



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 10<sup>th</sup> October 2019 at 6.00pm

### Present:

Alun Randell (AR)  
Claire Hudson (CH)  
Claudia Gumm (CG)  
Hayley Bullock (HB)  
Isobel Mills (IM)  
Jake Andrew (JA)  
Julie Wellington (JW)  
Kath Cox (KC)  
Louise Brooks-Bryant (LBB) Minutes  
Sarah Biss (SB)  
Sharon Wilson (SW)  
Tracey Mallon (TM)

### Apologies: AS & JV

#### 1. Welcome

1.1 CH and AR welcomed everyone to the meeting, and introduced Sharon Wilson (SW) as the schools new Finance Manager. AR explained the restructure of the school's office and operations systems to the LGB.

#### 2. Apologies for Absence

2.1 Apologies were received from Anna Swift (AS) & Jude Vale (JV).

#### 3. Declaration of Interests and Register of Pecuniary Interests

##### a) Declaration of Interests

3.1 There were no changes to the Declaration of Interests. All declaration of Interest forms have been sent out for signing, and the register will be updated.

##### 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 9<sup>th</sup> July 2019 – An updated Action Sheet is attached

4.1 The minutes of the meeting held on 9<sup>th</sup> July 2019 were accepted as a true and accurate record. CH signed the minutes off. **AR noted Amendment on Page 2 76% and 72%.**

4.2 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.

#### 5. Finance Update



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5.1 JW presented an oral report of last year's provisional figures, and reported that the bottom line is looking much better than expected, against predictions of a £13k deficit. Resulting in a £29k carry forward including redundancy figures. It's noted that the school isn't yet meeting the Trusts required months' salary carry forward figure, however is in a more positive situation. **Governor Query – CH questioned how MSN Primary compares to other schools in the Trust** and JW confirmed 50%/50%. AR reported that he is really pleased that the school has gone from a predicted loss to a positive carry forward. CH confirmed to the new governors that LGB Meetings are held 6 times per year, and that a separate meeting to discuss and agree the budget will be held. CH noted her thanks to JW for her work on the budget and for being part of the LGB for the past year.

## 6. Heads Report including Review of Student Outcomes

6.1 AR presented an oral report and highlights included discussions on, outcomes at the end of reception 76% of children reached a GLD, Year 1 Phonics 2019 76%, KS1 Reading, 73% below national of 75% and writing 64% lower than 70% and Maths 79% against 76%. KS2 Reading 65, against 73%, Writing 80% against 89% and Maths 75% against 79%, SPAG 82.5 against 78%. Progress from KS1 to KS2, Reading -0/7 Writing: +0.7 Maths: +0.1 Ks1 Greater Depth and KS2 Greater Depth results for Reading, Writing Maths and SPAG were presented and compared against National Averages. **Governor Query – CH questioned what has caused the drop in Reading compared to Writing, as these usually go hand in hand?** AW explained that nationally OFSTED are concerned that a narrow curriculum has impacted on comprehension. **There could be an element of this but that the outcomes were at the bottom end of the expected range given that 20% of the children had SEN and 8% had an EHCP.** Last year's figures were compared. **Governor Query – CH suggested that it would be beneficial for the governors if the cohort information was shown. AR explained that this had been shown at the last LGB. Governor Query HB asked how the KS2 reading assessments were assessed** and JA confirmed that it's through tests, not teacher assessments. **Governor Query – HB asked with now less support staff would this impact on the school,** and SB noted that time management will be key. Governor Query – SW asked if there was a split between boys and girls, and although there is and AR confirmed this, it wasn't shown at the meeting. Governor Query – CH asked if there is a reading volunteer group.

6.2 SB presented outcomes on key groups, for Reception, 50% (Banes 46%) Year 1 Phonics, SEN (5 children) 20%, Year 2 Phonics retakes SEN (3 Children) 0% and Year 2 Attainment. SB explained the schools interventions in place to plug the gaps. Year 6 PP (13 Children) PP not SEN (8 children) SEN (Inc. EHCP) (8 children) SEN (exec EHCP (5 children) EAL – 4 children only progress data for 3. AR explained that the challenge is getting children to read good quality data. **Governor Query – TM queried where the progress figures came from,** and AR explained end of KS1 beg of KS2. SB stressed the importance of supporting the children that need it.

6.3 AR explained the School Development Priorities: Phonics, Early Reading, Reading comprehension and the link to... Vocabulary, Curriculum, Spelling, Writing esp. at KS1, GD at Maths, Outcomes for PP/SEN. SB explained the importance of children being able to access different reading material, such as scientific vocabulary, and the importance of the breadth of the curriculum. AR reported that he has witnessed the progress in class and the connection with comprehension.

