

Midsomer Norton Primary School
Full Governing Body Meeting
Wednesday 9 December at 6.30pm

Present

Ian Nockolds
Alun Randell
Tony Isherwood
Stephen Robinson
Becky Tapper
Eleanor Cook
Martine Duggan
David Smith
Kate Durrant
Sarah Biss

1.	Chairs Opening Remarks	
	<p>IN welcomed LC to her first FGB meeting and also SB and thanked her for agreeing to attend to offer her expertise.</p> <p>IN noted that there were insufficient governors in attendance to be quorate and therefore any decisions made during the meeting would require the approval of the absent Governors via email prior to the next FGB meeting.</p>	ACTION: IN
2.	Apologies for Absence	
	Apologies were received and accepted from PE, DS, BT and MD. KH was not present at the meeting.	
3.	Declaration of Interests and Register of Pecuniary Interests - Update	
	<p>(a) Declaration of Interests - Update</p> <p>IN advised the Governors that his company, Cognisant Research, had been awarded a contract by the Midsomer Norton Partnership to conduct a survey related to the Free School. The survey will involve conducting a consultation exercise with parents who have registered an interested in the Free School. IN reported that at this stage the information he was relating was already within the public domain but that he felt it appropriate to record the matter with the FGB.</p> <p>(b) Register of Pecuniary Interests – Update</p> <p>None</p>	
4.	Confirmation and Signing of the Minutes of 16 September 2015	
	4.1 With two amendments (in 5.6 it should read “objectives have been set”, not “objectives have been met”, also 10.1 should read “NB”, rather than the full name of the individual), the Minutes were agreed to be a true and accurate record of the last meeting and were signed off by IN (Prop: TI Sec: EC)	
5.	Matters Arising from the Minutes of 9 December 2015	
	<p>5.1 <u>PSG Christmas Fayre</u> – IN confirmed that he had sent a note of thanks to the PSG.</p> <p>5.2 <u>Press Release for Results</u> – AR advised that this had been actioned.</p> <p>5.3 <u>Governor Newsletter</u> – IN confirmed that this had been actioned and passed his thanks to EC for her help.</p> <p>5.4 <u>Minutes on Noticeboard / Website</u> – AR confirmed that the Minutes of the 16 September had been uploaded to the website. LC to email the school office the final copy of the FGB minutes when agreed, to be uploaded. The Noticeboard is an ongoing action and will be actioned by KD.</p> <p>5.5 <u>Behaviour Policy</u> – AR confirmed that the policy is on the website and parents and carers had been advised of this.</p>	ACTION: LC

Midsomer Norton Primary School
Full Governing Body Meeting
Wednesday 9 December at 6.30pm

	<p>reported that there was a need to be realistic in considering whether there were any truly feasible options other than Academisation. SR proposed sharing information from other schools we have links with in terms of process and research. AR to approach the Partnership Trust, Dragonfly Trust and Midsomer Norton Partnership to see if anyone available to speak to the Governors. SR commented that this would be a good idea as long as it was made clear that inviting them to speak to the school did not indicate any commitment to them. AR stated we should also look at the pros and cons of not becoming an academy.</p> <p>6.3 <u>Working Group</u> - AR queried who was interested in being involved in forming a working group to look further into this matter. IN proposed that since he had received indications of interest from several of the Governors it would be appropriate to make the working group available to all. EC commented that it would also be desirable to consult the teaching unions as this issue would impact upon the staff and their terms and conditions etc. IN diarised the first Academisation Working Group Meeting to take place on Monday 22nd February at 6pm.</p>	ACTION: AR
7.	Head Teachers Report to Governors	
	<p>7.1 AR gave a brief overview of his report. AR stated that attendance for Term 2 was 95.28%. Authorised was 3.18% and non-authorised 0.51%. BANES average figure is at 96.31% and we are therefore just below that.</p> <p>7.2 <u>Behaviour</u> – IA asked AR for further details on the behaviour problems at lunchtime referred to in page 1 of the report. AR responded that lack of access to the field generates some behavioural issues. AR stated that there is currently an issue with ‘banter’ amongst with year 4,5 and 6 boys and that staff are working to address this and make it an unacceptable part of the school culture. SB commented that behaviour issues fluctuate according to the groups within the year groups. SB felt that the key to addressing any unacceptable behaviour is the consistency of our responses and actions. EC added that by far the majority of our children are very polite and well mannered.</p> <p>7.3 <u>E-Safety</u> – IN commented that he was pleased we have some resources for this and have held an assembly on the issue. He queried whether any material had been sent home. AR responded that he had referred to it in the school newsletter and also on the website. A PCSO from Avon and Somerset Police had contacted the school about coming into talk to pupils about e-safety.</p> <p>7.4 <u>Year 1 Phonics</u> – TI queried the interventions in Year 1. AR responded that the interventions were not as intensive as they had been last year but that they were still necessary for some children.</p> <p>7.5 <u>Pupil Numbers</u> – SR queried whether any new pupils had started since Christmas. AR responded there had been one joiner just prior to Christmas, and one after. KD added that we are not able to accept all the approaches made to us as some year groups are oversubscribed.</p>	
8.	Sub-Committee Minutes – Questions / Updates	
	<p>8.1 <u>Personnel</u> - AR reported that the discussions had centred around looking at staffing structures for next year. AR stated that there had been discussion around a couple of potential changes of TA placement. The SLT felt that there was a need for two full time TAs in reception. There had been discussion over the possibility of having an Early Years Practitioner instead of an Early Years Teacher. AR advised there were time pressures in considering staffing needs as we will have to take into consideration lead times for advertising any vacancies.</p> <p>8.2 <u>Finance & Premises</u> – IA gave an overview. KD had outlined the budget reports and advised that we will be within budget. Nursery projections are looking positive. We are currently running at circa 50 nursery pupils and have capacity for 60. KD had advised of an audit of school funds for the period ending 31</p>	

