

A Meeting of the Governing Body of the Quantock Federation of Schools was held on 25 November 2009 at Danesfield Church of England School

Present: Mr Ian Bradbury (Executive Head) Mr Paul Meagher
Mrs Netta Hunt Mr Peter Rowe (Chair)
Mr Bernard Maynard-Smith Rev Richard Ninis
Mr Kevin Francis (Vice) Mrs Judy Carlake
Mr James Peate (Head) Mrs Paula Smythe

In Attendance: Mrs Helen Hatfield (Clerk to the Governors),
Mr John Bryant (associate governor)
Ms Sam Nicholls)
Mrs Liz White) newly elected parent governors
Mr Tony Newman)
Mrs Loretta Whetlor (newly elected Foundation Governor)
Cllr Christine Lawrence (invited)

1) OPENING PRAYER

Rev Richard Ninis opened the meeting with a prayer.

2) WELCOME MRS LIZ WHITE NEWLY ELECTED PARENT GOVERNOR AND MRS LORETTA WHETLOR NEWLY ELECTED FOUNDATION GOVERNOR (not yet appointed, awaiting CRB clearance).

3) APOLOGIES & DECLARATION OF BUSINESS INTERESTS

Apologies were received from Mr Chris Sampson and Mrs Cerys Randell (who were on holiday), Mrs Nicky Darby and Cllr Anthony Trollope-Bellew (who had been invited but had work commitments), Mr Dean Parfrey (who was unwell) and Mr Dave White (who had a work commitment).

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) RESIGNATION OF FOUNDATION GOVERNOR CHRIS SAMPSON

The Chair reported that he had received a letter of resignation (as of 31/12/09) from Foundation Governor Chris Sampson, who reaches the end of his 4 year term of office at the end of December. The Chair thank him for efficiently organising the training programme and recorded his appreciation of Chris's commitment and valuable contribution as a governor both at Old Cleeve and the Quantock Federation. He wished him well for the future on behalf of the governing body.

5) CORRESPONDENCE

The Clerk reported that she had ordered a free Training DVD for new governors from Teacher's TV. Once it is received she will circulate it.

6) **FULL GOVERNORS MINUTES OF 29 SEPTEMBER 2009**

It was agreed that the minutes were a true and accurate record of the meeting and that all actions had been completed:

Proposed: Paula Smythe

Seconded: Netta Hunt

Matters Arising:

- James Peate agreed to email governors with the percentage response to the recently circulated parent questionnaire. **JP**
- The Clerk offered to email new governors a list of common abbreviations. **HHA**
- The Executive Head, Ian Bradbury confirmed that the Teaching & Learning committee had discussed issues surrounding the new OFSTED Framework.

FULL GOVERNORS MINUTES OF 22 October 2009

It was agreed that the minutes were a true and accurate record of the meeting and that all actions had been completed:

Proposed: Bernard Maynard-Smith

Seconded: Netta Hunt

The Chair explained that this had been an extra-ordinary meeting focusing on the deficit budget at Danesfield School.

Matters Arising

- The Chair Peter Rowe noted that the intervention funding from the LA was still outstanding. A discussion took place. Cllr Lawrence offered to ask the LA for an explanation as to why the intervention funding is still outstanding (£14,000) and also the money owed with regard to Jerry Weedon's secondment to Nether Stowey School (£15,000).

7 pm Cllr Lawrence left the meeting

- Paula Smythe asked governors to ratify the Finance Policy which was approved by the Business Committee on 15 October.
The Finance Policy was unanimously agreed.
- The Clerk reported that in-house finance training has been scheduled for Tues 1 December at 4 pm at Danesfield.

Report from the committee meetings:

Minutes of the P & R Committee meeting held on 22 October 2009

The Chair noted that the St Peter's Action Plan will be discussed as a separate item later in the meeting.

FIG (Federation Improvement Group) held on 22 October 2009

The Executive Head reported that he is in discussion with the LA about amalgamated schools, which he felt was an interesting option. He is currently researching the process and will keep governors informed. It was agreed that managing three budgets was unsustainable, having a negative impact on staff and governors. A discussion took place.

Teaching & Learning Committee - 10 November 2009 (adopt terms of reference)

Kevin Francis reported that he is still working on the terms of reference as a result of further comments from governors. He agreed to bring them to the next full governors meeting, KF

Governors unanimously endorsed the key statement "It was decided that reading should be a key focus currently, with the aim of reducing the percentage of children with reading age below chronological age".

Welfare Committee - 11 November 2009 (adopt terms of reference)

The terms of reference for the Welfare Committee were adopted. A discussion took place about policies; it was agreed to streamline policies, focusing on statutory policies for the time being. It was noted that the minutes should read "Pupil Discipline & Complaints Panel" and "Staff Appeals Panel". The Clerk to amend the minutes. HHA

James Peate has contacted the Diocese to confirm the position with regard to pupils being withdrawn from RE lessons/worship, he is awaiting a response.

