

Midsomer Norton Primary School  
Local Governing Body Meeting  
Monday 29<sup>th</sup> January 2018 at 6.00pm

Present

Alan Williams  
Alun Randell  
Stephen Robinson  
Phil Elkington  
Beth Selway  
Anna Swift  
Rebecca Dobson  
Eleanor Cook  
Sarah Biss  
Simon Mills  
Andrew Sinden  
Isobel Mills  
Gareth Griffiths

**1. Chairs Opening Remarks / Apologies for Absence**

AW welcomed the Governors to the meeting and introduced LBB, the new Clerk to Governors.

Apologies were received and accepted from DS and JJ. KP and HB were not present. AW informed the Governors that DS had resigned as Governor due to workload pressures.

**2. Declaration of Interests and Register of Pecuniary Interests - Update**

**(a) Declaration of Interests**

Nothing to add.

**(b) Register of Pecuniary Interests**

Nothing to add.

**3. Matters Arising and Agreement of Minutes from 5<sup>th</sup> December 2017**

- 3.1 Lockdown Policy – AR and AW to agree on the signal which will used to notify a Lockdown situation. **ACTION:AR/AW**
- 3.2 Lighting – AR confirmed that this has been actioned.
- 3.3 Reading Workshop – AR confirmed that this is ongoing. **ACTION: AR**
- 3.4 Dashboard Information – AR confirmed this had been circulated.
- 3.5 Year 7 Progress at Secondary Level – AW reported that he had investigated this and that all MNP students moving to Norton Hill and Somervale are making good progress in every subject, with the odd exception of 1 or 2 out of around 40.
- 3.6 Raising Aspirations – AR confirmed that 3 Year 12 girls have been coming in to school once a week to help raise aspirations in girls specifically around Maths and Science. A Sinden asked whether there are any positive images of successful female athletes displayed in school. LC to source some. **ACTION: LC**
- 3.7 Gates & Internal Door – LC confirmed that she had spoken to A Wyatt about this. AW reported that we have obtained 3 quotes for the installation of an internal door.
- 3.8 Governor Email – AR confirmed he has the new information for PE. AR to add access for SR. **ACTION: AR**

The Minutes of 5<sup>th</sup> December 2017 were agreed to be a true and accurate record of the last meeting and were signed off by AW (Prop: AW Sec: AR).

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**4. Head's Report and Questions Arising**

- 4.1 AR stated that the attendance figures are to be updated and the report recirculated.
- 4.2 Self Confidence – RD commented that she found the results in self-confidence surprisingly low. AR confirmed that in response to this trend they have introduced 'discovery time', enabling children across reception and nursery to choose their own activities. LBB to add self-confidence and self-awareness as agenda item for next LGB. **ACTION: LBB**
- 4.3 Guided Reading – AS queried the whole school approach to guided reading. AR reported that this is on the SDP as last year's data in reading and phonics attainment was lower than anticipated. AR outlined that the guided reading approach of the 'carousel' method whereby reading is done in small groups has the disadvantage that it only happens once a week. The new approach is a 'whole class' method which is more structured but means that differentiation needs to be good, fitting to the needs of the higher and lower achievers. SB stated that this method allows the more able readers to model to the less able and is excellent when done well. GG added that getting the correct pitch of the book is crucial, and should ideally be 12 – 18 months above the child's actual age, presenting a challenge and exposing them to new language. AW stated that we have work to do around evidencing the effectiveness of this method.
- 4.4 Staffing Update– AR reported that the staff absence figures had been skewed by one member of staff on long term sick and one on a period of unpaid leave. AR stated that in terms of anticipated turnover, two teachers are leaving at Easter, with one of them returning on a part time basis. AR stated that there is a total of 16 teaching staff, with part time staff in Nursery, Reception, Years 1/2 and Years 5/6. AW added that this ratio of part time staff is not dissimilar to other schools within the Trust. SR queried whether the staff turnover over the last year is a matter of concern. AW responded that there had been issues of timing, whereby some appointments had to be made with short notice.

