

Midsomer Norton Primary School  
Full Governing Body Meeting  
Tuesday 19<sup>th</sup> July 2016 at 6.30pm

Present

Ian Nockolds  
Alun Randell  
Stephen Robinson  
Phil Elkington  
Karen Holliwell  
Anna Swift  
Eleanor Cook  
Martine Duggan  
Kate Durrant  
Sara Biss

<b>1.</b>	<b>Chairs Opening Remarks</b>	
	IN welcomed the Governors to the meeting and confirmed the news that he will be standing down from his position on the Governing Board in order to give additional support to his wife who is expecting their second child.	
<b>2.</b>	<b>Apologies for Absence</b>	
	Apologies were received and accepted from TI, IA, BT and DS.	
<b>3.</b>	<b>Declaration of Interests and Register of Pecuniary Interests - Update</b>	
	<p><b>(a) Declaration of Interests - Update</b></p> <p>None.</p> <p><b>(b) Register of Pecuniary Interests – Update</b></p> <p>None</p>	
<b>4.</b>	<b>Confirmation and Signing of the Minutes of 18 May 2016</b>	
	4.1 The Minutes were agreed to be a true and accurate record of the last meeting and were signed off by IN (Prop: MD Sec: AS)	
<b>5.</b>	<b>Matters Arising from the Minutes of 18 May 2016</b>	
	<p>5.1 <u>Potential to Link with School in Zambia</u> – AR reported that this had been put onto the SDP agenda for next year.</p> <p>5.2 <u>Parent Governor Vacancy</u> – IN stated that this matter would be considered later in the agenda under the heading 'Governance Matters'.</p> <p>5.3 <u>Link Governor Reports</u> – IN confirmed this would be covered later in the agenda.</p> <p>5.4 <u>Parent Survey</u> – AR confirmed that he will be putting details about the results of the Parent Survey onto the website over the Summer Holiday. IN to email the Governors a copy of the handout he put together.</p> <p>5.5 <u>Staff Governor</u> – LC to notify BANES that EC was re-elected.</p> <p>5.6 <u>Collaboration Working Group Letter</u> – IN stated that a letter to parents updating them on the progress of the Collaboration Working Group had not been sent out yet.</p> <p>5.7 <u>Budgetary Controls Meeting</u> – IN confirmed that a meeting with himself, IA, AR, KD and had taken place.</p> <p>5.8 <u>Meeting with Local Primary Schools</u> – IN stated that a meeting had taken place in order to gauge various experiences with collaboration and he would give further details on this later in the agenda.</p>	<p><b>ACTION: AR / IN</b></p> <p><b>ACTION: LC</b></p> <p><b>ACTION: IN</b></p>



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	<p>comparison with the results last year there had been an improvement in the KS1 data. AR replied that was the case but that the bar had also been raised significantly. The data compares well with national data. SB responded that there was still an issue around KS1 and we were around the same or a little better for reading, that phonics was really good, but that writing was still low and could be a focus for Ofsted. SB stated that interventions had run more smoothly this year. AR added that we had access to less funds for interventions so we in light of that we did very well. AR stated that we had made the investment in 'Talk for Writing' to support our writing and hoped to see the impact of this coming through as we progress with it.</p> <p>7.3 <u>Attendance Policy</u> – AR stated that overall our attendance is pretty good. The changes to the policy are that it flags up unauthorised absence and places more emphasis on parents understanding our routines and approach. SB added that on the Ofsted dashboard the attendance of our SEN children is low. SB stated that the transport provided by the LA has improved attendance.</p> <p>EC asked that on page 3 of the policy the word 'less' be changed to 'fewer'. KD asked that the reference to 'stomach ache' be removed or changed to 'minor illness', that parents are given the option to text the school as well as telephone, to take out that parents should 'provide a written explanation' as we don't ask for that and that on page 3 the process is amended to 'would send a text and then telephone as a follow up'. The Governors discussed the merits of removing the figure of £60 from the policy but agreed that this would be left in. With the inclusion of the amendments outlined, IN proposed support for the updated policy, seconded by KH.</p> <p>7.4 <u>Year 6 SATS notification</u> – EC asked that a letter be sent out to Year 6 parents at the beginning of the year to let them know the dates of the SATS and to emphasise how important it is for the children to be in school for them. AR stated that a slide with this information on could also be included in the Year 6 'Meet the Parents' session.</p>	<p><b>ACTION: AR</b></p> <p><b>ACTION: AR</b></p>
<p><b>8.</b></p>	<p><b>Sub-Committee Minutes – Questions / Updates</b></p>	
	<p>8.1 <u>Finance &amp; Premises</u> – PE stated that the SFVS and Assessment Policy have been signed off. In terms of the Environmental Audit we have carried out the tasks that we are able to. PE reported that the Sub-Committee had discussed the monitoring of finances and how that would be done going forward. AR added that IN, IA and KD had held a meeting and fed back to the F&amp;P Committee on how we plan to improve budgetary and accountability controls. PE stated that they had discussed the numbers of children starting in reception and also the new 'Talk for Writing' initiative. EC queried when the 1% pay rise had been implemented and KD confirmed that this had been effective from January 2016 and another was due in September.</p> <p>8.2 <u>Personnel</u> – KH reported that a meeting of the sub-Committee had been held on 29<sup>th</sup> June. KH stated that they had discussed Prevent Training, looked at the SLT job descriptions and the budget deficit. They had gone through the staff survey results in detail and on the whole these had been positive although there were some concerns about the desire for anonymity and the questions that this raised. KH reported they had looked at the new appointments for next year and also the leavers. The quality of teaching had been discussed and the support for teachers. The Committee had also talked about the Breakfast Club which was running well.</p> <p>MD stated that she had recently met with some staff and they had asked whether there would be a formal response on the Staff Survey. AR responded that a response should be from the SLT not from the Governors so that staff perceived the survey as something the school had conducted, not the Governors. AR reported he had held a staff meeting looking at the results and in particular what action will come out of it. (EC leaves meeting).</p> <p>8.3 <u>Curriculum</u> – IN reported that the Committee had met last week and the main focus had been on the assessment data. AR stated that this data had already been discussed in the Head's Report and that we should celebrate the good</p>	

