

Croscombe and Stoke St Michael Primary Schools Federation
Board of Governors Meeting Minutes
Monday 20 September 2022 at 6pm at Croscombe

Present:	
Nick Cramp (Chair) (NC)	Local Authority Governor
Diana Levien (DL)	Co-opted Governor
John Johnston (JJ)	Foundation Governor
Charlotte Corbett (CC)	Foundation Governor
Christine Butler (CB)	Ex-officio 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
Tanya Tyreman	Foundation Governor

The meeting started at 6:05pm

	TOPIC	ITEM	ACTION
1	Apologies and Declarations of Interest	1 a) Apologies: Anna Hay (Parent Governor) 1 b) Declarations of Interests: None	
2	Statutory requirements for the start of the new school year	2(a) Election of Chair, Vice Chair, Link Governors and Sub-Committee Members Chair of Governors - NC agreed to serve as Chair for the next academic years. There were no volunteers to undertake training for chair to ensure succession. Vice Chair of Governors – JJ agreed to serve for one more year with a second governor to undertake the vice-chair training and to succeed him in the future. Safeguarding Governor - DL will continue and AH will be shadow safeguarding governor and attend training for the safeguarding lead governor. SEN Governor - DL agreed to continue as SEND Governor. Health & Safety Governor - The FGB will look to recruit a governor for this post. Achievement and Assessment Governor – SS agreed to lead on achievement and assessment. PTA and Community Link Governor – CC, LS & AH Website Compliance Governor - TT 2(b) Election of Sub Committee and Workgroup Members Finance Committee - MV, WM, NC, TT, WB Pay Committee – DL, JJ, TT	

	TOPIC	ITEM	ACTION
		<p>Admissions Committee – CB, DL, WM, TT, MV Ethos committee – CB, TT, JJ, CC, WB, WM, MV</p> <p>OFSTED Core Group - NC, CC, MV, WM Fundraising Group – DL, LS, CC WB (TT) Marketing & Promotion Group – TT, AH, MV, WM</p> <p>A complete listing of all committee members, roles and responsibilities is in Appendix B.</p> <p>Action: Committees and workgroups to decide on chairs and inform clerk Action: ALL governors to contact clerk to arrange training if taking up new responsibilities</p> <p>2(c) Governors Standing orders the role of the clerk was updated – Proposed by CC seconded by DL. Approved</p> <p>2(d) Governors Code of Conduct updated to cover governors resignations & disposal of documents. Proposed by CB seconded by TT. Approved</p> <p>2(e) Terms of Reference There were no updates to the Terms of Reference for</p> <ul style="list-style-type: none"> i. Admissions committee ii. Finance (Premises) committee iii. Pay Committee <p>and they were approved for use.</p> <p>2(f) Declaration of Interests – All governors except AH completed a declaration of interests form.</p>	<p>ALL</p> <p>ALL</p> <p>Decision</p> <p>Decision</p> <p>Decision</p>

	TOPIC	ITEM	ACTION
3	Self-review of FGB	<p>Governors worked in pairs to discuss the three questions</p> <ol style="list-style-type: none"> 1) What can the federation do better? 2) What can the governing body do better? 3) What can the chair of governors do better? <p>1) What can the federation do better? Communication between different groups could improve through meeting at more informal events with management, staff and other stakeholders present.</p> <p>More shared events where children from both schools meet. Various ways of over-coming the logistics of transporting children between the schools was discussed.</p> <p>Marketing the schools to emphasise their good points and to try to encourage more parents to send their children to the federation schools. The children's' voice and the school council could be heard more. A Public Relations exercise to sell uniqueness of the federation. A video showing a virtual tour of the schools could be put on the website. Students from the Blue school or Strode college might help with this.</p> <p>Communication with parents could be more timely and so reduce mis-information at the school gate. A calendar of the events for the term could be published.</p> <p>2) What can the governing body do better? More frequent monitoring visits with the completed visit reports being available on Teams. Challenge more in governors meetings. Increase the skills and training across the governors. Improve the recruitment and induction of new governors.</p> <p>3) What can the chair of governors do better? Have a timed agenda and stick to it. Plan for a successor – Who will take on the role of Chair of Governors?</p>	
4	2022-23 Objectives	<ol style="list-style-type: none"> 1) To obtain a good OFSTED Report 2) Future Fund-raising model. To explore alternate funding routes / sources e.g. government, parents, community, diocese, charities, PTA. This will require input from all stakeholders. 3) Plan to Market and promote the schools to encourage more admissions. 	
5	Policies	<p>The policy review schedule is being updated with the last review dates of all policies. A plan will be produced for each half term to ensure that all the statutory policies will be reviewed regularly to ensure compliance. The clerk and the co-heads will determine which policies / documents are reviewed and when. There are notes on the role of governors on reviewing policies on Teams.</p>	

