



Head Teacher:
Mr Alun Randell

Midsomer Norton Primary School

'Part of the Midsomer Norton Schools Partnership'

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LOCAL GOVERNING BODY MEETING Tuesday 9th July 2019 at 6.00pm

Present:

Alun Randell (AR)
Anna Swift (AS)
Claudia Gumm (CG) – Guest as prospective new governor – left at 7.15pm
Eleanor Cook (EC)
Hayley Bullock (HB)
Jude Vale (JV) – Guest as prospective new governor
Julie Wellington (JW)
Kath Cox (KC)
Louise Brooks-Bryant (LBB) Minutes
Sarah Biss (SB)
Simon Mills (SM)

Apologies:

1. Introductions

- 1.1 AR welcomed everyone to the meeting and explained that Stephen Robinson (SR) (Vice-Chair) has resigned with immediate effect from the LGB. AR suggested that a card should be sent to SR as an acknowledgement of thanks. AR introduced CJ and JV as prospective new governors, and introductions from the LGB were made. In the absence of a Chair and Vice – Chair, AR suggested a vote for KC to Vice – Chair and this was approved unanimously by a show of hands from the LGB.

2. Apologies for Absence

- 2.1 Apologies were received from Tracey Mallon (TM) – prospective new governor, Isobel Mills (IM) and Claire Hudson (CH) Chair.

3. Declaration of Interests and Register of Pecuniary Interests

a) Declaration of Interests

- 3.1 There were no changes to the Declaration of Interests.

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 9th May 2019 – An updated Action Sheet is attached

- 4.1 The minutes of the meeting held on 9th May 2019 were accepted as a true and accurate record. AR proposed the minutes, SM seconded them, and KC signed the minutes off.

- 4.2 All new actions were reviewed at this meeting, and outstanding actions will be 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.



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5. Finance Update

5.1 JW presented the financial information, and the £14k carry-forward was reported, along with the processes undertaken and the savings that have been made.

6. Heads Report including End of Year Statutory Data

6.1 AR had previously circulated his report, and ran through the following key highlights:

OUTCOMES FOR CHILDREN

Statutory data so far:

Rec 72% reached a Good Level of Development (71% nationally last year)
Y1 Phonics 76% reached the threshold (81% nationally last year)
Y2 Reading 73% reached the expected standard (76% nationally last year)
Y2 Writing 64% reached the expected standard (70% nationally last year)
Y2 Maths 79% reached the expected standard (77% nationally last year)
Y6 Writing 80% reached the expected standard (78% nationally last year)
Y6 Reading – awaiting test outcomes
Y6 Maths – awaiting test outcomes

6.2 Early Learning Goals were discussed, and the LGB were shown the Reception – Early Years Profile Data. **Governor Query - KC and SM required clarification on the interventions that are put in place to support an increase in outcomes.** AR confirmed the expected national goals, including Reading which he understands will be an issue for all schools.

6.3 Year 1 & 2 Phonics Data results were presented. **Governor Query – SM requested clarification on the interventions the school have put in place to address the gaps.** AR stated that interventions had been put in place since early in the Autumn term and that these would be continued. He confirmed that the school will be tracking pupils from Reception through the school. **Governor Query – HB questioned the how the skills of teachers and pupils are paired.** AR confirmed the pairing scheme and confirmed that ability groups of phonics will not be in the scheme. He noted that the Trust have arranged some training that will take place in September and further phonics training will be attended by AR and SB.

6.4 Year 2 – KS1 Assessment Data was presented, and AR explained the ties with and the importance of spelling.

6.5 Year 6 – KS2 Assessment Data for Maths, SPAG, Reading and Writing were presented, with figures for 2019. Some re-marking may be requested. Reading was lower than hoped for but not completely a surprise at 65%. Attainment in writing is at 80% which is significant progress. **Governor Query – HB questioned the narrative surrounding National Averages.** AR and EC noted some of the background stories that have affected the data. AR noted that vocabulary is an issue, children are not reading as regularly as they should, this is as a result of a number of reasons. EC confirmed the schools' position with regards to increasing vocabulary across the school. Reading Diaries were discussed, and the importance of increasing vocabulary across the school.

6.6 Attendance was discussed, and AR reported that some of the persistent absence figures are slightly askew and explained the reasons for this. **Governor Query – HB requested confirmation of % national average for attendance, and AR confirmed this as 96%.** The school is currently running at 96% attendance.

Penalties for parents taking children out of school was also discussed.



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6.7 AR ran through the internal behaviour report

Red card totals:

2016/17: 23

2017/2018: 26

2018/2019: 30, one incident of racist language.

Governor Query - SM required clarification on the Red Card Process. AR explained the Amber, Blue and Red Card and the basic behaviour system. Comparisons were made. EC confirmed that the system is just a tool that the school uses, and that overall behaviour is good. AR confirmed that he and his staff are clear on how to utilise the card system.

Governor Query – SB questioned PP without SEN data and noted that this is data is missing, and that this would be useful data to have. AR confirmed that he does have to enter this information manually and this was missed in the report.

6.8 Staffing, AR confirmed details of New Staff starting in September, and also staff leaving. He confirmed to the LGB that letters have been sent to Parents. He confirmed that the school still doesn't have a caretaker/cleaner in charge. Hopefully the MAT will be providing 18hrs a week of caretaking (for which the school must pay), and the school are advertising for a cleaner in charge. JW confirmed that the Trust team have been very supportive and been providing someone weekly to assist. It is understood that the Trust have appointed someone who will possibly be shared with another school. The trust are aware that the school does need someone on site. **Governor Query – SM noted that a shared position would be more attractive.** AR noted that JW as business manager continues to support another school, and considerations are made to this. A new literacy lead has been appointed. **EC noted for the minutes that one of the support staff who is leaving has been with the school for 28 years.** KC noted that the school should acknowledge this, and SB confirmed that all of the staff in question will be asked their preference.

