

DRAFT

**A Meeting of the Governing Body of the Quantock Federation of Schools was held on
12 July 2011 at Danesfield School at 6 pm**

Present:

Mr Ian Bradbury (Executive Head)	Mrs Cerys Randell
Mr Peter Rowe (Chair)	Mr David White
Mr Paul Meagher	Mrs Sam Fahey
Rev Richard Ninis	Ms Karen Abraham
Mr Kevin Francis (Vice-Chair)	Mr Tony Newman
Mrs Paula Smythe	Mrs Dawn Saffrey
Mrs Liz White	Mrs Loretta Whetlor
Mrs Sonja Carr	Mr Bernard Maynard-Smith

In Attendance: Mrs Helen Hatfield (Clerk to the Governors)

1) OPENING PRAYER

Rev Richard Ninis opened the meeting with a thanksgiving prayer.

2) APOLOGIES

Apologies were received and accepted from Cllr A Trollope-Bellow who had been invited.

3) DECLARATION OF BUSINESS INTERESTS

The Clerk asked governors to declare any pecuniary interest they may have relating to any item on the agenda. No governors had a pecuniary interest.

4) CORRESPONDENCE

- The Clerk had previously circulated the notes from the recent Clerks Briefing for information.
- An email was received from Cambridge Education offering to provide assistance governors with the Head's Performance Management (in the absence of the SIP) - governors felt that this would be an unnecessary expense.
- The LA has confirmed that Sonja Carr has been newly appointed and Kevin Francis has been re-appointed.
- Governors were reminded to let the finance office know if they wished to attend the Hog Roast/End of Term Bash at Danesfield.

5) ADOPT FULL GOVERNORS MINUTES OF 18 MAY 2011 & MATTERS ARISING

The minutes of the full governors meeting held on 18 May 2011 were agreed as a true and accurate record. All actions had been completed.

Proposed: Paula Smythe

Seconded: Cerys Randell

6) MATTERS ARISING:

- Ian Bradbury requested that The Chair wrote to Alison Crudginton (with a copy to Louise Goll) with regard to the federated budget as he had not received a response. **PJR**
- None of the appeals took place at Old Cleeve as the LA decided to admit all the pupils.
- The TLR point for the Senior Teacher is yet to be agreed - the Executive Head will report back at the next meeting. The job description is now in place. **IJB**
- The meeting with the Local/District Council has been re-arranged to September.
- It was agreed to review the Federation Success Plan at Committee level in January 2012. **ALL**

- Church School Distinctiveness – the Executive Head reported that Rupert Kirby is responsible for Collective Worship. He will follow up church school distinctiveness actions (in the FSP) with Rupert Kirby and report back to the next meeting. **IJB**

7) EXECUTIVE HEADTEACHER'S REPORT

(Attached) – As read.

- Ian Bradbury reported that he has received two (out of three) quotes for the building work planned for Old Cleeve next year. Governors requested a third quote before a decision can be made. This will be reported back to the Business Committee. **IJB**
A discussion took place about the specification, guide price and funding for this project.
- A discussion took place about residential activities across the federation. Ian Bradbury was concerned that too much teaching time is lost in the summer term and parents are asked to contribute an excessive amount, especially in Year 8. It was agreed to review the schedule for next year. Governors suggested writing a booklet for parents detailing all trips and their costs. **Leadership**
- Governors were pleased to hear that Ian Bradbury has been appointed by the National College as a Local Leader of Education
- Danesfield has been invited to be a National College Centre of Excellence for Business Management – Ian Bradbury is looking into the implications and agreed to update the governors at the next meeting, **IJB**
- Following the successful Yr 6 residential visit to Spain, Ian Bradbury reported that he is making progress with the bi-lingual vision. He is returning to Spain in October to meet with staff from the University of Granada to discuss being part of their teacher training programme. The Year 6 visit will be repeated next year.
- It was noted that the percentage of pupils joining Danesfield from the federation schools has increased by 6% this year.
- Exclusion Report – governors were pleased to read this positive report from Danesfield but disappointed to see that there had been exclusions at Old Cleeve.

8) UPDATE ON FIRST SCHOOL ATTAINMENT LEVELS

The paper had been previously circulated.

Governors were delighted to read that there was a significant improvement in writing at Level 4. A discussion took place about the over performance of boys compared to girls.

It was noted that the suggested lack of progress from KS1 to KS2 could be due to incorrect levelling. The Executive Head confirmed that pupils are set for Year 5 by CAT testing in Year 4, which is an accurate measure.

Governors were also pleased to note that literacy standards are rising at St Peter's, especially considering the disruption in the school this year due to the flood. It was agreed that Maths intervention at St Peter's would be addressed next year. **IJB**

Concerns were raised about the fact that 8.5% of children in Yr 6 are classified as non-readers. Governors suggested surveying the children who are classified as non-readers. It was also suggested that the first school parent induction sessions should stress the importance of daily reading practice. It was agreed to involve the Family Learning Partnership in these proposals. This issue will be followed up at the Teaching & Learning Committee meeting next term, making reading a monitoring focus for the year.

