

**A Meeting of the Governing Body of the Quantock Federation of Schools was held on
29 September 2009 at Old Cleeve C of E First School**

Present: Mr Ian Bradbury (Executive Head) Mr Paul Meagher
Mrs Netta Hunt Mr Chris Sampson
Mr Bernard Maynard-Smith Mr Dave White
Rev Richard Ninis Mrs Cerys Randell
Mr James Peate (Head) Mr Kevin Francis
Mrs Judy Carslake Mrs Paula Smythe
Mr Peter Rowe (Chair)
Mr Dean Parfrey

In Attendance: Mrs Helen Hatfield (Clerk to the Governors),
Mr John Bryant (associate governor), Mr Tony Newman and Ms Sam Nichols (newly
elected governors awaiting CRB clearance)

1) OPENING PRAYER

Rev Richard Ninis opened the meeting with a prayer.

**2) WELCOME MR TONY NEWMAN AND MS SAM NICHOLS NEWLY ELECTED
PARENT GOVERNORS**

The Chair welcomed the new governors to the meeting.

3) APOLOGIES & DECLARATION OF BUSINESS INTERESTS

Apologies were received and accepted from Miss Nicky Darby.

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.

REGISTER OF PECUNIARY INTERESTS

The Clerk reminded governors to return their outstanding forms.

4) RESIGNATION OF GOVERNORS MR BRUCE HARDING AND MRS KAREN PAYNE

The Chair regretted that Bruce Harding and Karen Payne had resigned. The Chair
paid tribute to the significant contribution that each of them had made to the
Governing Body and proposed that the Governors should record their appreciation
and that he should write to them on behalf of the governing body to thank them for
all their hard work over the years.

Governors unanimously supported this proposal.

5) APPOINTMENT OF LA GOVERNOR MR DAVID WHITE

The Clerk reported that David White was now appointed as an LA Governor.

6) ELECTION OF CHAIR AND VICE CHAIR

The Clerk informed the meeting that one nomination was received for the position
of Chair of Governor from the current Chair Peter Rowe and one nomination was
received for the position of Vice Chair of Governors from Kevin Francis.

Peter Rowe left the room.

Governors unanimously re-elected Peter Rowe as Chair of Governors and he
returned to the meeting.

Kevin Francis left the room.

Governors unanimously re-elected Kevin Francis as Vice Chair of Governors.

The Clerk welcomed him back to the meeting. The Chair thanked the governors for their support.

7) **CORRESPONDENCE**

The Clerk reported that she had attended the termly Clerk's Briefing session.

She informed the governors that

- There is a Federation Forum on 5 November at Oake Manor
- Vetting & Barring will be in place from July 2010
- Safer recruitment online courses - at least one person on the interview panel must have undertaken training. Now organized by CWDC (from Nov 09)
- The New OFSTED Framework is now in place - focus on Safeguarding requirements - the Clerk has a checklist
- Community Cohesion should be added to the SSP with evidence that we have done an audit and then worked out an action plan. Also part of SEF.
- Freedom of Information Scheme has been updated
- Fair Processing is now called Annual Privacy Notice - the schools have circulated the new paperwork to parents and put it on the website
- A new policy for Outside Visits will be available soon on the External Visits site

8) **ADOPT FULL GOVERNORS MEETING MINUTES OF 7 July 2009 & MATTERS ARISING**

Cerys Randell noted that she was not present at this meeting (as indicated).

The Clerk will amend the minutes accordingly.

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

Proposed: Paula Smythe

Seconded: Netta Hunt

Mr Ian Bradbury Arrived 6.45 pm

Matters Arising

- James Peate agreed to contact Rev Bethan Gutteridge (JP)
- Chair reported that at the next meeting with the Diocese he will raise the issue of the Constitution and the number of Foundation Governors
- The Chair reported that he has spoken to Judith Richardson regarding the funding for St Peter's. He will also contact Alexa Bradford on her return to the office to clarify the situation.
- The Chair reported that the White Paper would be added to the next Agenda of the Teaching & Learning Committee for detailed discussion (HHA)
- Ian Bradbury reported that The Leadership Team are meeting to determine their representation on the governing body. (IJB)
- Paula Smythe (Chair of the Business Committee) presented a paper on the Danesfield Budget Deficit. She explained that the Business Committee will be meeting to discuss the detailed recovery plan followed by an extraordinary full governors meeting on 22 October to consider the plan. The budget scenario currently appears to be a predicted overspend of £16,030. This is in addition to the deficit carried forward from 08/09 of

£51,769. Owing to the fact that SAPS is still down the Business Manager had been unable to do a reconciliation.

- It was agreed that all actions had been completed.

