

**Croscombe and Stoke St Michael Primary Schools Federation
Board of Governors Meeting Minutes
Monday 2 February 2023 , 6pm, at Stoke St. Michael**

Present:	
Nick Cramp (Chair) (NC)	Local Authority Governor
John Johnston (JJ)	Foundation Governor
Di Levien (DL)	Co-opted Governor
Charlotte Corbett (CC)	Foundation Governor
Mel Vincent (MV)	Co-Headteacher
Bill Moore (BM)	Co-Headteacher
Lucy Stott (LS)	Staff Governor
Sallyanne Shallcross (SS)	Co-Opted Governor
Wendy Bower (WB)	Foundation Governor
Anna Hay (AH)	Parent Governor
Louise Jenkins (LJ)	Co-opted Governor
Robert Simpson (RS)	Co-opted Governor
Tanya Tyreman (TT)	Foundation Governor

Apologies: Christine Butler (CB) Ex-officio Foundation Governor

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

	TOPIC	ITEM	ACTION/ Decision
1	Administration	<p>1 (i) Apologies: received and accepted from Christine Butler (CB) Ex-officio Foundation Governor. TT left early and LJ joined late.</p> <p>1. (ii) Notice of AOB items:</p> <ul style="list-style-type: none"> • Question & Answer session for parents • Update on Alex in Wonderland production <p>1. (iii) Declarations of Interests: TT is currently working with the office administration team.</p> <p>1. (iv) Membership Updates: There is a one vacancy for a Parent Governor on the Board of Governors. The application form for JJ to be re-appointed as foundation governor is still with the diocese.</p> <p>1. (v) Minutes of the last meeting and matters arising: Minutes were 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	Co-Headteachers and Educational Performance	<p>2(i) Co-Head Teachers Report</p> <p>The co-head teachers report was circulated in advance of this meeting and are attached. These minutes record additional comments and questions only.</p>	

Signed

Date

	TOPIC	ITEM	ACTION/ Decision
		<p>Attendance – The governors noted that the attendance for Croscombe (94%) and Stoke (94%) has improved despite the usual winter illnesses but has not yet reached the National target of 96%. Now able to talk to Individuals about the need to improve attendance. The Parent & Family Support Advisor (PFSA) has been working to improve the attendance.</p> <p>Safeguarding – No questions. The safeguarding cases have been prioritised with the school putting things in place to help those that are lower priority.</p> <p>Ukrainian children – Some Ukrainian families are in danger of becoming homeless as the sponsorship scheme for housing them expires.</p> <p>Governors noted that from April 2023 there will be no more special Ukrainian funding. The Ukrainian children will receive the same funding as the other Pupil Premium children. This will be looked at in the 2023-24 budget plan.</p> <p>School Development Plan (SDP) - This has been updated. A governor asked about the PE coach being behind on writing up his reports. The PE coach is independent and does not have to provide lesson plans or attend staff meetings. Acorns teacher at Croscombe is to work with the PE coach to take on the role of PE subject leader and understand the conditions of the PE premium funding.</p> <p>The last two objectives are in the Appendices because they do not affect teaching directly.</p> <p>A governor asked the two co-heads if they were happy with the progress against the SDP. Since Teaching and learning was made the main priority, the progress has been good.</p> <p>The heads were asked how well could the staff articulate the contents of the SDP. There have been meetings recently to discuss this and they are pretty good at speaking about the SDP.</p> <p>Governors should always relate their monitoring to the content of the SDP, always ask for the long-term plans for a subject and ask how well the plans are working. Ofsted will refer to the SDP so the staff and governors need to be well versed in its contents.</p> <p>Visitor Booklet - The co-heads produced a booklet for parents and visitors providing information on the use of mobile phones, and safeguarding and fire safety guidance.</p> <p>Feedback from external visitors will help to prepare for Ofsted. Their reports will be shared with governors.</p> <p>Action: WM to share external visit reports with governors</p> <p>ReadWriteInc - The second round of funding was applied for and approx. £6k received for each school. Currently the focus is on Early Years Reading and Phonics but next academic year there will be more emphasis on KS2 Reading. The English hub sets the focus.</p> <p>The progress seen with RWInc and KS1 fits well with the SDP. The two governors monitoring this agreed. There is a need to keep the progress in Writing going with training for staff, especially KS2. The heads have decided to stay with ReadWriteInc.</p>	<p>Action: WM</p>