6.4 Staffing, 1 appointed, School business manager, JW is moving to St Johns, the Role of SB has been split. Emma Awcock has become our Operation's Manager. SW has been appointed as Finance/HR Manager. Sharon will attend LGB Meetings regarding Finance. Caretaker/Cleaner in Charge interview taking place on 25<sup>th</sup> October.

6.5 Positives/Challenges, **Positive** include, £7k of funding for phonics (read, write, inc), clarity around subject leadership/training/monitoring MAT and internal, clarity around curriculum, support and challenge from the MAT, proactive PTA. **Challenges** include, Tight Finances, capacity (reduced staff), impact on leaders workload (HT, DHT, SLT), resources to support the curriculum, premises, including boilers need preplacing, unwanted visitors (AR has been in contact with the police), Time! Discussions took place regarding the



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importance of school trips, the impact this has on cultural capital etc. AR noted the positivity of the budget figure does have an effect on capacity. **Governor Query – CH stressed the importance of Premises, including boilers replacements, and from a Safeguarding point of view asked is the School a Safe Site.** AR explained the strategies in place to support this. CH noted that she would like to pick this up with AR as a separate issue.

6.6 Upcoming Events include read write inc training tomorrow, World Mental Health Day, Open Evening, Trips, Wear I Pink, Monster Ball, Drop and Chat, Parents evening in November, Remember day 11<sup>th</sup> November, Children in Need 15<sup>th</sup> November, Trips, Nativity, and Christmas Fayre, KS2 Christmas Carols. AR will send the list of upcoming events around shortly.

## 7. OFSTED Framework September 2019

7.1 Claire Mirrams visited the school and provide some training on the new Ofsted Framework last week and AR gave the LGB an update to this. There are separate minutes from the training, and these are available if required. CH suggested Governor Training, and noted that the LGB need to be prepared for questions that could be asked. The governors understanding will tie with The School Development Plan. **Governor Query – IM commented that the new Framework is a mammoth task, and that the school is approaching very positively.** AR reassured the LGB that it is a work in progress. **Governor Query – CH noted that as long as the LGB has a plan and follows their monitoring schedules, and is going to write a Governor's Action Plan, which will include training plans for new governors.**

## 8. Pupil Premium

8.1 This has been covered in the Heads Report.

## 9. Special Educational Needs & LAC Reporting

9.1 This has been covered in the Heads Report. There are currently 4 LAC and 2 children with EHCP Plans.

## 10. Safeguarding

10.1 This has been covered in the Heads Report.

## 11. Health & Safety/Premises

11.1 This has been covered in the Heads Report.

## 12. School Improvement Plan – Review and Agree New Priorities for School 2019/2020

12.1 **Governor Query – CH asked AR to explain why there are so many areas,** AR reported that the format received from the MAT totalled 22 pages! There is a lot of information in the SIP. **Governor Query – CH noted that the document includes an Action Plan, and if you take these out then it wouldn't be such a long document.** AR reported on Quality of Education. **Governor Query – CG asked on prior Ofsted queries on Development Points, and after reading through the document is concerned that some of the queries haven't been obviously addressed.** AR explained the process of SEF & success criteria's. SB suggested that the Governors have sight of the SEF. CH asked AR to share the SEF with the Governors so that they have access to the SIP and SEF when it comes to monitoring on their link subjects. CH suggested that AR comments against the queries, against the Areas of Development. **Governor Query – HB suggested that the SIP be summarised to approx. 5 key areas to be monitored,** and CH summarised the monitoring process and that link governors should familiar themselves with their link area. AR suggested that the most important comment in the SIP is the outcomes column. AR is receiving support to provide evidence to show the progress and measured outcomes. A vote of acceptance was agreed on the above document.



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## 13. Governing Improvement Plan – Agree New Priorities for 2019/2020

13.1 There are no new priorities as such, however CH stressed the importance of questions being asked at every meeting, 3 key pieces of information as evidence are the governors Monitoring Reports, The LGB Minutes, and being able to articulate answers to Ofsted. The Governor Action Plan will be sent by CH.

**ACTION CH NEW**

## 14. Governors Business – Including Training, CP Update and Learning Walks

14.1 All Governors are reminded to attend their Child Protection Update. The dates for the upcoming CP training are:

Wednesday 13th November - 4pm SVS  
Tuesday 28th January – 4pm NHS

14.2 CH stressed the importance of Governors being present at LGB Meetings, Monitoring and Visits to the schools are encouraged.

