

**Croscombe and Stoke St Michael Primary Schools Federation
Board of Governors Meeting Minutes
Monday 16 May 2022 , 6pm, at Croscombe School**

Present:	
Nick Cramp (Chair) (NC)	Local Authority Governor
Charlotte Corbett (CC)	Foundation Governor
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

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

	TOPIC	ITEM	ACTION
1	Administration	<p>1 (i) Apologies: received and accepted from John Johnston (JJ)- Foundation Governor.</p> <p>Christine Butler (CB) - Ex-officio Foundation Governor had to leave the meeting early.</p> <p>1. (ii) Notice of AOB items: None</p> <p>1. (iii) Declarations of Interests: None</p> <p>1. (iv) Membership Updates: Paul Green has resigned. There is one vacancy for a Parent Governor on the Board of Governors.</p> <p>1. (v) Minutes of the last meeting and matters arising: TT proposed, CC seconded. 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 to the end of these minutes.</p>	
2	(iv) Monitoring	<p>(iv) SIAMS Inspection</p> <p>This item was brought forward to allow a governor to leave early.</p> <p>The SIAMs inspection is scheduled for 18 May 2022. BM has met with the inspector Ed Poulson, from the Exeter diocese. It was suggested that the term British values be replaced with Christian values in the report for the inspector.</p> <p>A governor asked how the teaching team felt about the SIAMs inspection. They are pretty good with the only weak area being the pupil voice, as although the children have the opportunity to form a worship group they have not done so. A copy of the visual folder and the report was circulated to governors. It was felt</p>	

Signed

Date

		<p>that it reads well and provides evidence of the impact of the Christian philosophy that comes into everyday learning.</p> <p>BM will start an art-based lesson on Pentecost. Prayers are said at the beginning and end of the day and at lunch-time. All the children will contribute with the reception children lighting candles and other children singing songs.</p> <p>Action: MV to remind the admin team to send out copies of the school song parents</p> <p>The foundation governors and SEND governor will attend on the day of the inspection and to find out the outcome of the inspectors visit at the end of the day.</p> <p>There is an overview of the SIAMs inspection in the SIAMs folder in the FGB team. <i>CR left the meeting at 6:21pm</i></p>	MV
2	Co-Headteachers and Educational Performance	<p>2(i) Co-Head Teachers Report</p> <p><u>Attendance</u> - The aim is to achieve the National target of 96%.</p> <p>A governor asked what concerns there are regarding attendance. After the lag last term attendance at SSM is better The children that were struggling and avoiding school are now more settled and better at trying new things. The schools are returning to normal with no problems anticipated.</p> <p><u>Safeguarding</u> - Stoke St Michael. All of the cases are now level 2 or 3. One case was escalated to level 4 and it was referred to Social Care as the parents were not engaging. This has since been downgraded back to level 3.</p> <p><u>Safeguarding</u> - Croscombe - Two children left to go to Shepton Mallet. The transfer of paper and electronic documents is complete.</p> <p>A governor asked if the head teachers were happy with the new safeguarding process and that the new My Concern system is working appropriately. There were some problems with the My Concern system as one concern had become several cases. The chronology of the case was resolved. The safeguarding governor finds the new system easier to access.</p> <p><u>Covid</u> - There are now no restrictions and the schools are back to normal. A governor asked how the parents have reacted. They are happy to come back into school with the access being much as it was pre-pandemic. The parents evenings have been a turning point.</p> <p><u>Well-being of Pupils</u></p> <p>Do the children with anxiety find it difficult being back in school? Most of the children are over the anxious stage and are back to normal. The current covid guidelines are not mandatory.</p> <p>Do any of the school policies need to be updated as a result of the restrictions being lifted? The addendum to the attendance policy may need to be amended.</p> <p>Are there any practices that were introduced during the pandemic that the schools will be keeping? The use of Teams for virtual meetings and sharing documents. Some parents that cannot attend face to face parent meetings will use virtual meetings.</p> <p>What will happen if a child presents with Covid symptom? This would depend on whether the child is well enough to participate in lessons or not.</p>	

