

**Croscombe and Stoke St Michael Primary Schools Federation
Board of Governors Meeting Minutes
Monday 17 October 2022 , 6pm, at Stoke St Michael School**

Present:	
Nick Cramp (Chair) (NC)	Local Authority Governor
John Johnston (JJ)	Foundation Governor
Charlotte Corbett (CC)	Foundation Governor
Christine Butler (CB)	Ex-officio Foundation Governor
Mel Vincent (MV)	Co-Headteacher
Bill Moore (BM)	Co-Headteacher
Lucy Stott (LS)	Staff Governor
Sallyanne Shallcross (SS)	Co-Opted Governor
Wendy Bower (WB)	Foundation Governor
Anna Hay (AH)	Parent Governor

In attendance: Louise Jenkins (Prospective Co-opted Governor) and Kathryn Strik (KS) Clerk to the Governors

	TOPIC	ITEM	ACTION/ Decision
1	Administration	<p>1 (i) Apologies: received and accepted from Tanya Tyreman (TT) Foundation Governor and Di Levien (DL) Co-opted Governor</p> <p>1. (ii) Notice of AOB items: Funding for Ukrainian pupils. This will be picked up in an agenda item 2 (i).</p> <p>1. (iii) Declarations of Interests: None</p> <p>1. (iv) Membership Updates: Louise Jenkins appointment as a co-opted governor was confirmed. There is a vacancy for a Parent Governor and a co-opted governor on the Board of Governors.</p> <p>1. (v) Minutes of the last meeting and matters arising: JJ proposed, WB seconded. Minutes approved with no amendments.</p> <p>1 (vi) Update on Actions from last meeting: See the updated actions list attached as an appendix to the end of these minutes.</p>	Decision
2	Co-Headteachers and Educational Performance	<p>2(i) Co-Head Teachers Report</p> <p>The co-head teachers report was circulated in advance of this meeting and are attached. These minutes record additional comments and questions only.</p> <p><u>Attendance</u> - The aim is to achieve the National target of 96%. Graded letters have been sent to some families to try to encourage better attendance. Co-heads were disappointed as attendance did not improve much after the letters. No requests for penalties have been sent yet as the school needs to provide support to families via the Parent Family Support Adviser (PFSA) first. Ten sessions of Unauthorised absences (i.e. ten morning or afternoon sessions) will trigger a request to send out a penalty notice but only after the Team around school meetings have failed. The co-heads have a plan and strategy to follow to try to improve attendance.</p>	

