



Meeting of the Local Governing Body
held on Monday, 19 November 2018 at 6.30 pm

Present:	Luci Amos	Headteacher
	Jane Barry	Foundation Governor and Chair
	Kay Allen	Co-opted Governor
	Charlie Conroy	Parent Governor
	Anna Duncan	Co-opted Governor (Items 1-11)
	Michelle Groom	Parent Governor
	Nick Middleton	Parent Governor
	Mary Potter	Foundation Governor
	Rev Anne Wilkins	Foundation Governor
	Matt Williams	Co-opted Governor
	Jacqui Cashmore	Clerk

Action

1 Apologies for Absence

Apologies were received and accepted from Sam Momber.

2 Register of Business Interests

2.1 There were no new business or pecuniary interests to add to the register and there were no interests raised with regard to items on the agenda.

3 Equalities Impact Assessment

3.1 Acknowledged and available for Governors at the Meeting.

4 New Appointments and Resignations

4.1 Anna has agreed to continue as a Governor, as we have been able to change the day of the FSP meetings to a Tuesday evening.

4.2 Co-opted Governor vacancy: Michelle, Nick, Jane and Luci had interviewed Alan Seabrook. Alan, who lives in the village has an accountancy background and experience of being a Governor and of voluntary organisations. References are being taken up and once received, we will go ahead with his appointment.

5 Minutes of the Meeting held on 10 September 2018

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Action

The Minutes of the meeting held on 10 September 2018 were agreed and signed as a true record.

6 Matters Arising from the Minutes of 10 September 2018

6.1 Governors noted the report and were updated on the following:

6.1.1 Budget 2018/19 – internet fees (5.1.3): This will be sent out by Nicola in due course. **LA/NJC**

6.1.2 Annual Governance Statement 2018 (5.1.5): At the meeting in July, Governors had queried the paragraph in the statement referring to ‘a stable position financially’, as although this is the case we are using our c/f and this is the position for many schools. Luci advised that since then, there had been a higher c/f than expected due to an error in the accounts. The income from the Government is automatically calculated but the North Somerset income was not automatically added. This has now been added.

6.1.3 Governor Visits (5.1.6):

- Visits are taking place. Governors confirmed they were very impressed with what they had seen.
- The ASP data and Governors Reports from their visits will be discussed at the C&SC meeting in December.
- Governors to send their reports to Jacqui.

LA/Clerk
Govs

6.1.4 SEND (5.1.7): The development focus for our LGB meeting in January will be SEND. If there is anything specific Governors would like to cover, please let Jane know. **Govs**

6.1.5 Fundraising – Gift Aid (5.1.8): There is a nominal register which you can set up with the HMRC. Anna will come in to school and have a look at this with Nicola. **AD**

6.1.6 Subject links (9.1): We will review subject links once our new Co-opted Governor is appointed. Clerk to add to the LGB meeting in March. **Clerk**

6.1.7 LGB Terms of Reference (11.2): See item 8 below.

6.1.8 Governors’ letter to parents re fundraising (13.6-13.9): Nick asked who was leading on the requirement and costs for the Netbooks, now that Laura was on maternity leave. Luci confirmed that Wendy Scherer and Sam Momber were sharing this responsibility. Nick to contact them to discuss further. **NM**

6.1.9 Governor Development: Safeguarding training feedback and actions: Governors to send through certificates to Jacqui to record on our training record. **Govs**

6.1.10 Health & Safety – doors from new build into playground (19.2): The doors have been checked and there is very little adjustment. Staff have been made aware of the doors blowing shut when windy.

6.1.11 Parking in the Village (20.2.5): Luci confirmed she has written to

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the Village Hall to advise that opening Robin Drive is not viable. No further correspondence has been received.

7 Reports from Committees

7.1 Curriculum and Standards Committee 22.10.18

7.1.1 The Minutes had been circulated in advance of the meeting. Governors noted the Minutes and there were no questions raised.

7.1.2 Governors agreed it was important to get a balance between Governors reading the report and teachers presenting the report. We need to look at how we can engage with this to make it more meaningful.

7.1.3 **Governors asked whether it was necessary for staff to attend the meetings.** LA Luci advised that originally we had asked Governors to present the reports but this was not happening, so subject leaders were asked to attend to present the report. We have since asked Governors to take the lead on this and it seems to be working. Following discussion Governors agreed that staff are very welcome to attend but don't need to. Luci to report back to her staff team.

