

Croscombe and Stoke St Michael Primary Schools Federation
Board of Governors Meeting Minutes
Monday 31 Jan, 6pm, Croscombe CofE School

Present:	
Nick Cramp (Chair) (NC)	Local Authority Governor
Di Levien (DL)	Co-Opted Governor
John Johnston (JJ)	Foundation Governor
Charlotte Corbett (CC)	Foundation Governor
Tanya Tyreman (TT)	Foundation Governor
Christine Butler (CB)	Ex-officio Governor
Paul Green (PG)	Co-Opted Governor
Mel Vincent (MV)	Co-Headteacher
Bill Moore (BM)	Co-Headteacher
Lucy Stott (LS)	Staff Governor
Sallyanne Shallcross (SS)	Co-Opted Governor

	TOPIC	ITEM	ACTION
1	Administration	<p>1 (i) Apologies: none</p> <p>1. (ii) Notice of AOB items: ParentPay – MV, Personal Thank you - WM</p> <p>1. (iii) Declarations of Interests: LS – item 5 (iii)</p> <p>1. (iv) Membership Updates: New Governors Wendy and Rupert introduced themselves.</p> <p>Reappointment – Di Levien</p> <p>Resignation – Robin Snow</p> <p>Interviewing Clerk 1st February 2022</p> <p>One Governor vacancy – Croscombe Parent? WM to put an advert in newsletter</p> <p>1. (v) Minutes of the last meeting and matters arising: JJ proposed, WM seconded</p> <p>1 (vi) Action from last meeting: KCSiE has everyone read it? SCR being checked this week by DL, WM and MV. Governors to Elaine know they have read it.</p> <p>Upload Tapestry for Acorns Parents – Nativity. The parents were able to access it.</p> <p>Safeguarding policy to be circulated and signed off- has been updated, see 2 (vi)(i)</p> <p>SIAMs reflection document to be done by half term</p>	<p style="text-align: center;">WM</p> <p style="text-align: center;">DL/WM/ MV</p> <p style="text-align: center;">Foundati on Govs</p>