Signed

Date

	<p>A governor asked about feedback from the parents to the letters. Some were surprised that the attendance target was so high (96%). The two schools had reactions to the letters. Crocombe parents appeared to take more notice than those in Stoke St Michael.</p> <p>A governor asked if the graded letters were based on historical attendance records or this term. The letter only applies to unauthorised absences since Sept 2022.</p> <p>LJ was appointed the Attendance governor.</p> <p>Action: KS to update the governors' responsibilities & roles etc</p> <p>Has there been any communication with parents about taking holidays in school term due to financial hardship. Could the co-heads authorise absence for this? The co-heads are not authorised to assess family's finances to make exceptions and must follow the county procedures.</p> <p><u>Safeguarding</u> – More staff are being trained as Safeguarding Leads to replace two staff that left. The new SENCo has safeguarding lead experience.</p> <p><u>Covid</u> - One staff member continues to be vulnerable to covid after a recent booster vaccination. Two families have reported children with covid-19. The children are attending school/nursery and staff have expressed concerns about doing intimate care with infected children. The national guidelines advise that children that have tested positive stay home for three days but can attend school if well enough.</p> <p><u>Well-being of Pupils</u> – Most of the children are thriving. Three families have issues that are impacting on the children. The increase in the cost of living does not appear to have had much impact yet.</p> <p>The SENCo is planning to do a 2 hour training session for staff in January looking at the trauma as a result of covid and how to spot patterns of behaviour. There is still some stress in the community about coronavirus. The SENCO will give a report to governors at the next FGB meeting in December.</p> <p><u>Ukrainian children</u> – The government funding for Ukrainian children has been received by Somerset County who will allocate the funding to schools. The government funding for the first tranche is £6500 per child and for the second tranche £5500 per child. The schools can now apply for the funding from County.</p> <p>The 6-month housing agreement for Ukrainian families expires soon and one family may need to be re-housed. A second family is re-locating to Shepton Mallet.</p> <p>Svetlana the Ukrainian teaching assistant, is currently working part-time at Stoke St Michael (14 hrs/wk.) and will spend some time in Crocombe after half term. The intention is to extend Svetlana's hours to 28 hours per week with 14 hours in both Stoke St Michael and Crocombe after Christmas. This may be two and a half days in each school per week. Funding is available for this.</p> <p><u>Funding</u></p> <p>5 x £6.5K 6 x £5.5K</p>	<p>Decision</p> <p>KS</p>
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	<p>Some of the Ukrainian funding will be used to provide free school uniforms, school meals, transport, food and wraparound care as for pupil premium children. The funding will also supply dual language books.</p> <p>Action: Co-heads to provide an update on the plan to use the Ukrainian funding to the FGB meeting in December</p> <p>The Ukrainian funding is available until April 2023 after which the children will be funded as normal.</p> <p><u>SDP Priorities 1, 2 & 3</u> - The updated RAG rated SDP was circulated in advance of the meeting.</p> <p>The co-heads were asked if they were happy with the progress. Yes, as work on the priority's has speeded up. Support from subject leaders and senior staff is helping.</p> <p>There were no further questions or comments from governors.</p> <p>Action: ALL governors to provide MV and WM with feedback on the SDP prior to the next FGB meeting</p> <p><u>School Improvement</u></p> <p>The visit by the CEO and executive head of Wessex Trust was very positive with a plan for their staff to help the federation with ideas for improvements to put in place.</p> <p>What type of help is the Trust offering? Help with the co-heads doing lesson observations after half term and a foundation subject tracker.</p> <p><u>Read Write Inc (RWInc) Development Days</u></p> <p>Teachers and TAs had a chance to talk with the specialists and have lots of ideas for their plans for next term. Also MV has set out pathways for training for individual staff. This was delayed from last year.</p> <p>The co-heads were asked about the impact of RWInc. Two governors on a monitoring visit, noticed that there is a more confident delivery of the RWInc by staff. The data shows that the children are ahead with sounds knowledge but need to focus more on speedy reading which will improve fluency.</p> <p>Action: MV and WM to share information on the impact of RWInc with governors</p> <p><u>Progress and attainment</u></p> <p>The governors agreed that the results were good but difficult to interpret.</p> <p>Asked if they were happy with the results, the co-heads agreed that they were. The Croscombe children affected by covid were close to progressing to the next level of education.</p> <p>At Stoke St Michael, the KS1 Phonics was very good and the moderation of the assessments went well.</p> <p>KS2 writing was outstanding including children with Special Educational Needs (SEN). Maths was not so good but there were reasons for this.</p> <p>A governor asked when the governors can expect to see the predictions for this year for July 2023. This will be after the full assessment is complete at the end of Autumn term 2.</p>	<p>Action: MV, WM</p> <p>Action: ALL</p> <p>Action: MV, WM</p>
