

Midsomer Norton Primary School  
Full Governing Body Meeting  
Wednesday 30<sup>th</sup> November 2016 at 6.30pm

Present

Alun Randell  
Stephen Robinson  
Anna Swift  
Eleanor Cook  
Rebecca Dobson  
Jane Jones  
Peter Holborn

<b>1.</b>	<b>Chairs Opening Remarks</b>	
	SR opened the meeting by stating that MD was unable to attend due to illness and he would therefore be chairing the meeting in his capacity as Vice-Chair. SR welcomed the Governors to the meeting, including the new attendees JJ and PH. SR also recorded his gratitude to TI for his long and valuable contribution to the Governing Body. SR noted that with only 5 Governors in attendance, any decisions taken at the meeting would require ratification.	
<b>2.</b>	<b>Apologies for Absence</b>	
	Apologies were received and accepted from PE, MD, KH and DS.	
<b>3.</b>	<b>Declaration of Interests and Register of Pecuniary Interests - Update</b>	
	<p><b>(a) Declaration of Interests - Update</b></p> <p>None.</p> <p><b>(b) Register of Pecuniary Interests – Update</b></p> <p>None</p>	
<b>4.</b>	<b>Confirmation and Signing of the Minutes of 14 September &amp; 23 November 2016</b>	
	<p>4.1 The Minutes of 14 September were agreed to be a true and accurate record of the last meeting and were signed off by SR (Prop: SR Sec: AR)</p> <p>4.2 The Minutes of 23 November were agreed to be a true and accurate record of the last meeting and were signed off by SR (Prop: AR Sec: EC)</p>	
<b>5.</b>	<b>Matters Arising from the Minutes of 14 September 2016</b>	
	<p>5.1 <u>Parent Survey</u> – AR confirmed that the results had now been put on the website.</p> <p>5.2 <u>Governor Applications</u> – SR stated that this would be covered in the agenda.</p> <p>5.3 <u>Governor's Email Box</u> – AR confirmed that KD had reset the password.</p> <p>5.4 <u>Governing Body's Standing Orders 2016/17</u> – LC confirmed these had been forwarded to BANES.</p> <p>5.5 <u>Staff Salaries</u> – AR confirmed that the reference to 'Assistant Head' had been removed from the document.</p> <p>5.6 <u>Governing Body Objectives 2016/17</u> – SR reported that this would be covered in the agenda.</p> <p>5.7 <u>Safeguarding and Prevent Agenda</u> – LC confirmed that this was now a standing agenda item.</p>	
<b>6.</b>	<b>Governance Matters</b>	
	6.1 <u>Welcome to New Members</u> – SR welcomed JJ and PH who had put themselves forward as Co-Opted (JJ) and Parent (PH) Governors.	

