

**Croscombe and Stoke St Michael Primary Schools Federation  
Board of Governors Meeting Minutes  
Monday 28 March 2022 , 6pm, at Stoke St Michael School**

<b>Present:</b>	
<b>Nick Cramp (Chair) (NC)</b>	<b>Local Authority Governor</b>
<b>John Johnston (JJ)</b>	<b>Foundation Governor</b>
<b>Charlotte Corbett (CC)</b>	<b>Foundation Governor</b>
<b>Tanya Tyreman (TT)</b>	<b>Foundation Governor</b>
<b>Christine Butler (CB)</b>	<b>Ex-officio Governor</b>
<b>Paul Green (PG)</b>	<b>Co-Opted Governor</b>
<b>Mel Vincent (MV)</b>	<b>Co-Headteacher</b>
<b>Bill Moore (BM)</b>	<b>Co-Headteacher</b>
<b>Lucy Stott (LS)</b>	<b>Staff Governor</b>
<b>Sallyanne Shallcross (SS)</b>	<b>Co-Opted Governor</b>
<b>Rupert Page (RP)</b>	<b>Co-opted Governor</b>
<b>Wendy Bower (WB)</b>	<b>Foundation Governor</b>
<b>Ann Hay (AH)</b>	<b>Parent Governor</b>

**In attendance: Kathryn Strik (KS) Clerk to the Governors**

	<b>TOPIC</b>	<b>ITEM</b>	<b>ACTION</b>
1	<b>Administration</b>	<p><b>1 (i) Apologies: Di Levien (DL)</b></p> <p><b>1. (ii) Notice of AOB items: None</b></p> <p><b>1. (iii) Declarations of Interests: None</b></p> <p><b>1. (iv) Membership Updates:</b> New Parent Governor Anna Hay and the new Clerk to the Governors, Kathryn Strik introduced themselves. There are now no vacancies on the Board of Governors</p> <p><b>1. (v) Minutes of the last meeting and matters arising:</b> TT proposed, JJ seconded. Minutes approved with no amendments.</p> <p><b>1 (vi) Update on Actions from last meeting:</b></p> <p>See the updated actions list attached as an appendix to the end of these minutes.</p> <p><u>New actions</u></p> <p><b>Action : KS to give WB access to the Governors GB Teams</b></p>	<b>KS</b>
2	<b>Co-Headteachers and Educational Performance</b>	<p><b>2(i) Co-Head Teacher Report</b></p> <p><u>Attendance</u> - Single biggest challenge has been a recent outbreak of Covid-19 at Stoke St Michael. The school is starting to open up again. Attendance is at 93% and the schools are trying to improve this. There are six people off with covid-19. More cases could result in a school going to Amber again.</p> <p>At Stoke St Michael attendance dropped very significantly due to an Omicron outbreak over the last three weeks, with all of the staff ill and 60% of the children.. The slowed the delivery of the curriculum and full days of learning are</p>	

Signed

Date

being used to help the children catch up on subjects. Using PowerMaths has put pupils ahead in Maths so some of the Maths time is being used to teach other subjects.

**Covid** - A governor asked **if there is a concern that with Lateral Flow Tests (LFT) not being free after 1<sup>st</sup> April there will be positive cases that are not being picked up.** There is more concern over the lack of attendance. The government says that children should go to school if they are well enough to attend. i.e. that Covid is no longer a worry.

The co-heads were asked if there were enough LFT kits for teaching staff? Enough for a couple of months. It is a problem if a teacher is ill with covid. Dealing with a further outbreak (should it happen) would not be an insurmountable problem having learnt from the recent experience,

**How did the school provide cover for sick colleagues? Did the Teaching Assistants (TAs) cover?** The TAs were also badly affected by Covid-19 so the classes were collapsed e.g. combining KS1 and KS2 pupils in one classroom. The schools did not have close. This can be applied to Croscombe should the same situation arise.

**Safeguarding** - BM outlined a serious safeguarding concern. This is recorded as a confidential minute. The Safeguarding audit is up to date.