6.9 AR reported on the current model with regards to utilising Sports Development funding and the justifications surrounding this. AR invited HB to report on the background of the funding. HB explained the auditing process and ring-fencing around the funding and how it is used. **Governor Query – KC asked whether HB trains staff whilst she is at the school,** HB reported that it would be easier to train new staff. **Governor Query – SM reported that training of Teaching Staff with regards to teaching sports needs to be addressed.** HB stressed the delivery aspect of the funding, including well-being. **Governor Query – SM noted that utilisation to the max of HB's skills is paramount.** AR noted that the delivery model does need looking at, and will discuss this further with HB, including identifying a Plan A, Plan B etc.

6.10 Implications: SIP Priorities were presented and highlighted below:

AR confirmed that Phonics interventions have started. Predicted 80% would reach threshold but 76% did. Those that didn't will continue to receive phonics interventions in Y2.

The importance of vocabulary was stressed, as well as having a narrative. The percentages of the assessed cohort of 40 were presented to the LGB. AR noted the challenges that have been encountered. **SM noted that this should be the focus of the School's SIP.**

7. Safeguarding

7.1 KC reported that CH will be undertaking some work on Safeguarding over the course of the summer, and AR confirmed that the school has been updating their SCR. The school is also investing in piece of software called My Concern, and training to use this will take place shortly. **SM requested clarification as to why My Concern was chosen.** AR confirmed the reasons for this including support of the software from the Trust. SB noted for the minutes and for CH's benefit as Safeguarding Officer that 3 x families are on the child protection plan at the present.



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8. Health & Safety/Premises

8.1 EC provided a brief report on Health and Safety and the impending funding that is to be received from the Trust to help tidy up the school. AR stressed again the need for a Caretaker. Virgin Media have also approached the school with a view to assisting in the tidy up.

9. Governors Business including Governors Monitoring Reports

9.1 Note from CH Governors Visits and Monitoring in general needs to be addressed more fully next year. AR suggested that Governors Visits and Monitoring should be a SIP focus. **SM noted the balance required to do this.**

AS confirmed that she met Julie Grice on 9/7/19 to undertake her second EYFS Link Governor Visit. Her report will follow shortly.

Governor Query – HB asked if AR had any indication of an OFSTED visit. He confirmed that he hasn't.

JW suggested that preparations can be put in place to prepare for the impending OFSTED inspection including Dummy Ofsted Inspections, Crib Sheets prepared etc.

9.2 KC noted the Governors Training Plan and the training for New Governors that is taking place on 17th September 2019, and SM suggested that a Training Matrix is created to show who has attended what training so far.
ACTION LBB

10. School Improvement Plan

10.1 The SIP had been circulated prior to the meeting. **Governor Query – SM suggested that some method of taking the SIP forward a bit to show clearer identification of progress/ changes made.** Outcomes and evidence of these were discussed, and it was suggested that the template is modified to reflect the stages of these.

11. Update on Staff Restructure

11.1 As per staffing update included in the Heads Report.

12. Communications

12.1 AR confirmed that no communications have been received.

KC thanked everyone for coming, and the meeting closed at 1945 pm

Signed

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LGB Chair / Date

Date of Next LGB Meeting – Thursday 10th October 2019 at 6.00pm





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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 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 - CLOSED	ACTION AR CLOSED
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. Update 9/7 As above	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 – CLOSED – SB will circulate to all.	ACTION AR CLOSED
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 – CLOSED – will be moved to the school development plan.	ACTION AR/SB 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 school's 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. Update 9/7 2 of the potential governors attended the meeting tonight.	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	ACTION LBB ONGOING



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	WILL DISCUSS SEPARATELY – ONGOING – Update 9/7 LBB will resend the email over the summer holidays in preparation for the new Academic Year. 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 8/5/19 AR & CH WILL DISCUSS SEPARATELY – CLOSED	ACTION AR CLOSED
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 – Update 9/7 As above	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. Update 9/7 As above	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. Update 9/7 As above	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 workload process. Governor Query SM reported that the starting point should be sorting out the Heads workload is essential. CH has suggested that AR, SR and CH meet after half term to discuss this. ONGOING. Update 9/7 As above	ACTION CH/AR/SR ONGOING
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. Update 9/7 The original training was re-scheduled to 8th July 2019 and was more secondary based. CLOSED	ACTION LBB CLOSED
12.1 (9/5/19)	CH requested JW find out the timings of submission of PAN changes. ONGOING. Update 9/7 JW provided the LGB with the following information: basic information regarding the process we need to follow if the LGB wish to consult on the PAN as from 21/22. No action needs to be taken until Dec 19. BANES admissions will email the details for any consultation to the HT. There is a 6-week consultation period with a deadline of 28th Feb each year. All key stakeholders will need to be consulted e.g. other schools. The consultation will need to be in the public domain e.g. details on both school and trust websites. This is the basic process - the email from BANES will give us more information. SR required confirmation on heads discretion of PAN. AS requested, confirmation on Year 1 PAN.	ACTION JW ONGOING
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. Permission granted for 9 th July 2019. CLOSED	ACTION LBB CLOSED
9.2 (9/7/19)	KC noted the Governors Training Plan and the training for New Governors that is taking place on 17 th September 2019, and it was suggested that a Training Matrix is created to show who has attended what training.	ACTION LBB NEW