14.3 CH will conduct a training session for the new governors, however this is open for all governors to attend.

14.4 CH explained that the next LGB Meeting on 20<sup>th</sup> November 2019 is being held at Norton Hill for all MAT Governors.

## 15. Subject Leadership – Curriculum

15.1 SB suggested bringing a report on a particular subject to the meeting and present this at the start of every meeting.

15.2 SB reported that she has been working with the leads on several subjects today, working towards finishing the 2 year cycle, including adaptations from last year, intent statements are starting to be written, impact will run their course being measured. Progression document from Year 1 to Year 6 have been created, the evidence is shown in chronological order, recapping, quizzes and emphasis on a more focussed way of teaching the curriculum. **Governor Query – CH asked which areas SB is confident on**, and SB confirmed that Claire Mirrams had undertaken a deep dive on History and Geography. History was shown as being quite strong, with Geography not so strong, and is an area for improvement and development. Knowledge organisers were discussed. **Governor Query – CH asked how the curriculum for example PE has changed?** JA explained the process on teaching PE with the curriculum and how this links into the wider curriculum. **Governor Query - HB reported that the school does have a really good curriculum, and has concerns how PE links into the curriculum and wondered who put together the PE curriculum in the MAT.** CH suggested that AR and JA ask the question. JA is on a working party. CH stressed that the physical and personal wellbeing of our children is so important, and that the question should be asked of the MAT.

**ACTION JA NEW**

## 16. Roles & Responsibilities

16.1 CH is going to write a plan, what will need doing and when it needs to be done by. Starting end of Term 2. Governor Query – KC asked whether a pro-forma is required, and CH confirmed that there is a Trust Form, however requested that KC sends her suggestions. A copy of the monitoring form will be sent to the LGB.

**ACTION CH**

**NEW**

16.2 The following statutory responsibilities were agreed at the meeting tonight.



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HB – SEN & LAC, Behaviour and Attitude  
KC – Maths & Writing  
IM & JV - Reading  
TM & CG - Curriculum Design  
IM – English  
AS – Early Years and Personal Development  
CH – Assessment and Leadership Management  
JA – Health & Safety Governor

## 17. Policies

17.1 The MAT Master Policy list is available on the Google Drive, and CH suggested that a schedule of policies be put together for the LGB to work through. Internal and External policies were discussed, and policies specific to the school, and the LGB would need to be aware of. **ACTION LBB/CH NEW**

## 18. Communications

18.1 CH asked the LGB for a general opinion on how approachable the LGB are to Parents for example. It was suggested that a reminder of the LGB is posted in the News Letter, and introduction to the parents of the new Governors would be a good starting point, inviting them to engage with the LGB. AR and CH will compose something. It was noted that there aren't any complaints, communications should be made through the school office. Photos of new Governors should be taken, and the notice board needs to be updated. The website also needs updating. AR suggested that the Parent Governors write a short summary on themselves.

**ACTION SW/OFFICE NEW**

18.2 CH stressed the importance of communications with the MAT.

18.3 Pupil Communications – CH considers it would be good practice to have some communications with the school council and that we should invite them to share their thoughts that can be presented at the LGB Meetings.

18.4 Staff Body – CH would appreciate it if all of the LGB could visit the school and meet with the staff at some point.

## 19. AOB

19.1 AR reported to the LGB that the school has been reviewing School Lunch Boxes and what are in them, and that there is a concern surrounding unhealthy lunch boxes. AR is going to be put some information together, and is going to suggest that chocolate is prohibited in children's lunch boxes, however will be allowed as a birthday treat. **Governor Query – CH asked what the school dinner take up was**, and AR confirmed that it's high in the lower year, however lower in later years. CH suggested that as part of the write up in the newsletter, a sugar smart campaign could be written, this could be linked in with the PE curriculum campaign and linked in with personal development. SW suggested that the unhealthy choice be replaced with the healthy option. JA noted that in KS2 that their snacks are healthy. AR would like to maintain a healthy balance, and reported that a recent survey show 33% of children at the school in Reception at this school are classed as obese and this is greater than Banes and the National Average. **Governor Query – HB suggested a different way of educating healthy eating options such as Change for Life, rather than prohibiting certain items. Healthy Eating Stickers or Fruit Stickers could be given out. Governor Query – IM suggested making the whole school a health school, linking this into the teaching curriculum DT, Technology, Food etc.** SB suggested relaunching the Sugar Smart Campaign again, and involving the children, and that this is possibly something the school council can get involved with.

19.2 CH asked whether the school is going to change its PAN this year, and AR explained the consultation process and that this may be revisited in the future.



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19.3 The Admissions Policy needs to be reviewed.

**ACTION CH NEW**

CH thanked everyone for coming, and the meeting closed at 8pm.

