



Midsomer Norton Schools Partnership
 Local Governing Body – Critchill School
 Wednesday 10th May 2023

Meeting open 17.00 close 18.45

Present:

Sophie
 Addison
 Amy
 Osborne
 Andy Jones
 Sue Barton
 Simon Mills
 Jon Hoare
 Hayley Cobb
 Paul Evry

In attendance

Claire
 Gordon

	Action
1. Apologies	
Apologies received from Kathryn Gurr & Kate Frost	
2. Director Appointments	
<p>It was noted by the clerk that the Chair of Governors Director appointment was coming to an end. The LGB were in agreement for proposal that Andy Jones would re-stand in his role.</p> <p>It was also noted that Michelle Smith parent governor and Ben Flanagan community governor have decided to resign from their roles. They were thanked for their contribution to the board.</p> <p>Recruitment was discussed, a governor asked what we can do creatively to recruit new governors? A – We will advertise the roles in our school newsletter on the school website and we will also send communication to parents via Parentpay.</p> <p>We could look at putting something out in the local newspaper, social media. The recent governor matrix responses will also be reviewed to look at potential gaps in skills.</p>	<p>Clerk to complete director appointment request</p>
3. Declarations of Business Interests	
One update required for the Chair of Governors	<p>Chair to email clerk</p>
4. Approval of Minutes of previous meeting	
The minutes were of a true record and were signed by the chair.	
5. Headteachers Report/SIP	

<p>The HT noted the following key points and invited questions.</p> <p>My concern training has been delivered to staff this week with another session to follow next week. This is a new electronic safeguarding system that we will be using in school.</p> <p>The safeguarding lead from the Local Authority visited this week to quality assure a safeguarding audit that was completed last term, it was an extremely positive visit. There was one recommendation which was to move across our current paper chronology of all CP files to the new My Concern system that we are currently implementing.</p> <p>Q - Please explain how to interpret the Whole School PLIM data, what do the red & purple numbers signify? A – The data has been captured from the Spring term 2 data drop. The purple shows the amount coverage statements which have been fully met with 3 pieces of evidence. The red numbers signify the total amount of evidence collated in each learning intention. The next data drop is due on the 22/05.</p> <p>It was suggested that it would be helpful for governors to have an overview of how the PLIM is created, Amy staff governor kindly volunteered to prepare something for our next meeting.</p> <p>Q - I think key staffing Issues in the SIP should include some more information about Succession Planning, given plans for Sophie's increasing role in the wider MAT. A – We have moved forward with internal vacancies, this information has been shared with all staff and letters of interest have been received for all roles which are, HT, AHT and Office Manager.</p> <p>Q - Does the website meet the requirements of the DfE when Ofsted check? How do we know? A – Yes, we regularly carryout compliance checks and most recently have received guidance from the trust with a checklist taken from the key which has been completed.</p> <p>Q – A governor asked for an update re attendance figures? A – We currently have 2 students that aren't attending who are waiting for a new placement. We have medical letters that support this. Attendance data is monitored regularly by SLT and further analysis is completed termly.</p> <p>Q – Are there any safeguarding concerns the board need to be aware of? A – The HT updated governors regarding a student suspension that is currently ongoing. There was an in-depth conversation around this.</p>	<p>AO to prepare PLIM overview</p>
<p>6. Finance</p>	
<p>The Finance documents including the 23/24 budget are available on the google drive.</p>	

<p>The following key points were made –</p> <p>We currently have an In year deficit due to the Trust SEND provision that is currently included within Critchills budget however, it was confirmed that the SEND provision has been removed for 23/24 and we currently have a surplus of £7.2k.</p> <p>Q – A governor asked how the internal vacancies would affect the 23/24 budget? A – The roles of HT, AHT & Office Manager have already been factored in.</p> <p>Q – Item 740 security CCTV cost? Did this need LGB approval? A – No this was done at Trust level.</p> <p>It was also noted by the HT that Critchill have been selected by Somerset to run a supported internship in September for work ready students. Although there are still some questions around funding it is our understanding that we will be working in conjunction with Palmer Gardens in Trowbridge, any young person we deem appropriate will work for 4 days and 1 day of education with Working Futures, Critchill will receive all of their place funding and HNTU funding which will also positively impact our budget. A special thank you to Sally Smiles our Working Futures Lead for making this happen.</p> <p>The draft budget for 23/24 was put to governors for approval. The budget was unanimously approved by the board.</p>	
<p>7. Policies</p>	
<p>Q – Lockdown policy Are staff made aware of the lockdown procedure during their induction? There is no guidance about wheelchair users within the policy/children who would not be able to get under a table. How could we develop this to be more comprehensive/inclusive? A - Lockdown is covered in induction. We have always said that if you cannot get a young person 'under a table' find an alternative space like a corner of a room.</p> <p>Q – Examinations policy Do we provide exam timetables for students? Could this be adapted to make it easier to understand for our pupils? Do the type of examinations we offer need to change on a year by year basis to ensure absolute suitability for the cohort present? A – Great ideas, current procedures are under review and we will embed these suggestions.</p> <p>Q - Please confirm that the Business Continuity Plan has updated contact details, we seem to have an old version on the shared drive? A – Yes, this has been updated within the Trust policy and our local procedure.</p> <p>Q - Educational Visits Policy</p>	

<p>While I can see from the Minutes of 28/9/22 we did give this approval, it was on the basis that there were no plans for Cat C visits. I don't think there was an associated review paper.</p> <p>Can we ensure that's provided for next September please, since we've clarified the definition of Cat C visits? A – All regular all year round external visits such as, Swimming and Donkeys will be logged for the first governors meeting of the year, however other class trips won't be planned until later on in the year, as this is a standing agenda item they will be logged to governors throughout the academic year for approval from the Chair of Governors.</p> <p>The following policies were reviewed with no change – Home/School agreement Sickness absence Business continuity CP Lock down Accessibility Plan Examinations Educational Visits Collective Worship Admissions</p>	
8. Staffing for September	
<p>The internal vacancies were discussed as above. We do have vacancies for TA roles, interviews are scheduled for the 16.05.23.</p>	
9. External Visits	
<p>A category C visit was signed off by the Chair of Governors – Kids Day Out at Longleat 14/06/23</p>	
10. Monitoring	
<p>Monitoring reports are available for review on the governor portal. EYFS monitoring has been arranged for the 15.05.23. Meeting dates for Term 6 need to be arranged between the governor and relevant staff member.</p>	
11. Dates of future meetings	
<p>28/06/23 5pm in person</p>	

SUMMARY OF ONGOING ACTIONS			
Date	Action	Who	Open/Closed
10.05.23	Clerk to complete director appointment	Clerk	Open

10.05.23	Chair to update clerk on business interest	Chair	Open
10.05.23	AO staff gov to prepare PLIM overview	AO	Open

Signed..... *Ashe Jones*

Position..... *Chair*

Date *4/7/23*

