



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 14th June 2018 at 6.00pm

Present:

Alun Williams (AW) Chair
Alun Randell (AR)
Andrew Sinden (AS)
Eleanor Cook (EC)
Hayley Bullock (HB)
Julie Wellington (JW)
Louise Brooks-Bryant (LBB) Minutes
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 Rebecca Dobson (RD), Beth Selway (BS), Jade Jones (JJ), Anna Swift (AS), Isobel Mills (IM), Gareth Griffith (GG) and Phil Elkington (PE). AW confirmed to the LGB that PE has resigned from his role as a governor at Midsomer Norton Primary School with immediate effect. AW & AR would like to take the opportunity to thank PE for the support he has given over the past two and a half years. It has been a busy time and a steep learning curve! His ability to be supportive and challenging at the same time was much appreciated, and a thank you for volunteering to stay on past his intended resignation at the end of last year to ensure that we had sufficient governors as we transitioned to becoming an academy.

2. Declaration of Interests and Register of Pecuniary Interests.

a) Declaration of Interests

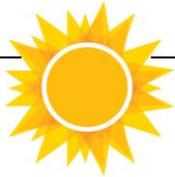
Nothing to add.

b) Register of Pecuniary Interests

Nothing to add.

3. Matters Arising and Agreement of Minutes from 3rd May 2018

- 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. Update 14/6, 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. Update 14/6, Quotes are being gained. Ongoing** **ACTION: AWY ONGOING**
- 15.2 Celebration Assembly – AR to look into. **Update 15/3 To be reviewed for next year. Update 14/6, Ongoing** **ACTION: AR ONGOING**



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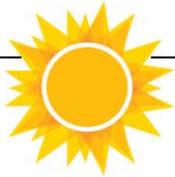
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- 6.1 Governor's Handbook – LBB to send a link to this. Update 3/5 AW requested that LB send out the shortened version also. **Update 14/6, LB has sent out the shortened version as requested, AW also has copies available as necessary. Complete** **ACTION: LBB COMPLETE**
- 9.1 Disclosure & Barring Scheme Checks – LBB to confirm with Sharon regarding documents from IM. **Update 14/6, Isobel has completed her online DBS application and presented her ID to be viewed/copied. Complete.** **ACTION:IM/JW COMPLETE**
- 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. Update 14/6, no further issues. Ongoing** **ACTION: AR ONGOING**
- 14.11 School Uniform – **Update 14/6, 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. **Update 14/6 Ongoing** **ACTION:AW/AR ONGOING**
- 15.1 ICT Policy – LBB to check who has signed it. **Update 14/6 LBB has sent a PDF copy of the policy to all concerned, and requested that signed copies are brought to the next LGB meeting for JW. Ongoing** **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. **Update 14/6, AW has confirmed that his proposals have been agreed by the Trust, letters have been written and LB will speak to Sharon regarding the distribution of these letters. With regards to looking for a new Chair, Claire Hudson who is currently the Chair at Trinity & Dundry is a possibility. AW is in discussion with her regarding this. SR asked for an Action to add Vacancies onto the Agenda for future LGB Meetings.** **ACTION: LBB**
- 15.3 Setting LGB Meeting Dates - LB is in the process of setting LGB Meeting dates for next year, and these will be agreed and circulated as soon as possible. **ACTION: LBB**

The Minutes of 3rd May 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 AR submitted his heads report prior to the meeting, and ran through the content at the Meeting, confirming Key



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Stage Data against the National Standards, and Key Stage 2 predictions and the related percentages. AW challenged whether these are realistic predictions, and AR confirmed they are. EC explained the SAT's process, and AR reported that the data results shows progress, despite the difficulties of teaching, and that he is a lot more positive. AW had previously requested AR provide more information about the impact of actions under the school development plan priorities, and AR highlighted the additional comments in yellow to make them easy to find.

