



Head Teacher:  
Mr Alun Randell

# Midsomer Norton Primary

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## LOCAL GOVERNING BODY MEETING Thursday 8<sup>th</sup> October at 7.00pm VIDEO CONFERENCE VIA GOOGLE MEET

### Present:

Alun Randell (AR)  
Anna Swift (AS)  
Claudia Gumm (CG)  
Isobel Mills (IM)  
Jake Andrew (JA)  
Jude Vale (JV)  
Kath Cox (KC) – Vice Chair  
Louise Brooks-Bryant – Clerk  
Sarah Biss (SB)  
Tracey Mallon (TM)

**Absence:** Sharon Wilson (SW)

### 1. BOARD BUSINESS

1.1 KC welcomed everyone to the meeting, and all declared in turn they are in a secure and confidential environment. KC introduced herself as the new Chair. Noted that Hayley Bullock has resigned from her role as Director Appointed Governor for MSN Primary School. Housekeeping note – all MSN partnership email address should be used going forward.

1.2 Absence noted as above. The meeting is quorate.

1.3 Governor Appointment (if necessary). AR asked LBB to check the current composition for any vacancies, which he believes are 2 x Director Appointed Governors and 1 x Community Governor, and this will be sent to SC for confirmation. Governor Recruitment was discussed, and the importance of trying to broaden the skills of the governing body, and KC and AR will look at ways in which they can do this.

1.4 Declaration of Interests specific to Agenda. There was no declaration of Interests nor related to any items on the agenda. The Governing body will need to sign and return their declaration sheets.

1.5 Vice chair election (if appropriate). CG has verbally agreed to take on this role. CG was nominated by KC and this was seconded by AS.

### 2. MINUTES & REVIEW OF OUTSTANDING ACTIONS - Minutes from previous meeting attached

3.1 The minutes of the meeting held on 25<sup>th</sup> June 2020 were accepted as a true and accurate record. KC approved the minutes.

3.2 All outstanding actions are on hold due to the current situation, and an updated Action Sheet is attached to these minutes for information and action as necessary.

### 3. SCHOOL'S VISION STATEMENT

3.1 It was agreed that CG, AR, KC and JV would create a discussion group to consider this, and put forward to the governors prior to the next LGB Meeting. The board should ensure that the organisation has a clear which is articulate in a specific written statement. This should include ambitions for current and future pupils, as well as for the organisation's relationships with other schools. Staff suggestion consultation should include Learning for Life. Ambition, Opportunity, Confidence and Independence and Community.



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## 4. SCHOOL LEADERSHIP AND MANAGEMENT - Head teacher Report distributed with the agenda.