#### Well-being of Pupils

There is still some anxiety over the pandemic. Some children lost so much schooling. The PSHE Jigsaw program is being used to help the children speak to about their anxieties often with the Emotional Literacy Support Assistant (ELSA) who works with both schools. Children often find the ELSA more approachable than their class teacher. The ELSA then feeds back any concerns to the head teacher.

The planned visit from the Therapy Dog did not happen as the dog had earache. The Art and Science Weeks went ahead. A painter and Pioneer Priest in the Arts in the Church of England helped with the KS1 curriculum that was looking at Jewish art music and festivals. It was a fun experience for the whole school

After the children performed on TV, Years 5 & 6 were invited to Downside school to take part in concerts. They learnt a challenging piece of choral music, a song for the Queen's 1977 silver jubilee and plain chant. George Bevan music teacher at Downside school also talked about the church. The schools have close ties with the private school, especially for languages and sports. Such ties help to enrich the curriculum and provide memorable learning for the children.

#### Well-being of Staff

The School Development Plan (SDP) and new performance management process were shared with the staff. All the teachers have an area of the SDP to focus on. SDP priorities have been cut down to smaller chunks with shorter deadlines to enable teachers to focus. There was a mixed response to the new performance management with some positive and others less happy. Everyone knows what to expect and the recent SIP report reflects this. The recent Covid-19 outbreak pushed this back but it has been launched and there has been some improvement in books. There has been some positive feedback and the staff know the SDP and it has had a good response.

A governor asked **if the co-head teachers felt they were being supported.** Both are very tired and sometimes emotional. The Local Authority (LA)

