



Minutes of the meeting of the Governing Body on 12 th November 2019 at 5.30pm in the School Hall	Action by /or decision
1. Present: Barbara Stokes (Chair of meeting), Ali Bachelor, Kim Greenslade, Jo Griffiths, Sarah Hancock, Stephen Meredith, Daniel Moncrieff and Chris Pleeth Apologies for absence: None – all present In attendance: Ruth Cook (Clerk) Conflict of business interests: SH Item 3. The meeting was quorate. BS welcomed the governors to the meeting.	
2. BUSINESS	
There was one amendment to the minutes of the meeting held on 24th September 2019 and they were then approved by the Governors and signed by the Chair as a true and accurate record. Matters arising: Actions taken KG is still updating the school website and this is ongoing during this term. The Pay and Head Teacher Review committee met on 27th September and also a Performance Management meeting has been held with Jenny Short SIP. KG's working arrangements have been changed accordingly. BS had been into school unannounced and using a checklist looked at the arrangements for dealing with medical conditions and events. She thought the arrangements in place were excellent and training had been done for First Aid through the Red Cross. Also there had been specialised paediatric training and the use of Epipen – although this may need updating. CP thought this was a good report as the visit was done with no advance warning and he was pleased that staff knew what they were doing in these situations. He felt it was important that parents should know that they could have confidence in the staff to deal with medical situations. AB asked if there is now a charge for the Epipen course as it has changed. Previously a nurse came into school to do the training and so it was free. KG thought there may be a charge but that would be paid if necessary. CP asked how the school knows of any medical conditions of the children when a child is new in the school. KG confirmed that details are included on the child's admission form. These details are updated as needed. SH also confirmed that the details held on file are sent home once a year for parents to check that they are still up to date. She also said that the Paediatric training does include the Epipen training. SH had sent the Health and Safety reports to KG for her records. RC had started the process for a Parent Governor election and notice had been given in the latest school newsletter. The deadline for receipt of nominations will be 6th December. RC had sent thank you cards to Mrs Enever and Mrs Rhodes. AB and KG are going to meet shortly to discuss where funding is needed and	

possible funding sources. DM had spoken to Governor Services and there is no SharePoint access for governors. Some governing bodies use other systems including the school website. KG will check whether it is possible to have a secure area on the school website which only governors can access. RC explained the difficulties of sharing uploaded files on OneDrive which had already been sent to governors. RC had contacted SHo School Finance Officer and confirmed that the school website does contain the correct information regarding governors. RC cannot have access to one part of the website only and so SHo will continue to update the details as now. RC had also sent information about the GIAS website but was unsure if that has also been updated by SHo. RC to follow up. Also, Chairs of Committees were giving RC information about their meetings so this can also be added to the website. This will be ongoing as meetings occur. KG had updated the website with details of the Sports Premium Grant. Items as agreed had been included in the School newsletter. All other Matters Arising are on the agenda.	KG RC
3. KEY ITEM - BUSINESS	
SH left the meeting for this item. See Confidential Minute for this meeting It was agreed that SH could remain a governor after the Pre-School closes as she is appointed in her own right. SH re-joined the meeting at 6.05pm.	
4. MONITORING SCHOOL IMPROVEMENT /SDP	
KG had issued the Self-Evaluation and Strategic Plan 2019-20 before the meeting. This has been updated and redesigned so that it matches curriculum changes and the new OFSTED framework focus. Jenny Short (JS) SIP had advised that governors' focus on the quality of education provided which is covered primarily in Section 1 and also Section 2 Attendance. Section 1 is now only 5 key areas. In the past there were governors specifically looking at English and Maths but KG wondered if this was still appropriate. CP asked about the new layout and KG explained this and how different areas overlap and link to different sections. DM asked if governors should be assessing the Impact of action taken and KG replied Yes and that column will be updated as the relevant action is taken. DM asked about how the Strengths were assessed for each section and KG replied that these were evaluated using results and processes in place. She agreed that the strengths could change over a school year.	

