

**A Meeting of the Governing Body of the Quantock Federation of Schools was held on
18 May 2011 at Danesfield School**

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 (arrived late)
Mr Kevin Francis (Vice-Chair)	Mr Tony Newman
Mrs Paula Smythe	Mrs Dawn Saffrey
Mrs Liz White	

In Attendance: Mrs Helen Hatfield (Clerk to the Governors) and Cllr Anthony Trollope-Bellew who was invited.

1) OPENING PRAYER

Rev Richard Ninis opened the meeting with a prayer.

2) APOLOGIES & DECLARATION OF BUSINESS INTERESTS

Apologies were received and accepted from Mr Bernard Maynard-Smith who was unwell. Mrs Loretta Whetlor was not present. 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.

3) CORRESPONDANCE

The Clerk reported that there is a governor RAISE-ON-LINE training at Danesfield on 7 June. She encouraged governors to attend.

The Clerk had attended a training session on Church School Building Projects; she handed out a governor protocol for information.

It was noted that the Specialist School Report would be the focus of the next Governor Presentation Evening to be held on 9 June at Danesfield School.

ADOPT FULL GOVERNORS MINUTES OF 6 APRIL 2011 & MATTERS ARISING

The minutes of the full governors meeting held on 6 April 2011 were agreed as a true and accurate record. All actions had been completed.

Proposed: Paula Smythe

Seconded: Cerys Randell

Karen Abraham arrived (6.15 pm)

Matters Arising:

- Ian Bradbury is awaiting a response from Alison Crudgington
- It was regretted that the federation can not become a teacher training centre as it was necessary to have received outstanding in all OFSTED categories

A confidential minute from the meeting held on 6 April 2011 was handed out by the Clerk, agreed and collected in. A copy will be filed in the safe.

4) EXECUTIVE HEADTEACHER'S REPORT

(Attached) - as read.

A discussion took place about projected numbers; governors noted the increase in numbers in the two first schools. Ian Bradbury reported that ten parents have gone to appeal for places at Old Cleeve for the 2011 intake.

Staffing issues were noted. Ian Bradbury was pleased to report that the visiting Spanish PE teacher has settled in well; he felt this was a wonderful opportunity for the pupils. He reported that the Senior Teacher vacancy at Old Cleeve has been filled and the interviews for the Dance Drama teacher are scheduled for 20 May. Ian Bradbury noted that two members of staff from Danesfield will be taking maternity leave in September and interviews for the temporary Science Teacher post are planned for 26 May. He agreed to keep governors informed of any further staffing issues. **IJB**

A discussion took place about the new Pastoral Team structure (as outlined at the Business Committee meeting).

Interviews for the Senior Teacher role at Danesfield were planned for the following week. The Executive Head, Ian Bradbury, noted that there was one applicant who already held other significant responsibility. If appointed the TLR point would be increased to reflect this. A discussion took place and the Governors agreed to the increased TLR point to reflect the level of duties and responsibilities. TLR point to be agreed between the Executive Head and the Chair of Governors - to report back to the next meeting. **IJB/PJR** Governors raised concerns about the increased workload of the leadership team. The Chair noted that a preliminary discussion would take place at the next FIG meeting as an agenda item, and would be discussed further in September. **FIG**

Ian Bradbury reported that he is trying to get funding for the girls toilets at Danesfield which need to be refurbished in the Summer Holidays. The LA will fund the inclusion of a large disabled toilet. Funding is also required for the extension at Old Cleeve. There is no DFCG money available.

Ian Bradbury was pleased to report that two pupils have been short-listed for the Literacy Threshold Prize and Danesfield has been awarded a National Epilepsy Prize. Links have been established with Croft House in Williton who have named their new wings after houses at Danesfield and asked the school to supply them with bedding plants from the polytunnel.

A discussion took place about Danesfield Achievement Evening - governors suggested a number of possibilities for a speaker.