Signed

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LGB Chair / Date

***Date of Next LGB Meeting – Thursday 20<sup>th</sup> November 2019 at 6.00pm***







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## Midsomer Norton Primary Local Governing Body Outstanding Action Status 2019/20202

Action Number	Details	Update
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. <b>ONGOING Until Term 3, AS asked if full teaching staff are present, and AR confirmed they are.</b> <b>Update 10/10 AR &amp; CH WILL DISCUSS SEPARATELY – ON HOLD This has been shelved until the new year.</b>	<b>ACTION AR ON HOLD</b>
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. <b>CH has requested that visits are undertaken after Half Term. Update 10/10 Monitoring Processes have been discussed for the New AY. CLOSED</b>	<b>ACTION ALL CLOSED</b>
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. <b>Update 10/10 4 new governors have joined the LGB. CLOSED</b>	<b>ACTION AR CLOSED</b>
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. <b>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 &amp; CH WILL DISCUSS SEPARATELY – ONGOING – Update 10/10 Most of the LGB are in Education therefore find it difficult to visit during school hours, CH encourages visits when they can be done. CLOSED</b>	<b>ACTION LBB CLOSED</b>
13.1 (24/1/19)	CH asked SB and AR to present the strategies behind Behaviour Policy at the next meeting. <b>Update 8/5/19 AR &amp; CH WILL DISCUSS SEPARATELY – ONGOING – Update 10/10 As above</b>	<b>ACTION AR/SB ONGOING</b>
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. <b>Update 8/5/19 AR &amp; CH WILL DISCUSS SEPARATELY – ONGOING. Update 10/10 The school has undergone a lot of changes, this action is no longer relevant. CLOSED</b>	<b>ACTION AR CLOSED</b>
9.2 (21/3/19)	SR requested an up to date Composition Sheet, showing gaps. ACTION CH – <b>Update 8/5/19 – ONGOING. Update 10/10 with the recruitment of 4 x new Governors the Composition is now up-to-date with no gaps. CLOSED</b>	<b>ACTION CH CLOSED</b>
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. <b>ONGOING. Update 10/10 As above</b>	<b>ACTION CH/AR/SR ONGOING</b>



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12.1 (9/5/19)	CH requested JW find out the timings of submission of PAN changes. ONGOING. <b>Update 10/10 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. CLOSED</b>	<b>ACTION JW CLOSED</b>
9.2 (9/7/19)	KC noted the Governors Training Plan and the training for New Governors that is taking place on 17 <sup>th</sup> September 2019, and it was suggested that a Training Matrix is created to show who has attended what training. <b>Update 10/10 The MAT retain a master copy of training and this is accessible to the LGB. CLOSED</b>	<b>ACTION LBB CLOSED</b>
13.1 (10/10/19)	There are no new priorities as such, however CH stressed the importance of questions being asked at every meeting, 3 key pieces of information as evidence are the governors Monitoring Reports, The LGB Minutes, and being able to articulate answers to Ofsted. The Governor Action Plan will be sent by CH. <b>NEW</b>	<b>ACTION CH NEW</b>
15.2 (10/10/19)	Governor Query – CH asked how the curriculum for example PE has changed? JA explained the process on teaching PE with the curriculum and how this links into the wider curriculum. Governor Query - HB reported that the school does have a really good curriculum, and has concerns how PE links into the curriculum and wondered who put together the PE curriculum in the MAT. CH suggested that AR and JA ask the question. JA is on a working party. CH stressed that the physical and personal wellbeing of our children is so important, and that the question should be asked of the MAT. <b>NEW</b>	<b>ACTION JA NEW</b>
17.1 (10/10/19)	The MAT Master Policy list is available on the Google Drive, and CH suggested that a schedule of policies be put together for the LGB to work through. Internal and External policies were discussed, and policies specific to the school, and the LGB would need to be aware of. <b>NEW</b>	<b>ACTION LBB/CH NEW</b>
18.1 (10/10/19)	18.1 CH asked the LGB for a general opinion on how approachable the LGB are to Parents for example. It was suggested that a reminder of the LGB is posted in the News Letter, and introduction to the parents of the new Governors would be a good starting point, inviting them to engage with the LGB. AR and CH will compose something. It was noted that there aren't any complaints, communications should be made through the school office. Photos of new Governors should be taken, and the notice board needs to be updated. The website also needs updating. AR suggested that the Parent Governors write a short summary on themselves. <b>NEW</b>	<b>ACTION SW/OFFICE NEW</b>
19.3 (10/10/19)	The Admissions Policy needs to be reviewed. <b>NEW</b>	<b>ACTION CH NEW</b>

