

**Croscombe and Stoke St Michael Primary Schools Federation**  
**Board of Governors Meeting Minutes**  
Monday 20 September 2022 at 6pm at [Croscombe](#)

<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>Lucy Stott (LS)</b>	<b>Staff Governor</b>
<b>Sallyanne Shallcross (SS)</b>	<b>Co-opted Governor</b>
<b>Tanya Tyreman</b>	<b>Foundation Governor</b>
<b>Anna Hay (AH)</b>	<b>Parent Governor</b>
<b>Louise Jenkins (LJ)</b>	<b>Foundation Governor</b>
<b>Bob Simpson (BS)</b>	<b>Co-opted Governor</b>
<b>Chris Partridge (CP)</b>	<b>Executive Head teacher</b>

*The meeting started at 6:03pm*

	TOPIC	ITEM	ACTION
1	<b>Apologies and Resignations</b>	<p><b>1 a) Apologies:</b> None</p> <p><b>1 b) Resignation:</b> Christine Butler has moved to a parish in Chipping Sodbury. The diocese has not yet appointed a replacement.</p> <p><b>1 c) Guest:</b> Kevin Oatley a prospective parent governor, Kevin has two children attending Croscombe school. His family have had close links with the school going back several generations and he has recently worked on improvements to the school building.</p> <p>The priorities for this evening's meeting were a) assigning governors to committees and responsibilities, b) defining the school's objectives regarding academisation and c) an update on the school from the head teacher.</p>	
2	<b>Statutory requirements for the start of the new school year</b>	<p><b>2(a) Election of Chair, Vice Chair, Link Governors and Sub-Committee Members</b></p> <p><b>Chair of Governors</b> – NC was nominated by BS and seconded by TT. <b>NC</b> agreed to serve as Chair for this academic year. There were no volunteers to undertake training for chairs to ensure succession.</p> <p><b>Vice Chair of Governors</b> – JJ agreed to serve for one more year with a second governor to undertake the vice-chair training and to succeed him in the future.</p> <p><b>Governor vacancies.</b> - There are currently 3 vacancies one parent governor one foundation governor and one Co- opted governor. The size and constitution of the governing body will remain the same for the year 2023- 2024.</p> <p><b>Safeguarding Governor</b> - SS and AH (shadow).  <b>SEN Governor</b> - SS and AH (shadow).  <b>Health &amp; Safety Governor</b> - BS</p>	

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	<p><b>Achievement and Assessment Governor – SS</b>  <b>PTA and Community Link Governor – CC, LS &amp; AH</b>  <b>Website Compliance Governor - TT</b>  <b>GDPR, On-line safety &amp; Cybersecurity - LJ</b></p> <p><b>2(b) Election of Sub Committee and Workgroup Members</b></p> <p><b>Finance Committee - CP, NC, TT, BS</b>  <b>Admissions Committee – CP, TT (Crocombe)</b>  <b>Ethos committee – LJ, TT, JJ, CC, CP</b>  <b>Pay Committee – CP, JJ, TT</b>  <b>OFSTED Core Group - NC, CC, CP</b>  <b>Fundraising Group – LS, CC</b>  <b>Marketing &amp; Promotion Group – Disbanded</b></p> <p>A complete listing of all committee members, roles and responsibilities is in Appendix A.</p> <p><b>Action: ALL governors to contact clerk to arrange training if required.</b></p> <p><b>2(c) Governors Standing orders</b> the role of the clerk was updated to include the update of GIAS for both schools. Approved.</p> <p><b>2(d) Governors Code of Conduct</b> There were no updates. Approved.</p> <p><b>2(e) Terms of Reference</b> The following Terms of Reference were reviewed.</p> <ul style="list-style-type: none"> <li>i. Admissions committee <b>Approved.</b></li> <li>ii. Finance (Premises) committee. <b>Approved</b></li> <li>iii. Pay Committee <b>Approved.</b></li> <li>iv. Ethos committee (names of individual governors to be removed) <b>Approved subject to amendment.</b></li> </ul> <p><b>2(f) Governors’ Allowances and Expenses Policy</b> It was agreed that when necessary an allowance may be paid to a governor at the discretion of the chair of governors to cover child care to enable a governor to attend a meeting/course. <b>Approved.</b></p> <p><b>2(g) Declaration of Interests –</b> All governors completed a “declaration of interests” form.</p> <p><b>2(h) Minutes of the last meeting</b> The minutes of the FGB meeting 6 July 2023 were approved without amendment.</p>	<p><b>ALL</b></p> <p><b>Decision</b></p> <p><b>Decision</b></p> <p><b>Decision</b></p> <p><b>Decision</b></p> <p><b>Decision</b></p>