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		<p>A contact with connections to the Wells Literacy Festival has some funding available to foster the love of reading. This can be investigated.</p> <p>A governor asked why the data presented does not show the separation of data for the genders i.e. the progress of girls versus boys. This data would need to be got from SIMS. A governor noted at the rehearsals for Alex in Wonderland that the girls read their parts more confidently than did the boys. This could be because the girls are keener on drama and learning lines.</p> <p>Maths Development - There is a focus on oracy, the ability of to articulate about how an answer is arrived at in Maths. The plan is to keep up the momentum in Maths using the current books and teaching experience. Planning for maths has improved using templates to adjust the lessons to the schools style of Mastery teaching. LJ to do a Maths monitoring visit soon.</p> <p>Progress and attainment – The co-heads circulated the data for Reading (PIRA) and Maths (PUMA) for all years in both schools prior to the meeting.</p> <p><u>Croscombe</u></p> <p>More funding and special teaching was available for Reception. Years 1 &2 will be able to catch up. Years 3 &4 have made exceptionally good progress . Year 5 Was historically weak but with interventions are improving though several children still need the interventions.</p> <p>A governor asked if there were enough interventions. All the children have a one to one session once a week with the SENCo. In the next year approx. 50% will be working towards but not to the Age Related Education (ARE) standard i.e. that a child should have reached for their age group. Working in small groups for Maths helps.</p> <p>A governor asked if the children are learning their times tables. Every strategy is used to teach but the problem appears to be that the children are having trouble retaining the learning and then applying it to a problem. It is therefore a big ask for them to get to SAT standard.</p> <p>A governor asked if there were sufficient manipulative physical resources to assist with teaching Maths. There are enough resources and they are used. The difficulty comes when the children have to use the written method to solve Maths problems so they are doing lots of these.</p> <p>A governor asked if this data was predictions for the end of the academic year. These are actual results from the December assessments.</p> <p><u>Stoke St. Michael Data-</u></p> <p>Years 1 and 2 are doing very well. Years 3 & 4 - None of the children have attained the level “Greater Depth”. This could be because there is a high proportion on Pupil Premium children. Year 5 – This is a small cohort with several Pupil Premium children that were impacted by the pandemic.</p> <p>The co-heads were asked for their overall view of the data. The recent improvement is the best that it has been for several years, probably due to the heavy investment in the Early Years teaching which should show am</p>	

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		<p>improvement in later years. The older year classes were larger and did not have a solid early years foundation.</p> <p>Private Music Lessons - These are going well.</p> <p>Website - TT checked the compliance of the website using the website checklist. KS checked the policies and the dates of the policies on the website and TT updated them to the latest versions available.</p> <p>The list of documents to be published by schools is due to be updated by DfE.</p> <p>School Hours Consultation – Teachers were split 50:50, With Early Years teachers favouring an earlier start time and the later years a later finish time. A later finish time would push back the start time of the After School Clubs (ASC) and lots of children do these. The governors agreed that an earlier start time was preferable.</p> <p>Trips and Visits - The governors were pleased to hear that the joint trips were working better for both schools.</p> <p>2 (iii) SDP - This was updated with suggestions and feedback from the Wessex Learning Trust and circulated in January</p> <p>2(iv) Monitoring</p> <ul style="list-style-type: none"> (i) LA/ diocese Nothing to report. (ii) Governors <p>TT and LJ to catch up with visits that were post-poned in the Autumn term.</p> <p>MV is now the subject leader for Design & Technology.</p> <p>Action: MV to circulate the latest list of subject leaders</p> <p>2 (v) Training & Development –</p> <p>2(vi) Policies /documents</p> <p>The following policies /documents were approved for use.</p> <ol style="list-style-type: none"> 1. Behaviour Policy – DL circulated this after final editing . 2. Pay Policy – this was updated with the new Teachers pay and conditions. 3. Mobile Phone Policy - This was approved for use. <p>The following documents are carried forward to the next FGB meeting.</p> <ol style="list-style-type: none"> 1. PE report 2021-22 2. Pupil Premium report 2021-22 This is needed urgently to ensure website compliance. <p>The policy tracker was updated and circulated . The documents highlighted in RED are either new or long overdue for review and should be looked at soon.</p> <p>Action: KS to produce a list of policies for review for each half term</p> <p>Policies / documents to be updated - Health & Safety policies , the business continuity plan and other health & Safety documents e.g. off-site visits. Templates are available in the Burgundy Pack.</p>	<p>Action: MV</p> <p>Action: KS</p>

