

**Croscombe and Stoke St Michael Primary Schools Federation
Board of Governors Meeting Minutes**
Monday 13 September 2021, 6pm, Stoke St. Michael School

Present:	
Nick Cramp (Chair) (NC)	Local Authority Governor
Diana Levien (DL)	Co-Opted Governor
John Johnston (JJ)	Foundation Governor
Charlotte Corbett (CC)	Foundation Governor
Rachel Summerhayes (RS)	Foundation Governor
Christine Butler (CB)	Ex-officio Governor
Mel Vincent (MV)	Co-Headteacher
Robin Snow (RSn)	Parent Governor
Lucy Stott (LS)	Staff Governor
Sallyanne Shallcross (SS)	Co-Opted Governor

6pm: Discussion – see attached Appendix

7pm: FGB meeting started

	TOPIC	ITEM	ACTION
1	Apologies and Declarations of Interest	<p>1 a) Apologies: Tanya Tyreman, Bill Moore, Paul Green</p> <p>CB left meeting at 7.50</p> <p>1 b) Declarations of Interests: None</p>	
2	Statutory requirements for the start of the new school year	<p>2(a) Election of Chair, Vice Chair, Link Governors and Sub-Committee Members</p> <ul style="list-style-type: none"> • JJ and RS are due to finish their terms as Governors in January 2022, after 15 and 10 years respectively. • NC proposes to step down as Chair after the next one to two academic years. <p>Appoint Chair - NC - proposed by DL and seconded by RS Appoint Vice Chair of FGB – JJ – proposed by RSn seconded by CB Appoint Safeguarding Governor - DL – proposed by MV seconded by CB Appoint SEN Governor - DL – proposed by JJ seconded by LS Appoint H&S Governor - PG – proposed by RSn seconded by CC Appoint Achievement and Assessment Governor – RSn – proposed by LS seconded by CC Appoint PTA and Community Link Governor – TT</p>	

	<p>Appoint Governor responsible for website – RSn</p> <p>2(b) Election of Sub Committee Members and Chairs</p> <p>Finance Committee - MV, WM, NC, RS, TT, PG, SB will be replaced by a County representative following her retirement at half term</p> <p>Pay Committee – DL, JJ, TT</p> <p>Admissions Committee – CB, DL, WM, RS. SS will replace RS from January</p> <p>Ofsted Core Group - NC, JJ, MV, WM</p> <p>Fundraising Sub Group – TT, DL, LS, CC</p> <p>SIAMS Sub Group/ Ethos Group – DL, TT, CC, RS, JJ, CB</p>	
Matters Arising from Election discussions	<p>Achievement and Assessment</p> <p>Governors will look at the achievement of their own specific subjects.</p> <p>The assessment governor will support the collating of data and the tracking of PIRA and PUMA. The tracking of the other Core and Foundation subjects is under development.</p> <p>The baseline tests for Sept. 2021 were carried out in July 2021. The new baseline assessments for RWInc, Reading and Maths are currently being undertaken. The use of potential assessment packages for maths are with the finance committee for review.</p> <p>Rapid Improvement Group (RIG)</p> <p>The RIG was created after the monitoring visit from Ofsted on their suggestion as a way of implementing fast progression of identified areas of improvement. The 3 focus points for this term are:</p> <p>Phonics – RWInc, Reading, Inference and Comprehension</p> <p>Assessment and Tracking for all subjects</p> <p>Curriculum – to finalise and embed an engaging, inspiring and relevant curriculum</p> <p>DL, JJ and SS to join MV, WM and NC.</p> <p>Recovery and Catch-up Programme</p> <p>The recovery monitoring now disperses to all Governors when monitoring their subjects.</p> <p>The catch-up teacher finished in July 2021. There may be access to more funding for the coming term to use to employ someone in house for interventions.</p>	<p>All</p> <p>RSn</p> <p>All</p> <p>MV</p>
AoB	<p>Safeguarding</p> <p>All Governors must read “Keeping Safe in Education”</p> <p>https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p> <p>Policies</p> <p>The policy list is now complete and has been uploaded to Teams.</p>	All
Next meeting	Monday 11 th October 2021, 6pm, Croscombe School	

Appendix

Items arising from the discussion at the start of the meeting.

Good	Could Do Better
<ul style="list-style-type: none">• Secure approach to Covid• Home learning (x3)• Resilience/Adaptability• R.I.G – Sprints• Team working together (x2)• Federated more• Pastoral care• Support for staff• Explain the why	<ul style="list-style-type: none">• Academic/Curriculum• Better communication to parents• Ofsted/SIAMs focus (x2)• Wider Curriculum• Parental involvement (x2)• Communication around the whole curriculum• Monitoring/Presence• Curriculum Objectives