3	TOPIC	ITEM	ACTION
	Self-review of FGB	<p><b>Results of the self-evaluation forms completed by governors.</b> The survey highlighted several areas of concern.</p> <p><b>11. Strategy</b></p> <p><i>Our board focuses on the school improvement plan; there is too much uncertainty to look further ahead than this.</i> This has changed as a result of the recent Ofsted at Stoke St. Michael and will change as the board looks into joining a Multi-Academy Trust.</p> <p><b>12. Employer responsibilities</b></p> <p><i>Our board relies on the headteacher to keep us informed about staff wellbeing and development; we trust them to inform us of any issues.</i> New plans are being drawn up to improve the monitoring done by governors.</p> <p><b>18. Evaluation of individual contributions</b></p> <p><i>Our chair and vice chair do not perceive a need to undertake appraisal or are too busy.</i></p> <p><b>20. Evaluation of impact</b></p> <p><i>Our pupils' outcomes are not improving as much as we would like, and our school's current budget position needs to be more secure.</i> Chris Partridge was appointed interim headteacher for 12 months to improve the curriculum, improve the children's results and prepare for an Ofsted inspection at Croscombe. Staff are receiving training and support. Governors are encouraged to ask the staff what has changed and how they feel about the changes.</p> <p>Work has started on improving the premises at both schools and creating "a space fit for learning".</p> <p><b>A governor asked about feedback from staff and parents on the changes made so far.</b> This Stoke Saint Michael feedback is all good so far. At Croscombe the teachers are happier and more engaged. Staff at both schools are more confident. The schools are less cluttered and there has been good feedback from the Parent Teachers Association (PTA) at Stoke St. Michael. The chair of governors has not received any negative emails from parents recently.</p> <p><b>A governor asked about filling the vacancy for a teaching assistant.</b> The head teacher is still trying to find the right person for the vacant post. The governors were invited to look around both schools to see the changes for themselves.</p>	
4	2022-23 Objectives	<p>1) To obtain a good OFSTED Report at Croscombe and Stoke St. Michael.</p> <p>2) To raise the standards of education at both schools.</p> <p>The main message from the self-evaluation exercise was that governors need to have more of a presence in the schools and a better understanding of how to measure the impact of their decisions.</p> <p><b>A governor expressed concern that arranging to visit a class was difficult as arranged meetings with teachers were often cancelled resulting in fewer than expected visits being made.</b></p>	

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		CP to prepare a governor monitoring policy for the governors to review at the next board meeting in October. This will set out the way in which governors will approach monitoring in the schools and include liaising with the teaching staff. Each governor will be linked to a particular class teacher.	
5	<b>Policies</b>	<p><b>Safeguarding Policy</b> – All governors are asked to read the new safeguarding policy and update the system my concern to confirm that they have read the document. There are four safeguarding documents to read.</p> <p><b>Action: ALL governors should read the safeguarding documents and confirm they have read them.</b></p> <p>New <b>safeguarding posters</b> have been provided for both schools.</p> <p><b>Staff handbook.</b> This is a large working document, and anyone may open the link update the details for example the names of governors on the board.</p> <p><b>Health and safety policy.</b> The business continuity plan (BCP) is in the process of being updated. BS and this school secretary working out the content so that it is fit for purpose.</p> <p><b>Action. KS to put health and safety policy on the agenda for November FGB meeting.</b></p> <p>It was noted that they can sometimes appear to be a crossover between the health and safety and safeguarding policies as the same language tends to be used in both and this can be confusing.</p> <p><b>Action. CP to talk to staff about their understanding of health and safety.</b></p> <p><b>Action. CP and BS to talk to the senior leadership team for their suggestions for the BCP.</b></p> <p>The policy review schedule is updated after each FGB meeting with the last review dates of all policies a copy of the approved policy / document sent to the school office.. A plan will be produced for each half term throughout the year to ensure that all the <b>statutory</b> policies will be reviewed regularly to ensure compliance. The RAG-rated spreadsheet will be used to track progress.</p> <p>Policies that are deemed “statutory” by the local authority or diocese will be marked as “mandatory” to distinguish them from the statutory policies that are required by law. To be compliant the governors are only required to review and approve statutory policies. Non statutory policies are delegated and are the responsibility of the head teacher as they are operational. It is not necessary for governing body to review and approve non statutory policies, but governors may ask to see them at any time.</p>	<p><b>ALL</b></p> <p><b>KS</b></p> <p><b>CP</b> <b>CP, BS</b></p>
6	<b>OFSTED &amp; SDP</b>	<p>a) The priority for this autumn term is an <b>OFSTED inspection</b> at Croscombe. A follow-up inspection is anticipated at Stoke St. Michael within six to nine months.</p> <p>CP has prepared notes for the governors on preparing for an Ofsted inspection and Governors should first look at this and the monitoring and governors’ visits policy before visiting the school.</p> <p><b>b) CP talked the governors through the 5 priorities in the School Development Plan (SDP).</b></p> <ol style="list-style-type: none"> <li>1. Writing. KS1 and KS2 pupils are not reaching the targets set. Reception pupils cannot form letters.</li> <li>2. Curriculum The use of only Twinkl sheets is not sufficient.</li> </ol>	

