

**Croscombe and Stoke St Michael Primary Schools Federation
Board of Governors Meeting Minutes
Thursday 6 July 2023, 6pm, at Stoke St. Michael**

Present:	
Nick Cramp (Chair) (NC)	Local Authority Governor
John Johnston (JJ)	Foundation Governor
Charlotte Corbett (CC)	Foundation Governor
Mel Vincent (MV) – left early	Co-Headteacher
Chris Partridge	Interim head teacher
Lucy Stott (LS)	Staff Governor
Sallyanne Shallcross (SS) – left at 6:50pm	Co-Opted Governor
Christine Butler (CB)	Ex-officio Foundation Governor
Robert Simpson (RS)	Co-opted Governor
Tanya Tyreman (TT) - Attended virtually	Foundation Governor

Apologies: Wendy Bower (WB) Foundation Governor, Anna Hay (AH) Parent Governor, Louise Jenkins (LJ) Co-opted Governor

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

	TOPIC	ITEM	ACTION/ Decision
1	Administration	<p>1 (i) Apologies: received and accepted from Christine Butler (CB) Ex-officio Foundation Governor. SS left early and TT joined late using via TEAMS.</p> <p>1. (ii) Notice of AOB items:</p> <ul style="list-style-type: none"> • Ofsted Inspection report and action plan • Structural work in progress at Croscombe • NGA Governance Review Report and action plan • Update on Alex in Wonderland production <p>1. (iii) Declarations of Interests: None.</p> <p>1. (iv) Membership Updates: WB (foundation governor) has resigned effective today, 6 July 2023. CB (ex officio Foundation governor) gave notice that she will be leaving for Chipping Sodbury, in the Autumn term. It is assumed that the diocese will appoint a replacement for the parish. The application form for JJ to be re-appointed as foundation governor is still with the diocese.</p> <p>Action: NC to talk to the diocese about replacement foundation governors or the possibility of reducing the number of foundation governors.</p> <p>Action: KS to contact the diocese for a reason for JJ's application not progressing</p> <p>There is one vacancy for a Parent Governor on the Board of Governors.</p> <p>Kevin Oakley has expressed an interest in applying to be a governor.</p> <p>1. (v) Minutes of the last meeting and matters arising: Minutes were approved with no amendments.</p> <p>1 (vi) Update on Actions from last meeting:</p>	<p>Action: NC</p> <p>Action: KS</p>

Signed

Date

2	<p>Co-Headteachers and Educational Performance</p>	<p><u>2(i) Head Teachers Report & staffing structure.</u></p> <p>Stoke St. Michael - The head teachers report was circulated in advance of this meeting and is attached. These minutes record additional comments and questions only.</p> <p>Attendance – A governor expressed surprise that the attendance has improved but has not yet reached the National target of 96% and asked what can be done about it. The school will continue to do what they are currently doing and keep providing support for families e.g. the help of a Parent & Family Support Advisor (PFSA) and breakfast for those struggling with lateness for more than one week. The Ofsted inspector was impressed that attendance at Stoke was above the National average of 93%. Nationally few schools are achieving the National target. In small classes the percentages are easily skewed by any absence. There are 12 persistently absent children below 90% attendance. This is 20% of the school roll.</p> <p>A governor asked if there were meetings with the families of children with less than 90% attendance every two weeks. The school checks in with the families weekly or daily depending on the support needed to coach parents and there are regular conversations with the attendance officer.</p> <p>A governor asked if the low attendance was due to holidays in term time. The main reason for persistent absence is anxiety. The attendance folders are up to date and there will be meetings before the end of term with families where the child’s attendance is below 80%. Each child has an attendance report for the year, at the end of the term.</p> <p>There will be an analysis of the 12 persistent absentees and plans drawn up for September. The letters to parents will also be re-worded for September and more external help will be requested. The attendance for all 12 children has improved through the year but they are still below the threshold for persistent absence as the percentages are calculated for the whole academic year i.e. September to July. Ofsted looked at the case studies for attendance to see the improvement.</p> <p>Action: MV & CP will do a comprehensive handover before the end of term on attendance.</p> <p>Safeguarding – The safeguarding leads are in place for September.</p> <p>Staffing for September.</p> <p>CP presented the proposed staffing structure for September 2023 after holding conversations with all the teaching staff and recruiting new teachers.</p> <p>The details of the staffing structure document remain confidential until all the new teachers are in place and happy with the plan.</p> <p><u>Comments & questions on the staffing structure</u></p> <p>The classes naming convention has been changed so that classes with the same year groups have the same name in both schools e.g. Year 3 is Croscombe Chestnuts and Stoke Chestnuts.</p> <p>All the classes in both schools have teachers allocated.</p> <p>The new teacher appointments are “inspirational”.</p>	<p>Action: MV, CP</p>