	<p>struggles to provide new head teachers . TT has helped with the performance management and RR with the financial side.</p> <p><u>SIAMS</u> The self-reflection form is in progress.</p> <p><u>Staff Training</u> in ReadWriteInc (RWI) is ongoing. Teachers and TAs that were off sick used some of the time to do training and to tailor what they were teaching. The TAs and the teachers were training together and this has resulted in more rigorous phonics and this is showing as an improvement in the data. RWI is a faster program than the one used previously and Year 2 children are moving ahead. There is lots more training in RWI to do e.g. the new TA in Bluebells. This has been included in the budget for another year.</p> <p>The headteachers can become trainers . Even with RWI it will take years to achieve in -depth skills and for the training to become embedded in everyday teaching. It is a continuous learning process.</p> <p>It is the final year of the Maths Hub. Staff are doing lots of on-line training and the head teachers are covering.</p> <p>A governor wanted to know where the head teachers see the progress. There is a RWI assessment folder which CC and SS have also seen.</p> <p>The Maths subject leader at Croscombe has documented all the training and who has done what.</p> <p>When sending information to the teachers about subjects the headteachers are asked to copy in the governors.</p> <p>The Leadership, Monitoring and Responsibilities document for the governors will be updated to include the new governors</p> <p><b>Action: KS to find and update the governors Leadership, Monitoring and Responsibilities document</b></p> <p><b>2 (ii) Pupil Progress Data</b></p> <p>The Maths data analysis for both schools was circulated in advance of the meeting.</p> <p><u>Maths</u> PowerMaths can give a problem, if not all the units are taught then the test at the end does not work. Year 5 are slipping across both schools. This was the same with the transition from KS1 to KS2. This could be due to the coronavirus but Year 6 are happy.</p> <p>Standard Assessment Tasks (SAT), for Year 6 are due in May. SATs have not been used for the last two years, the results for this year's SATs will not be made public and there will be no league tables.</p> <p><b>Action: BM and MV to talk to RP about the plan for Maths and to ensure that there are extra resources for Maths.</b></p> <p>There will be a reading test next week.</p> <p>The main concern is Writing and this was being addressed to drive the standards up but then it dropped back to the standard seen at the beginning of the year. RWI does not support writing in Year 2 and beyond, so it is about getting a good balance between Reading and Writing.</p> <p><b>Are RWI and Reading for Writing covering all that is needed?</b> Yes, If you know the English Grammar from the English National Curriculum for Reading</p>	<p>KS</p> <p>BM, MV, RP</p>
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	<p>and Writing. There are three parts that teachers need to know for their performance management.</p> <p>Covid-19 outbreak interrupted the monitoring so there needs to be a push for governors to see the evidence.</p> <p>Key instant Recall Facts (KIRF) provides the repetition for Maths that is extra to PowerMaths and there is evidence that there is progress through all the Year groups. It enables the quicker participation in lessons by reviewing the previous lesson then building on it. PowerMaths is better at where the child is and the objectives to set.</p> <p><b>2(iii) School Development Plan</b></p> <p>There has been less reporting over the last year. An experienced head teacher of a local Academy Trust was asked to give feedback in a report. It is an internal unofficial report but it does provide feedback in a similar manner to that Ofsted might do. It was a learning process for the co-heads and the report did not contain anything that the co-heads were not already aware of. This report was shared with governors.</p> <p>Years 1 &amp; 2 at SSM and R/Y1/Y2 at Croscombe are both mentioned as being a concern and the co-heads reported that that this had also been flagged up at the performance reviews. The R/Y1/Y2 class in Croscombe is a large class and this is not easy for the teacher.</p> <p>It is not certain what support Somerset County Council will be able to supply in the future. The co-heads could do a similar exercise in future.</p> <p><b>2(iv) Monitoring</b></p> <p><b>(iii) Ofsted</b> A governor asked <b>if the staff are fine with another similar visit to provide feedback.</b> It will need to be done as there is not time to do a rehearsal for Ofsted.</p> <p><b>How is the leadership managing to prepare staff for Ofsted without appearing to set them up for an Ofsted inspection?</b> There have been conversations about the how important the timetable is and how to catch up on foundation subjects. The feedback visit also highlighted the need for the teacher to inform the head teacher if they are not following the teaching timetable e.g. to do catch-up lessons.</p> <p><b>Do the teachers understand what happens during an Ofsted visit to give their best?</b> The report highlighted who did and did not. Governors acknowledged that it is good to know the limitations and weaknesses.</p> <p><b>Do the co-heads need help preparing the staff for Ofsted?</b> SS offered to help with the preparation for a visit?</p> <p><b>Action: SA to liaise with BM and MV re Ofsted preparation.</b></p> <p>Governors need to be aware of what to monitor and to do more monitoring visits.</p> <p>A new folder called <i>Strategic direction</i> will created in the Governors Team into which will be put information about Ofsted inspections. New governors are not expected to be interviewed by the Ofsted inspectors.</p> <p><b>Action: Governors to talk to TT about monitoring</b></p> <p><b>(iv) SIAMS</b></p>	<p>SA, MV, BM</p> <p>ALL</p>
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3	<b>Sub-Committee updates</b>	<p><b>3.(i) Finance Committee Update:</b> The predicted £43k deficit is reduced to £18k. Rachel Reid is working with the Co-Heads to reduce this further and close the budget. There is sufficient in the budget to fund the curriculum and SDP priorities. The before and after school provision has been suspended as it was too costly to run. It costs approx. £9k per annum but only earns approx. £2k. It is not viable with the current numbers.</p> <p>The co-heads are currently looking at reducing the hours of the admin staff and different scenarios for the classes in Sept. Currently there are 4 classes at SSM and 3 at Croscombe. Ideally want 8 classes i.e. an Early Years class for Croscombe too.</p> <p>The options will be presented in detail at the next Finance committee on 11 May. The budget will then be submitted for FGB approval on 16 May.</p> <p>Schools across Somerset have similar problems as funds allocated have not yet been confirmed . The budget does not include any money that may be received from the Glastonbury festival, as this is uncertain.</p> <p>The finance committee will continue to work to produce a budget that balances. The predicted drop in the number of children in the next few years will start to give problems over the next 18 months. If an Early Career Teacher (ECT) (newly qualified) is recruited the school will have to commit to taking them on for two years.</p> <p><b>3. (ii) Ethos/Foundation Committee:</b> To meet before the next FGB meeting.</p> <p><b>3. (iii) Premises Committee:</b></p> <p>The recent Fire Audit in Croscombe highlighted actions that will require to be done. These will be costed and added to the budget. E.g. the staff room door is not up to standard even though it is fairly new.</p> <p>The Living Wall to cut down noise, visibility and pollution at Croscombe school. A quote has been received for £2500 and another is expected from Shepton Mallet Landscapes. These are well within the budget allowed for this project. A governor asked <b>if this to be a long term fix</b> and was assured that it is. As well as reducing the noise and pollution the living wall should reduce the visibility of the children and so contribute to safeguarding.</p> <p>Funding is coming from the playground fund and other funding. Planning were concerned that it should blend in with the surrounding environment. The planning officer agreed it should not be a problem.</p>	

