



Midsomer Norton Primary School

'Part of the Midsomer Norton Schools Partnership'

High Street
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Radstock BA3 2DR
Tel: 01761 412289
Fax 01761 415896

Head Teacher:
Mr Alun Randell

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LOCAL GOVERNING BODY MEETING Thursday 9th May 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)
Julie Wellington (JW) from 7.05pm
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 There were no apologies for absence.

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. CH noted that some LGB Members may be aware that CH is Acting/Interim Chair at Timsbury.

4. Agreement & Actions of Minutes from 21st March 2019 – An updated Action Sheet is attached

4.1 The minutes of the meeting held on 21st March 2019 were accepted as a true and accurate record. CH signed the minutes off.

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

5. Communications

5.1 Regarding redundancies and recruitment, CH personally thanked KC for her time this week, and SR noted that he is available for Panel Meetings as required. CH noted that communications with parents is critical. CH requested that the non-teaching members of the LGB prepare themselves as much as possible for up and coming OFSTED to ensure that they are as up to speed as their teaching colleagues. **Governor Query SM has requested that a CRIB Sheet be prepared.**



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6. Heads Report

6.1 AR explained that a lot of his and SB's time has been taken up with the Redundancy Process, and explained the knock on effect to the rest of the school functions and processes. AR explained that due to time constraints the Heads Report hasn't changed all that much since the last report. There are a number of other issues happening at the school and these are having an impact on the rest of the school. E.g. Redundancies, Recruitment and the Caretaker resigning. AR has spoken to AW about his concerns and AW has stressed that Safety, Behaviour and Learning are top priorities. AR is going to speak to his staff and prioritise tasks for the school. The emphasis is on trying to reduce costs and to ensure staff have the capacity to focus on safety, behaviour and learning within the school, such as considering not running after school clubs. **Governor Query HB noted regarding consulting with the Staff at MSN Primary before any cuts are taken including stopping after school clubs. Governor Query EC noted that a balance needs to be met. Governor Query SM is concerned about things spiralling out of control. Governor Query CH remarked that the Newsletter doesn't need to be sent every week. Governor Query AS noted that the Heads Teacher Award and Behaviour Award is important to Pupils and Parents and this could be shared by via other means such as Twitter. Governor Query KC suggested clarity needs to be sought before AR consults the teachers. Governor Query CH asked if there has been any discussions at the Heads Meetings regarding After School Clubs being open to group clubs, and AR confirmed that there have been some conversations but in relation to After School Care only. Governor Query IM raised concerns for the children that currently attend clubs not being able to access after school clubs if they are stopped. Governor Query SR shared his concern regarding AR's own wellbeing, and suggested that one LGB Governor works with AR in the process of speaking to the teachers, and also looking at the Heads overall work load. SR has confirmed that he is available to lock up the school for example if needed. Governor Query SM noted the huge amount of work that is currently happening, regarding HR Intervention.** AR confirmed that the whole school is under a lot of pressure at the moment and we need to stay mindful and be aware of this and to try and to keep the balance. **Governor Query SR requested the action point on this. AR confirmed the above, there is not an action point as such, just that there is a significant workload for all staff that needs to be addressed and that the LGB need to be aware of this. SR requested that an action be set to involve a Governor in the above process. Governor Query SM reported that the starting point should be sorting out the Heads work load is essential. CH has suggested that AR, SR and CH meet after half term to discuss this.**

ACTION CH/AR/SR

6.2 AR gave a Staffing update and noted that 1 teacher is leaving at the end of this year, and an internal advert has been posted. A new appointment has been made on a fixed term contract. The caretaker situation is an ongoing situation. **Governor Query CH asked why the Care Taker has resigned and AR explained this. Governor Query CH asked if the MAT will take responsibility for pooling of a Care Taker. AR confirmed that the MAT are looking at the possibility of recruiting a Mobile Care Taker or Head Cleaner.** Governor Query SM reported that he thought this would be a good idea.

6.3 The level of staff absence looks high, however AR confirmed that this relates to 2 x members of staff.

7. Safeguarding

7.1 CH confirmed that she took undertook the SCR this term. SB noted that a member of staff was injured while looking after a child. **Governor Query CH enquired about the member of staff's physical and mental wellbeing.** AR confirmed that the Teaching Assistant is shaken up, however the effect is emotional rather than physical. **Governor Query CH pre-warned the LGB that should a permanent exclusion take place then the governors will need to be available to be included on the panel.**



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8. Health & Safety/Premises

8.1 EC confirmed that there is nothing to report other than the new door in the hall. **Governor Query CH suggested that the LGB Members walk around the school at the beginning or end of the LGB Meetings to view the school.**

9. Governors Business including Governors Monitoring Reports

9.1 CH reminded the Governors about their Monitoring responsibilities, and noted that LBB will shortly be sending out the forthcoming LGB Meeting dates for the next Academic Year.

9.2 CH reminded the LGB about the forthcoming Interpreting Pastoral Data Training that is taking place on Tuesday 14th May 2019, as she is unable to attend. CH has asked LBB to ask SC to confirm whether this is more geared for Secondary Schools or Primary Schools before anyone decides to attend in her place.