**5. Chair's Report on Recent Visit Looking at Standards**

- 5.1 AW reported that across the MAT they have been looking at the quality of learning of children, in Key Stage 1 in particular. AW had visited MNP two weeks ago and had observed very good practice in many classes, but this was not consistent across the whole school. AW reported we must ensure we are challenging those colleagues who are not meeting school policy and take appropriate action in supporting / managing them.

**6. Summary of Review Carried out by C Mirriam**

- 6.1 AW stated that he had asked CM, the Head at St John's School and an Ofsted Inspector, to come in and carry out a thorough review under key lines of enquiry. CM had reported back that there was too much inconsistency in some areas of the school, also that there was insufficient evidence of the impact on our children of the guided reading, particularly in comprehension. CM had gone through the children's books, as had MAT colleagues, who had all given feedback. AW reported that the books he had seen were impressive. AW summarised that the likelihood is the school would be judged as good, but that this would probably be accompanied by a letter to say they are not sure how good and will therefore come back to do a section 5 – a full inspection. AW stated that it is all about the capacity to improve, whether leaders and Governors can identify an issue, take action and demonstrate the impact of that action. AW added that CM had been full of praise for AR and SB.

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**7. School Improvement Plan**

- 7.1 Covered within the Head's Report. LBB to add agenda item of a plan with a rated review, for next meeting. **ACTION: LBB**

**8. SEN & Pupil Premium Current Progress**

- 8.1 SB outlined that PP reading, writing and maths figures are slightly better than average progress at 1.1. SEN is slightly below at 0.9. SB plans to investigate and monitor this. AR reiterated that we have 50 children on the SEN register and 9 of those have an EHC plan. SB reported that rapid maths intervention figure is 1.3 and reading intervention is 1.1, so all are making progress. IM queried how long the programmes are before assessment takes place. SB clarified that assessments are ongoing and that they have found the quick fire individualised interventions have the most impact.

**9. Governor Roles and Responsibilities**

- 9.1 AR confirmed that he was still reviewing this document. SR queried whether there was any documentation available that gave further detail over the roles / areas of responsibility. AW responded that there was not one definitive document, although information is contained within various different policies. AW stated that in the meantime he would encourage Governors to ask questions.

**10. Disclosure & Barring Scheme Checks**

- 10.1 AW outlined the DBS applications and ID that were still outstanding, and highlighted the importance of obtaining these as soon as possible.

**11. Teaching and Learning Update**

- 11.1 Already covered.

**12. Safeguarding**

- 12.1 AR reported that a child had tripped going up the steps, resulting in a nasty cut, and had to go to hospital. AR stated that we needed non-slip paint, although this is unlikely to have made a difference in this situation. RS queried whether children need permission slips to exit the school. AR stated that children should only be released by their teacher, or by their sibling's teacher. AR to reiterate procedure to teachers and parents. AR and SB to also liaise over procedure for accompanying out parents who are in school for the drop and read sessions. AW reported that the lift is now locked and a key has to be obtained to access it. BS reported a safeguarding concern regarding an unsupervised child before school opening time. AR to deal with this. **ACTION: AR**
- ACTION: AR**

**13. Health & Safety**

- 11.1 No issues reported.

**14. Communications**

- 12.1 No communications received.

**15. Any Other Business**

- 15.1 School Uniform – AR reported that, following a PSHE lesson, he had been asked by children to speak to the Governors about their wish to get rid of school

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uniform. The Governors confirmed they were in favour of school uniform, but not the current brown / yellow colours.

15.2 Celebration Assembly – RD suggested that we hold regular celebration assemblies, which parents are invited to attend. **ACTION: AR** to look in to this.

15.3 Finance – PE noted that wasn't a finance agenda item. AW reported that we are projecting a £86k deficit. **ACTION: LBB** to add finance as agenda item for next meeting so that this can be discussed in more detail.

**14. Date of Next Meeting: Thursday 15<sup>th</sup> March 2018 at 6pm.**

The meeting closed at 7.30pm

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LGB Chair / Date