6) VISIT FROM LOUISE GOLL (CORPORATE DIRECTOR - CHILDREN AND YOUNG PEOPLE SERVICES)

The Chair reported that Louise Goll recently visited the schools in the federation. He thanked the governors who were involved with the visit. He outlined the areas that had been covered during the visit which he felt was very positive. In particular she supported the way that the Federation had developed and the clear impact that it had had on the education of children. She also offered to facilitate a meeting with the College to discuss the way forward. A wide ranging discussion took place. It was agreed that Ian Bradbury would set up a meeting between local and district councillors in July to discuss ideas for the future. **IJB**

ATB left the meeting at 7 pm

5) WILLITON HUB

Sam Fahey reported that a meeting was held to present the partnership agreement which will be launched in September 2011. She was pleased to note that Children and Social Care, Youth Workers and Mental Health are involved. It was hoped that this initiative will be sustainable. A core management team has been established with the Head

of Knights Templar School elected as Chair. It was agreed to include this as a standing item on the Full Governors agenda - Sam Fahey agreed to report to governors. **SF**

7) FEDERATION SUCCESS PLAN

The final version was circulated previously (attached).

It was agreed that Ian Bradbury would appoint a member of staff responsible for Church School Distinctiveness. The plan will be reviewed by the leadership team before the next budget, and then presented to the sub-committees for discussion. **IJB/NAD**

8) MINUTES FROM THE COMMITTEE MEETINGS

The following minutes which had previously been circulated were discussed.

There were no matters arising. **Terms of reference were approved** subject to a minor amendment.

- **Teaching & Learning Committee -10 May 2011**

It was agreed to include the Handwriting in the Curriculum Policy next time it was reviewed.

- **Business Committee - 9 May 2011**

Paula Smythe reported that a paper detailing changes to the staffing budgets had been handed out at the meeting and Governors noted that teaching costs had reduced but admin costs were slightly higher.

Ian Bradbury had discussed his idea for a re-structured Danesfield Pastoral Team lead by the Senior Teacher. A discussion had taken place about the Senior Teacher's role at Danesfield. Ian Bradbury had updated the meeting with projected numbers for 2011/12: Old Cleeve - 123, which would take the school in to a higher category for funding (approximately £60,000 extra)

St Peter's - slight increase projected leading to an increase of approximately £10,000 in funding.

Danesfield - reduced pupil numbers leading to a £60,000 reduction in funding

An update on staffing costs and a steer as to where any extra funding is going to be spent would be presented to the next Business meeting. **IJB**

It was noted that Month 13 reports will be reconciled and available for the next Business meeting. Danesfield Budget for 2011/12 was showing a carry forward from 10/11 of £1,890 but the current carry forward is £4,265. Old Cleeve Budget for 2011/12 was showing a carry forward from 10/11 of £1,620 but the current carry forward is £13,214. St Peter's Budget for 2011/12 was showing a carry forward from 10/11 of £250 but the current carry forward is £23,487 (this is all allocated).

ANY OTHER BUSINESS

- The Clerk reported that there will be an election for a parent governor.

Forthcoming meetings:

FULL GOVERNORS PRESENTATION EVENING AT DANEFIELD 9 JUNE AT 3.45 PM
FULL GOVERNORS MEETING -12 JULY AT 6 PM

**ACTION POINTS ARISING FROM FULL GOVERNORS MEETING HELD ON
18 MAY 2011**

Minute no	Action	Timescale	By
4	Keep governors informed of any further staffing issues	Ongoing	IJB
4	Discussion about the workload of the leadership team to take place at the next FIG meeting as an agenda item	June 2011	FIG
4	TLR point to be agreed between the Executive Head and the Chair of Governors. We would then report back to the next meeting.	July 2011	IJB/PJR
5	Include Williton Hub as a standing item on the Full Governors agenda - Sam Fahey agreed to report to governors	Ongoing	SF
6	Ian Bradbury to set up a meeting between local and district councillors in July to discuss ideas for the future	July 2011	IJB
7	Leadership team to review FSP before the next budget and then present it to the sub-committees for discussion	Jan/Feb 2012	IJB/NAD
8	Richard Ninis to agree any consequential changes before the Sickness Absence policy is discussed at the Business Committee meeting	May 2011	RN/HHA
8	An update on staffing costs and a steer as to where any extra funding is going to be spent would be presented to the next Business meeting.	27 June 2011	IJB