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6.2	<p><u>Vote to Approve Appointment of New Members</u> – JJ and PH left the room whilst a vote was taken in principle over their appointment. SR confirmed that the result of the vote was that both JJ and PH had been approved as Governors. SR stated that he looked forward to the contribution of the new Governors. LC to email the other Governors not in attendance at the meeting to ratify this decision.</p>	<b>ACTION: LC</b>
<b>7.</b>	<b>Review of Governing Body Objectives &amp; How They Relate to School Values</b>	
7.1	<p>SR stated that in the meeting on the 14<sup>th</sup> September the Governors had been discussing the phrasing of the objective of 'maintaining our school's core values whilst embracing change'. LC stated that the Governor's feedback had supported this objective but hadn't finalised a more succinct phrase. EC proposed that the value be shortened to simply 'maintain our school's core values'. AR added that it could be amended to 'embedding our school's core values'. The Governors agreed to this proposal.</p>	
<b>8.</b>	<b>Head Teacher's Report</b>	
8.1	<p>AR reported that there was one amendment to the report in that the date should read 'November'.</p>	
8.2	<p><u>Standards &amp; Achievements</u> – AR stated that the statutory assessment information had been received at the end of last year. AR confirmed that the data had been strong and compared well both nationally and locally. AR stated that since then we have had a 'raise online' report which AR and SB had now been trained in. AR reported that the front of this shows strengths and weaknesses – 2 strengths and 1 weakness. AR stated that there is a particular way in which these are generated and to be recorded as a strength, the data must be significantly statistically different to the national picture and in the top 10%. AR confirmed that the overall picture is very positive. AR stated that our internal data shows that the needs in current Years 6,5,4 are greater and that this may have been effected by some disruption in staffing. AR stated that the weakness is that KS2 progress is significantly below the average in at least one subject for the most disadvantaged children and in the bottom 10%. AR stated that this specifically refers to 4 children on Year 6, 3 of whom have special needs. However, it does emphasise that the progress and attainment of pupil premium children is an issue for the school as it is for BANES. AR stated that should Ofsted query this area, we can demonstrate that the children referred to in Raise On Line have made good progress considering their starting point.</p>	
8.3	<p><u>Pupil Premium</u> - AR reported that the identified weakness raised the important issue of how we deal with children who are disadvantaged. AR stated that we receive approximately £84k pupil premium funding but that almost all of that goes to the TA salaries who work with those children and others. AR stated that 10 TAs work 1 to 1 with children who have an EHC. AR reported that the Government were saying that they were making the moral choice for us and stating we must focus more on the disadvantaged children. PH queried how, as Governors, we could support what AR wants to achieve in this area. AR responded that we must work to develop a culture where it is imperative to skew resources to disadvantaged children and to identify and understand the barriers for each of those children. PH queried whether there could be a staff member tasked with roaming throughout the year groups to support the teachers. AR responded that due to our current finances this is not an option but that we use our TAs to focus on a group of children with a particular child as a priority. AR stated that he needs the Governors to ensure they regularly receive information on how successfully our pupil premium children are progressing and to hold us to account for that.</p>	
8.4	<p><u>Behaviour</u> – AR reported that he had excluded 2 children due to behavioural issues. AR stated that this was a last resort and only implemented after other options had been tried. BT queried the local authority's response to that. AR responded that BANES had been informed but that there had been no response.</p>	

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	<p>8.5 <u>Staffing Changes</u> – AR reported that one of our Year 3/4 part time teachers was leaving and that EC had changed her hours to full time. A new full time teacher (JI) had also been appointed and was starting after January. PH queried whether this shuffle of staff would be within the year group that had already experienced disruption. AR confirmed that it was, but stated that he hoped it would offer longer term stability for them. EC added that the staffing changes meant we were building stronger teams. LC to send a copy of the Head's Report to PH and JJ.</p>	<b>ACTION: LC</b>
<b>9.</b>	<b>Academisation Process</b>	
	<p>9.1 <u>Communication</u> - SR confirmed that this issue had been discussed at the recent extraordinary FGB Meeting. AR stated that he had spoken to a Head from the MAT we are proposing to join, and also to the CEO of MSNSP Trust. AR stated that the plan is to inform the SLT tomorrow (1<sup>st</sup> December) and all of the staff on Friday (2<sup>nd</sup> December). AR stated that not everyone would be able to attend the meeting but that he would contact all others via email and send a letter out to everyone. AR reported that he had decided not to call a special meeting as he felt this would be alarmist. AR stated that the letter will invite staff to attend a meeting in the second week of January 2017 and he is waiting for confirmation that the CEO of MNP Trust is able to attend. RD queried whether Governors are welcome to attend this meeting. AR confirmed that they could. AR reported that there would be a change in employer for the staff from BANES to the MAT and the meeting will talk through the implications of the change. AR stated a further meeting will then be held when the union representatives will be invited to attend. AR confirmed that change can cause anxiety and we need to be sensitive to this. AR reported that on Monday a letter will be sent out to parents from both AR and MD. This letter makes it clear that a decision has been reached in principle, and now a consultation exercise begins, at the end of which there will be another vote by the Governors to confirm they wish to proceed with Academisation.</p> <p>9.2 <u>Timing</u> – EC stated that the MSNSP Trust year works from July to July. AR stated that the suggested conversion date was the 1<sup>st</sup> July so that we will be ready by the 1<sup>st</sup> September. PH queried whether this would involve a name change. AR responded that it wouldn't as we still wanted to be a community school whether we are maintained or not. AR added that the next FGB was due to take place in February 2017 but that may make it a bit of a rushed decision, so we may need to convene an extraordinary meeting in order to devote sufficient time to those discussions.</p>	
<b>10.</b>	<b>Sub-Committee Reports</b>	
	<p>10.1 <u>Curriculum &amp; Standards</u> – BT gave an overview of the meeting, stating that the Committee had looked at the data and reports and also the staffing changes. AR added that they had also discussed Maths, how we use Abacus, Talk for Writing and how we know this is having an impact. EC stated that 'Talk for Writing' is having a fantastic impact on her classroom and she had seen a brilliant example that day.</p> <p>10.2 <u>Finance &amp; Staffing</u> – In the absence of the Chair and Vice Chair, AR reported that in the recent meeting the Committee had gone through the budget and discussed that they are slightly over in some areas. AR stated that PPA had been restructured and we are being more disciplined in our use of supply teachers. AR confirmed we should have a carryforward but that at this stage it is hard to confirm how much this will be as sometimes last minute needs arise.</p>	
<b>11.</b>	<b>Revised Budget</b>	
	<p>11.1 AR stated that once a year we conduct a revised budget exercise and this had been approved by the Committee. LC to request that KH sends out her proposal to recommend the revised budget to the other Governors so that this can be ratified.</p>	<b>ACTION: LC</b>
<b>12.</b>	<b>Approval of Pay Award for Head / Deputy Head Teacher</b>	

