



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 3rd May 2018 at 6.00pm

Present:

Alun Williams (AW) Chair
Alun Randell (AR)
Andrew Sinden (AS)
Anna Swift (AS)
Eleanor Cook (EC)
Isobel Mills (IM)
Jade Jones (JJ)
Julie Wellington (JW)
Louise Brooks-Bryant (LBB) Minutes
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 Hayley Bullock (HB), Gareth Griffith (GG), Beth Selway (BS), and Phil Elkington (PE).

2. Declaration of Interests and Register of Pecuniary Interests.

a) Declaration of Interests

Nothing to add.

b) Register of Pecuniary Interests

Nothing to add.

3. Matters Arising and Agreement of Minutes from 15th March 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 is in hand. Update 3/5 AR confirmed this is done. Sharon Crane has details. Complete** **ACTION:AR/AW COMPLETE**
- 3.3 Reading Workshop – AR confirmed that this is ongoing. **Update 15/3 Ongoing. Update 3/5 AR confirmed that the website is being re-done and this will be included on the new website. Ongoing** **ACTION: AR ONGOING**
- 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. Update 3/5 the gates are now done, the internal door to still be rewired. Ongoing** **ACTION: AWY ONGOING**
- 15.2 Celebration Assembly – AR to look into. **Update 15/3 To be reviewed for next year.** **ACTION: AR ONGOING**



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- 4.1 Re-Run of School's Overall Attendance Rates – AW has requested that AR re-run the figures to take nursery out of the figures. **Update 3/5 AR confirmed that everything has been adjusted now. Complete** **ACTION: AR COMPLETE**
- 6.1 Governor's Handbook – LBB to send a link to this. **Update 3/5 AW requested that LB send out the shortened version also. Ongoing** **ACTION: LBB ONGOING**
- 9.1 Disclosure & Barring Scheme Checks – LBB to confirm with Sharon regarding documents from IM. **Update 3/5 - Isobel has completed her online DBS application and will bring her ID to be viewed/copied. Ongoing** **ACTION:IM/JW ONGOING**
- 11.2 Safeguarding – Swimming Lessons – Following an isolated incident, the monitoring of safeguarding at the swimming pool will continue. **Update 3/5 AR has confirmed that monitoring continues. No further incidents reported** **ACTION: AR ONGOING**
- 14.11 School Uniform – AR to establish the cost of replacing the school uniform completely, and the option for replacing jumpers only. **Update 3/5 This action is ongoing and a proposal will be put forward for next year. Please see further notes under School Uniform Update. Ongoing** **ACTION: AR ONGOING**
- 14.12 New Signage- AW suggested that he and AR put a plan together. **Update 3/5 It was agreed that once the new uniform colours have been agreed signage will be looked at. SR noted that one of the signs needs moving as it points to the church.** **ACTION:AW/AR ONGOING**
- 15.1 ICT Policy – LBB to check who has signed it. **Update 3/5 LBB has sent a PDF copy of the policy to all concerned, and requested that signed copies are brought to the meeting 14/6 for JW.** **ACTION: LBB ONGOING**
- 15.2 Director Appointments – AW's proposal is that he goes to the Trustees and requests that Stephen is appointed as a Director Appointed Governor. He also proposed that he asks for Andrew, Gareth, Simon and himself to be appointed for a further 6 months to maintain stability of the govs. **ACTION: AW ONGOING**

The Minutes of 15th March 2018 were agreed to be a true and accurate record of the last meeting and were signed off by AW (Prop: AW Sec: AR).

4. Heads Report and Questions Arising

- 4.1 AW had previously requested that AR re-run the figures to take nursery out of the figures, and AR confirmed that everything has been adjusted now. AW stated to the LGB that he wasn't going to ask AR to read through the whole report. It was confirmed that the report is in the new standardised format as requested by the MAT and there were no further questions given that all was straightforward in the report and there were no significant new progress updates.