- 9) **REPORTS FROM THE COMMITTEE MINUTES**
10) **LEADERSHIP STRUCTURE REPORT**
11) **ST PETER'S SCHOOL ACTION PLAN PROGRESS REPORT**

These reports had previously been circulated.

P & R Committee meeting held on 5 August 2009

The Chair noted that as Deputy Head Jerry Weedon had been seconded to Nether Stowey at very short notice a new leadership structure had been implemented at the beginning of term. This trial model will be reviewed regularly. Governors raised concerns about the workload issues and asked for the breakdown of responsibilities for the Business Manager to be included in the structure. Ian Bradbury agreed to circulate this to the governors. He reported that a plan is in place to support the Business Manager. (IJB)

The recommendations set out in the minutes were agreed unanimously

It was agreed that the structure and the individual positions within it should be reviewed by the Governing Body before the end of the Easter term.

The Chair noted that the SIP will be visiting to carry out the Heads' Performance Reviews on 13th November.

P & R Committee meeting 24 September 2009

The key issue discussed at this meeting was the St Peter's Action Plan Progress report (2 reports attached). James Peate presented the report and a discussion took place. It was noted that a new federation marking policy was now in place. It was suggested that the staff questionnaire be shared across the federation. James Peate agreed to inform the governors about the percentage response to the parent questionnaire. (JP)

Governors were pleased to note that bullying was not an issue in the survey responses. It was requested that a list of abbreviations be attached to the report next time (JP)

The Chair noted that although there is clearly more work to do he was pleased to note that momentum had picked up. Governors felt that the two documents produced could be merged into one document next time with a column added for "on target?" The report should be circulated well in advance of the meeting. (JP)

Foundation Meeting held on 16 September 2009

Foundation Governors reported that they have now produced a Terms of Reference which will be circulated to governors for approval at the next full governor's meeting. (HHA)

- 12) **REVIEW STANDING ORDERS AND CODE OF CONDUCT**

The following amendments were noted:

(HHA)

5.3 and 16.1.1 Quorum of the sub committees to read

"The quorum of a subcommittee/working parties will be **3** governors with the exception of the Business Committee where the quorum will be **5** governors"
The sentence reading "or half of the committee membership whichever is greater" should be removed in sections 5.3 and 16.1.1

16.1.5. To read "The Clerk does not attend committee meetings with the exception of the Business Committee meetings"

2. To read "7 Parent Governors (1 from Danesfield, 1 from St Peter's, 1 from Old Cleeve, the remaining 4 from any of the federation schools" - as advised the Somerset Governor Services.

It was noted that the delegated functions will be discussed at the committee meetings and reviewed at the next full governors meeting. (HHA)

It was agreed that this amendment will be specified in the new constitution once it is finalised.

**13) GOVERNOR COMMITTEE STRUCTURE 2009 - 2010
GOVERNORS ROLES AND RESPONSIBILITIES
APPROVE TERMS OF REFERENCE FOR THE BUSINESS COMMITTEE,
WELFARE COMMITTEE AND TEACHING & LEARNING COMMITTEE**

The previously circulated papers were discussed.

The Chair recommended the Chairs of the committee as follows:

Paula Smythe - Business Committee

Kevin Francis - Teaching & Learning Committee

Richard Ninis - Welfare Committee

These papers were agreed unanimously.

The Clerk reminded Chairs to contact her to arrange dates for the committee meetings for this academic year. (Chairs)

The Executive Head Ian Bradbury informed the meeting that he had reviewed the governor monitoring responsibilities to ensure that governors were not specifically nominated to a subject area as previously. He suggested that the whole committee would be responsible for monitoring areas identified in the School Success Plan, (as agreed in their terms of reference) with a lead professional attached to each committee. It was agreed that there should be an item on the agenda for the next meeting of each Committee so that the detailed arrangements for monitoring the work of the Committee can be agreed. (HHA)

He noted that there will still be statutory roles such as the governors responsible for monitoring Community Cohesion, SEN and Safe Guarding Children.

Previously circulated terms of reference for the committees were approved.

It was also agreed that each Committee should consider the terms of reference and make any suggested alterations to the next full meeting of the Governing Body.
(Chairs/HHA)

In future the terms of reference will be approved at the July meetings

14) EXECUTIVE HEADTEACHER'S REPORT (attached)

Ian Bradbury was pleased to report that the numbers on roll are increasing at Danesfield.

He noted that the recent internal audit report had raised one or two issues to be discussed in full at the next Business Committee meeting and reported at the next full governors meeting. **(PS)**

The Open Days have been widely publicised, Ian Bradbury reported that leaflets have been circulated to parents of Yr 6 pupils at Crowcombe & Stogumber, Dunster and Nether Stowey Schools.