	TOPIC	ITEM	ACTION/ Decision
3	Sub-Committee updates	<p>3.(i) Finance Committee Update:</p> <p>TT circulated an update for the Finance committee in advance of the meeting. MV has a budget meeting with the finance officer early March. TT and RS are looking at the predicted costs and funding for Sustainability and Greener schools e.g. new windows.</p> <p>The current target is to end the year with a £25k surplus. Money owed by parents for activities is being chased. Cashiers were not pointing the money received at the appropriate school. This is being resolved.</p> <p>The £25K surplus will need to be increased to cover the predicted decrease in numbers and the subsequent decrease in funding. Staff levels need to be looked at as staffing is the biggest spend.</p> <p>A meeting with Somerset County Premises services is arranged to look at the statutory servicing that needs to be done and costs will be submitted for the budget.</p> <p>A governor asked about the projected numbers for pupils. Liz Smith provided a 5 year prediction. New housing is planned for both Croscombe and Stoke ST Michael and this may have an impact.</p> <p>The next Finance committee meeting is 23 March 2023.</p> <p>3. (ii) Ethos/Foundation Committee:</p> <p>The Ethos committee has not met since the last FGB meeting.</p> <p>3 (iii) Premises Committee</p> <p>BS updated a report on Premises and a Health & Safety Periodic Report on 2 February. This will be uploaded to the Teams.</p> <p>Premises – A meeting with County about the core package has resulted in a better understanding of the costs involved.</p> <p>Statutory services for Croscombe – up to date Stoke St. Michael – 4 red lines all of which are being worked on – otherwise up to date.</p> <p>Two condition reports highlight the D1 urgent items the biggest of which is to replace all the windows.</p> <p>Grants from Somerset County Council are coming through for the work though, there is none for the loft insulation for Stoke St. Michael.</p> <p>Energy Efficiency - A survey highlighted the need to replace all the light bulbs with LEDS as a high priority when the Energy Efficiency Fund comes through.</p> <p>Nature Trail. Paving from the red gate to Reception office and the area outside Bluebells are to be replaced with Tarmac.</p> <p>Wildlife garden – Progressing with knowing what support is available.</p> <p>Health & Safety Audit – There are 19 actions on the plan, 7 completed.</p> <p>Premises details will be fed into the Finance Committee for inclusion in the budget.</p>	

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		<p>A finance committee dedicated to Premises issues is planned. A governor asked if a schedule of work can be produced with a timetable. Priority would be given to the Wildlife Project and Painting the downstairs at Croscombe.</p> <p>Governors expressed their appreciation for the progress that RS has made with the Premises and Health & Safety issues for the schools since being appointed as a governor at the end of last year.</p> <p>3(iv) Fund-raising workgroup</p> <p>Jumping from a plane - A teacher has suggested jumping out of an aeroplane to raise funds and opening this up to parents and other staff. Fund-raisers can choose whether to donate the proceeds to an individual school or the federation.</p> <p>An Easter event for the Federation was suggested.</p> <p>Music grants – the deadline for application was missed.</p> <p>Wishlist – Once the wish list is complete the fund-raising group can look at the funds/ grants that are available.</p> <p>Hinkley Point Grant- This has been received and will be used to support a Science Day during Science Week.</p> <p>Stoke St. Michael PTA are keen to help raise funds for Stoke St. Michael</p> <p>Friends of Croscombe School (FOCS) - Catherine Little is interested in helping FOCS but not being the chair.</p> <p>3(v) Marketing & Promotion workgroup</p> <p>Facebook - LS continues to post information on the Stoke St. Michael Facebook page and AH on the Croscombe page.</p> <p>Communication Problems – Some parents still see communication to be an issue despite great efforts to improve it. The parents concerned are not willing to talk to the co-heads about this.</p> <p>3(vi) PTA Link workgroup</p> <p>They will seek feedback from parents and publish actions in the newsletter and on social media.</p>	
4	Vision, Ethos and Strategic Direction	<p>4 (i) Visions/Objectives</p> <p>Nothing to report.</p> <p>4 (ii) LA Initiatives</p> <p>Nothing to report.</p> <p>4 (iii) Diocese Update</p> <p>Nothing to report.</p> <p>4 (iv) Academisation</p> <p>Academisation: See confidential minute for this item. This item was discussed first to allow those leaving early to take part in the discussion.</p>	