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	<p>It is difficult to compare progress for Maths with last year until the new Maths system has been in place a full year.</p> <p>Governors need to see the progress for teaching and the children that receive support.</p> <p>The Formative tracking system for RWInc for younger children is a spreadsheet. For older children, a different system is used for reading and comprehension. Other data collections systems are used for other subjects. It was suggested that the co-heads could ask Wessex Trust about their data collection system.</p> <p><u>SIAMs</u> - The Ethos committee met last week.</p> <p><u>Recruiting Pupils</u> - Three new candidates are being recruited.</p> <p>The Croscombe Open Day did not result in any new children.</p> <p>The Stoke St Michael Open Day is Thursday 20 October and there are flyers to disseminate. It was suggested that Community groups may help with flyers and a notice can be put on social media.</p> <p>One of the reasons given for pupils leaving was the provision of wraparound care was not well known and there was none at Croscombe. The advert for the new TA for Conkers would include hours for wraparound care. It was suggested that the After School Clubs (ASC) need to offer a range of activities. At Stoke the children do a different activity each day.</p> <p>A governor asked if the ASC for Croscombe would run until 5pm and when would it start. It will begin after Christmas and run until 5pm.</p> <p>The Marketing & Promotions workgroup will look at ways of raising the profile of the wraparound care in the community and the benefits of smaller class sizes. This will include the use of social media, though due to the smaller admin team this may be difficult. DL has contacts at the Roundabout magazine that may help.</p> <p>Action : LS to talk to MV about using social media to advertise wraparound care</p> <p>Action: LS to arrange a date & time for the first Marketing & Promotion workgroup meeting</p> <p><u>Premises and Health & Safety</u> - This item is carried forward.</p> <p><u>IT migration</u> - All of the governors' teams folders with the exception of the Ethos committee were converted to the new email accounts. A (new) Team for the Ethos committee has been created as a temporary measure. TT has saved copies of old Ethos committee documents that she will upload.</p> <p>Action: MV to ask IT if it is possible to convert over the old Ethos committee Team</p> <p><u>40 for the Federation</u> – Parents would like to know what the money is used for.</p> <p>Action : CC to circulate a list of what items the 40 for the federation money has been spent on and what is planned to be spent on in future.</p> <p>2 (ii) Pupil Progress Data - This item was covered earlier.</p> <p>2 (iii) SDP - This item was covered earlier.</p> <p>2(iv) Monitoring</p>	<p>Action: LS, MV</p> <p>Action: LS</p> <p>Action: MV</p> <p>Action: CC</p>
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		<p>(i) LA and Diocese</p> <p>Wessex trust visited and are putting together a plan to help with observations. See item 2(i) School Improvement above.</p> <p>The diocese is not currently involved in monitoring or providing support.</p> <p>(ii) Governors</p> <p>Maths – Louise Jenkins takes over monitoring Maths from AH</p> <p>If governors do not get a response from their subject leaders, they should contact MV or WM.</p> <p>Action: An updated list of subject leaders and subject governors to be circulated</p> <p>Monitoring visits of subjects will be conducted during the second half of each of the Autumn, Spring and Summer terms. The focus of the visits is taken from the School Development Plan (SDP). TT will collate all governors monitoring visits reports.</p> <p>Action: ALL governors to send completed monitoring visit reports to TT to collate</p> <p>(iii) Ofsted</p> <p>The Ofsted Crib sheet to be completed and circulated.</p> <p>The minutes of the last two Governors’ meetings to be uploaded to the Strategic Direction & Ofsted Team. Also the new SDP and Single Central Record (SCR) checks.</p> <p>Action: The Strategic Direction folder to include the information useful for OFSTED</p> <p>(iv) <u>SIAMS</u> - Nothing to report.</p> <p>2 (v) Training & Development - This item is carried forward.</p> <p>2 (vi) Policies</p> <p>Attendance Policy – There is a delay between the register closing at 9:10am and the arrival after 9:20am being registered as Unauthorised absence but no such delay in the afternoon i.e. the register closes at 1:30pm and the unauthorised absence is recorded at 1:30pm. Why the difference? The children do not go off-site during the lunch-time period. When the register is closed on SIMS the Admin team record any lateness.</p> <p>The following policies /documents were approved for use.</p> <ol style="list-style-type: none"> 1. Attendance policy 2. Whistleblowing policy 3. Safeguarding Policy (includes Sept 2022 changes to KCSiE) 4. Code of Conduct (for Staff and visiting governors) 5. Offsite visits and Activities Policy <p>The following documents are carried forward to the next FGB meeting.</p> <ol style="list-style-type: none"> 1. Behaviour policy – needs final editing 2. Pay Policy – to add pay awards when agreed. 3. School Uniform Policy – to include latest guidance on availability and affordability of uniforms) 	<p>Action:KS</p> <p>Action: ALL</p> <p>Action: KS</p> <p>Decision</p>
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3	Sub-Committee updates	<p>3.(i) Finance Committee Update:</p> <p>The Finance committee had an interim meeting on 13 October. The month 6 Financial report will be considered at the next meeting on 17 November with the new Senior Finance Officer (SFO), Emma Adams taking the governors through the report.</p> <p>The Pay committee will meet by 31 October and make their recommendations to the Finance committee. The Finance committee have approved the money for performance increases provided there are sufficient funds in the budget.</p> <p>3. (ii) Ethos/Foundation Committee:</p> <p>The Ethos committee looked at the SIAMs report and may use some of the 40 for Federation money for resources.</p> <p>3 (iii) Premises Committee</p> <p>This item is carried forward.</p> <p>3(iv) Fund-raising workgroup</p> <p>KS asked a fund-raising governor at another school if she would talk to federation governors about the best way to apply for grants and she has agreed.</p> <p>The workgroup has not met yet and will elect a chair when they do.</p> <p>3(v) Marketing & Promotion workgroup</p> <p>The first meeting to be arranged and the chair elected.</p> <p>3(vi) PTA Link workgroup</p> <p>A meeting is booked for 18 October. They will seek feedback from parents and publish actions in the newsletter and on social media.</p>	
4	Vision, Ethos and Strategic Direction	<p>4 (i) Visions/Objectives</p> <p>Nothing to report.</p> <p>4 (ii) LA Initiatives</p> <p>The LA proposal for the Patchwork Partnership now called the Core Offer will be presented in November. It is still uncertain whether the Local Authority will be able to set up their own Multi-Academy Trust (MAT).</p> <p>4 (iii) Diocese Update</p> <p>Nothing to report.</p> <p>4 (iv) Academisation</p> <p>Nothing to report.</p>	