CP asked how governors could monitor the plan and KG advised that the column headed INTENT could be the starting point. Governors can see what has been done as compared to planned actions and this could be done in broader ways than just speaking to staff. She also reminded governors that they can attend INSET days relevant to their area. It was agreed that the following governors would review the following areas of the Plan: P4 – Section 1: 1 – Values - Church Distinctiveness Group P 4 – Section 1: 2 - Section 1: 2 and 3 – Curriculum. DM/SM/CP CP will concentrate on Maths P 5 – Section 4 – Assessment of Curriculum – AB P5 – Section 5 – Reading - SH P 8 – Section 2: 1 – Attendance - BS as Safeguarding Officer KG reminded the governors that they should look at the quality of education in these areas. The governors need to think about how we know the children have learnt what is required. CP asked about the new OFSTED requirements and the governors had received no training as yet. He hoped it would be included in the Chairs Briefing he and BS are shortly to attend. RC had sent out details of governor training for this but will reissue it. AB asked if there were any other areas that should be covered on the Plan. KG replied that Leadership and Management have to link to Section 1 anyway. KG also has to evidence action taken in respect of Behaviour and she attends a local group of North Taunton schools to access PFSA support but we are competing against school with greater proportion of need so may not get support. DM asked how to start the monitoring process and KG advised to meet with her to see what is already done and then decide what is needed. JG confirmed that a lot of planning for each area has already been done and advised governors to look at the school website where there is already a lot of information available. AB asked if the assessment should be done through subject leaders but KG said that her section needs “whole curriculum” assessment rather than being subject specific. She added that the plan will not all be done by July 2020 but is ongoing and the learning has to have depth and meaning.	RC
5. STATUTORY DUTIES	
<u>Recruiting governors</u> – RC reported that the Parent Governor election for two parent governors has been announced and papers to all parents will be issued next week. The deadline for receipt of nomination forms will be 6th December 2019. She had received advice from Governor Services that the school can contact the Diocese of Bath and Wells for help in recruiting a further Foundation governor and the Ex-Officio governor. BS has tried very hard to recruit locally and we can now pass this on.	RC RC

It was agreed that RC will contact the Diocese. This leaves a Co-opted Governor vacancy and this can be followed up following the Skills Audit currently being conducted. <u>Register of Business Interests</u> – RC thanked all the governors for returning their forms and she will prepare the Register for signing for the next meeting. <u>Skills Audit</u> – CP reported that he had evaluated the skills as in previous years using a scale of 1 – 5 per area. Anything with 3 or more is considered a weakness in our knowledge and needs support. The results are similar to other years and we could do with some additional skills in the HR and Finance areas. However, he felt that it was more important to look for someone willing to become a governor rather than restrict their skills to just these areas. DM asked about the likelihood of recruiting some Parent governors. KG said that there were new families in the school now but the covering letter needs to be very clear as to the expectations and role of a governor. RC suggested some changes to that letter and will update it before issuing. She had also received an enquiry at the last election and will follow that up. CP suggested that the Link magazine could be used to advertise for a governors and BS said that deadline for the January magazine would be in December. It was agreed that SM would write a piece about being a new governor and then KG and BS would add to this to complete the article to go into the January 2020 edition. JG also said that there is a Parents WhatsApp group and Facebook where information could be shared. <u>Impact Statement</u> – CP had prepared an Impact Statement and sent it to KG, BS and RC for their comments and additional information. This is to be completed and then brought to the next meeting for agreement. <u>Pupil Premium Grant (PPG)</u> – A full statement and summary document had been issued before the meeting by KG. This group includes each of Looked After Children, Free School Meals and Services Children. KG explained the data in the full document for 2018-19. This compares data for PPG and non-PPG children but due to the small number receiving Pupil Premium the figures are not very helpful. She confirmed that there are some SEN children within the PPG group. It was noted that the Maths PPG children had better results than the non PPG children but overall there are no trends within either group. BS asked who is the PFSA for the school and KG replied that there is no-one assigned to the school and access is now requested through Team Around the School which is part funded by the Taunton Learning Partnership Group. CP asked about how the funding will work for 2019-20 as we now have 10 children in the PPG group. KG is not expecting an increase in the Premium this year. DM asked about the eligible figure of 18 and KG explained that figure is based on the census of January each year but funding is not available until the April. So for the additional children finance will not begin until the 20/21 financial year. If a child has Free School Meals then the school pays for these. DM asked if there is any gap between PPG and non-PPG children and if there is any	RC SM/KG/BS KG/BS/RC
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typical pattern nationally. KG was not sure and would have to look at data from more schools for comparison. There had been quite a lot of changes in these groups in our school and so there is no real pattern to find. The Summary report will be shown on the school website. <u>Sports Premium Grant</u> – KG had issued this report prior to the meeting. BS asked what swimming lessons were being provided and KG replied that there is no provision but this needs to be added. DM asked if the percentage figures detailed are shown on the school website and KG replied that yes the percentages will be included on the website report. KG explained that the ELSA is funded out of this money rather than the main school budget. BS asked if the school had enough sports equipment. KG replied yes although there is always a need for more items but outside funding could be available for this. It would be helpful to prepare a list of what's needed and then set some priorities. CP explained how governors previously had not fully understood this area and so KG now prepares this detailed report. He asked how long the lessons lasted and JG replied that it depended on the weather and the ages of the children. CP asked about the lunchtime activities and what was being provided for the children. KG replied that most days there are clubs and groups for the children at lunchtime and this fitted in with Change4Life and kept the children active, This also includes support for children struggling emotionally as well as physical exercise. BS asked if the school is meeting the requirements of this funding. KG replied that there had been an issue with clubs before so now Football and Tag Rugby are being provided at lunchtime rather than after school. SH asked if country dancing would be provided and KG replied yes this will be included in the current financial year.	
6. SAFEGUARDING	
KG reported that a new Safeguarding policy had been received but it could not yet be adopted as the planned meeting with staff had been postponed. BS will be meeting with KG about this. This will be on the December meeting agenda. BS reported about Serious Violence information she had received. There is now finance available via SCC and a Reducing Violence Unit has been set up by the Council. We could be contacted by this unit who provide workshops and information. The unit involves groups such as Stand Against Violence (SAV) and the St Giles Trust. Governors remembered that SAV had been into the school before when they were setting up and that there is a local connection with this group. They had not provided a full workshop at the time so it may be good to invite them back. BS said that there is also a Collaborative Digital media project in place.	
7. HEALTH AND SAFETY	