KF

The Executive Head reported that he planned to monitor the progress of these pupils carefully, providing extra reading/writing and arithmetic lessons in their timetables.

9) ANNUAL SAFEGUARDING REPORTS

Sam Fahey presented the safe guarding reports for the three schools. She noted that she will be looking into how many members of staff actually attend the training that they are

invited to. She is currently checking the numbers of children in receipt of a Child Protection Plan compared to those classified as "Children in Need". Once these figures are added she will circulate the reports to the governors for approval and report back to the next full governing body meeting. As soon as the reports are recommended for approval she will forward them to the LA. SF

10) **WILLITON HUB**

the members
The draft partnership document agreed had been circulated. A discussion took place about management team, Sam Fahey clarified that Local and District Councillors are of the Advisory Board. Priorities this year include mental health issues and tackling lack of aspiration.

11) **BIO-BLITZ**

Bernard Maynard-Smith handed out some information about the project and encouraged governors to take part this coming weekend.

12) **RACIST INCIDENCES REPORT**

The Clerk reported a nil return for racist incidences this year, for all schools.

13) **TRAINING GOVERNOR**

Dave White reported that he had been contacted by the West Somerset Training Governors with regard to the idea of running a local training programme for governors. He will arrange a meeting with the training governors and report back. DW

Dave White requested information about courses for next year and detailed training records for governors. The Clerk will contact SGS for this information. HHA

The Chair informed governors that he is planning to hold short in-house training sessions before alternate full governing body meetings next year to raise awareness of key issues. PR

14) **MINUTES FROM THE COMMITTEE MEETINGS**

The following minutes which had previously been circulated were discussed. There were no matters arising.

- **Welfare Committee - 16 May** - as read
- **FIG - 7 June** - it was noted that the next FIG meeting would be held at Old Cleeve School. A discussion had taken place about Through Schools - this would be further discussed at the next meeting and placed as an agenda item for the next full governing body meeting. **FIG/HHA**
- **Presentation Meeting at Danesfield - 9 June.** Governors passed on their thanks to the pupils for their excellent presentations.
- **Business Committee - 27 June 2011 and 12 July 2011**
Paula Smythe reported that as this meeting was not quorate no decisions were made. Recommendations from this meeting were taken to an extra Business Committee meeting held at 5.45 pm today. All but one recommendation was approved. **The Business committee had not withheld the recommendation to set £4,000 aside towards improving acoustic characteristics of Danesfield School in preparation for the admissions of a pupil with hearing difficulties. It had been agreed to hold this decision in abeyance as there was no money available in the Danesfield budget at present.**
The Business Committee recommended the CFR and the Statement of Internal Control for approval. These were unanimously approved for signing off.
Month 3 budgets were discussed at the meeting and approved.

ANY OTHER BUSINESS

The Executive Head reported on the fact that he is proposing to make a post redundant because of changes to the curriculum. This was agreed unanimously by the *Governors* who asked that the matter should be dealt with strictly in accordance with the redundancy procedure and that if appropriate redeployment should be considered.

Forthcoming Full Governors meetings:

- 28 September 2011
- 7 December 2011
- 25 January 2012
- 28 March 2012
- 16 May 2012
- 11 July 2012

These minutes are agreed by those present as being a true record.

Signed: Date:

(Chair)

**ACTION POINTS ARISING FROM FULL GOVERNORS MEETING HELD ON
12 July 2011**

Minute no	Action	Timescale	By
6	Write to Alison Crudgington (with a copy to Louise Goll) with regard to the federated budget.	July 2011	PJR
6	Report back re the TLR point for the Senior Teacher	Sept 2011	IJB
6	Discuss the Federation Success Plan at Committee level in January 2012.	Jan 2012	All
6	Follow up church school distinctiveness actions (in the FSP) and report back to the next meeting.	Sept 2011	IJB
7	Obtain a third quote for building at Old Cleeve before a decision can be made and report back to the Business Committee.	Sept 2011	RL
7	Create a booklet for parents detailing all trips and their costs.	July 2011	Leadership
7	Look in to the implications of becoming a National College Centre of Excellence for Business Management and update the governors at the next meeting,	Sept 2011	IJB
8	Address Maths intervention at St Peter's next year.	Sept 2011	IJB
8	Make reading a focus for the year	2011-12	T & L Committee
9	Forward the Safe Guarding reports to the LA once they are recommended for approval	Sept 2011	SF
13	Arrange a meeting with the West Somerset training governors and report back.	Sept 2011	DW
13	Request information about courses for next year and detailed training records for governors from SGS.	July 2011	HHA
13	Short in-house training sessions to be scheduled before alternate full governing body meetings next year to raise awareness of key issues	Sept 2011- July 12	PR/HHA
14	Discuss Through Schools proposal at FIG and report back as an agenda item for the next full governing body meeting.	Sept 2011	FIG/HHA