		<p><b>Did the school check with the closest neighbours?</b> The school consulted the people in the nearby bungalow, , village residents, the parish council, Mendip District Council (MDC) and the PCC.</p> <p><b>Is the work on course to be completed in the summer?</b> The work will take 3 days though there is a 6 week lead time and the cost of materials is rising so the work needs to be done soon.</p> <p>Stoke St Michael Wilding and Food Forest Project. Paul met with Simon Clarke to get a quote. It was confirmed that they had been informed. It was agreed that the project should go ahead as the idea is well documented and the funding is available. Governors gave approval to choose the best of the quotes and proceed with work Proposed TT Seconded CB</p> <p><b>3. (iv) Fundraising/PTA Governors:</b> In September there is to be a walk to raise funds for a Mental Health Charity. There is a choice of two walks 13 and 26 miles that start from Stoke St Michael school. Governors were encouraged to participate or to man the check-points.</p> <p>Stoke PTA are hosting an Easter Disco with Crazy Pete on Friday 1st April, 6pm - 8pm. The Stoke PTA are planning to get together 2 or 3 times per annum.</p>	<b>Decision</b>
4	<p><b>Vision, Ethos and Strategic Direction</b></p>	<p><b>4 (i) Visions/Objectives</b></p> <p>A government white paper published just before this meeting contains some firm commitments some recommendations and some hopes of the government for education and schools.</p> <p>There is an aim to move all schools into Multi Academy Trusts (MATs) by 2030. It is not yet known if this is a statutory requirement for schools. The government is also looking to allow Local Authorities to create MATS for schools to join.</p> <p><b>4 (ii) LA Initiatives</b></p> <p>The LA initiatives for MATs is likely to take some time to create MATs as they are in the process of unifying the district councils. The results of the LA Patchwork Partnership initiative are expected mid-term.</p> <p><b>4 (iii) Diocese Update</b></p> <p>Claire Hudson of the Bath &amp; Wells diocese will give the viewpoint of the diocese at the next Meeting (16 May).</p> <p>It was agreed that the Federation schools must</p> <ul style="list-style-type: none"> <li>• Must drive up the learning standards</li> <li>• Stay within the budget</li> <li>• Obtain two Good Ofsted inspections</li> </ul> <p>BM and MV will continue to talk to other headteachers of schools in the county.</p>	



No.	Date	Updated Actions from FGB meeting January 2022	Status
8	31.01.22	Pupil Premium and Sports premium to be added to website and circulated to Governors at next meeting. <b>MV to check Sports Premium</b>	MV/WM Ongoing
9	31.01.22	IDSr to be requested through the Co-Heads	CC Ongoing
10	31.01.22	'Strategic Direction' folder to be created and updated	Clerk Ongoing
11	31.01.22	Draft of new budgets to be presented at next Governor meeting.	Finance committee Ongoing
12	31.01.22	Ethos/Foundation Committee: To meet before the next meeting.	CB, TT, JJ, CC Ongoing
13	31.01.22	BM chasing up Council regarding the fencing for Croscombe and planning. Proposal has been sent. Plan to be brought to next Governors meeting	PG/WM Complete
14	31.01.22	Fundraising/PTA Governors: 40 for the Federation, proposal to be presented to next meeting for this year A Mental Health Charity to be involved	TR-A Ongoing
15	31.01.22	Spending of the 40fortheFed money proposal to be sent to Governors (SSM outdoor project)	LS <b>On the agenda</b>
16	31.01.22	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?	NC <b>On the agenda</b>
17	31.01.22	Some Governors have not activated ParentPay accounts. MV circulated reminder letter. Governors to contact Tamsyn if any problems. New governors to activate accounts	All
18	31.01.22	Meeting Dates to be updated and confirmed on Teams.	Clerk Ongoing