

**Croscombe and Stoke St Michael Primary Schools Federation**  
**Board of Governors Meeting Minutes**  
Monday 29 Nov 2021, 6pm, Stoke St. Michael School

<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>Tanya Tyreman (TT)</b>	<b>Foundation Governor</b>
<b>Rachel Summerhayes (RS)</b>	<b>Foundation Governor</b>
<b>Christine Butler (CB)</b>	<b>Ex-officio Governor</b>
<b>Mel Vincent (MV)</b>	<b>Co-Headteacher</b>
<b>Bill Moore (BM)</b>	<b>Co-Headteacher</b>
<b>Lucy Stott (LS)</b>	<b>Staff Governor</b>
<b>Sallyanne Shallcross (SS) via Teams</b>	<b>Co-Opted Governor</b>

	TOPIC	ITEM	ACTION
1	<b>Administration</b>	<p><b>1 a) Apologies:</b> Robin Snow, Paul Green, Di Levien</p> <p><b>1. b) Declarations of Interests:</b> None</p> <p><b>1. c) Notice of AOB items:</b> TT and CC</p> <p><b>1. d) Membership issues:</b> Last meeting for RS, JJ to stay on for 2 more terms.</p> <p><b>1. e) Minutes of the last meeting and matters arising:</b> The minutes from the last meeting were approved.</p> <p><b>1 (f) Action Table</b></p> <p style="padding-left: 40px;">All present have read Keeping Safe in Education.  <b>TR-A to circulate for Governors to sign a record of whether they have read 'KSIE'.</b>  Ongoing training. Courses are booked. TT has done Gov finance training. HT data for maths Base line assessments have been done, <b>comparison data to be given at January meeting.</b> Done half termly to track progress in Maths and phonics. Phonics entry assessments done through RWInc. PIRA and PUMA data will be available to do a yearly comparison.  <b>January: Update Policies, Report on Data</b></p> <p style="padding-left: 40px;"><b>Pay review:</b> completed and circulated by JJ and TT</p> <p style="padding-left: 40px;"><b>SIAMs</b>  Website review – done  Curriculum review – done  Learning walk – done</p>	<p style="text-align: center;">NC/TR-A</p> <p style="text-align: center;">MV/WM</p>

	<p><b>SEN Report</b></p>	<p>Tracey Massey-Sturgess joined the meeting at 6.20 to discuss SENCo role and report. She is now in 3 days a week, having started on 2 days.  <i>National Average 12% SEND</i>  Stoke St. Michael- 23%  Croscombe - 14%  1 child with Educational Healthcare Plan</p> <p>JJ thanked TM-S for a comprehensive report. TM-S will be involved with Parent's Evenings for certain families, there are allotted timeslots for each child. Parents meetings are ongoing across SSM and Croscombe. Feedback at handover was that parents were aware of their child's SEN needs and plans, however this was not the case and TM-S has been in contact with all parents to go through the plans with them. Target sheets for children enable celebration of achievement.</p> <p>Communication is key. Potential for policy to be that parents are given a copy of their child's plan, currently written from pupils' point of view so in an accessible format, they run alongside a pupil profile. Evidence of impact - how can parents see? Bringing parents on board through meetings and discussion. All plans were in place with clear individual outcomes. These need to be reviewed regularly. 'Phase review' plans (children moving up a key stage) Positive feedback form parents.</p> <p>TM-S will introduce plan to child and parent, class teacher and TA will then work to implement and action. Working document. Gaps are now closing. Staff meeting on 8th Dec wit SEND focus. Recent local Ofsted has raised certain questions which TM-S will share with staff.</p> <p><b>TM-S to come back in 2 meetings time to feedback on progress.</b>  <b>TM-S to give MV and WM an update for the next meeting.</b></p>	<p><b>TM-S/ WM/MV</b></p>
<p>2</p>	<p><b>Headteacher and Educational Performance</b></p>	<p><b>2(a) Head Teacher Report</b></p> <p><i>Attendance</i></p> <p>First 3 child positive cases in year 5 at SSM this term (Term 2). In Terms 1 and 2, 11 sets of parents were positive and children isolated with parents.</p> <p>In Amber until Christmas. Will impact assemblies and nativities. At SSM staff have been filming extracts.</p> <p>Staff finding it difficult without parents being able to come in. How are we going to engage parents? Carols and Cakes concert, filming of nativity, potential for an outdoor event for parents to attend, live stream/create a DVD for distribution? <b>Give DVD or upload onto Tapestry for Acorns parents.</b></p> <p><i>Stall Well-being</i></p> <p>Tough term. Starting to calm, emotional support needed for some issues that come from home. Within staff rooms there is a lot of support. Timetable sets the momentum. Staff engaged with the changes. Quality work being done, dedication to the children. Collaboration between staff across the federation is fragile.</p> <p>Jo and Sophie have finalised the Lower Key Stage curriculum plans - to be put on website.</p> <p>Curriculum Leads oversee the plans from Nursery to Year 6 taken from National Curriculum. Year on year, long term plans are evaluated.</p> <p><b>Possibility for Curriculum leads to present to Governors?</b></p>	<p><b>MV/WM Staff</b></p>

