

**A Meeting of the Governing Body of the Quantock Federation of Schools was held on  
18 May 2010 at Old Cleeve C of E First School**

**Present:**

Mr Ian Bradbury (Executive Head)	
Mr Bernard Maynard-Smith	Mr David White
Rev Richard Ninis	Mrs Cerys Randell
Mr Kevin Francis (Vice-Chair)	Mr Tony Newman
Mrs Judy Carslake	Mrs Paula Smythe
Mr Paul Meagher	Mrs Liz White
Mr James Peate	

In Attendance: Mrs Helen Hatfield (Clerk to the Governors),  
Mr John Bryant (Associate Governor), Cllr Anthony Trollope-Bellew, Mrs Sam Fahey  
(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 the Chair, Mr Peter Rowe (who had family commitments) and Mrs Loretta Whetlor (who was attending another meeting).

Mr Dean Parfrey was not present.

In the Chair's absence Vice Chair, Mr Kevin Francis, chaired the meeting.

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) DECISION TO ELECT SAM FAHEY AS COMMUNITY GOVERNOR**

Kevin Francis welcomed Sam Fahey, the Williton Children's Centre Manager, to the meeting. She gave a brief presentation about herself and left the room.

It was unanimously agreed that she would be a positive addition to the governing body.

**Governors voted to appoint Sam Fahey as Community Governor.**

The Clerk explained that once the paperwork has been completed she will be officially appointed.

Sam Fahey was invited back to the room.

**4) CORRESPONDENCE**

- The Clerk reported that she had received an email last month, informing her of the resignation of Netta Hunt, Community Governor. The Chair had written, on behalf of the governing body, to thank Netta for all her work as governor at Old Cleeve and latterly the Quantock Federation.
- The Clerk reported that she had attended a Clerk's Briefing Session. She handed out notes (attached) and highlighted the new regulations for school prospectuses; it was agreed to discuss this at the next Leadership Team meeting. (IJB)
- Loretta Whetlor has passed her on-line safer recruitment training.
- **The Food Policy (previously circulated) was adopted. It was noted that this is a requirement for St Peter's Healthy Schools Award.**

**Proposed: Dave White**

**Seconded: Paula Smythe**

5) **ADOPT FULL GOVERNORS MEETING MINUTES OF 30 MARCH 2010  
& MATTERS ARISING**

It was agreed that the minutes were a true and accurate record.

Proposed: Cerys Randell

Seconded: Judy Carslake

**Matters Arising**

- It was agreed that all actions had been completed.
- The Executive Head reported that he has arranged to meet with Susan Fielden from the LA next week to discuss the three budgets. He will report back to FIG. (IJB)
- The Executive Head reported that the Gateway Report had been agreed by the LA. He confirmed that any potential redundancy costs would be met by the LA.
- **Staff have been consulted with regard to the TLR structure (attached), their comments have been considered. Governors recommended the TLR Structure for adoption:**

**Proposed: Cerys Randell**

**Seconded: Paula Smythe**

**Abstained: James Peate**

The Executive Head confirmed that interviews for the Senior Teacher posts at Danesfield and St Peter's are scheduled for next week. He thanked governors for their contribution towards the interview process.

**ADOPT THE CONFIDENTIAL MINUTES OF 30 MARCH 2010**

*Ian, James and Helen left the room for a discussion to take place.*

The Confidential minute was handed out, read and agreed as an accurate record of the meeting.

*Ian, James and Helen were invited back into the room*

The Clerk collected all copies back for shredding. A signed copy will be kept in the safe at Danesfield.

Proposed: David White

Seconded: Liz White

6) **REPORTS FROM THE COMMITTEE MINUTES**

These reports had previously been circulated and read.

**Teaching & Learning Committee** - 27 April 2010 - as read

**Welfare Committee** - 28 April 2010 - as read

**P & R Committee** - 28 April 2010 and updated St Peter's School Action Plan - as read

**Business Committee** - 26 April 2010

Governors formally recorded their thanks to those involved in the FMSIS inspection.

Kevin Francis reported that the Executive Head has followed up the Gateway Report in respect of the redundancy procedure.

The proposal to appoint a dance teacher shared with WSCC was discussed.

WSCC have sounded a note of caution in respect of loaning us a dance teacher due to the fact that the person they are proposing has an interview pending; Ian agreed to update governors at the next Business Committee meeting. (IJB)

The Executive Head reported that he also proposed to pay Retention and Recruitment allowances to the Head of Performing Arts and the Head of

Modern Foreign Languages for the next academic year at a cost of £5,490 for 3 - 4 allowances.

Governors noted that these proposals were approved only on the basis that funding is confirmed in advance of the appointments taking place and that the decision to appoint must also be confirmed with the Chair of Governors and Chair of Business Committee in accordance with the requirements of the Recovery Plan.

**Foundation Committee** - 21 March 2010 - as read

9) **EXECUTIVE HEADTEACHER'S REPORT (attached)**, as read.

Ian Bradbury reported that he has successfully received funding through the TAMHS bid. The funding is ring fenced for 5 - 13 year age group.

A discussion took place about the proposed Williton Hub - a multi-agency enhanced community provision based at the Children's Centre to include Job Centre Plus, the Youth Service, MIND, Citizen's Advice Bureau and possibly weekly CAMHS sessions (Child and Adolescent Mental Health Service). Sam Fahey reported that she has secured funding for a community café at the Children's Centre in Williton. A discussion took place about linking the federation with this multi-agency provision.