5	Matters Arising/AOB	<p>5 (i) Updates and Questions</p> <p>The clerk's briefing notes were circulated in advance. There were no questions or comments. Governors should take notice of anything pertinent to their roles and responsibilities.</p> <p>5 (ii) Governor Training</p> <p>AH to do course on Monitoring for governors</p> <p>JJ to attend a diocesan course on Choosing your MAT on 18 October.</p> <p>Much of the training offered by the diocese is free. Governors are encouraged to take advantage of any courses that are advantageous.</p> <p>The training brochures for the LA and diocese are in the FGB-Governors Team in the Governor Training folder.</p> <p>A.O.B. Ukrainian funding This was answered in item 2 (i).</p>	
	Next meetings	<p>Meeting dates for this term</p> <p>Finance Thursday 17 November – time tbc</p> <p>FGB Monday 12th December at 6pm at Croscombe</p> <p style="text-align: right;"><i>The meeting closed at 7:56pm</i></p>	

Appendix 1 - Updated actions

No.	Date	Actions from FGB meeting	Status
1.	31.01.22	Pupil Premium and Sports premium to be added to website and circulated to Governors at next meeting. MV to check Sports Premium EM could help to go through old budgets To do an interim report as a priority.	MV/WM Ongoing
2.	28.03.22	All governors to report to Elaine or Tamsyn that they have read the 2022 version of KCSIE. (if they have not already done so) KS to check.	ALL governors Ongoing KS
3.	17.05.22	NC, MV, BM to put together a plan to advertise for a premises governor.	NC, MV, BM
4.	17.05.22	KS to ask fund-raising governor at another school if she will talk to federation governors about the best way to apply for grants	COMPLETE
5.	04.07.22	Ethos Committee to meet and discuss the RE curriculum for the Federation going forward	COMPLETE
6.	04.07.22	Co-Heads to apply RAG rating to the SDP for September	COMPLETE
7.	04.07.22	Whistleblowing policy to be updated and discussed with staff	COMPLETE
8.	04.07.22	Add Academisation as a standing agenda item	COMPLETE
9.	20.9.22	Committees and workgroups to decide on chairs and inform clerk	Ongoing
10	20.9.22	ALL governors to contact clerk to arrange training if taking up new responsibilities	COMPLETE
11	20.9.22	KS,MV & WM to meet to decide on the policy review timetable.	COMPLETE

No.	Date	Actions from FGB meeting	Status
12	20.9.22	NC to talk to AH about monitoring Maths	COMPLETE