	TOPIC	ITEM	ACTION
		<p>3. Increasing the staff awareness of Equality, Diversity and Emotional Awareness to foster parental engagement.</p> <p>4. Leadership Team – Develop strong subject leadership.</p> <p>5. Early Years Foundation Stage – to promote the benefits of 2 and 3-year-olds coming to nursery.</p> <p>The teachers chose which subjects they would like to be a subject leader for.</p> <p><b>The rest of this item is a Confidential Minute.</b></p>	
7	<b>Academisation</b>	This is a <b>confidential minute</b> .	
8	<b>Monitoring</b>	<b>See item 4 above</b>	
9	<b>Safeguarding</b>	<p><b>Safeguarding training</b> – BS and KS attended the Safeguarding training given by AP on the INSET day at St. Paul’s school..</p> <p>Governors that did not attend the INSET day should book a place on the SSE on-line Safeguarding for Governor course as governors must attend safeguarding training annually.</p> <p>All Governors must read the “Keeping Safe in Education (KCSiE) 2023” document and three other safeguarding documents and update the My Concern system to confirm that they have read them.</p> <p><b>Action. CP to arrange access to the “My Concern” system for SS, TT &amp; KS.</b></p>	<b>CP</b>
10	<b>Training and skills</b>	<p>The skills audit showed that the areas of concern are.</p> <p><b>Knowledge of curriculum</b> – CP is working on this with staff and will update governors at next FGB.</p> <p><b>Financial management</b> - Either recruit a governor with financial skills or train up present governor(s)</p> <p><b>Premises management and maintenance</b> – Possible appointment of a parent governor with building knowledge.</p>	
	<b>Next meeting(s)</b>	<p>Future meetings will be on Monday evenings.</p> <p>Next FGB meeting <b>Monday 9 October 2023, 6pm, Stoke St Michael.</b></p>	
	<b>Any Other Business</b>	<p><b>Premises and Health &amp; Safety Report</b></p> <p>BS gave an update on the highlights from the Premises and Health &amp; Safety report attached to these minutes.</p> <p><b>Croscombe</b> - Damp and mould has been treated and a deep clean done. Repairs to the guttering still to do. It is not known if there is rising damp in the building though this is likely given that the river runs very close by. A comprehensive Damp Survey should be commissioned.</p> <p><b>A governor asked if this was identified before the budget was set.</b> No. A price for the survey will be submitted to the Finance committee.</p> <p>A <b>Radon survey</b> is needed to ascertain the risk and to determine what measures need to be taken to reduce the levels of radon.</p> <p>The cost of <b>replacing the windows at Croscombe</b> could be as high as £500,000 as it is a listed building. WLT will need to be informed of the significant rise in costs..</p>	

	TOPIC	ITEM	ACTION
		<b>Routine maintenance</b> – the wall against the river has plants growing out of it and needs to be checked. This will be reported on at a future meeting.	

*The meeting closed at 20:20*

## Appendix A

### Governors COMMITTEE MEMBERSHIP, ROLES and RESPONSIBILITIES 2023-2024

**Chair: Nicholas Cramp**

**Vice-chair: John Johnston**

**Updated 25 Sept 2023**

<b>FINANCE COMMITTEE</b> (incl. Premises)	Chair - Tanya Tyreman, Nicholas Cramp, Bob Simpson, Chris Partridge
<b>ADMISSIONS COMMITTEE (Croscombe)</b>	Chris Partridge, Tanya Tyreman
<b>ETHOS COMMITTEE</b> (incl. SIAMS, Religious education & Collective Worship)	Chair – Louise Jenkins, Tanya Tyreman, John Johnston, Charlotte Corbett, Chris Partridge.
<b>PAY COMMITTEE</b>	Chris Partridge, Tanya Tyreman, John Johnston
<b>OFSTED CORE GROUP</b>	Nicholas Cramp, Chris Partridge, Charlotte Corbett
<b>FUND-RAISING WORK GROUP</b>	Lucy Stott, Charlotte Corbett
<b>MARKETING &amp; PROMOTING SCHOOLS GROUP</b>	This workgroup was dis-banded
SPECIAL EDUCATIONAL NEEDS GOVERNOR	Sally Shallcross, Anna Hay (shadow)
CHILD PROTECTION AND SAFEGUARDING GOVERNOR	Sallyanne Shallcross, Anna Hay (shadow)
ACHIEVEMENT & ASSESSMENT GOVERNOR, Disadvantaged children, Pupil Premium	Sallyanne Shallcross
EARLY YEARS FOUNDATION STAGE (EYFS) GOVERNOR	Tanya Tyreman
ATTENDANCE GOVERNOR	Louise Jenkins
HEALTH AND SAFETY GOVERNOR	Bob Simpson
PTA & COMMUNITY LINK	Charlotte Corbett (Stoke), Lucy Stott (Croscombe), Anna Hay (Croscombe)
WEBSITE COMPLIANCE	Tanya Tyreman
GDPR, ON-LINE SAFETY & CYBERSECURITY	Louise Jenkins
HEADTEACHER PERFORMANCE MANAGEMENT	NC and governors as available.
DISCIPLINE, GRIEVANCE, EXCLUSIONS AND APPEALS PANELS	All Governors. Governors will be selected for statutory panels when necessary.
TRAINING Co-ordinator	Clerk