	<p>There will be no isolation period and the child may work from home if they are well enough.</p> <p><u>Ukrainian children</u> - The refugee children appear to be very resilient and settling in well so far. The other children like having the refugee children in school. The community has sourced uniforms, clothes, toys and other resources for the Ukrainian children. The Ukrainian children had several days of visiting the school before starting school proper.</p> <p>The TAs and Teachers will receive training in English as an Additional Language (EAL). This training is aimed at Teaching Assistants.</p> <p>Has the county provided any help? A liaison officer has been named but has not made contact yet. The programme has yet to translate into resources. Tablets are being used to translate from English to Ukrainian and vice versa.</p> <p>Some of the mothers have attended school with their children for the first few days until the children have settled in. One mother was a teacher in Ukraine and may be able to assist with translations. Two more children will join Croscombe and twins will join SSM.</p> <p>The Ukrainian children have come to live with families in the catchment area with some of the children starting school even before their admissions paperwork is complete.</p> <p>The governors agreed to allow the admission of Ukrainian children to be at the discretion of the co-head teachers.</p> <p>The governors will discuss later how best to fund the support of the Ukrainian children without affecting the main funding. There is a possibility of employing the Ukrainian teacher to help with the children.</p> <p>The children are relieved to be in England, to be in a normal environment and are keen to start school. The community have extended all sorts of kindness e.g. free soft play. A general “thank you” to everyone involved in helping the Ukrainians will be placed in the newsletter. E.g. in the Ukrainian language.</p> <p>It was suggested that a Ukrainian prayer could be taught for the SIAMs inspection. All the children could learn both the Ukrainian and United Kingdom national anthems.</p> <p><u>SEND Provision</u> - Is the funding for all the SEND children applied for immediately or is there a time lapse? Each child has to be diagnosed with a condition e.g. ADHD and even then funding depends upon the behaviours and needs displayed by the child. There are two children currently with EHCPs but there is a high ratio of children with SEND needs in the schools.</p> <p>How is the effectiveness of the SENCo being measured? The SENCo has a 15 minute slot at each staff meeting.</p> <p>What demonstrates good use of the SENCo? Tracey attends the pupil progress meetings with the teachers to discuss the child’s data.</p> <p>Does the SENCo push the parents to assist if the child is struggling to do things.? The SENCo instigates the funding applications, produces a support strategy for the child and works with the parents to obtain a diagnosis as early as possible. Sometimes the parents have already noticed problems and have managed to obtain a diagnosis before the child starts school.</p> <p>How is the relationship between the SENCo and the other staff? Improving. There are still some things to work on e.g. changes to the process. The HTs have</p>	<p>Decision</p>
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talked to the staff about the new approach to the SEND process and there is a two-way conversation ongoing.

When do the governors want the SENCo to report? It was agreed that the SENCo would present an update to her last report to the FGB at the Sept/Oct meeting - date to be confirmed.

What provision for SEND is in the budget for next year? There is the same as for last year i.e. 3 days /week and 1 day every other week.

Progress and attainment

SATS - Stoke St Michael 2 children did not sit the Exam. It was known that the children were not at the required level and good reasons why they were not. There are high hopes for the current Year 5 pupils to sit the SATs next year.

In September there should be more TAs available to help with this. The HTs will be able to show Ofsted their plans for the year 5 pupils for next year.

SATS - Croscombe The SATs went well and the children acquitted themselves well. Year 5 however is a mixed bag and the challenges there will be Maths and Writing with some children predicted not to achieve ARE by the end of the year, but they will make progress.

Is there any way to encourage the parents to do more? They could help with Times tables practice.

Financial reporting see later item in agenda.

Premises and Health & Safety

The screen fencing for Croscombe is due to be installed on Monday 23 May. Troughs for planting will also be installed.

Stoke St Michael - A digger has been obtained for the pond in the wilding area but cannot go ahead until the work on the trees is finished. The school is getting more quotes as the last contractor cannot do it.

IT migration - All of the teams folders are due to be converted to a new system soon.

2 (ii) Pupil Progress Data

2 (iii) SDP

The SDP will be updated in full for the FGB on 4 July.