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		A RAG-rated spreadsheet will be used to track progress. Action: KS,MV & WM to meet to decide on the policy review timetable.	KS, MV, WM
6	OFSTED	The priority for this autumn term is an OFSTED inspection. Preparation for achieving a good report continues. All governors to read the recommendations in the last Ofsted report and the interim report and to familiarise themselves with the Curriculum, the School Development Plan and timetables. Governors to continue to produce monitoring visit reports and add them to the Monitoring team.	
7	Academisation	MATS – academisation will be a standing agenda item for future FGB meetings. The aim is to produce a plan to move towards joining a MAT. The diocese are to hold a virtual meeting on academisation in November. Contact has been made with a school in the Wessex Multi-academy Trust (MAT)	
8	Pupil numbers & funding	Two new working groups have been created Fundraising Subgroup – DL, LS, CC WB (TT) Marketing & Promotion Group – TT, AH, MV, WM As described in item 4 above.	
9	Co-Heads Report	Carried forward to next FGB meeting	
10	SDP	The updated School Development Plan (SDP) will be circulated in advance of the FGB meeting 17 October.	
11	Monitoring	Action: NC to talk to AH about monitoring Maths Computing – CC English as an Additional Language (EAL) -JJ A complete listing of roles and subjects and lead and link governors is attached as Appendix A	NC
12	Safeguarding	Safeguarding training – all staff except one TA completed the Safeguarding training on the INSET day. JJ, DL, WB, AH attended the INSET Safeguarding training. Other governors that have not updated their safeguarding training in the last two years should book a place on the SSE on-line Safeguarding course. All Governors must read the “Keeping Safe in Education (KCSiE) 2022” document. Governors that have not already signed the KCSiE declaration sheet should do so and return to co-heads.	

	TOPIC	ITEM	ACTION
	AOB	None.	
	Next meeting	Monday 17 th October 2022, 6pm, Stoke St Michael	

The meeting closed at 19:55

Appendix A Listing of Lead governors and subject link governors

Curriculum Area	Staff Member	Governor	
DSL's Designated Safeguarding Leaders	Co-Headteachers	Diane Levien	
DDSL's Deputy Designated Safeguarding Leaders	Jacqui Foord, Helen Chester & Tracy Massey-Sturgess	Diane Levien	
SEND Leader Special Educational Needs Leader	Tracy Massey-Sturgess	Diane Levien	
EAL Leaders English as an Additional Language	Tracy Massey-Sturgess & Co-Headteachers	John Johnston	
ELSA Leader Emotional Literacy Support Assistant Leader	Tracy Massey-Sturgess	Diane Levien	
EYFS (Early Years Foundation Stage)	Mel Vincent	Tanya Tyreman	
Key Stage One	Mel Vincent	Diane Levien	
Key Stage 2	Bill Moore	Charlie Corbett	
English	Jacqui Foord	John Johnston	
Read, Write Inc. Phonics and Early Reading	Co-Headteachers	Charlotte Corbett	
Maths	Sophie Hooper	Anna Hay - tbc	
Computing	Joanna Dymond	Charlotte Corbett	
S T E M	Science	Lindsay Bloom	Tanya Tyreman
	Design and Technology	Caroline Amor	Lucy Stott
Geography	Joanna Dymond	Lucy Stott	
History	Julie Chadi	Anna Hay	
A r t s	Art and Design	Jacqui Foord	Rev. Christine Butler
	Music	Mel Vincent	Diane Levien

Curriculum Area	Staff Member	Governor
P.E.	Gino DiCorato	John Johnston
R.E.	Bill Moore	Rev. Christine Butler
P.S.R.H.E. Personal, Social, Relationship & Health Education	Mel Vincent	Wendy Bower
MFL Modern Foreign Languages	Jacqui Foord	Sallyanne Shallcross

Appendix B COMMITTEE MEMBERSHIP, ROLES, RESPONSIBILITIES & LINKS 2022-2023

Chair: Nicholas Cramp

Vice-chair: John Johnston

Updated Sept 2022

FINANCE COMMITTEE (incl. Premises)	Tanya Tyreman, Nicholas Cramp, Mel Vincent, Bill Moore, Wendy Bower,
ADMISSIONS COMMITTEE	Bill Moore, Mel Vincent, Diane Levien, Tanya Tyreman, Revd Christine Butler,
ETHOS COMMITTEE (incl. SIAMS, Religious education & Collective Worship)	Revd Christine Butler, Tanya Tyreman, John Johnston, Charlotte Corbett, Wendy Bower, Bill Moore, Mel Vincent
PAY COMMITTEE	Diane Levien, Tanya Tyreman, John Johnston
OFSTED CORE GROUP	Nicholas Cramp, Mel Vincent, Bill Moore, Charlotte Corbett
FUND-RAISING WORK GROUP	Lucy Stott, Diane Levien, Charlotte Corbett, Wendy Bower (Tanya Tyreman)
MARKETING & PROMOTING SCHOOLS GROUP	Tanya Tyreman, Mel Vincent, Bill Moore, Anna Hay, Lucy Stott
SPECIAL EDUCATIONAL NEEDS GOVERNOR	Diane Levien
CHILD PROTECTION AND SAFEGUARDING GOVERNOR	Diane Levien, Anna Hay (shadow)
ACHIEVEMENT & ASSESSMENT GOVERNOR, Disadvantaged children , Pupil Premium	Sallyanne Shallcross
EARLY YEARS FOUNDATION STAGE (EYFS) GOVERNOR	Tanya Tyreman
HEALTH AND SAFETY GOVERNOR	VACANT
PTA & COMMUNITY LINK	Charlotte Corbett (Stoke), Lucy Stott (Croscombe), Anna Hay (Croscombe)
WEBSITE COMPLIANCE	Tanya Tyreman
HEADTEACHER PERFORMANCE MANAGEMENT	Governors as available.
DISCIPLINE, GRIEVANCE, EXCLUSIONS AND APPEALS PANELS	All Governors. Governors will be selected for statutory panels when necessary.
TRAINING Co-ordinator	Clerk