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5	Matters Arising/AOB	<p>5 (i) Updates and Questions</p> <p>The clerk's briefing notes will be circulated when they are available. The clerk highlighted items appropriate to the schools. . There were no questions or comments. Governors should take notice of anything pertinent to their roles and responsibilities.</p> <p>5 (ii) Governor Training</p> <p><u>Training completed:</u> TT attended a course on Governance Board Responsibilities for HR in Schools that covered Disciplinary and Grievance procedures.</p> <p>TT also attended a Governing the Pay in Your School that covered who to retain as their skills are difficult to replace.</p> <p>BS and LJ to attended Induction for New Governors AH attended Role of the Safeguarding Governor</p> <p><u>Training Planned:</u> LJ to attend Safeguarding for governors in May.</p> <p>Many of the LA courses are still on-line. Much of the training offered by the diocese is free. Governors are encouraged to take advantage of any courses that are relevant. The training brochures for both the LA and diocese are in the FGB-Governors Team in the Governor Training folder.</p> <p>A.O.B. Alex In wonderland – Year 5 have responded very well to taking part in the production. Parents and volunteers are also involved. The production will be out on in June.</p>	
	Next meetings	<p>Meeting dates for next term</p> <p>Finance Thursday 23 March 2023 – 12:00pm</p> <p>FGB Monday 27th March 2023 at 6pm at Croscombe - to be confirmed.</p> <p style="text-align: right;"><i>The meeting closed at 8:00pm</i></p>	

Appendix 1 - Updated actions

No.	Date	Actions from FGB meetings	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 PE report 2021-22 – Claire to do. Pupil Premium report – for FGB January 2022	MV/WM Ongoing
2.	28.03.22	All governors to report to Elaine or Tamsyn that they have read the 2022 version of KCSIE. (if they have not already done so) KS to send document to two new governors and arrange safeguarding training	ALL governors Ongoing KS Complete
3.	17.10.22	KS to update the governors' responsibilities & roles etc with new governors & chairs	Complete
4.	17.10.22	Co-heads to provide an update on the plan to use the Ukrainian funding to the FGB approx.	Complete

5.	17.10.22	ALL governors to provide MV and WM with feedback on the SDP prior to the next FGB meeting - Wessex Learning Trust provided some feedback and re-wording. SDP to be re-circulated	ALL MV, WM Complete
6.	17.10.22	MV and WM to share information on the impact of RWInc with governors. Wessex Learning Trust were impressed with the use at Stoke	Complete
7.	17.10.22	LS to arrange a date & time for the first Marketing & Promotion workgroup meeting	LS Ongoing
8.	17.10.22	ALL governors to send completed monitoring visit reports to TT to collate.	ALL Ongoing
9.	13.12.22	MV and WM to check with EM on the possibility of Ukrainian funding being clawed back £7k left to spend	Complete
10	13.12.22	MV, WM to update governors on plans for wraparound care at the FGB in January February	MV, WM Ongoing
11	13.12.22	KS to put consideration of pupil data on FGB agenda for January	Complete
12	13.12.22	MV to circulate new version of SDP in January	Complete
13	13.12.22	MV and WM to update governors on subjects ready to do a deep dive.	MV, WM Ongoing
14	13.12.22	MV, WM to present SENCo wish list at budget meetings	MV, WM Ongoing
15	13.12.22	All governors to let DL know if they have read the Behaviour Policy	ALL Ongoing
16	13.12.22	JJ to send Pay Policy to KS to circulate	Complete
17	13.12.22	KS, MV and WM to put together a list of policies for approval at the next FGB meeting	MV, WM, KS Ongoing
18	13.12.22	KS to update the policy review schedule	Complete
19	13.12.22	KS to circulate Health & Safety audit Actions from audit will be circulated and considered at budget time	Complete
20	13.12.22	AH to ask Catherine Little if she would be interested in FOCS. She has agreed to attend but not to chair. Has lots of good ideas.	Complete
21	13.12.22	WM to ask EM about the FOCS bank account details. £3,121 in the account to be spent. Previous account holder to find the files.	Complete
22	13.12.22	LJ to look into courses on academisation available from the Diocese. Details were circulated.	Complete
23	13.12.22	KS to send NC list of local MATS and links	Complete