- 4.1 Firstly, AR noted the very sad loss of Julie Bailey. AR praised Julie enormously, she was an amazing person, and her loss has had a big impact to the school. The staff have done an amazing job, they have been a credit to the school. The heads reported included sections on Pupils on Roll, Outcomes for Children, Behaviour and Safety, Attendance, Exclusions, Teaching and Learning, Leadership and Management, SIP Priorities, Objectives and Comments/Actions/Impacts on Outcomes for Learners, Staffing, and Health, Safety and Safeguarding. The following points were highlighted.
- 4.2 AR highlighted the COVID measures that he currently has in place. The school is trying to minimize the pinch points around the school. Staff have worked really hard to implement this, and the children have on the whole been very good. A survey was sent to parents approx. 2 weeks ago, 70 responses received. On the whole very positive, 90% of children said they had no worries in school, 8% not sure, and 1 or 2 did have a few worries. AR is very reassured by this response.
- 4.3 AR noted an error in the attendance figure of 94% when this should be 96.3%. **Governor Question how does this compare with the national average, LBB confirmed this as 95%.**
- 4.4 **Governor comment – CG noted with regards to well-being, and noted the minimum requirements being met.** AR noted that staff have picked up cleaning duties. AR will be talking to staff about marking and making comments in pupils' books. There are still things that the school can do to minimize workload, however with staff shortages, the current situation it is very difficult to do. **Governor Comment – JA noted that the school had a head start with regards to the curriculum that was implemented last year. Although busy, workload doesn't appear to be any worse than it has been. AR stressed the importance of looking after ourselves, and each other, in these challenging times. Governor Comment JV, noted whole class feedback, and suggested that AR speak to some of the senior schools to see if there are any best work practices that the primary school could adopt.**
- 4.5 AR noted that there are a lot of tests that the children have to undertake over the next couple of weeks. Inset days will be used to prepare workloads. **Governor Question – KC noted closing the gaps, and asked how this information was fed back.** AR noted the common strategies that SB and another member of staff are using. How can we strengthen ourselves as teachers? Looking at individual support, interventions etc. Staff being aware of what needs to be done, and the impact of this.
- 4.6 AR noted the catch-up funding that all schools are receiving from the government, and AR is in the process of finishing off the plan for this, the money will be used in a combination of interventions, purchasing, staff, IT equipment to look at lending out to children that cannot access equipment. **Governor Comment – KC noted the computers that the school were due to receive.** AR noted that 5 out of the 10 computers were received. The computers were loaned to the most vulnerable children that needed them. AR would like to invest in some new Chrome Books.
- 4.7 **Governor Query – TM regarding Safeguarding. In light of the COVID cases rising, has the school been looking at their risk assessment, looking how to mitigate, reduce bubble sizes, in order to keep children in school.** AR noted his concerns about sending children home. If a child does test positive, then the school rings the DfE helpline, and they will advise. A seating plan will need to be available, and this will be talked through with the DfE. Children had been moved around the classroom in order to keep the children's mental health positive, however this may have to be reduced. AR reported that mixing between the school, movement in the corridor etc is restricted. Children are allowed to mingle outside, as the risk is less. The school is trying to keep the balance, by ensuring that children wash their hands regularly. It is very difficult due to the layout of the school. The risk assessment is regularly reviewed and minor tweaks made but it is difficult to see a way that the bubble size could be reduced
- 4.8 **Governor Comment – KC noted remote learning, and asked if there are any plans with regards to this.** AR will send the remote learning plan, and is working on the catch-up plan. He noted that schools should also look at how to improve on their current situations. AR noted the good work that the school has done in comparison to some schools. The school pointed the children towards learning. Technology is limited, and the school has been identifying ways in which some direct teaching can be undertaken. Live teaching will have to be experimented with. Within the limitations of technology, the school will seek to have a greater proportion of direct teaching. **Governor Comment – AS noted the difficulties of direct teaching/live lessons.** There are a lot of things to take into account. A check in session at the beg and the end of the day would need to be implemented.
- 4.9 SB presented the SEND and PP Report. Some children have been added to the register. Reviews will be undertaken next week. The report covers information on how many pupils are on the register, the main SEND in school, applying for EHCP Needs Assessment and closing the gap. AR noted that the catch-up funding is for all children, however the spend will be skewed heavier to the vulnerable children.



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Health and Safety – JA had nothing to add, other than the ongoing issues of COVID and AR noted that a health and safety walk needs to be undertaken. The Health and Safety committee needs to meet twice a year to consider any actions.

**Governor Question – CG regarding the SIP, and greater depth in particular to KS2, and has something been missed in the outcomes within the SIP** and JA noted that the predicted results. AR noted the need to sustain the outcomes.

## 5. LINK GOVERNORS/ROLES & RESPONSIBILITIES & MONITORING

5.1 KC had previously sent out a list of Link Governors/Roles & Responsibilities, and the LGB have received and accepted these. Reports should be sent back accordingly. A template of the report is held within the supporting papers, and a timeline will be sent out shortly. A minimum of 2 reports must be received. The trust is insisting on a particular approach. Initial meeting should be held before Christmas. **Governor Question – SB requested a list of who is linked with what subject.**

**AR will send a complete list shortly.**

## 6. FINANCE UPDATE – Papers Attached

6.1 SB was unavailable, so AR presented the report, the final budget for last year, assumed an approximate £50k carry forward, however as the school was very careful on how the money was spent, a lot of staff furloughed, then some of the negative impact wasn't as great, the carry forward figure was more positive than thought – approximately £75,000-£80,000. The carry forward is in line with the Trusts requirement of keeping 1 x months' salary in reserve. If the budget is accurate and goes to plan a healthy carry forward will be taken into 21/22. This would help towards more strategic maintenance of the school, and the staffing model that the school currently has. There was a refund received from the government to help towards cleaning. There were some overestimations on gas etc, and this explains the larger carry forward figure. **Governor Comment – KC, agency staff figure was large.** AR explained the story behind this, and the staff member in question was being paid via an agency for the first 3 months, however the teaching budget was less. This has evened out. Spending has reduced in general overall during the last 6 months.