		<p><i>Pupil Well-being</i></p> <p>Pupils are happy and engaged. The Pantomime will be outdoors so can go ahead. The Year 5/6 classes from both schools attended the Whitstone Dance Festival. Very successful event.</p> <p>Croscombe have access to a £2000 catch up fund, to be used by April on TA intervention for Power Maths.</p> <p>There are children who are of concern due to periods of isolation. ELSA is working effectively with these pupils.</p> <p>Croscombe tiddlers is up and running again.</p> <p>A few new parents have shown interest.</p> <p><b>2 (b) SDP</b></p> <p><b>2 (c) Safeguarding</b></p> <p>Updates from Report: SSM - Meeting regarding a child in Bluebells. To be escalated to level 4 – child in need, neglect. SSM – child due back tomorrow Croscombe – child now attending.</p> <p><b>Policy to be circulated and signed off</b></p> <p>Updates are: Peer on peer abuse, emotional state school avoidance Governor question: is there clear guidance or a policy for volunteers? DBS required if volunteer working with small groups without supervision.</p> <p><b>Volunteer handbook/information card?</b></p> <p><b>2 (d) Monitoring</b></p> <p>SIP has been feedback to staff at SSM and the main headlines to staff at Croscombe. The acronym PEAPs is used as a monitoring guide: Pace, Expectation, Aspiration and Purpose.</p> <p>SIAMs monitoring visit by CB.</p> <p><b>RE curriculum to be put on to website by January meeting</b></p> <p><b>Policies to be signed off by Governors</b></p> <p><b>Add newsletters to the folder</b></p> <p>Thank you to the Church who are giving every child in the Federation an age-appropriate version of the nativity story.</p> <p>The Heads are confident that there is enough evidence if there was an inspection.</p> <p>IT – RS has met with Jo Dymond English – JJ, CC, SS discussion with Jacqui Foord DT – LS discussion with Caroline Amor Well-being – LS discussion with MV</p> <p><b>2 (e) Policies</b></p> <p><b>NC to discuss updates with TR-A</b></p> <p>Safeguarding, SMSC, RE and Finance</p>	<p><b>MV/WM</b></p> <p><b>WM</b></p> <p><b>NC</b></p>
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3	<b>Sub-Committee updates</b>	<p><b>3. a) Finance Committee Update:</b> County Bursar, Rachel. Aim is to be able to finance a TA in both schools. MV and WM undergoing training Thank you to Elaine and Millie for stepping up during the transition following Sra Bannister's retirement.</p> <p><b>3. b) Ethos/Foundation Committee:</b> Spring Term – Teams meeting to arrange lesson observations in RE</p> <p><b>3. (c) Premises Committee:</b> MV and WM undergoing training. WM has a meeting with the council regarding the fence.</p> <p><b>3. d) Pay Committee:</b> No update</p> <p><b>3. e) Admissions Governors</b> No update</p> <p><b>3. f) Fundraising/PTA Governors:</b> 40 for the Federation money is now in the Stoke St. Michael PTA account. Croscombe share to be transferred.</p>	<p>TT, CB, CC, JJ</p> <p>CC</p>
4	<b>Vision, Ethos and Strategic Direction</b>		

5	<b>AoB</b>	<p><b>CC – First News</b></p> <p>Part of the April 2022 budget</p> <p><b>TT – Key Stage Lead Roles</b></p> <p>Proposal: To confirm for staff who their line managers are. MV to be KS1 lead across the Federation. WM to be KS2 lead across the Federation.</p> <p>Currently in place, however due to Covid restrictions this has been unable to happen fully. Pros are it will aid collaboration, it is inline with performance objectives, no contractual changes needed. MV and WM planning on swapping schools every week to build relationships.</p> <p>Concerns raised: When will this be announced? Will it affect the cohesion within the schools across the Key Stages?</p> <p><b>Thank you to Rachel Summerhayes on behalf of the FGB for all she has done as a Governor over the last decade!</b></p>	
	<b>Next meeting</b>	31 <sup>st</sup> January 2022, Croscombe School	