2(iv) Monitoring

(i) LA and Diocese

The LA Bespoke support packages take the place of School Improvement Partners. (SIP). The Federation has been matched with Wessex Academy, which has a number of schools and more resources. There will be opportunities for teachers to visit and observe classes in schools in the academy trust and to see what "good" looks like. The aim is to concentrate on areas to improve and on plans with work in progress and to attain "good" in everything.

The head teacher's report will show which subjects are rated as "good" which are moving towards good and those that are not so good.

		<p>The folder for PSRHE could be duplicated for other subjects to help subject governors understand their subjects.</p> <p>(ii) Governors</p> <p>Not all the governors have spoken to their subject leaders yet. The goal is to produce a monitoring report on each subject to demonstrate that governors are working on monitoring the subjects.</p> <p>Action: An updated list of subject leaders and subject governors to be circulated</p> <p>The curriculum map explains the subjects.</p> <p>(iii) Ofsted</p> <p>The folder Strategic Direction folder has been set up on Teams . Folders and files can be added. The SDP and any other documents that will be useful to governors for an Ofsted inspection are filed here.</p> <p>(iv) SIAMS</p> <p>See section 2 (iv) Monitoring (iv) SIAMS at the beginning of these minutes.</p> <p>2 (v) Training & Development</p> <p>The courses for subject leaders are very expensive. The Head teachers will highlight the alternative to attend network meetings.</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.</p>	<p>MV, BM</p>
<p>3</p>	<p>Sub-Committee updates</p>	<p>3.(i) Finance Committee Update:</p> <p>The proposed budget and notes were available to governors prior to this meeting. The head teachers described the major changes</p> <ul style="list-style-type: none"> - Over the next 12 months there will be a dedicated Reception teacher for Croscombe to resolve legacy issues and to improve standards. Low ratios of teacher to pupils will provide accelerated learning and drive up standards. - When the current Year 5 leave, there will be a big drop in the number on the school roll that is unlikely to be made up by new starters. - Savings are being made by reducing the number of hours for admin staff. MH will be part-time administrator and part-time trainee TA. <p>Thanks are due to Rachel Reid from Educational Finance Services for demystifying the budget plan and TT for all the help she has given with the process of budgeting.</p> <p>TT circulated a summary of the Budget headlines and the Reasons for the recommendation by the Finance committee with the positives and negatives. This document is attached to these minutes.</p> <p>There are 27 children leaving in July 2023. The normal number joining is 10 to 15 so the school roll will drop significantly in 2023-2024. If the Croscombe Reception teacher and the 3 day/week teacher at Stoke St Michael are on 12 month contracts they be let go without the need for redundancy procedures if a return to a 3 class structure is needed.</p>	