4.2 AW enquired about the results of the recently conducted Parent's survey, and AR presented the results to the LGB. Although his initial expectations was for it to be negative, 144 responses were received, much of which was positive. The range of outdoor after school activities was discussed and parents rated these highly. AR presented the teaching and learning results, with some of the areas classed as good, at 84% satisfaction. AR noted that some lower results may be due to a number of teachers leaving, and is an area to improve on. AS asked whether the teaching staff situation was now stable. AW confirmed that there won't be the performance issues going forward and therefore staffing should be more settled. Communication with parents was discussed and AW suggested AR talk to Liz at Clutton regarding communication to make this more accessible. AR confirmed that he also does have some ideas on things he can do on a regular basis to also help improve this. AW suggested the Portals that the parents can use, however AR recognised that the data in a Primary school is less numerically based than in a Secondary school. HB made a good point about delivering the message of telling a parent if their child isn't making good progress, and feels that being invited to parents evening, and invited into class is enough, but we need to remind parents about these. AW suggested that reminding the teachers to speak to the parents will help parents feel more in touch with the school. Behaviour and Safety was discussed, bullying in particular. It was agreed that behaviour in the school is generally good, with only a small number of children with challenging behaviour who are well supported. AW suggested that the school invite parents to an open morning to see the school in its good working environment, and SB suggested reminding parents of how things are dealt with in school, and for the parents then to spread the word that the school is a good school. General data was discussed, including items on the governing body, how the school is lead and managed efficiently. Satisfaction data was discussed including recommendation of the school to another parent, and it was agreed that the figure on this needs to be increased. AR and AW assured the LGB that the school is moving out of the recent lull and coming back into a positive frame, so this should increase the figures. This is what 'good' schools do – they recognise issues and address them.

4.3. AS required clarification on the increase in number's paragraph contained within the Heads report. AR confirmed the figures and differences between the 2 pre-schools for him.

5. Finance Update

5.1 JW submitted the Management Accounts with the supporting notes for the quarter ending 31st May 2018 for Midsomer Norton Primary School prior to the meeting, and explained the detail at the meeting, confirming that the budget is now more realistic, and she has now factored in things that she does know about. This has resulted in reducing the deficit carrying forward to the following year. AS praised AR for the proposals for cost cutting that he presented previously.

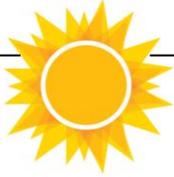
5.2 JW confirmed that the only real unknown are the nursery numbers, and reported that the school really needs to keep an eye on nursery numbers.

5.3 JW has accounted for only 3 x teachers being sick throughout the year, and AW enquired whether the school had insurance to cover for staff absence. JW confirmed that the overhead for insurance is approx. 15K, and this has been accounted for.

5.4 JW confirmed that she has been as realistic as she can, and AW noted that the school has made a significant saving over the year. AR confirmed that this is due to reducing staffing costs, and more accurate reporting.

5.5 AS stressed that the school must hit the ground running for the new financial year and not overspend in first and second quarter.

5.6 AW noted that the assumption for Teaching Staff across the Trust usually accounts for a significant amount of the costs. JW confirmed the situation regarding this, and a discussion was had regarding local schools



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and National benchmarking. JW confirmed that the budget will be much more closely managed regarding TA costs, bearing in mind the children's progress, with reviewing the possibility of utilising existing staff to support. AW suggested that AR look at other primaries in the area and see how they are managing their TA costs. SB suggested maximising the TA interventions that are currently in place, and that this needs to be made much clearer to the TA's and parents. AW reported discussions he had had with other schools regarding their expenditure on TA's, and the realisation is that in most cases the spend on TA's would buy another 2 or 3 teachers. AW confirmed that the school must fund the first £6k of SEN Support, before the LA will give any top up. So the school will be responsible for funding an X amount of money up front, depending on how many SEN Children the school has. HB expressed concern as she does see how much value the TA's provide, the support that they give not only to the SEN Children, however the support that they give to the other children is imperative. It was agreed that utilising the TA's in a better way is the best way forward to deal with this current situation, whilst acknowledging that the spend on TAs needs careful scrutiny.

5.7 AW asked if there were any further questions, and AS confirmed that he was happy with JW's presentation of her report.

6. SEN & Pupil Premium Current Progress

6.1 SB reported on the SEN & Pupil Premium Children's current progress, and AR reported the figures that they are achieving. AW compared these to the National Standards. Progress is in-line with other children at 3+ for the year on SPTO measures.

