

**Croscombe and Stoke St Michael Primary Schools Federation
Board of Governors Meeting Minutes
Monday 04 July 2022 , 6pm, at Stoke St. Michael School**

Present:	
John Johnston (JJ)	Vice Chair, Foundation Governor
Charlotte Corbett (CC)	Foundation Governor (Minute taker)
Tanya Tyreman (TT)	Foundation Governor
Christine Butler (CB)	Ex-officio Foundation Governor
Mel Vincent (MV)	Co-Headteacher
Bill Moore (BM)	Co-Headteacher
Lucy Stott (LS)	Staff Governor
Sallyanne Shallcross (SS)	Co-Opted Governor
Rupert Page (RP)	Co-opted Governor
Wendy Bower (WB)	Foundation Governor
Anna Hay (AH)	Parent Governor
Di Levien (DL)	Co-opted Governor
Sallyanne Shallcross	Co-opted Governor

In attendance: Claire Hudson, School Organisation Adviser Bath& Wells Diocese (guest) 6.20pm – 7pm

	TOPIC	ITEM	ACTION
1	Administration	<p>1 (i) Apologies: received and accepted from Nick Cramp (NC) Chair of Governors and Kathryn Strik (KS) Clerk to the Governors.</p> <p>1. (ii) Notice of AOB items: None</p> <p>1. (iii) Declarations of Interests: None</p> <p>1. (iv) Membership Updates: Spelling of names on the monitoring roles list to be checked.</p> <p>Computing – JD has recently taken on Curriculum Lead Role. Governor monitoring role to be decided in September.</p> <p>Art & Design – CB has agreed to be the Governor overseeing this area</p> <p>Monitoring – Feedback to be given to Co-Heads in the first instance, they will then be able to feedback to staff. Name files neutrally ie ‘Monitoring Visit’</p> <p>1. (v) Minutes of the last meeting and matters arising: Minutes approved with no amendments.</p> <p>1 (vi) Update on Actions from last meeting:</p> <p>See the updated actions list attached as an appendix (i) to the end of these minutes.</p> <p>Point 4: Monitoring visits done</p> <ul style="list-style-type: none"> • EYFS Stoke and Croscombe • DT and Geography • RWInc, Reading and Literacy 	

Signed

Date

		<ul style="list-style-type: none"> • PE • PSRHE at Stoke • History at Croscombe • Maths pending – date in diary • SEN pending • Art pending 	
	UPDATE/Q&A with Claire Hudson	<p>Diocese update regarding future direction & funding</p> <p>See the discussion attached as an appendix (ii) to the end of these minutes.</p>	
2	Co-Headteachers and Educational Performance	<p>2(i) Co-Head Teachers Report</p> <p><u>Attendance</u></p> <p>See Co-Head Teachers report for attendance figures.</p> <p>The Co-Heads are putting together a strategy to address attendance across the Federation. They are building a picture of absenteeism. Reasons for increased absences could be due to Covid, parental attitudes and allowances of ‘Wellbeing’ days during the return to fulltime schooling post Covid. A firm line will be given across the Federation with only exceptional circumstances and compassionate leave considered as authorised.</p> <p>A letter will be sent out to all parents explaining the policy, due for update in September once Somerset guidelines announced, and expectations. Those children with less than 90% attendance will receive a second letter.</p> <p>Each child will be given an attendance RAG rating for the year. It is the class teacher’s responsibility to address attendance issues with guidance and support from the Co-Heads. Those with 100% attendance in a term will receive recognition.</p> <p>Attendance needs to be addressed and Ofsted will expect to see action taken.</p> <p>The Co-Heads have to apply for unauthorised absence parental fines.</p> <p><i>Question:</i> Is the child on 74% a safeguarding issue? This will be raised by the Co-Heads and discussed.</p> <p><u>Ukrainian Children</u></p> <p>All children are very happy at school. Currently 5 in each school. One more potentially starting at Croscombe.</p> <p><u>Progress and Attainment</u></p> <p>Overall, very good. The new structure has helped and the staffing is working well, especially in Stoke EYFS and the Key Stage 1 classroom.</p> <p>In Croscombe, there is an urgency to create the EYFS unit to raise standards in Reception and Key Stage 1.</p> <p>SATs results due Tuesday 5th July for schools. Not public viewing.</p> <p><i>Great work and thank you to all the staff in UKS2.</i></p> <p><u>SIAMs</u></p> <p>The Inspector didn’t like the AMV syllabus being used across the Federation. However as a non-Church School, Stoke have to use it as directed by Somerset.</p>	Action