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5. Finance Update

- 5.1 JW ran through the budget and assumptions in future years were discussed. AR stated that the school is mindful of the projections, and if these aren't successful then the school needs to take measures to adjust staffing. AW noted that one of the advantages of being in the MAT is that resources can be shared, for example staffing. It was noted that staffing is a big expenditure (over 80%).
- 5.2 AW asked JW to explain the bottom line deficit and the effect of Nursery intake was also discussed. RD asked whether it was usual for a school to be in the Trust with a deficit. AW explained that the school didn't have a deficit at the time of joining the Trust. Most of the schools are balanced and in some cases in the black by the required 1 month of salary cushion.
- 5.3 Julie explained that there are some estimated costs in the budget, and some of it is included in the top slice, and some are not.
- 5.4 AR explained that the school has made projected savings of £120k in year to reduce the deficit forecast to 78K.
- 5.5 Prior to the meeting some questions were received from HB, these included the Budget report and what does the school get for the £41,000 top sliced from the budget for the MAT. As a Governor it would be good to know so that we can ensure we are tapping in to everything that is provided.

AW's response was provided to Hayley in written form ahead of the meeting and also presented to the LGB at the meeting:

41K covers quite a lot more than 41K of services. This is 1% lower than the LA as well and the services that you get back are greater. These include:

Salaries

A contribution to 65% of CEO salary (remainder from external work outside of the MAT)

A small proportion of the 0.6 Deputy CEO role (largely paid for via free school work from DFE)

Executive Head teachers (FTE 4 days per week) – Kerrie Courtier who has been in working with staff and doing capability work at the school

Executive Business Manager

Accounting processes

Personnel (x 2 posts)

ICT Director

ICT Technicians (x 5 posts)

Site/Estate Manager

Mobile Site team (x2 posts) (been working quite a bit for the school)

Services

School improvement – including SIP services for all schools, executive Heads, bought in training (e.g. Literacy Shed, mental health in children, maths and literacy support, etc.)



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Governor training designed and run by the MAT

Broadband and some ICT equipment – cabling, etc.

Microsoft licences

Finance software and support

External audit

Internal audit

Payroll

Legal services

HR services – used a lot with staffing issues at the school

Educational Welfare Service (contracted centrally for all schools)

Careers Education Guidance external contract

Insurance premiums

Money to improve environments

Improvement and guidance for safeguarding which was not in statute when the MAT took over

School Pupil Tracker on-line

Additional office support from Elaine Selby

Additional:

10K for TA support

12K for automated gates

2K for new internal doors and re-design of offices

8K for office changes

32K in total for building work and a further 20K set aside for new boilers

Total received by the school for the 4% top slice is roughly £67K so roughly 26K more than was paid in.

Additionally, the MAT is allowing the school to run with a deficit.

HB had also noted that she couldn't see in the budget any provision for updating the classrooms. There are some serious issues with the decor and flooring in some of the rooms, e.g. the flooring in Jupiter classroom is a trip hazard and should be addressed ASAP.

Response from Alun W - There is no money in the budget for this. This is because we spend too much on staffing.



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However the MAT will look to improve the buildings from central reserves for the school.

The budget was agreed (Prop: AW Sec: AR). Hands raised by all of those who have voting rights confirmed.

6. Governor Handbook

6.1 AW asked LBB to send the shorter version of the handbook to the LGB. **ACTION LBB - ONGOING**

7. SEN & Pupil Premium Current Progress

7.1 SB updated the LGB with the SEN & Pupil Premium Progress. The standard of support for the children is a strength and children are making strong progress from their starting points (both PP and SEN – both groups at or above SPTO estimates for children nationally), and those who are not making as much progress are being monitored and supported to improve. A Number of EHCP Assessments have been applied for. This brings the school up to 11 SEN on a plan, with 2 leaving for secondary school in July.

7.2 Attainment levels (ARE) for Year 6 generally were also were discussed and noted as Reading 73%. Maths 70%. Writing 61%.