	<p>CP is still to determine the job shares and the deployment of the shared Teaching Assistants (TAs) in the classes.</p> <p>CP will be the Executive Head teacher but there will be no leader for each school.</p> <p>Safeguarding Leads</p> <p>There will be 7 people trained to take on the role of Designated Safeguarding Lead to ensure that there is always someone available in both schools to deal with safeguarding issues.</p> <p>CP's responsibilities</p> <p>CP has had conversations with all the Leadership team about their specific responsibilities.</p> <p>The SENCo is leader for Inclusion and Diversity and will manage the support staff and ELSA.</p> <p>The leader for Early Years Development & Curriculum will also manage the Nursery Staff and Early Career Teachers.</p> <p>The leader of Staff Well-being / values will look after Pupil Voice.</p> <p>The leader of Assessment & Reporting will oversee the transition of Year 6 pupils.</p> <p>The leader of Business & Finances will be Tamsyn Richardson-Aitkin who returns from Maternity leave and will also take on the line management of the admin team, the lunch-time staff, the premises team and the wraparound team.</p> <p>Subject leaders</p> <p>CP spoke to all the teaching staff about their passions for subjects and allocated staff to subjects accordingly.</p> <p>The Ukrainian TA has qualified as an English TA and will remain on the staff.</p> <p>The staffing structure and responsibilities will be communicated to the staff as soon as the contracts for the new teachers are confirmed and before the end of term. Until then the staffing details remain confidential.</p> <p>CP meets with the parents on 10th July and will send out the class teacher information for September before the end of term.</p> <p>The governors thanked CP for the work on the staffing structure and appreciated the work put in to settling the staffing issues for September.</p> <p>Ofsted Inspection report and action plan</p> <p>The Ofsted report for Stoke St Michael 23 & 24 May has been sent to County. A copy of the Ofsted report is attached.</p> <p>The Ofsted Rapid Action Plan is in progress and is based on the comments in the Ofsted report. The details of the actions are yet to be decided but the governors are happy that the Ofsted Action Plan is appropriate.</p> <p>Wessex Trust may be able to assist with Curriculum improvements in the future.</p> <p>Governance Review</p> <p>The governance review carried out by NGA highlighted that the governors need to focus more on strategic matters. The report suggested that an annual planner for the governors may be useful.</p> <p>Action: RS will take on responsibility for ensuring the action plan generated by the Governance review is adhered to over the next 12 months</p>	<p>Action: RS</p>
--	---	------------------------------

	<p>Action: KS to email an example annual planner for governors</p> <p>Action: KS to chase diocese for confirmation of John Johnstone's appointment as foundation governor.</p> <p>2 (ii) Pupil Progress Data</p> <p>The children have made good progress, though there is a small group of KS1 children in Croscombe that are struggling due to lots of disruption this year.</p> <p>A governor asked if the new teachers joining the federation are aware of the assessments and the children that are not attaining Age Related Education (ARE) i.e. the standard a child should have reached for their age group. All new staff are aware of the situation and will look at the data before September.</p> <p>New staff are also aware of the Ofsted report and are up for the challenge of improving the grade.</p> <p>Phonics has improved for the second consecutive year at Stoke and this year at Croscombe. The EAL child that did the Phonics assessment passed.</p> <p>The Ofsted report acknowledged that the school had made progress in the core subjects but that other subjects needed more work and the documentation of the knowledge let things down. There was some disagreement as to what exactly it was that convinced the inspector that the knowledge shown by the children was insufficient for a good grade.</p> <p>The children were graded good for behaviour. The staff can take some credit for this.</p> <p>2 (iii) SDP – End of Year update</p> <p>This has not been updated. The Ofsted Rapid Action Plan is the basis for a new SDP for September onwards.</p> <p style="text-align: right;"><i>MV left the meeting at this point.</i></p> <p>2 (iv) Monitoring</p> <p>Governors need to take time to decide how monitoring will be done in 2023-24.</p> <p>Action: KS to put monitoring on the agenda for FGB for September 2023</p> <p>2 (v) Training & Development</p> <p>Safeguarding training is planned for an INSET day in September.</p> <p>Action: CP to circulate date and time of INSET safeguarding training to allow governors to attend.</p> <p>2(vi) Policies /documents</p> <p>The following policies /documents were approved for use.</p> <ol style="list-style-type: none"> 1. Pay Policy – this was updated with the new Teachers pay and conditions. The optional paragraphs in the policy need to be copied from the previously approved policy before it can be approved. It was noted that the Pay committee requires a Terms of Reference (Appendix 3 of policy) and should be minuted by a clerk. 2. Complaints Policy – There were no questions or comment on this policy, and it was approved for use. 	<p>Action: KS</p> <p>Action: KS</p> <p>Action: KS</p> <p>Action: CP</p>
--	--	---