	<p>WM to discuss possible changes with Diocese. Is there a way to have an inspired approach to AMV? Ethos committee to meet and discuss.</p> <p><i>Congratulations and thanks to the Co-Heads, all the staff and the Ethos Committee.</i></p> <p>2 (ii) Pupil Progress Data</p> <p>Projected results were previously sent out. Outcomes will be reported to parents at the end of year. If the projected results were not achieved then the staff will meet with parents.</p> <p>2 (iii) SDP</p> <p>Performance management appraisal dates have been booked in.</p> <p>The Subject lead plans for KS2 are ongoing and the majority of the Long Term plans are completed. (one KS2 to be done by Autumn) The INSET in September will be used to review the long term plans and ensure progression from YrR to Yr6. The Action plans are all complete and the rolling plans are mostly complete.</p> <p>For monitoring, look in books at the progression across the year, presentation and standards.</p> <p>RAG rating to be applied to SDP for September.</p> <p>2(iv) Monitoring</p> <p>(i) LA/Diocese – Good (ii) Governors - One Governor needed (iii) Ofsted – Co-Heads and subject leads in English and Maths attended a Roadshow at Haynes Motor Museum. They have chosen Early Reading, Maths and PSRHE as deep dive areas. These are well planned with good progress as evidence. They are the proof that the concept works. (iv) SIAMS - Good</p> <p>2 (v) Training & Development</p> <p>Governor Induction training for new Governors this week. AH, RP and WB attending.</p> <p>The Early Years Team went to OPAL training today. This replaces Tapestry and the Early Learning Goals, focussing on talking to the children, improving vocabulary and moving away from time consuming paperwork.</p> <p>2 (vi) Policies</p> <p>The Whistleblowing policy was not ready for review and will be carried forward to the next FGB meeting. Once updated, the policy will be discussed with staff.</p>	<p>Action</p> <p>Action</p>
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3	Sub-Committee updates	<p>3.(i) Finance Committee Update:</p> <p>Carry forward is as expected.</p> <p>Staff changes – pay for new member of staff at Croscombe will balance out with resignations.</p> <p>Pay timetable on track.</p> <p>3. (ii) Ethos/Foundation Committee:</p> <p>No updates</p> <p>3 (iii) Premises Committee</p> <p>Fence at Croscombe complete.</p> <p>Oil shed door at Stoke replaced. Grass being cut by a local gardener.</p> <p>SCC will be taking over premises contract as of September.</p> <p>3(iv) Fund-raising</p> <p>Stoke Summer Fair was a success despite the weather.</p>	
5	Matters Arising/AOB	<p>5 (i) Dates for next meeting</p> <p>Dates discussed. See below</p> <p>Friday 2nd September INSET and Safeguarding training. Co-Heads will circulate INSET day schedules.</p> <p><i>Get well wishes to those absent and thanks from JJ to the FGB and Co-Heads for all they have achieved this term.</i></p>	Action
	Next meetings	<p>Monday 12th September 2022, 6pm at Croscombe – Items for discussion: SDP and Ofsted.</p> <p>Monday 17th October 2022, 6pm at Stoke</p> <p>Monday 5th December 2022, 6pm at Croscombe</p>	

Appendix i

No.	Date	Actions from FGB meeting - 17 June	Status
1.	31.01.22	Pupil Premium and Sports premium to be added to website and circulated to Governors at next meeting. MV to check Sports Premium EM could help to go through old budgets	MV/WM Ongoing
2.	31.01.22	Some Governors have not activated ParentPay accounts. Governors to contact Tamsyn if any problems. New governors to activate accounts	All governors
3.	28.03.22	BM and MV to talk to RP about the plan for Maths and to ensure that there are extra resources for Maths	BM, MV,RP Ongoing
4.	28.03.22	Governors to talk to TT about monitoring. The list of subject leaders and governors with subject responsibilities to be drawn up.	ALL governors, ongoing
5.	28.03.22	All governors to report to Elaine or Tamsyn that they have read the latest version of KCSIE. (if they have not already done so)	ALL governors Ongoing
6.	17.05.22	MV to remind the admin team to send out copies of the school song parents	MV
7.	17.05.22	An updated list of subject leaders and subject governors to be circulated	MV, BM