2	Co-Headteachers and Educational Performance	<p>2(i) Co-Head Teacher Report</p> <p>Attendance has been good compared to other schools across the country.</p> <p>Time allocated by Designated Safeguarding Leads (DSL) to cases is fitted into the weeks structure. 'MyConcern' updates DSLs through email. DSLs discuss. There are KCSiE updates (see HT report) Levels of scrutiny for training will be raised for Governors.</p> <p>Due diligence for future consideration – searches on employees social media and Online presence. Can we adopt this as a protocol to bring in? WM and MV would like to undergo training on this.</p> <p>SCR – must be up to date. Currently a priority. MV and WM meeting with Elaine. TT and DL oversee the SCR. Mille, Verity and Tamsyn have undergone training to access and update the SCR. One person per school needs to be accountable within the Federation. DL to oversee and sign both SSM and Croscombe SCR.</p> <p>Covid safety – there was an update last night, only need to be in Amber if 10% in any cohort test positive, no need to wear masks, parents back on site, Celebration Assemblies, parents on playground with no masks. Staff and visitors still need to LFT twice a week until half term then review. Communication to be sent out to parents.</p> <p>Concerns?</p> <p>Organise an 'Open Day' for parents after half term. EYFS at SSM parents were invited last term. Events can go ahead as planned, depending on number of cases.</p> <p>Extra-curricular sessions starting to come back. i.e. Composer visits, BBC Points West visit, Chinese New Year Day, Celebration Assemblies from next week.</p> <p>Staff wellbeing – WM supporting a member of staff.</p> <p>Moderation of PRSHE, English Books etc by Co-Heads and Subject Leaders. Training has been done on using a 3 week model of Implementation and Impact with monitoring. Delivery of curriculum against the plans is under constant monitoring, made a good start, lots of good practice and support for staff sharing best practice. How do children know what 'good' looks like? Teacher expectations and setting high standard at the start of the lesson, examples of good work through the lesson. Can the children say what they are learning, what have they learned already about the subject?</p> <p>Monitoring by Governors to work alongside the monitoring of Co-Heads.</p> <p>Vulnerable children funding, Covid Catch-up funding – very prescriptive measures about how money can be spent/match funding. 15 hours training needed before staff can deliver catch up sessions. Rachel Reid has been approached regarding accessing the funding. Awaiting her reply.</p> <p>SIAMs documents are up on the website. Displays within school. Staff meeting to discuss SIAMs and RE curriculum.</p> <p>Andrew March is LLE. Bernie Green (Academy CEO) is visiting to conduct learning walks next week, she will be asking Co-Heads questions then feedback. Similar to 'Mock-sted'. Staff will not be aware until just before.</p>	<p>DL</p> <p>MV/WM</p> <p>WM</p>
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	<p>2 (ii) Pupil Progress Data</p> <p>Data is presented differently due to different schemes being used. Potential for them to be consolidated to the same format? Must be useable for the teachers.</p> <p>Reading at SSM: RWInc is making a difference showing through the data for the younger years. The number of children on SEN register in year 6 is reflected in the results. Progress is good. Reading is done 3x a year.</p> <p>Maths at SSM: 6x a year. Focus on yr 1 last term, yr 2 this term. Pandemic has had an impact. Times tables were highlighted as an area needing improvement. KIRFs (Key Instant Recall Facts) being used to consolidate and secure times tables.</p> <p>Reading at Croscombe: RICs (Retrieval, Inference, Choice) and guided reading, happens daily, direct interventions with children. Links with RWInc. Team Readers – challenging texts at the end of the day. Reading is a strength.</p> <p>Maths at Croscombe: Top end of school not as good as could be. Some units were missing, to be covered and consolidated. Intervention is plugging the gaps. Making sure all staff on board.</p> <p>Structure and schemes in place are working. Power Maths. RWInc training all done and resources in place. Lowest 20% being worked with 1:1 and small groups. After playtime children go to group leaders, differentiated to their specific level. Working well within the timetable and assessment. Staffing is difficult due to lack of TA availability. To be discussed during budget meetings.</p> <p>Change the job title of KS2 TA to KS2 Tutor to encourage applications.</p> <p>2 (iii) SDP</p> <p>Are Governors happy to approve the SDP? Correct focus areas. PE is missing from the monitoring plan. To be added. Use SDP alongside monitoring. Staff have been taken through SDP in staff meeting. Succinct document. TT proposed, DL seconded.</p> <p>Is the parental version understandable? Parent Governors agreed that it was.</p> <p>2 (iv) Monitoring</p> <p>Governors to start monitoring after half term. Three visits a year per subject. Contact subject lead and Co-Heads. Ensure evidence is put into folders on Teams.</p> <p>(i) LA/Diocese (ii) Governors (iii) Ofsted - Pupil Premium and Sports premium to be added to website and circulated to Governors at next meeting.</p> <p>IDSR to be requested through the Co-Heads</p> <p>‘Strategic Direction’ folder to be created and updated</p>	<p>MV/BM</p> <p>MV/WM</p> <p>CC Clerk</p>
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3	Sub-Committee updates	<p>3. (i) Finance Committee Update: 18k deficit, surplus in other, Rachel Reid worked with Co-Heads to close this. Another deficit due to Bluebells attendance numbers. Grant being applied for. On track with budgets but tight. Draft of new budgets to be presented at next Governor meeting.</p> <p>Anomaly found with school dinner budgets.</p> <p>3. (ii) Ethos/Foundation Committee: To meet before the next meeting.</p> <p>3. (iii) Premises Committee: Access issue on Teams. Red item: tree management. BM chasing up Council regarding the fencing for Croscombe and planning. Proposal has been sent. Plan to be brought to next Governors meeting.</p> <p>3. (iv) Fundraising/PTA Governors: 40 for the Federation, proposal to be presented to next meeting for this year.</p> <p>Spending of the 40fortheFed money proposal to be sent to Governors (SSM outdoor project)</p>	<p>Finance committee</p> <p>CB, TT, JJ, CC</p> <p>PG/WM</p> <p>TR-A</p> <p>LS</p>
4	Vision, Ethos and Strategic Direction	<p>4 (i) Visions/Objectives</p> <p>Financial plan needed for the future of the Federation after 18months.</p> <p>4 (ii) LA Initiatives</p> <p>4 (iii) Diocese Update</p> <p>Both LA and Diocese have their standpoints as to the future of the schools in the County. Summaries of projections for the future. Pressure points? Funding? Direction? Viability? Academisation?</p>	NC

5	Matters Arising/AoB	<p>5 (i) Updates and Questions</p> <p>5 (ii) Governor Training – new Clerk to circulate training.</p> <p>ParentPay – last meeting it was highlighted that some Governors have not activated ParentPay accounts. MV circulated reminder letter. Governors to contact Tamsyn if any problems.</p> <p>Thank you – for gift.</p> <p>Meeting Dates to be updated and confirmed on Teams.</p>	All Clerk
	Next meeting	Monday 28 th March, 6pm, at Stoke St. Michael School	