7.3 SB confirmed that passport club has been full every morning. This is a 815am start with the children going to the Library to get their passport stamped, have a drink, biscuit and start their learning for the day. This club is for year 6 to support their STA preparation.

7.4 As an aside - AW noted that the heads of schools have decided that it would be sensible to have some common planning across the schools in the MAT so staff can deliver better lessons for children – this would go into the Improvement Plan.

7.5 EC explained the differences between greater depth level and the old style percentages.

7.6 It was noted that the % in the grid provided by AR are dated March 2018, and expectations are projected higher than stated. 83% is aimed for on phonics, however as discussed previously there has been some disruption with staffing issues. The school is working hard with the children to help them catch up, and percentages are largely in line with the nationals for early years, phonics and Key stage 2. KS 1 attainment will be at or slightly below national. KS 2 progress should be above national.

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

8.1 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 still further.

9. Staffing Update

9.1 **Please refer to AR's email sent prior to this meeting to all LGB regarding Staffing Update.**

AR noted that there were some anxieties from some of the parents and he has dealt with one letter from a concerned parent, however they have been reassured and the school is looking to have a better year and is doing everything that they can to ensure this going forward. The teachers that we have in place are doing a good job. AR has emphasised that the school is under pressure and it has been a year of change for everyone. However the overall morale is good and positive. SB noted that there are pressures, EC confirmed that it has been a tough year. Lots of changes. It was agreed that although these are positive changes, change is hard. The school as a whole is in a more stable position and this is what good schools should be able to cope with and chart a path through. AW noted that he does feel a lot more hopeful for the



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school, moving things forward. The school has employed good quality teachers. AW confirmed that staffing positions are secure at the moment, and the benefits of being part of the MAT are described above. SM noted that there is a big difference between now and November, and that there have been a lot of challenges, however things are looking more positive.

- 9.3 AR confirmed that the Parent's Survey has been sent, and AW commented that Common threads stemming from this will be addressed. AR's concerns are that staff turnover will be a common thread as well as lack of explanation from the school.
- 9.3 Early Years teaching was discussed, and there is an opening for this position with some very strong candidates applying.
- 9.4 Ofsted was discussed and the AR commented that the audit must be done before the end of this academic year. AW assumes that they will now undertake a Section 5 inspection rather than a section 8.
- 9.5 HB had previously required some clarity on the role of a Governor with regard to staffing and at what point we should be informed of staff leaving. I'm aware that a staff member handed notice in February and the vacancy was advertised but no mention was made at the last meeting.

AW had previously responded to HB and presented this to the LGB at the meeting:

Governors are entitled to know about staffing decisions when the Head teacher feels it is appropriate for them to be notified. Governors agree the staffing structure each year (as we did at the last meeting), and then the role of filling those posts is delegated to the head. Governors should concern themselves with the strategy of the school not individual issues relating to individual members of staff or indeed children. Naturally, if there are lots of staff movements (as there has been already this year), the governors would expect to know. I believe Alun R has made Governors aware of why there has been a high turnover of staff and is now hoping we will see fewer changes at odd times in the year. Hope that helps clarify what the role of a governor is. The MSNP handbook for governors is also available on the Google Drive to help all of us understand our role.

10. Safeguarding, Self Confidence & Self Awareness

- 10.1 AR has been contacted by some concerned parents over E-Safety and regarding some possible bullying via social media in the holidays, however this has been investigated and resolved. There is no further action, other than monitoring E-Safety going forward.

11. Health & Safety

11. It was noted that there is a hole in the wall, and this is proving a safeguarding hazard, there is temporary fencing there at the moment.

12. Communications (Including Suggestion Box and Website)

- 12.1 Mrs Mallon contacted AW, and AR confirmed that the parent's survey has been sent out with a reminder being sent out on Friday.