No.	Date	Actions from FGB meeting - 17 June	Status
8.	17.05.22	NC, MV, BM to put together a plan to advertise for a premises governor.	NC, MV, BM
9.	17.05.22	KS to ask fund-raising governor at another school if she will talk to federation governors about the best way to apply for grants	KS
10	04.07.22	Ethos Committee to meet and discuss the RE curriculum for the Federation going forward	Ethos Committee
11	04.07.22	Co-Heads to apply RAG rating to the SDP for September	MV, BM
12	04.07.22	Whistleblowing policy to be updated and discussed with staff	MV, BM
13	04.07.22	INSET schedule for September 2022 to be circulated to Governors	MV, BM
14	04.07.22	Add Academisation as a standing agenda item	KS

Green – Completed

Appendix ii

Discussion with Claire Hudson School Organisation Adviser Bath& Wells Diocese.

The whitepaper released in March outlined that all schools will need to be part of a Multi-Academy Trust (MAT) by 2030. The Diocesan Board of Education is encouraging Church schools to join a MAT (or larger partnership) before the rules are enforced. The recommendation is to look at the options available to the Federation. Be aware that Partnerships are not Academies and therefore there is no support if a school is in RI. E.g The Blue School Partnership.

The standard budget a trust will take is 5%, this covers administration, HR etc.

Recommendations are to attend the free training or to have the training brought to the FGB.

- 1) Becoming a Church Academy – available for non-Church schools as well
- 2) Choosing a MAT for your school

Potentially set up a Working Group and add Academisation as a standing agenda item. **(Action)**

There is a ‘try before you buy’ Partnership offer of working with a MAT for a year before committing. Funding is available for this.

Governors need to discuss their strong points and what they would like from a trust. Think about Ethos committee, the Governance of the trust and the benefits to the schools.

Q and A

- 1) Who are the decision makers? For Croscombe, the Diocese has to agree a trust with Church Articles. As we are a Federation this opens the possibilities as we don't have majority Church Articles. Governors make the first approach to Chief Executives of MATs. Explore websites of all the MATs to get an idea of their Ethos.
- 2) Are we bound to only MATs in Somerset? No, there are no County boundaries, but be aware of distance for sharing resources and peer to peer support. The closer the better.
- 3) Who are the Trusts local to us? Bath and Wells MAT, The Partnership Trust, Midsomer Norton MAT, Quantock Education Trust, Wessex. Claire will send through a list.
- 4) Are there similar schools in Trusts? Lots of small schools are in trusts. Size is not important; schools need to maintain their uniqueness. The Ethos of the MAT/trust is very important when deciding which one to choose.
- 5) Is funding available to free up Co-Heads to visit MATs? No, better to invite the Chief Execs to your school. Be sure of the journey first. Funding available for legal fees once decision has been made.
- 6) How do we go about joining a Trust? From personal experience – the school researched trusts, looked at websites, approached nearest ones to come and give presentations to the GB. An offer was made by a MAT with similar Ethos. It took a year to formally join the MAT. Discuss whether the MAT share the same language. Ask about finance and Governance.
- 7) Are MATs looking for schools? Most MATs are not actively looking but are open to being approached. They will have strategies for growth in place.
- 8) Is Bath and Wells MAT full? MATs are looking to grow, there is the possibility of joining a waiting list for your desired MAT if timing not right.
- 9) How open is the Trust with other schools? MATs are run as companies and the trust becomes the employer. No confidential information is shared before the decision is finalised.

The FGB feel that focussing on achieving a Good at Ofsted is our priority as change can be disruptive.

Thanks to Claire Hudson for her time and valuable input.