The Clerk will circulate a revised list of policies once it is drawn up. HHA/IJB

- 7) **EXECUTIVE HEADTEACHER'S REPORT (attached)***
11) **PERFORMANCE MANAGEMENT REPORT (IJB)**

Contextual Value Added was discussed; the Executive Head explained the formula. Governors were pleased to note that the trend is "up" for the three schools. A discussion took place about raising attainment; governors noted that it was important to share data between the schools. It was recognised that a group of Year 8 pupils had taken a scholarship exam for Queen's College in Taunton.

A discussion took place about attainment. The Executive Head reported that the Teaching & Learning Committee will be discussing the new curriculum for 2010 at their next meeting in February. He has also written a paper for the next T&L committee meeting regarding the issue that 'boys out perform girls at Danesfield whereas at St Peter's girls significantly out perform boys'. IJB

A discussion took place about single year teaching groups at the first schools. The Executive Head projected that Reception Classes will be full at both first schools in September; a discussion took place about the impact of this on the teaching.

The Executive Headteacher gave a brief performance management report (attached).

10) **ST PETER'S SCHOOL ACTION PLAN PROGRESS REPORT (ATTACHED)***

This report had been previously circulated.

The Chair reported that he had attended a positive review today at St Peter's with Alexa Bradford from the LA. They were pleased to note clear improvements. The next steps were for them to visit during the Spring and Summer terms to ensure that the systems put in place were embedded across the whole school and issues raised had been addressed. The Chair noted the strong teamwork approach at St Peter's and thanked the Executive Headteacher Ian Bradbury and all the staff at Danesfield, St Peter's and Old Cleeve on behalf of the governors.

James Peate summarised his report; governors agreed that there was a need to spread good practice across the whole school. James Peate will share the feedback from the LA with staff tomorrow and circulate a summary of the written report once it is received. JP

A federation staff questionnaire had been compiled; James Peate will report back to governors at the next meeting. JP

Extra Item - Confidential Minute

8) **GOVERNOR SELF EVALUATION REPORT**

Previously Circulated.

The Clerk summarised the report. She noted that following the report the following initiatives have been put in place:

- Induction training for new governors, with the Chair administering a key policy overview at the beginning of committee meetings. He will also run short training sessions before full governors meetings.
- Teaching staff had been invited to committee meetings, as appropriate.
- The Leadership team will be discussing the role of governor monitoring.
- Budget setting will be discussed at the in-house finance induction session.

She noted that the websites are updated regularly with a link from each school's website to the websites for the other schools in the federation.

The Clerk thanked governors for their responses. It was agreed to repeat this exercise approximately every 3 years.

9) **TRAINING GOVERNOR REPORT**

The Clerk reported that the Diocese are arranging an in-house training session on Church School Distinctiveness as requested in mid-March - exact date to be confirmed.

The FMSIS training is arranged for 28 January 2010 at Danesfield.

12) **SCHOOL SUCCESS PLAN 2009 - 2010 UPDATE**

The Executive Head is in the process of updating the SSP. He noted that it is a working document and he will bring it to the next meeting for further discussion.

IJB

13) **0 - 7 PARTNERSHIP**

The Chair explained that the 0 - 7 pilot project is now physically based at Danesfield. The co-ordinator Wendy Smith will be contracted by Danesfield from January 2010. Governors felt that this was a positive step and looked forward to collaboration with the 0-7 Partnership.

The Executive Head will report with an Action Plan at the next meeting. **IJB**

14) **SPECIALIST SCIENCE SCHOOL UPDATE**

Paul Meagher summarised the report which had been previously circulated. He commented that the visit to EDF was very positive and invited governors to attend the Science Week at Danesfield in March 2010.

The meeting closed at 9.00 pm

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

Signed: Date:

(Chair)

ACTION POINTS ARISING FROM FULL GOVERNORS MEETING HELD ON 25 NOVEMBER 2009

Minute no	Action	Timescale	By
6	The Clerk offered to email new governors a list of common abbreviations	asap	HHA
6	Email governors with the percentage response to the recently circulated parent questionnaire.	asap	JP
6	Teaching & Learning committee Terms of reference to be agreed at the next full governors meeting	Jan 10	KF
6	Amend the Welfare Committee meeting minutes and circulate the revised list of policies	Asap	HHA
11	Discuss the new curriculum for 2010 together with the issue that boys out perform girls at Danesfield whereas at St Peter's girls significantly out perform boys.	T & L meeting Feb 10	IJB
10	Report back to governors with the results from the federation staff questionnaire.	Jan 10	JP
10	Circulate a summary of the written report from the LA once it is received.		JP
12	Updated SSP to be discussed at the next full governors meeting	Jan 10	IJB
13	Report back with an action plan for the 0 - 7 Partnership	Jan 10	IJB

Dates & Venues for Full Governor Meetings - 2010**Full Governors**

All full governors meetings will be held at 6.30 pm unless otherwise stated

27 January 2010 - St Peter's

30 March 2010 - Old Cleeve

18 May 2010 - Danesfield

7 July 2010 - St Peter's