## 7. SCHOOL DOG

7.1 AR thanked everyone for their support towards Rosie, and for the minutes the LGB were in agreement that a school dog is a great idea. Rosie has been assessed and is being trained accordingly. It's not a certainty that she will graduate as a school dog, and for the next 3 or 4 weeks she is acclimatising. The test is that can she relax and go to sleep, and she does most of the time.

## 8. POLICIES & DELEGATION

7.1 Amended policy(s) has been previously circulated by the Trust. AR noted that Trust amended the Safeguarding Policy which not includes a COVID Section. AR noted that most policies are now Trust Policies. Over the next year the school may implement an awareness of policies to ensure that everyone is included in the loop.

## 9. DATE OF NEXT MEETING AND FUTURE AGENDA ITEMS

8.1 Clerk to confirm date of next meeting – 18<sup>th</sup> November 2020 remotely, 7pm. It was agreed that the data will be presented in Term 3 as necessary, and KC suggested that the 18<sup>th</sup> November 2020 could be used as another way of giving feedback if necessary. KC asked that some of the link governors undertake their visits prior to this meeting. There was nothing further to report. KC and AR encouraged the governors to have a think about future agenda items and put them forward as necessary. AR requested that Diversity/ Black Lives Matter be included as a future agenda item.

KC thanked everyone for attending the meeting tonight. The meeting finished at: 8.15PM



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Authorised By: ..... Date: .....





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## Midsomer Norton Primary Local Governing Body Outstanding Action Status 2019/2020

Action Number	Details	Update
10.5.1 (11/10/18)	Personal Development & Welfare - Staff wellbeing wasn't touched on however KC was keen to discuss this, and CH suggested a staff wellbeing questionnaire be prepared and this will be looked at. ONGOING Until Term 3, AS asked if full teaching staff are present, and AR confirmed they are. Update 10/10 AR & CH WILL DISCUSS SEPARATELY – ON HOLD This has been shelved until the new year. <b>Update 8/10 ONGOING THE SURVEY HAS BEEN COMPLETED IS ON HOLD AND WILL BE RE-VISITED TO INCLUDE COVID.</b>	<b>ACTION AR WILL REVISIT TO INCLUDE A highlighted SECTION ON COVID</b>
13.1 (24/1/19)	CH asked SB and AR to present the strategies behind Behaviour Policy at the next meeting. Update 8/5/19 AR & CH WILL DISCUSS SEPARATELY – ONGOING – Update 10/10 as above <b>Update 8/10 AR &amp; KC to continue discussions. ONGOING</b>	<b>ACTION AR/SB ONGOING</b>
6.1 (9/5/19)	SR requested that an action be set to involve a Governor in the talking to teachers re sharing workload process. Governor Query SM reported that the starting point should be sorting out the Heads workload is essential. CH has suggested that AR, SR and CH meet after half term to discuss this. ONGOING. Update 10/10 As above. <b>Update 8/10 AR ASKED THAT THIS ACTION BE CLOSED</b>	<b>ACTION AR/KC CLOSED</b>
5.1 14/05/20)	CH informed the LGB that adoption of a cascade board leadership to five or six governors will be implemented if the chair or vice chair becomes unavailable. CH explained this protocol, and requested volunteers to come forward to receive information and become point of contact. CH will work through a list of governors who have been governor for longer than a year and will send around the cascade report. <b>Update 8/10 KC WILL UNDERTAKE THIS ACTION</b>	<b>ACTION KC NEW</b>
6.7.1 (14/05/20)	Providing Children that are not attending School with Work - AR explained the reasons why this would prove challenging, and suggested that it should be a Trust Issue. JA agreed that disadvantaged children should be set to work. <b>Governor Observation- SW noted the DfE guidelines and reported on the letter that AW had recently sent.</b> CH suggested a letter be drafted and sent to the LGB for approval before sending to AW for discussion and reminded the group that a request could be sent, however as part of an Academy this could be overruled. <b>Update 8/10 AR ASKED THAT THIS ACTION BE CLOSED</b>	<b>ACTION AR CLOSED</b>