13. Year Round Nursery Proposal

- 13.1 AR confirmed that this is on hold. There are currently staff changes happening at the nursery and AR feels that this needs to be looked at before the proposal is taken forward.

14. Uniform Update

- 14.1 AR presented the samples of the sweatshirts with the school logo and these were discussed in detail. It was



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noted that primaries are having circle logos, with secondary having squares. EC emphasised that the branding for the school is so important, and feels that the yellow is the school's identity and we should retain this somehow, maybe through with the yellow PE kit bags and the yellow summer girl's uniform. SM confirmed that as a Governor he would be happy to see the brown disappear. At this meeting the LGB agreed on the following:

Approving colour scheme of:

Move from Brown to Navy Blue sweatshirts, with the school logo.
White polo shirt
Dark grey trousers or skirt.
Grey socks.

Summer uniform:

Boys
Dark grey shorts.
White polo shirt with yellow logo

Girls
Yellow and white dresses – summer
Option of cardigans.
White socks for the girls.

All
Black traditional shoes.

The logo has been agreed as:

Navy circle with a sun within. (The size of the logo may need adjustment going forward).

PE Kit has been agreed as:

Black shorts
Yellow T-Shirt

Nursery Option

Navy Blue T-Shirt with a big sun logo.

IM suggested that we take away the girls and boy's terminology and just use unisex

(Prop: AW Sec: SM).

AR confirmed that as soon as we finalise the complete set, examples will be in the foyer, newspapers, and the school will then look for sponsors. This will then be fed back to the governors, a final email vote will give go ahead by governors. Changing the school uniform is a governor's decision, however the governors will need to be mindful of parent/carer responses to consultation. AR will issue a letter next week and cc the governors in on. This will serve to open the formal consultation with parents and this will run for 3 and half weeks.

A period of 1 year will also be allowed for transition from one uniform to the other.

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



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15.1 MSN emails were discussed, and LB will look into ICT policy and check who has signed it. **Update 3/5 LBB has sent a PDF copy of the policy to all concerned, and requested that signed copies are brought to the meeting 14/6 and given to JW.** **ACTION LBB – ONGOING**

15.2 Director Appointments need reviewing including Stephen Robinson - Vice Chair - Appointment Date 2nd April 2014, Term of Office 4 years - review date 2nd April 2018. AW's proposal is that he goes to the Trustees and request that Stephen is appointed as Vice Chair and be re-elected again. Andrew Sinden - Appointment Date 13/10/2017, Temp, Term of Office 6 months - review date 13/04/2018. Gareth Griffith – Appointment Date 13/10/2017, Temp, Term of Office 6 months - review date 13/04/2018. Simon Mills - Appointment Date 13/10/2017, Temp, Term of Office 6 months - review date 13/04/2018. Alun Williams – Appointment at 13/10/2017, Temp, Term of Office 6 months – review date 13/04/2018.

AW proposed that he asks Andrew, Gareth and Simon if they would consider reappointment and Andrew and Simon agreed that they would. AW confirmed that he also doesn't want to step down at the moment.

All of the LGB present were in agreement with this proposal.

ACTION AW - ONGOING

15.3 Trust Notes - Updates from the Trust, which are notes written by Alun should be circulated to the LGB and LB will ensure that this happens.

15.4 EC emphasised the huge difference that the extra funding had on separating year 5 and 6 teaching. Outcomes and progress will be higher than first thought as a result

15.5 AR noted that the school has been awarded several awards. The Travel Plan was also discussed and AR mentioned a couple of members of staff that have had a particular impact on this.

15.6 RD gave her best wishes for the school during SAT's week, and AR asked if some of the governors could pop into the school during the week. AW wanted to note for the minutes a thank you to all of the staff for their hard work in preparing the children for their assessments, they are working hard and under pressure, and this is much appreciated.

Date of Next LGB Meeting – Thursday 14th June 2018 at 6.00pm

The meeting closed at 19.15pm

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LGB Chair / Date