



Midsomer Norton Primary School

High Street
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Radstock BA3 2DR
Tel: 01761 412289
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Head Teacher:
Mr Alun Randell BA (Hons)

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LOCAL GOVERNING BODY MEETING

Thursday 15th March 2018 at 6.00pm

Present:

Alan Williams (AW) Chair
Alun Randell (AR)
Andrew Sinden (AS)
Anna Swift (AS)
Eleanor Cook (EC)
Hayley Bullock (HB)
Jade Jones (JJ)
Louise Brooks-Bryant (LBB) Minutes
Phil Elkington (PE)
Rebecca Dobson (RD)
Sarah Biss (SB)
Simon Mills (SM)
Stephen Robinson (SR)

1. Apologies for Absence / Chairs Opening Remarks

AW welcomed the Governors to the meeting, and noted that apologies for absence were received and accepted from – Julie Wellington (JW) (Finance Officer), Beth Selway (BS) Gareth Griffiths (GG), Isobel Mills (IM) & Sarah Biss (SB).

2. Declaration of Interests and Register of Pecuniary Interests.

a) Declaration of Interests

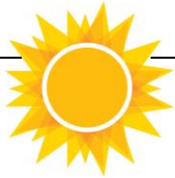
LBB, JW and SB have been added to the register.

b) Register of Pecuniary Interests

Nothing to add.

3. Matters Arising and Agreement of Minutes from 29th January 2018

- 3.1 Lockdown Policy – AR and AW to agree on the signal which will be used to notify a Lockdown situation. **Update 15/3 AR has spoken to Mr Newbury about this, and closing doors automatically, with a sounding alarm – This action in hand.** **ACTION:AR/AW ONGOING**
- 3.3 Reading Workshop – AR confirmed that this is ongoing. **Update 15/3 Ongoing.** **ACTION:AR ONGOING**
- 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. **Update 15/3 Pictures arrived 2 days ago. Action closed.** **ACTION:LC CLOSED**



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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. **Update 15/3 Ongoing.**

**ACTION:AWY
ONGOING**

3.8 Governor Email – AR confirmed he has the new information for PE. AR to add access for SR. **Update 15/3 IM and HB are having problems with their emails.**

4.2 Self Confidence – LBB to add self-confidence and self-awareness as an agenda item for next LGB. **Update 15/3 Complete.**

7.1 School Improvement Plan – LBB to add agenda item of a plan with a rag rated review, for next meeting. **Update 15/3 Complete.**

12.1 Safeguarding – AR to re-iterate procedure to teachers and parents. **Update 15/3 Complete.**

15.2 Celebration Assembly – AR to look into. **Update 15/3 To be reviewed for next year.**

15.3 Finance – LBB to add finance as agenda item for next meeting. **Update 15/3 Complete.**

The Minutes of 29th January 2018 were agreed to be a true and accurate record of the last meeting and were signed off by AWI (Prop: AWI Sec: ARA).

4. Heads Report and Questions Arising

4.1 AW has looked at the school's overall attendance rates, and asked why the totals indicate that the attendance is below the national rating over all, but above national in every year group. AR confirmed that the totals include Nursery Children's attendance, however it looks like the actual attendance rate is more likely to be 96%. Persistence absence rates were also discussed and AR confirmed that this again, includes figures for nursery children. AW has requested that AR re-run the figures. SM questioned whether you could physically take nursery out of the figures, and AW confirmed that this was the case. It's not a requirement to report on nursery figures.

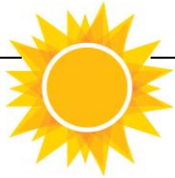
ACTION AR

4.2 AR confirmed to the Governors that a Year 4 teacher left unexpectedly at half term. AR has received a letter from a concerned group of parents requesting further information, however has informed them this is not possible as the reasoning is confidential. AR has asked for the governor's support, and requested that they point any concerns in his direction to explain. It was agreed that any staffing concerns raised by parents to governors informally, should receive a reassuring explanation that teachers do from time-to-time leave and others move on if they need a fresh start.

4.3 AW reported on a positive note that feedback from Jenny Short suggested that the school should get a 'good' from OFSTED. The school is still waiting for a Section.

4.4 AW suggested a different type of coding for the data section. Always using red suggests a major problem, but actually the problem may not be that severe. Suggests AR uses amber instead of red unless there is a major concern or groups are behind significantly.

