 year maps including the expectations and the opportunities for the children. AR will email this to the LGB. ONGOING AR will provide when we have it. Update 21/3/19 AR & CH WILL DISCUSS SEPARATELY - ONGOING | ACTION AR ONGOING |
| 12.2 (6/12/18) | Policies - SB has suggested the Marking Policy. The LGB can then look at the children's books and review the marking at the LGB. Update 21/3/19 AR & CH WILL DISCUSS SEPARATELY - ONGOING | ACTION AR/SB ONGOING |
| 11.1 (24/1/19) | CH previously circulated names against Link Areas, and some Governor Monitoring visits have already been undertaken. CH stressed that any governors that are on the list however haven't visited, should undertake their visits after Half Term. HB noted that she has visited the school, however the reporting form didn't fit her report, although her notes are available. SR required clarification regarding the issue of Parent Governors, and it was noted that HB is no longer a Parent Governor and should be now made an Appointed Director. This should be presented to the Trust for approval. Update 21/3/19 The Trust has approved this request, and HB has been notified. CLOSED | ACTION LBB CLOSED |
| 11.1 (24/1/19) | There are currently 2 x vacancies for Community Governors, and ideas on how to attract potential Community Governors were discussed. It was suggested that the vacancies be added to the schools newsletter, and SR has agreed that the | ACTION AR ONGOING |



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| | vacancy can be included on the Church Newsletter. Update 21/3/19 AR & CH WILL DISCUSS SEPARATELY - ONGOING | |
| 12.8 (24/1/19) | IM suggested sharing leadership governance around, and noted that this works in a positive way in her experience. CH suggested that LBB find out LGB Members work patterns, and an email to determine this will be sent. LBB has received only a handful of responses, and is in the process of creating a timetable of availability for the LGB. Update 21/3/19 AR & CH WILL DISCUSS SEPARATELY - ONGOING | ACTION LBB ONGOING |
| 13.1 (24/1/19) | The Behaviour Policy was previously circulated, and HB noted that House Points were still mentioned, and AR confirmed that the school no longer operates this system. The policy needs to be updated. Update 21/3/19 AR & CH WILL DISCUSS SEPARATELY - ONGOING | ACTION AR ONGOING |
| 13.1 (24/1/19) | CH asked SB and AR to present the strategies behind Behaviour Policy at the next meeting. Update 21/3/19 AR & CH WILL DISCUSS SEPARATELY - ONGOING | ACTION AR/SB ONGOING |
| 14.1 (24/1/19) | SM suggested that AOB be included on the Agenda, and CH explained her reasons for not having AOB on her agendas, and suggested that urgent items be included within the Agenda and invited the LGB to contact the clerk if they wanted urgent items to be included. A reminder will be sent with the minutes. CH re-iterated that she is open to collective agendas, and invited the LGB to collaborate with her as necessary. Update 21/3/19 an invitation has been sent. CLOSED | ACTION LBB CLOSED |
| 5.2 (24/1/19) | CH noted that the school is in the middle logistically wise, and EC stressed the importance of being a good community school. SR challenged this view, and believes that other schools in the area would feel the same. CH suggested that a small team discuss this further in a separate meeting. Update 21/3/19 AR & CH WILL DISCUSS SEPARATELY - ONGOING | ACTION AR ONGOING |
| 9.2 (21/3/19) | SR requested an up to date Composition Sheet, showing gaps. ACTION CH - NEW | ACTION CH NEW |