A discussion took place about the future of the 0 - 7 Pilot Project.

Governors were interested to note the increased percentage of SEN pupils on role at Danesfield and St Peter's. A discussion took place and Governors asked that the appropriate funding should be in place for these pupils.

15) SCHOOL SUCCESS PLAN

The draft plan was previously circulated. Ian Bradbury reported that the finance section was not yet completed due to the recent internal audit. The SSP cycle begins in January - this draft plan will be revised and implemented in January 2010. Costs will be included. Issues raised in the recent SIAS and OFSTED inspections to be included. **(IJB)**

The Clerk noted that the SSP will be an agenda item at every full governors meeting.

Governors agreed to email their comments to Ian Bradbury. **(All)**

Governors asked for the new OFSTED framework to be discussed in full at the next Teaching & Learning Committee as an agenda item. **(HHA)**

Governors also requested a list of abbreviations to be circulated. **(HHA)**

16) TRAINING GOVERNOR REPORT

A discussion took place about the in-house training session entitlement.

Chris Sampson (training governor) agreed to contact SGS to organise a session on Church School Distinctiveness together with an overview how the work of the Governing Body relates to the functions and internal workings of the local authority. **(CS)**

17) GOVERNOR SELF EVALUATION

The Clerk agreed to circulate the self evaluation forms to governors to be completed by 19th October. The Chair urged governors to complete the forms honestly; the results will be collated and used to identify training needs, these will be reported at the next meeting. **(PJR)**

18) SPECIALIST SCHOOL STATUS UPDATE

Paul Meagher reported that he had met with Nigel Johnson and John Bryant on 25 September. A short report had previously been circulated to governors. A more detailed report will be presented to the next full governors meeting.

ANY OTHER BUSINESS

The Clerk asked governors to let her know if they would be attending the Danesfield Open Evening.

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

Signed:Date:

(Chair)

**ACTION POINTS ARISING FROM FULL GOVERNORS MEETING HELD ON
29 September 2009**

Minute no	Action	Timescale	By
8	Contact Rev Bethan Gutheridge	ASAP	JP
8	Add the White Paper to the next Agenda of the Teaching & Learning Committee	Oct 09	HHA
8	Leadership team to determine their representation on the governing body	Oct 09	IJB
10	Circulate a breakdown of responsibilities for the Business Manager (to be included on the leadership structure paper)	ASAP	IJB
9	Inform governors of the percentage response to the recently circulated parent questionnaire	Oct 09	JP
9	St Peter's Action Plan - Progress Report: merge the two documents into one report next time with a column added for "on target?" The report should be circulated well in advance of the meeting with a list of abbreviations attached.	Oct 09	JP
9	Circulate the Foundation Governors terms of reference	Oct 09	HHA
12	Amend the Standing Orders as agreed - Governors to review delegated powers at the next full governors meeting.	ASAP	HHA
13	Chairs to arrange dates for the committee meetings for this academic year	ASAP	Chairs
13	Report any amendments to the committee terms of reference at the next full governors meeting	Nov 09	Chairs/HHA
13	Add an item on the agenda for the next meeting of each Committee so that detailed arrangements for monitoring the work of the Committee can be agreed.	Oct 09	Chairs/HHA
14	Report back to full governors re the FMSIS audit	Nov 09	PS
15	SSP : Include issues raised in the recent SIAS and OFSTED inspections	ASAP	HHA
15	Circulate a list of common abbreviations	ASAP	HHA
15	Governors asked for the new OFSTED framework to be discussed in full at the next Teaching & Learning Committee as an agenda item		HHA
15	Email comments on the SSP to Ian Bradbury	ASAP	All
16	Contact SGS to organise this years in-house training session	Oct 09	CS
17	Collated results from the governor SEFs to be reported back at the next full governors meeting	Nov 09	PJR

Dates & Venues for Governors Meetings for 2009/2010

Full Governors

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

22 October 2009 - *Additional meeting 6pm at Danesfield*

25 November 2009 - Danesfield

27 January 2010 - St Peter's

30 March 2010 - Old Cleeve

18 May 2010 - Danesfield

7 July 2010 - St Peter's

Business Committee Meetings - 2.30 pm at Danesfield

5 October 2009

15 October 2009 at 3.40 pm

8 December 2009

9 February 2010

23 March 2010

26 April 2010

14 June 2010

Welfare Committee meetings - 2.30 pm at Danesfield

11 November 2009

10 February 2010

28 April 2010

Teaching & Learning Committee meetings - 4 pm Danesfield

10 November 2009

17 March 2010

27 April 2010

P & R Committee

22 October at 4 pm at St Peter's

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22 October at 10.00 am at Danesfield