	<p>The Budget will support the SDP priorities and a Good Ofsted by investing in Human resources. Other resources will need to be paid for from grants or fund-raising.</p> <p>The reasons for the budget and the effect of the falling roll on the finances should be shared with staff and parents to encourage promotion of the schools in the community.</p> <p>The governors were asked for their comments on the budget and its caveats.</p> <ul style="list-style-type: none"> - The budget promotes a positive message about investing for the future and with ideas for generating funds and attracting people to the school. - The cost of converting the premises to accommodate another teacher is minimal. - The reduction in the admin hours has had no impact so far as less time is spent coaching apprentices. TR-A retains the management of the admin team. MV has talked with TR-A and she is happy that everything can be done in the reduced hours. MH will continue to support the Premises and Verity will do admin for both schools. - Concern was expressed that it may not be possible to get a teacher for a 1 year contract or that the person recruited is not a good teacher. The situation would be reviewed in future e.g. a contract may be made permanent if another teacher leaves. - Having tried the dedicated Early Years teacher model at Stoke St Michael with Bluebells with some success, it was felt that replicating the same structure at Croscombe in Reception class was less risky. <p>The approval of the budget was proposed by CC and seconded by RP.</p> <p>The budget for 2022-2023 was approved by the Full Governing Body</p> <p>3. (ii) Ethos/Foundation Committee:</p> <p>To meet when it is necessary to.</p> <p>3 (iii) Premises Committee</p> <p>Quotes are to be obtained for the contract for cutting grass. A temporary grass cutter is needed for sports day. The goal posts were condemned and removed. Funds would need to be raised to replace them.</p> <p>Premises governor -</p> <p>Action: NC, MV, BM to put together a plan to advertise for a premises governor.</p> <p>3(iv) Fund-raising</p> <p>KS provided a list of charities and companies that provide grants that schools can apply for.</p> <p>Action: KS to ask fund-raising governor at another school if she will talk to federation governors about the best way to apply for grants.</p>	<p>Decision</p> <p>NC, MV, BM</p> <p>KS</p>
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4	Vision, Ethos and Strategic Direction	<p>4 (i) Visions/Objectives</p> <p>The main objectives are</p> <ul style="list-style-type: none"> - The Ofsted inspections for both schools - Fund-raising for resources <p>4 (ii) LA Initiatives</p> <p>The LA proposal for the Patchwork Partnership is supposed to align to the government white paper published in March 2022. There is to be a consultation before any legislation.</p> <p>A report from the Patchwork Partnership is expected by the end of the summer term. It is possible that the LA will be able to set up their own Multi-Academy Trusts (MATs) and that non-trust schools will be required to join MATs. Somerset is in the process of unifying the district councils into a single County council so any decision on schools and MATs may be delayed until October.</p> <p>4 (iii) Diocese Update</p> <p>Claire Hudson from the diocese will attend the governors meeting on 4 July to talk about church academies.</p> <p>Supporting the strategic direction will be discussed at the FGB meeting on 4 July.</p>	
5	Matters Arising/AOB	<p>5 (i) Updates and Questions</p> <p>The clerk's briefing notes were circulated in advance. There were no questions or comments. Governors should read the notes for anything pertinent to their roles and responsibilities.</p> <p>5 (ii) Governor Training – new Clerk to circulate training.</p> <p>ParentPay –Governors were reminded to activate their ParentPay accounts. Governors to contact Tamsyn if any problems.</p> <p>£500 has been allocated in the budget for Governors Training. Courses are booked through the clerk who will keep a training log of courses booked and attended and the costs. KS and EM to document a simple process for booking and paying for governor courses. Governors are responsible for attending courses relevant to their responsibilities and letting the clerk know that courses have been attended.</p> <p>The training brochures for the LA and diocese are in the FGB-Governors Team in the Governor Training folder.</p>	
	Next meetings	<p>Meeting dates for summer term</p> <p>FGB Monday 4th July at 6pm at Stoke St Michael</p> <p>Finance Wednesday tbc</p> <p style="text-align: right;"><i>The meeting closed at 8:02pm</i></p>	

Appendix 1 - Updated actions

No.	Date	Actions from FGB meeting - 28 March	Status
1.	31.01.22	Governors to let Elaine know they have read KCSIE	Complete
2.	31.01.22	SIAMs reflection document to be done by half term	Complete
3.	31.01.22	Staff meeting to discuss SIAMs and RE curriculum.	Complete
4.	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
5.	31.01.22	IDSR to be requested through the Co-Heads	Complete
6.	31.01.22	'Strategic Direction' folder to be created and updated	Complete
7.	31.01.22	Draft of new budgets to be presented at next Governor meeting.	Finance cttee Complete
8.	31.01.22	Ethos/Foundation Committee: To meet before the next meeting.	Complete
9.	31.01.22	Fundraising/PTA Governors: 40 for the Federation, proposal to be presented to next meeting for this year A Mental Health Charity to be involved	Complete
10	31.01.22	Some Governors have not activated ParentPay accounts. Governors to contact Tamsyn if any problems. New governors to activate accounts	All governors
11	31.01.22	Meeting Dates to be updated and confirmed on Teams.	Complete
12	28.03.22	KS to give WB access to the Governors GB Teams	Complete
13	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
14	28.03.22	SA to liaise with BM and MV re Ofsted preparation	Complete
15	28.03.22	Governors to talk to TT about monitoring. The list of subject leaders and governors with subject responsibilities to be drawn up. (including Paul Green's subjects).	ALL governors
16	28.03.22	Ethos/Foundation Committee: To meet before the next FGB meeting. The committee will meet in future when necessary e.g. after the SIAMS report.	Complete
17	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