7.2 Finance, Staffing and Premises Committee 12.10.18

7.2.1 The Minutes had been circulated in advance of the meeting. Governors noted the Minutes and the following questions were raised.

What is the carry forward? Luci explained that this is the money carried forward from the previous year. Previously there was a limit to how much a school could c/f and any amount above that limit would be clawed back by the local authority but now we are an academy this doesn't happen

Do we always have a c/f? Historically we have always used the c/f to balance the budget but the c/f is reducing.

When will we forecast a break even? This will depend on government policy and this varies. The 3 year forecast always looks worrying in year 2 and 3 but it has always worked like this. This year the accounts will be audited for Kaleidoscope and we will see what their view is on this.

How does the teachers' pension contribution affect the forecasting and with an increase of employer contribution what effect will that have on school? The teachers' pension scheme has been carried over as an academy. Contributions this year will be met by Government, but we don't know how long for. National insurance etc will go up and this will be set within the individual school budgets. The pay award is only partly funded.

Do we know what the financial impact of the employer contribution will be and have we budgeted for these

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Action

additional changes. Not yet but we know that the pay award will cost us approximately £2,000.

Is there any information or guidance for schools on the Brexit changes. No, nothing has been sent out.

7.2.2 Governors asked for Luci to request a revised 2018/19 budget forecast for Year 2 and 3, to include the additional costs and to report this to the FSP Committee. **LA**

7.2.3 Payroll:

- There are still ongoing problems with Payroll. North Somerset will be running the payroll for November and December and everything should be in place for the new company to run the payroll from January.
- Negotiations are taking place with the new company to agree a way forward.

8 LGB Terms of Reference/Code of Conduct

8.1 LGB Terms of Reference: The LGB Terms of Reference are being discussed at HAC on 21 November 2018. The agreed LGB Terms of reference will be circulated to Governors and adopted at the next LGB Meeting. **LA/Clerk**

8.2 Code of Conduct:

- The Code of Conduct had been distributed in advance of the meeting.
- Governors reviewed the document and agreed to adopt the Code of Conduct and this was signed at the meeting.
- The Code of Conduct will be added to the Governors Handbook.

Clerk

9 Governor Handbook

9.1 The Governors Handbook had been distributed in advance of the meeting. Any amendments to the document to be emailed to Jacqui by the end of the week. **Governors**

10 Governor Development: Safeguarding

10.1 Governors split into groups to review the Single Central Record, Safeguarding Policy and Safeguarding Audit.

10.2 A Safeguarding walk round school was also carried out to identify any areas of concern eg single line of sight, windows obscured.

10.3 A Safeguarding folder within the Governors section of the website would be set up with key documents. **Clerk**

10.3.1 Governors review and questions

- Safeguarding walk: There were no issues raised regarding the single line of sight in classrooms or work spaces. Governors noted that with the new 'Keeping Children Safe

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in Education' Guidance, there is much more emphasis on peer on peer abuse and it is important to consider these issues. No areas of concern were raised with regard to the site.

- Safeguarding Policy:
 - **As Laura was on maternity leave should we have another name in the policy.** Luci confirmed that we have this covered, as we have more than the 2 recommended people listed and we also make sure that not all of us are out at the same time.
 - **As this is the Kaleidoscope policy should we tailor it to our setting, as there are some interchanging use of DCPC and DSL throughout the document.** Luci thinks this is because in some secondary schools it may be 2 separate people. Luci agreed to take it back to Kaleidoscope to check before Governors adopted the policy. LA
- Safeguarding Self Evaluation Audit: At the time when this was completed we didn't have a photo of Charlie but this is now complete. Most of our actions have been completed but those that were partly completed were because we were waiting for Charlie's photo and will need to be updated to reflect this.
- Safeguarding central record:
 - **What is the timescale and why are there people on there who aren't involved anymore.** Anyone who is volunteer or member of staff has to stay on the central record.
 - **People only have a DBS when they join the school, is it just a one off and not checked again?** Yes this is the case, the only exception would be if you had a volunteer who came and then left and came back again. They would have to complete a new DBS check.
 - **Where can you find the guidelines of what you have to keep and for how long etc.** Guidance on this is in the 'Keeping Children Safe in Education' guidance.
 - Governors agreed a separate tab in the spreadsheet should be set up for those people that have left. LA
 - Governors agreed a 'key' to initials used for the ID documents presented, should be included on the spreadsheet. LA
 - **Is this document password protected.** Yes, Nicola holds this information and no paper copy is kept.
 - Kaleidoscope Members and Trustees should also be included on each individual schools central record. LA

Action

- Safeguarding training: A folder of certificates and a training log for staff is kept in the school office.