Sam Fahey outlined statutory guidance for new Children's Centre Advisory Board. A discussion took place about the federation's role on this Board.

Ian Bradbury reported that he is preparing a paper for the next FIG meeting looking at how the federation works in the context of West Somerset. (IJB)

Governors questioned whether the increase in numbers at St Peter's would have a detrimental affect on class sizes. A discussion took place about this issue.

Ian Bradbury commented that if extra funding was received he proposed to employ another teacher from January 2011. Governors also recognised the problem of overcrowding at St Peter's and the lack of classroom space.

The nursery at St Peter's has just received notification from OFSTED that they can take a further 8 pupils, which will ease the waiting list.

Ian Bradbury reported that a proposal to create a new admin finance post is under discussion to support the Business Manager and the admin team at Old Cleeve, following the retirement of Mary Coles in August 2010. The detailed proposal will be taken to the next Business Committee meeting for approval. (PS/IJB)

Governors were pleased to note that the Performing Arts Centre build is on track.

*Anthony Trollope-Bellew left the meeting at 7.30 pm*

7) **CHURCH SCHOOL DISTINCTIVENESS TRAINING**

Following a recent Governor Training Course Mr Bernard Maynard-Smith gave a short power point presentation on Church School distinctiveness. A discussion took place about how governors felt the church school ambience was reflected in the three schools. It was agreed to organise a follow-up session at Kevin Francis's house one evening in July. Bernard Maynard-Smith agreed to circulate the checklist by email for governors to complete and return to him before the evening meeting. It was agreed that the consultation would be broadened out to include staff and pupils, with the results taken to the PCC for further discussion. (BMS)

Governors noted that there are still two foundation governor vacancies. The Executive Head reported that the Danesfield chaplain, Paul Gibbs, is still unwell and unable to visit the school.

It was felt that the Danesfield School should be encouraged to develop links with the parish churches in the hope that this would lead to church members attending collective worship. Governors also wanted to encourage the school to arrange visits to the local parish church for festivals and worship.

*Cerys Randell left the meeting (8 pm)*

**8) 0 - 7 PARTNERSHIP REPORT**

Bernard Maynard-Smith agreed to contact Sam Fahey to discuss his Somerset Skill's & Learning's involvement with the project.

Governors were pleased to note that the project has achieved a lot since the last report.

**10) TRAINING GOVERNOR REPORT**

Dave White reported that he had received a positive response to his email regarding a safeguarding training session for governors. James Peate offered to run this session after school. All governors were encouraged to attend.

James Peate agreed to liaise with the clerk about possible dates.

(JP)

The clerk agreed to contact SGS for an updated governor training list.

(HHA)

**11) STATEMENT OF INTERNAL CONTROL and BEST VALUE STATEMENT**

**These had been previously circulated to governors and were formally approved.**

**Proposed: Paul Meagher**

**Seconded: Kevin Francis**

Governors recommended that the statements should be signed off by the appropriate signatories.

The Business Committee agreed to monitor progress on Areas of Risk in the Statement of Control - Section 4/5 at their next meeting on 14 June. Governors noted the Statement should be amended to read "Business Committee" throughout.

Paula Smythe proposed that following Jerry Weedon's resignation the bank signatories should be amended to include Associate Head Nicky Darby as the third signatory.

Governors approved this proposal.

Paula Smythe agreed to take the completed forms to the Business Committee meeting. (PS)

The meeting closed at 8.30 pm.

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

Signed: .....Date: .....  
(Vice Chair)

**ACTION POINTS ARISING FROM FULL GOVERNORS MEETING HELD ON  
18 May 2010**

Minute no	Action	Timescale	By
4	It was agreed to discuss school prospectus regulations at the next Leadership Team meeting.	May 2010	IJB
5	Report back to FIG following a meeting with Susan Fielden from the LA.	June 2010	IJB
6	Update the Business committee about the possible dance teacher share with WSCC	14 June 2010	IJB
9	Ian Bradbury to prepare a paper for the next FIG meeting looking at how the federation works in the context of West Somerset.	June 2010	IJB
9	Discuss the detailed proposal for the new Finance Admin post at the next Business Committee meeting	14 June 2010	IJB/PS
9	James Peate agreed to liaise with the clerk about possible dates for the governors' safe guarding training.	asap	JP
9	The clerk agreed to contact SGS for an updated governor training list.	asap	HHA
10	Monitor progress on Areas of Risk in the Statement of Control - Section 4/5 at the next Business Committee meeting on 14 June.	14 June 2010	PS
10	Approve bank signatories at the next Business Committee meeting.	14 June 2010	PS
8	Arrange a follow-up Church School Distinctiveness session in order to expand the issues highlighted. It was felt that the consultation would be broadened out to include staff and pupils, with the results taken to the PCC.	14 July 2010 At 6.30 pm	Foundation Governors

**Dates & Venues for Governors Meetings for 2010**

**Full Governors**- All full governors meetings to be held at 6.30 pm unless otherwise stated  
7 July 2010 - St Peter's

**Business Committee Meetings** - 2.30 pm at Danesfield  
14 June 2010

**Foundation Committee Meeting** - 4.30 pm at Danesfield  
14 June 2010

**P & R Committee** - 3.45 pm at Danesfield  
10 June 2010

**FIG**- tbc