Midsomer Norton Primary School
Full Governing Body Meeting
Wednesday 9 December at 6.30pm

	<p>March 2015 which had been conducted by independent auditors. This had been positive and found no issues. With regards to the fire door issue, quotes have been obtained and work will be carried out in the Summer holidays. AR advised that a fire drill had been successfully carried out and that a small issue with the SIM cards had now been rectified. A buildings inspection had been carried out by IA and TI. IA felt that some of the issues identified should be rectified by BANES. KD reported that we are well beyond the contractual defect period and any guarantee which had been for a 12 month period. IA felt that BANES had a moral commitment to put right some defects and that it may be worth going back to them again before contacting any external providers. KD commented that BANES would still charge us for any works carried out, in the same way as any other contractor.</p> <p>8.3 <u>Curriculum</u> – IN reported that the discussions had focussed on the Parent Survey and Parents Evening. IN is compiling a list of Governors who are willing to attend the Parents Evening. AR had given an overview of assessment without levels and how that is being used by staff. AR had spoken with the staff to ensure that no parents were unclear as to the level their child was working at. SB commented on the need to give parents information on the progress of their children as well as their attainment. Not just where they are, but whether they are making progress.</p>	<p>ACTION: KD</p> <p>ACTION: KD</p>
9.	Ratification of Policies	
	<p>9.1 <u>Child Protection</u> – AR gave his thanks to SB for organising this. The policy is based largely on the BANES model and is very thorough. AR reported that the question now is how best for the school to implement this. TI drew attention to section 9.4 of the policy which outlined a responsibility to ensure the policy related to anyone who hired the school premises. KD stated that Mendip Music was BANES and therefore already covered. SR commented that in his experience seeking assurance of compliance was not adequate and that we should be asking for evidence such as a copy of the policy. It was therefore proposed that the policy wording in section 9.4 be amended to read, “The Governing body will seek assurance, and a dated copy of the policy will be provided.” AR to amend policy and seek approval of the Governors via email by next Wednesday 10th February.</p>	<p>ACTION: AR</p>
10.	Link Governor Reports	
	<p>10.1 IN is organising a Link Meeting with the SLT and is considering meeting with Upper Key Stage 2.</p>	<p>ACTION: IN</p>
11.	Review of Governing Body Objectives for 2015-16	
	<p>11.1 IN confirmed that the objectives previously agreed remain relevant.</p>	
12.	Confirmation of Term Dates for 2016-17	
	<p>12.1 AR reported that the BANES proposed term dates for 2016-17 had now been circulated. The dates had been discussed at a recent Midsomer Norton / Radstock Heads Meeting and most approved of them. IA commented on the need to align with the main local secondary feeder schools of Somervale and Norton Hill. AR confirmed that the dates do align. AR to email the Governors recommending approval of the dates.</p>	<p>ACTION: AR</p>
13.	Communications	
	<p>13.1 AR reported that he had sent out a letter to parents regarding the use of Facebook. AR stated that there had been an issue on the PSG Facebook with some negative feeling caused by a parent’s post. AR had subsequently met with the PSG and it had been agreed that although the PSG Facebook page could potentially be open to abuse, its benefits outweighed the risks. EC commented that the PSG was a pragmatic and level headed group.</p>	

Midsomer Norton Primary School
 Full Governing Body Meeting
 Wednesday 9 December at 6.30pm

	13.2 IN reported that the draft Parent Survey had been amended as per the feedback provided by the Governors and a link to this would be placed in the upcoming school newsletter on Friday. SR proposed rewording Question 2 referring to boy / girl. IN to resend the updated Parent Survey to all Governors and any issues with this must be raised prior to Friday. EC asked that a note be provided to the teachers to remind them to encourage parents to complete the survey.	ACTION: IN
14.	Any Other Business	
	14.1 None raised.	
15.	Date of Next Meeting: Wednesday 30 March 2016	

The meeting closed at 8.15pm

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 Committee Chair / Date