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	12.1 AR stated that he, PE and MD had met with an external advisor for the appraisal of AR. SR reported that they had discussed strengths and areas for development. SR stated it had decided that any pay proposal needed to come to this forum for approval. (At this point AR left the room). SR outlined the proposal regarding pay progression. A vote was taken and proposal approved subject to ratification by the other Governors. LC to forward the proposal to those not in attendance at the meeting. (AR returns to room). SR confirmed that at the Deputy Head is already at the top of the pay scale there is no possibility of progression for the post holder.	<b>ACTION: LC</b>
<b>13.</b>	<b>Review of Link Governance – Process / Report Format</b>	
	13.1 SR stated that we have the Link Governors in place to ensure that we have a handle on what is going on in various areas within the school. AR gave an overview of the new Link Governor guidance document. AR stated that the Governors had given feedback stating they wanted more guidance as to what they should be doing and asking. AR stated that the document had sections on 'Expectations', Building Relations with Teachers', 'Protocol', 'Maths', 'Literacy' and 'Early Years'. AR stated that previously the Link Governors had aimed for 3 meeting a year but had found that hard to manage, so this has now been amended to a minimum of 2. AR reported that the first meeting should be in Term 1 or 2, with the document suggesting things the LGs should be aiming to ask. In the next meeting the LGs can focus on what have been the areas of strength and development and then focus on aims for next year. AR added that this document will need reviewing at a later date. RD and SR agreed that this is a useful document. EC asked that it be sent out to all staff. LC to send out the document to JJ and PH. PH put himself forward as the Health and Safety Link Governor and JJ offered to be the KS1 Phase Link Governor. LC to email out to the Governors who are not yet assigned as Link Governors, information as to where we now have gaps outstanding.	<b>ACTION: LC / AR</b>  <b>ACTION: LC</b>
<b>14.</b>	<b>Pupil Premium, Sen &amp; Vulnerable Children</b>	
	14.1 SR confirmed that this had been covered under the Head's Report.	
<b>15.</b>	<b>Safeguarding &amp; Prevent Agenda</b>	
	15.1 AR stated that TI had been involved in the recruitment and interviewing for SLT members and teachers. AR stated that TI had safer recruitment training. PH stated that he had been trained in interview techniques so could support in this process. AS and RD also stated that they would be happy to help subject to being released by their Head Teachers. Both PH and AS stated they would be interested in undergoing safer recruitment training. It was confirmed that MD had been assigned to be the Prevent Agenda Lead Governor as it falls under Safeguarding.	
<b>16.</b>	<b>Communications (Including Suggestion Box &amp; Website)</b>	
	16.1 AR requested that PH and JJ send in a brief biography and photo which can go on the website. AR stated that it was important to make the Governors visible to parents and staff and for them to attend any events they are able so that they can be seen as approachable. PH suggested that they could wear lapel badges to such events.	<b>ACTION: PH / JJ</b>
<b>17.</b>	<b>Any Other Business</b>	
	12.1 SR confirmed that as TI had now left us we have a Co-opted Governor vacancy. SR asked the Governors to consider any potential names who could be interested in joining us.	
<b>13.</b>	<b>Date of Next Meeting: Wednesday 1<sup>st</sup> February 2017</b>	

The meeting closed at 7.55pm

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Committee Chair / Date