ACTION LBB

10. School Improvement Plan

10.1 **Governor Query CH requested clarification of confidence from AR and SB regarding SATs Results.** AR raised his concerns with the LGB regarding attainment in Writing. **Governor Query CH required confirmation of the action that AR will take to intervene to bring the writing results up.** AR confirmed that the Teacher in question is leaving at the end of the year, and the school is providing the necessary support to the teachers and pupils for the forthcoming term. SB noted that in terms of consistency for that class at the moment support is all that is needed. **Governor Query CH asked for confirmation on Test Data in particular Maths.** AR confirmed the situation with regards to EHCP's in Year 6 and the affect this has on the percentages. EC confirmed that the school is fairly confident with the predictions that were made earlier on in the year. **Governor Query CH suggested that notes be made on the Cohort and Results, so that this will help governors. Governor Query KC noted the Passport Club, and the positive impact this has had on Year 6 and general pastoral activity with nearly 100% attendance.**

10.2 **Governor Query CH requested confirmation on KS2 attainment and progress.** AR presented the Cohorts predicted percentages. **Governor Query IM asked what these were like in relation to the national average of 66%. AR confirmed 68%. Governor Query CH asked if any interventions are taking place.** SB confirmed that lots of interventions are taking place. There were no further questions other than appreciation of the Rag Rating of the SIP. **Governor Query CH noted that a review of the SIP does need to be completed, after the update.** AR noted that the last LGB Meeting of this year is just before the test results are raised, and therefore will send the results to the LGB for their info*. **Governor Query IM suggested that some of the teachers or all of the teachers and TA's assist in writing in the SIP.** CH considered this to be a good idea.

11. Update on Staff Restructure

11.1 Please see point 6.1. The next stage is to try and identify who is where. **Governor Query CH asked how likely an appeal is** and AR confirmed that this is a possibility.

12. Finance Update

12.1 JW circulated and presented MSN Primary's Management Accounts as at 31st March 2019, however the budget has changed and JW therefore would like the Governing Body to approve this version. **Governor Query SR asked if the revised budget included a full time caretaker/head cleaner.** JW explained the situation regarding this, and explained that revised budget is showing a stronger position than before due to staff changes. In addition a pooled staff absence insurance policy has been arranged by the Trust that has saved the school in excess of £11K. **Governor Query AR required clarification of the potential carry forward position. A vote was taken and everyone on the LGB is in favour of the new budget.** The Nursery Accounts were discussed and these are available on request as necessary. **Governor Query EC**



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asked whether the MAT looked at setting up its own Supply Teaching Agencies. SM confirmed that the Trust doesn't have enough income to support this. JW confirmed that she will discuss this with AR separately. JW noted that redundancy costs are not included in the budget. **Governor Query AS required clarification on number of intake this year. Governor Query CH noted that PAN and Admissions still need to be discussed.** CH requested JW find out the timings of submission of PAN changes.

ACTION JW

CH thanked everyone for coming, and the meeting closed at 7.30 pm

Signed

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LGB Chair / Date

***Date of Next LGB Meeting – Originally set as Thursday 27th June at 6.00pm – however it has been requested that this be moved back a week, and Thursday 4th July 2019 has been suggested. LBB will request permission from the MAT.**

ACTION LBB

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 9/5/19 AR & CH WILL DISCUSS SEPARATELY – CLOSED This has been walled up and a proper wall has been put in place.	ACTION JW CLOSED
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 9/5/19 AR & CH WILL DISCUSS SEPARATELY – ON HOLD This has been shelved until the new year.	ACTION AR ON HOLD
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 9/5/19 AR & CH WILL DISCUSS SEPARATELY - COMPLETE	ACTION AR COMPLETE
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 9/5/19 AR & CH WILL DISCUSS SEPARATELY ONGOING – IM will officially write her report.	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 9/5/19 AR & CH WILL DISCUSS SEPARATELY – COMPLETE – SB will circulate to all.	ACTION AR COMPLETE
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 9/5/19 AR & CH WILL DISCUSS SEPARATELY – COMPLETE – will be moved to the school development plan.	ACTION AR/SB COMPLETE
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 vacancy can be included on the Church Newsletter. Update 8/5/19 AR & CH WILL DISCUSS SEPARATELY – ONGOING – CH has 3 potential Community Governors and will meet with these just after half term.	ACTION AR 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 8/5/19 AR & CH WILL DISCUSS SEPARATELY – ONGOING – LBB will resend the email.	ACTION LBB ONGOING



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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 8/5/19 AR & CH WILL DISCUSS SEPARATELY – COMPLETE -	ACTION AR COMPLETE
13.1 (24/1/19)	CH asked SB and AR to present the strategies behind Behaviour Policy at the next meeting. Update 8/5/19 AR & CH WILL DISCUSS SEPARATELY - ONGOING	ACTION AR/SB ONGOING
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 8/5/19 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 – Update 8/5/19 - ONGOING	ACTION CH ONGOING
6.1 (9/5/19)	SR requested that an action be set to involve a Governor in the talking to teachers re sharing work load process. Governor Query SM reported that the starting point should be sorting out the Heads work load is essential. CH has suggested that AR, SR and CH meet after half term to discuss this. NEW	ACTION CH/AR/SR NEW
9.2 (9/5/19)	CH reminded the LGB about the forthcoming Interpreting Pastoral Data Training that is taking place on Tuesday 14 th May 2019, as she is unable to attend. CH has asked LBB to ask SC to confirm whether this is more geared for Secondary Schools or Primary Schools before anyone decides to attend in her place. NEW	ACTION LBB NEW
12.1 (9/5/19)	CH requested JW find out the timings of submission of PAN changes. NEW	ACTION JW NEW
N/A	Date of Next LGB Meeting – Originally set as Thursday 27 th June at 6.00pm – however it has been requested that this be moved back a week, and Thursday 4 th July 2019 has been suggested. LBB will request permission from the MAT. NEW	ACTION LBB NEW