6.2 AR reported on Key Stage 1 and Key Stage 2 results, and SB confirmed the exact figures and percentages for reading, writing and Maths. There was concern over the PP children's results and AW asked if the PP children were a weaker group of children, and SB confirmed that they are. SB noted that there is some further work to do, and that this particular group are the ones to watch when the progress to Year 6. PP non SEN are on-track to make ARE (100%)

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

7.1 There was nothing to add to this.

8. Staffing Update

8.1 AR confirmed that the current school care taker has requested that he be granted early retirement on the grounds of ill-health.

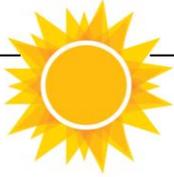
8.2 Maternity Cover was discussed and AR confirmed the situation on this.

9. Safeguarding

9.1 There was nothing to report on Safeguarding.

10. Health & Safety

SR reported that as Link Governor for H&S, he did a tour of the MSN Primary premises with Julie Wellington and James Collier. AW confirmed that he has signed the lease for the nursery and we can now implement any changes we would wish to. The boundaries with Sainsbury's were discussed, and whether a charge should be applied to banners. JW stressed the important of keeping a good relationship with Sainsbury's was important, and it was agreed that this could be cultivated. SR is concerned about first impressions, and initial impacts for the school banners for example. Ground Maintenance was also discussed and the contractors responsible for this are under review. The proposal for the fence was discussed and it was agreed that it does need to be determined who owns the fence. SR stressed his concern for safe capacities with regards to events in the school, and AW thought around 150 would be the limit – this needs verifying.



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He suggested speaking to the person responsible for Fire Safety. AW thanked SR and JW for their report.
AR to contact fire officer for review of school. ACTION AR

11. Communications (Including Suggestion Box and Website)

11.1 There was nothing further to report on this, and the majority of communication issues were discussed within the parent's survey report noted above.

12. Uniform Update

12.1 Prior to this meeting AR had given a summary of Uniform and the feedback received.

EC reported that she has been in discussions with parents and with the children, and the majority are in favour of the yellow and white dresses. AW confirmed that he has no issue with the Yellow and White dress, and neither does AR. AW wanted a way forward to be agreed. SR noted that there are a lot of variation of yellow, it isn't a consistent colour. HB suggested that as the governors had previously decided and voted on the yellow and white dresses that this should be agreed. AW confirmed that we agreed at the last meeting the dresses would be yellow and white. It has since slipped into blue and white.

Another vote was taken, and it was agreed on the Yellow and White Dresses. AR will communicate this to the parents as necessary.

13. Any Other Business, Roles & Responsibilities, Setting LGB Meeting Dates, MSN Emails, and the ICT Policy

13.1 Roles & Responsibilities - it is a recommendation that these are reviewed annually.

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

13.2 Director Appointments, AW has confirmed that his proposals have been agreed by the Trust, letters have been written and LB will speak to Sharon regarding the distribution of these letters. With regards to looking for a new Chair, Claire Hudson who is currently the Chair at Trinity & Dundry is a possibility. AW is in discussion with her regarding this. SR asked for an Action to add Vacancies onto the Agenda for future LGB Meetings. **ACTION LBB - ONGOING**

13.3 Trust Notes - Updates from the Trust have been circulated to the LGB and all LGB members at the meeting confirmed they have received them, along with the new Trust Policies.

13.4 EC required clarification on the banning of external devices, USB's and external hard drives, etc, and AW confirmed this the reasons why.

13.5 SB confirmed that the school does have 2 x looked after children, she is a designated teacher, and made HB aware of this.

13.6 The Date of Next LGB Meeting had previously been confirmed as Thursday 5th July 2018 at 6.00pm, however as the LGB have met frequently this year, it was agreed that it is not required to have another meeting until the next academic year. LB is in the process of setting LGB Meeting dates for next year, and these will be agreed and circulated as soon as possible. AW thanked all of the governors for their attendance and support over the last academic year. **ACTION LBB - ONGOING**

The meeting closed at 19.25pm

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LGB Chair / Date