SM has met KG and they have set up a review calendar for the year. An audit of H&S had been carried out by SCC on 14th October and this had raised a couple of matters that needed addressing. These are: to update the COSHH files –KG to do Office staff and KG need Visual Display Screen assessments– KG to review and update by January Fire training – more needs to be done in respect of Fire Extinguishers and especially Fire Warden training. Online Fire training is up to date but KG reported that there does need to be more done to provide cover when she is not in the building. A Deputy Fire Warden has been appointed but requires the training. Construction Design management – KG and SM are going to attend Premises Management Training (update for KG) which will cover this to ensure procedures are in place for when contractors are on site. KG confirmed that the asbestos register is always given out to visiting workers. SM felt that overall the H&S processes were very good and KG thanked SM for his expertise in this area.			
8. TRAINING			
No reports given			
9. AOB			
There were no specific topics to include in the school newsletter this time but a report will still be included. The meeting ended at 7.32pm It was agreed that meetings would start at 5.30pm in future.			
10: Date of next meeting: Tuesday 10th December 2019 at 5.30pm Additional meeting – Wednesday 20th November 2019 at 5.30pm			
ACTION POINTS SUMMARY			
Actions from Previous Meetings			
09/07/19	KG to amalgamate the queries from the website questionnaire and update the website as required. Also, the SEN and Complaints policies to be shown on the school website.	KG	In autumn term
09/07/19	KG to include staff changes only in the HT report in future. The list of all staff will be an Appendix Also KG will provide details about the Bradford Scale table shown	KG	At December meeting
09/07/19	The Pay & HT Review committee to specifically look at KG's working arrangements	BS	At next committee meeting
09/07/19	BS to check out the details in the Medical Conditions policy	BS	In autumn term
24/09/19	SH to send copies of H&S reports to KG	SH	As soon as possible

24/09/19	RC to arrange for another parent governor election	RC	After ½ term
24/09/19	RC to send thank you cards to Mrs Enever and Mrs Rhodes for their hard work	RC	Before ½ term holiday
24/09/19	SM to look at school maintenance checklist	SM	In the autumn term
24/09/19	AB to look for External Funding for books, tables & chairs and improving the garden area	AB	During the autumn term
24/09/19	DM to find out how to use SharePoint and One Drive more efficiently	DM	For next meeting
24/09/19	KG to prepare the new SDP and issue to governors All governors to consider how to monitor the plan effectively	KG	As soon as possible
		All	At November meeting
24/09/19	All governors to return their completed Skills Audit forms to the Chairs. The Chairs to complete a Summary skills form for SSE	All	As soon as possible
		Chairs	By the next meeting
24/09/19	All governors to return their completed Business Interest forms to the Clerk - Done The Clerk to prepare the Business Interest Register	RC	For December meeting
24/09/19	RC to make sure that the school website and GIAS have the correct Governance information	RC	For December meeting
24/09/19	Chairs of committees to notify RC each time a meeting has taken place and who has attended	Committee Chairs	When applicable
24/04/19	KG to update the website with details of the use of the Sports Premium payment	KG	During the autumn term
24/09/19	Items for school newsletter – Changes in governor roles, OFSTED Parent View Toolkit	RC	By end of September
24/09/19	Suggestions for the Impact Statement to be sent to the Chairs. The Chairs to prepare the new Statement	All	As soon as possible
		Chairs	By the next meeting
New Actions			
12/11/19	KG to check if a secure Governors Page can be set up on the school website so that shared documents can be accessed there	KG	By next meeting
12/11/19	RC resend details of training for OFSTED visits	RC	As soon as possible
12/11/19	RC to contact the Diocese for help in recruiting a Foundation governor and ex-officio governor	RC	By the next meeting

12/11/19	RC to update the letter issued to Parents about the election and also follow up previous enquiries	RC	As soon as possible
12/11/19	SM, KG and BS prepare an article for the January 2020 Link magazine to recruit a new governor	SM/KG/BS	By magazine deadline in December
12/11/19	The Impact Statement to be finalised and brought to the next meeting	KG/BS/RC	For December meeting