4.5 Data Headlines for Term 4 2018 - AR confirmed that the teacher assessment deadline was last week. And he gave his apologies for the short notice in sending out the data. He ran through the key measures,



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percentages and the data involved, and confirmed the school is working hard to make hit the targets set. Progress was improving rapidly across all year groups and groups except in year 3. Additional support is going into this year group and in many cases they are only a few weeks behind.

- 4.6 AW also ran through the national figures. He confirmed that in comparison the school is about level in Maths, however is lower in reading and writing. The Key Stage 1 – 2 results bode well in terms of progress being made now.
- 4.7 AR confirmed that greater depth percentages are rising across the school and SM questioned what the rising comparison was measured against. AR confirmed that this year's figures are better than last year's figures and in-line with national. Greater depth was explained to the LGB with regards to reading and writing. Tests have been introduced at the school to help monitor this and report on it with more accurately. AW confirmed nationally 113 = greater depth score. About 25-30% of children get GD in subjects
- 4.8 AW summarised that Year 6 attainment is expected to be higher than last year, and progress is strong. HB questioned how progress was measured and AW explained that the comparison is from Year 2 to Year 6 data.
- 4.9 AR ran through the Whole School Progress, and RD questioned why there are drops across certain groups. AR confirmed this was partly due to the recent disruption, and AW explained the spreadsheet, % on track and average progress for writing and reading.
- 4.10 AR noted that some (SEN) information isn't contained in the data, and AW suggested colour coding the information in a different colour such as amber – as suggested earlier. Governors agreed that this would help differentiate between key concerns.
- 4.11 AS asked whether the issue with supply teacher disruption with regards to the Year 3 group had been resolved, and AR confirmed that the school is providing support to the new Year 3 teacher. It was noted that Year 3 and Year 4 are in the same class.
- 4.12 AR pointed out that the disadvantaged children are making better than expected progress. AW suggested again colour coding more appropriately.
- 4.13 RD asked whether a Year 1 teacher was leaving, and AR confirmed this, they are however returning to work on a part time basis.
- 4.14 AW asked AR to describe this year's progress of the whole school, and AR confirmed that it is good, it is recognised where the issues are, and that the school are doing something about them. AR praised Year 6 progress and noted that there has been more support from MAT, this has made a big difference.
- 4.15 RD enquired about class sizes and impact of new school being built. AW confirmed that the DFE will not fund anything not 2 form entry these days and the new school should be this. However, if there are not enough children then it will be one for entry.

5. School Improvement Plan with a Rag Rated Review

- 5.1 AW explained the plan and the review to monitor progress. AR confirmed that the school is on track for a lot of their actions, however some areas need change. AW asked what 'Greeney Time' means and AR confirmed that this is the same as Golden Time – Treat time
- 5.2 The Reading Plan was discussed, and it was challenged how the school evidences comprehension and gains in reading that have taken place. AR confirmed that reading records are now available and reading is evidenced within the records and books.
- 5.3 RD asked how often the school expects a child to read a week, and updates to their reading records given.



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AR has confirmed that reading for pleasure and reading around the world has been introduced. The aim is for each child to read to their teacher at least once a week and usually far more frequently. Those that need to catch-up with reading read every day to their teacher.

5.4 AW ran through some of the reds on the school improvement plan and asked whether they had not been met yet, or in progress. AR stated hopefully once the staffing issue is more stable, and Ofsted is complete some of the items in red will be coded in green - it is a matter of timing. AW confirmed that anything not covered off of this year's plan will roll over to next year's plan if appropriate.

There were no further questions received.

6. Governor Handbook

6.1 AW informed the LGB that there is a new Governors Handbook on the google drive, a link to this will be included in the email containing the minutes.

ACTION LBB

7. SEN & Pupil Premium Current Progress

7.1 AW and AR confirmed that they are happy with SEN and Pupil Premium Progress. In almost every year group they are above expectation and in-line with others

7.2 HB confirmed that she met in school with SB and they reviewed the tracking system, they also covered what to do in the event if the inspectors do come in. AW thanked HB for her time taken to do this, and her report on the progress.

8. Governor Roles and Responsibilities

8.1 There is still some issue with current plan and RD confirmed that she is struggling to continue with the Maths responsibility on a Thursday. AW suggested a phone call instead of a visit, and suggested AR talk to someone else at the school about Maths responsibility if there is a concern. AR confirmed there isn't a concern, he just thinks it's a good idea for every school to have a governor responsible for Maths.