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	<p>results and hard work that had gone into them. IN stated that the data for Years 3 / 4 had been discussed in detail and would be an area of strategic focus</p> <p>for next year as the results were not where we wanted them to be. AR added that there were long term plans in place to address this issue, some of which were around staffing.</p> <p>8.4 <u>Collaboration Working Group</u> – IN summarised that the Group hadn't met since DB had come in. IN reported that we need to seek a resolution to this issue next year. IN stated that these were turbulent times politically and that BANES hadn't been forthcoming with their stance. TI had attended a strategic briefing from BANES but that he had reported it hadn't provided any further clarity. AR added that BANES are saying they do see all schools becoming academies. AR reported the schools grant had been cut by 80% from what it was and BANES have been taking that from other areas, not just education. AR reported that 12 Bath primary schools are in the process of looking at forming a primary led MAT trust and that BANES are supportive of that process. AR stated that this could be a possible option for us but that he had reservations around the geographical distance and joining a large MAT as it evolves as this could take 3 to 4 years to develop. IN stated that the issue of collaboration needs to be a focus for the FGB going forward and that we need to ask ourselves whether Academisation is for us and if so which provider we should partner with.</p>	
<b>9.</b>	<b>Safeguarding</b>	
	<p>9.1 SB stated that the Governors need to read the guidance which AR had sent out. SB reported that we are doing everything the guidance states we should. SB stated that the guidance places emphasis on the role all staff play in Safeguarding and that there will be annual updates. IN then detailed all of the key differences for the Governors. AR stated that the NSPCC would be running a safeguarding guidance session for the children in September. (SB &amp; KD leave meeting).</p>	
<b>10.</b>	<b>Link Governor Reports</b>	
	<p>10.1 IN reported all reports had been circulated to the Governors and that the Link Governors system was working well. IN stated that the process would need reviewing from time to time and could be an issue for the FGB to look at in the future.</p> <p>10.2 MD reported that staff had expressed an anxiety to her about the expectation they would have to provide support for the new staff. AR responded that there are two staff members being moved into new roles and so they will be supported rather than being expected to support. AR stated that there are 4 new staff member joining and some internal movement. AR reported some staff members had been identified as mentors and felt confident that we have the right people in place.</p>	
<b>11.</b>	<b>Review of Governing Body Objectives for 2015-16</b>	
	<p>11.1 IN outlined the key objectives of; 'academic achievement' – we have achieved good results we can celebrate and a clear focus for next year, 'change management' – will also be relevant for next year, and 'our place in the community' – the Mayor had presented the school with the Town Cup last Friday. IN also reported that the children had met with the 'In Bloom' judges and they had been great ambassadors for our school. AR added that these successes show we need to sometimes reflect on our achievements and celebrate them.</p>	
<b>12.</b>	<b>Communications</b>	
	<p>12.1 IN stated that there were no communications to report.</p>	
<b>13.</b>	<b>Any Other Business</b>	

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	<p>13.1 <u>In Bloom</u> – IN reported that the 'In Bloom' people would be coming in on August 9<sup>th</sup> and that he was hoping to have some of the gardening Club members into the school. In stated that he would try to meet with the judges but that he may ask for volunteers to help with this.</p> <p>13.2 <u>Expression of Thanks</u> – KH thanked IN for his kind suggestion and present for the teachers who are leaving. AR expressed his gratitude to IN for his support and hard work on the Governing Board, and for all the time he had dedicated to the school.</p>	
<b>14.</b>	<b>Date of Next Meeting: Wednesday 14<sup>th</sup> September 2016</b>	

The meeting closed at 8.15pm

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 Committee Chair / Date