10.3.2 Safeguarding to be discussed again at the LGB meeting in March. **Clerk**

11 **Head's Report**

11.1 Luci presented her report and the following areas were highlighted:

Achievement (Attainment and progress):

- Our data is very positive in both KS1 and KS2 and our results and outcomes mean that we judge ourselves to be 'Good'. We were moderated on everything in KS1 and in Writing in KS2. Governors agreed that the results were great and were really significant.
- As a result of our analysis of data we have identified our key priorities for next year for our SDP and will be embedding a new team at EYFS, Writing at KS1 and Girls Maths at KS2.

Curriculum:

- Luci has attended Ofsted training. In September 2019 Ofsted will be focusing on Curriculum and will want to see how what we are delivering impacts on the children. Ofsted are seeing issues in some schools where they are narrowing the curriculum to get children through the SATS.
- Luci has done some work with Kaleidoscope on semantic memory and cognitive load.
- Staff have introduced 'Knowledge Organisers' and further work is being done to embed them as a way of 'closing gaps' in children's knowledge. These are sent home to families and this is to try and ensure certain bits of vocabulary and knowledge that children can understand. We are not expert in this area and will re-look at this in the future.

Leadership and Management

- Vision and Values document: The document has been tweaked slightly. The staff and children are quite wedded to the current Vision and Values document and all identify with it.
- SIAMS are looking for schools to have a biblical quotation as part of their vision document (in the same way the Diocese has John 10:10). We are therefore adopting Philippians 4:13 to add to our current document. This says 'I can do all this through him who gives me strength', which follows really well as part of our vision. This is being shared with the children.

12 **Self-Evaluation Form (SEF) and RAG Rating**

12.1 The document had been distributed to Governors in advance of the meeting. This is a Kaleidoscope document and completed by all schools in the MAT. Headlines from the document will be shared

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with Trustees at their meeting in December.

12.2 Governors questions:

- **Has attendance improved because we have a firm approach.** Luci confirm that yes this was the case.
- **Leadership and management of the school is good but is not yet outstanding. How do we get to 'outstanding' and is this something we should look at in our January LGB meeting.** Luci said data has been good but not outstanding for more than one year and needs to be to become outstanding. Governors agreed that we would have a further discussion on in year data at our LGB in March 2019.

LA/Clerk

13 **Vision and Values up-date**

Discussed in Item 11 above.

14 **Newsletter – Governors Article: letter re fundraising**

14.1 Costings have been confirmed and we will be aiming to purchase 15 Netbooks and a trolley for £5,000 and will purchase a further 15 at a cost of £4,000 later in the year.

14.2 A fundraising letter has been drafted and has been reviewed by Jane and Nick. Governors reviewed the letter and amendments were agreed. The letter would be amended and the final letter distributed to Governors before being sent out.

LA

14.3 A further letter will be sent out at the beginning of Term 3 giving an update on progress made and what events will be taking place in future terms to help reach our goal.

15 **Policies**

Discussed in Item 10 above.

16 **Kaleidoscope MAT**

- Crockerne are hoping to join us in January. They have already been attending Heads meetings over the last term and staff have been coming to staff meetings.
- Trustee vacancy: There is a Trustee vacancy and details of a number of candidates have been received.

17 **Health & Safety**

17.1 A H&S Audit has been carried out by the DfE. They are happy with our policies and practice but they want to see some more written procedures. We are awaiting their report.

17.2 Front gate: Governors asked if this is a pedestrian gate or can it also be used by cars. Luci advised that officially it is a pedestrian

LA

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Action

gate but staff that arrive in school before 7.45 am can come in that way. Luci to remind staff.

18 **Any Other Information**

None.

19 **Date and Time of Next Meetings**

Monday, 21 January 2019 at 6.30 pm – Ofsted training

The meeting closed at 9.15 pm.

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