		<p>3. Health & Safety Policy – This document includes a great deal of guidance. There were no questions, and the policy was approved.</p> <p>The following documents were also reviewed.</p> <ol style="list-style-type: none"> 1. SSM PE & Sport grant report 2022-23 2. SSM Pupil Premium Strategy Statement 2022-23. <p>Both these documents may be uploaded to the website.</p>	
3	Sub-Committee updates	<p>3.(i) Finance Committee Update:</p> <p>Budget Proposal for 2023-24</p> <p>TT circulated an update for the Finance committee in advance of the meeting.</p> <p>The cost of the Core Offer is costing more than anticipated, costs are rising, and the recent Pay rises for teaching and non-teaching staff have all resulted in a proposed budget with a £50k deficit paid from the reserves.</p> <p>The Finance committee recommended that the budget be approved despite the predicted deficits as the LA have advised that deficit budgets can be approved.</p> <p>The governing body approved the proposed budget for 2023-24</p> <p>3. (ii) Ethos/Foundation Committee:</p> <p>The Ethos committee has not met since the last FGB meeting.</p> <p>3 (iii) Premises</p> <p>BS circulated a Premises Report in advance of the meeting.</p> <p>Croscombe building – The damp and mould problem are being rectified and the roof has been fixed but there is a concern that the actions being taken are just dealing with the symptoms and not curing the causes. If the cause of the damp problem cannot be remedied, then the damp will return, and the building will not be fit for purpose.</p> <p>A governor asked if the windows can be unsealed. The majority of the windows are defective and need replacing. There are 29 different sizes of windows, and it will be a significant cost to replace. The diocese is suggesting carrying out the work over 3 or 4 years. Although the costs are significant the final cost is not yet known.</p> <p>A deep clean of Croscombe school has been agreed.</p> <p>The capping stones on the gable ends are to be fixed.</p> <p>All of the required building works need to be pulled together in one plan of works along with the decarbonisation work and scheduled with costs. A meeting with the diocese to discuss the schedule of work will be necessary.</p> <p>The chestnut tree is dead and as the tree surgeon's fee is reasonable the work can go ahead.</p> <p>Action: CP to talk to the tree surgeon about turning the tree stump into a seat.</p> <p>The governors appreciated the work that RS has done on the premises over the last 6 months. RS to work with Tamsyn on the money to spend on the premises.</p>	<p>Decision</p> <p>Action: CP</p>

		<p>Wildlife pond – The safety mesh is so heavy that brick pillars and a wooden frame had to be built to support it.</p> <p>3(iv) Fund-raising workgroup The Fund-raising workgroup has not met since the last FGB meeting.</p> <p>3(v) Marketing & Promotion workgroup Facebook - LS will liaise with Tamsyn on items for the Facebook page. A rota was set up for classes to contribute to Facebook. This will be picked up in September. Class Dojo and Twitter (Threads) are to be set up for parents for September.</p> <p>3(vi) PTA Link workgroup There is no update.</p>	
4	Vision, Ethos and Strategic Direction	<p>4 (i) Visions/Objectives Nothing to report.</p> <p>4 (ii) LA Initiatives Nothing to report.</p> <p>4 (iii) Diocese Update Nothing to report.</p> <p>4 (iv) Academisation Academisation: See confidential minute for this item. The workgroup looking into the possibility of academisation reported back to the governing body.</p>	
5	Matters Arising/AOB	<p>5 (i) Updates and Questions The SSM PTA Apple Day is planned for 25 September. Governors are invited to attend and man a stall if they wish.</p> <p>Clerk's briefing The clerk's briefing notes for May and June were circulated. The clerk highlighted items including the question of collecting governors' diversity data and future funding appropriate to the schools. There were no questions or comments. Governors should take notice of anything pertinent to their roles and responsibilities.</p> <p>5 (ii) Governor Training Training completed: RS attended the course Health & Safety The role of the governance board in March. LJ attended Protecting Personal Data in schools for GDPR governors.</p> <p>Training Planned: The new LA training brochure for 2023-24 is due out and governors are advised to book courses early to avoid disappointment. Governors are encouraged to take advantage of any courses that are relevant to their current or future roles and responsibilities.</p>	

		<p>A.O.B. Alex In wonderland – The Children of Years 3-6 did really well in the Croscombe performance of Alex in Wonderland on Monday 3 dan Tuesday 34 July. CP has a video of the production that he will share with the children and there will be a write up on Class Dojo. TT shared a note of appreciation form the governors for CP to pass on to the children and staff.</p> <p>Some of the governors attended and want to thank everyone involved in the production including Tanya Tyreman, Richard and James Packer and the teachers.</p>	
	<p>Next meetings</p>	<p>Meeting dates for next term</p> <p>Proposed dates for governors’ meetings for 2023-24 will be circulated shortly.</p> <p style="text-align: right;"><i>The meeting closed at 8:03pm</i></p>	