8.2 Whole school curriculum – JJ volunteered BS to act as curriculum link governors looking at lesson included in 'topics'

9. Disclosure & Barring Scheme Checks

9.1 LBB to confirm with Sharon regarding documents from IM.

ACTION LBB

10. Teaching and Learning Update on Coaching of Teacher with Impact of Support

10.1 AR confirmed that there were 5 teachers receiving support, 1 has left and 3 are still receiving a small amount of support. 1 teacher is receiving additional support. AW confirmed that there are quite a lot of people from the MAT working with the school towards this. Many of the teachers receiving support are 'good', but we are helping all staff to improve.

11. Safeguarding, Self Confidence & Self Awareness

11.1 Self Confidence and Self Awareness has been looked into, and lack of this partially stems from the changes in teachers that the children have recently experienced. Discovery time has been initiated. Children learn through play, especially Early Years. AS discussed self confidence in Reception, she has visited the school



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and was impressed.

11.2 BS requested that Swimming Lessons at MSN Sports Centre were discussed in her absence. AR reported that there had been an isolated incident, where there had been a break down in communications resulting in the children being left in the changing rooms on their own for a few minutes. AR stressed that the situation had been addressed, he has dealt with the issue and responded to the parents concerned. The monitoring of safeguarding at the swimming pool will continue.

ACTION AR

12. Health & Safety

Nothing to report, other than the new gates and new door are going in over Easter.

13. Communications (Including Suggestion Box and Website)

There was nothing to discuss regarding Communications

14. Finance

14.1 Governors had asked for Finance to be included in the minutes and this information has now been sent out. With an accompanying paper, it was noted that although JW is now on board, there have been a lot of Safeguarding paperwork issues for her to work through.

14.2 AW reported that there is an overspend, and AR discussed the nursery support funding situation. AS questioned this funding and AR confirmed that the costs haven't changed, but income has reduced.

14.3 AW informed the LGB that he has been going through all of the budgets and comparisons to other schools, and questioning expenditure. It was noted that with regards to primary schools there isn't as much capacity for change as secondary.

14.4 AW reported however there is a plan to wipe the deficit out, and with regards to the few numbers expected from intake of Nursey children. AR then presented the measures suggested, and asked that the Governors keep this completely confidential for the moment. It was agreed that the school does have to both reduce cost and increase income.

14.5 RD questioned how this new model would impact intake figures and HB raised some concerns regarding TA's in Year 6, and questioned the scale HLTA rates for taking on more responsibilities.

14.6 A couple of questions were raised regarding losing people between nursery and reception. The schools loss seems to be higher than usual and why is this? AR reported that often people use the nursery and then take children to other schools nearer their home.

14.7 AR noted that increasing numbers in Nursery would give us a better chance.

14.8 There was a point raised about the new Primary School and AW confirmed the figures for the rest of the schools intake from reception first choices. There is generally a trend that none of the schools are full.

AW confirmed that the planning for the new school has only just been submitted. However, AW realises that this is a long term problem. Opening for the new school is approx. 2020, which could be delayed.

AW reported that he is hopeful that the new school won't affect the local schools in the town, as intake to the new school is expected from Somerset area also.

14.9 JJ mentioned that schools seem to go into trends. AW suggested that MSN Primary needs to be promoted,



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and EC suggested that thought to on the high street promotion needs to be given. One of the schools values is to seen out in the community physically, however EC feels that people don't necessary know where the school is, or how to get into the school, and shared access with Sainsbury's doesn't help. It was noted that a safe pavement would be good, and SR mentioned the opportunity of possibility being a satellite for Bath Groups, and increasing use of the premises, however this proves difficult and disruptive.

14.10 School Uniform was discussed, and AR has confirmed that he would like to change the uniform. AW confirmed that this could take up to year, giving parents the appropriate notice. SM asked how much funding is required for uniforms, and AW approximated at £50 per child. RD suggested the possibility of funding a free school jumper only.

14.11 SM requested that an action point should be to establish the cost of replacing the school uniform completely, and the option for replacing just the jumpers only, should we also make the change before September and could it be sponsored? This action is with AR to look into.

ACTION AR

14.12 New signage for the school was also discussed. AW suggested that he and AR put a plan together.

ACTION AW/AR

14.13 Stephen asked regarding school meals provision, and AW confirmed that the MAT have taken over on this. This should prove to be a more cost effective and efficient service. RD suggested that an app for Parent Pay would be good. It was agreed that LBB to look into.

ACTION LBB

15. Any Other Business, MSN Emails and the ICT Policy

15.1 MSN emails were discussed, and LB will look into ICT policy and check who has signed it.

ACTION LBB

Date of Next LGB Meeting – Thursday 3rd May 2018 at 6.00pm

The meeting closed at 7.45pm

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LGB Chair / Date