

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

Present:

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

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

1) OPENING PRAYER

Rev Richard Ninis opened the meeting with a prayer.

2) WELCOME TO KAREN ABRAHAM - NEWLY ELECTED PARENT GOVERNOR

The Chair welcomed Karen to the meeting.

3) APOLOGIES & DECLARATION OF BUSINESS INTERESTS

Apologies were received and accepted from Mrs Loretta Whetlor who had a work commitment and Cllr Anthony Trollope-Bellew who had been invited.

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) CORRESPONDANCE

The Clerk reported that there was no correspondence.

The Chair noted that the OFSTED reports had now been circulated and congratulated the first schools on their excellent reports.

The Chair recorded his thanks to Angela Morley - Business Manager, who is leaving on 8th April. He thanked her for the huge amount of support she had given to the governing body and outstanding commitment to the federation. He wished her well for the future. He reminded governors to attend Angela's leaving presentation on 8th April at 3.45 pm.

**5) ADOPT FULL GOVERNORS MINUTES OF 26 JANUARY 2011 & MATTERS ARISING
ADOPT PRESENTATION MEETING MINUTES OF 14 MARCH 2011**

The minutes of the full governors meeting held on 26 January 2011 were agreed as a true and accurate record. All actions had been completed.

Proposed: Kevin Francis

Seconded: Cerys Randell

Matter Arising: Staffing to be discussed in the Head's Report

The Chair reported that together with the Vice Chair - Kevin Francis, he had attended the Area Chairs meeting. He reported that Minehead Middle School and West Somerset Community College have both applied for Academy Status as of 1 June 2011. Most secondary schools in Somerset are moving to academy status. A discussion took place about the impact on the LA's Compact. Ian Bradbury agreed to keep governors updated. **IJB**

The Presentation Meeting Minutes were also agreed. Governors were pleased to note the very positive team teaching approach at St Peter's and thanked the staff for a very informative presentation last month.

6) **MINUTES FROM THE BUSINESS COMMITTEE MEETINGS
HELD ON 9 FEBRUARY 2011 AND 24 MARCH 2011
RECOMMENDATION BY THE BUSINESS COMMITTEE TO ADOPT THE FINAL
BUDGET PLANS**

The minutes had been previously circulated.

At the meeting on 9 February 2011 a confidential discussion took place regarding proposed savings across the federation. It was noted that the budget would be significantly reduced. Governors had agreed that there would be difficult times ahead.

Ian Bradbury had circulated a confidential paper and it was noted that further work would be undertaken to present the information within context of the budget. In respect of producing the budgets for 2011/2012 Ian and Angela would keep Paula and Peter appraised of the up to date situation prior to the Business Committee's budget meeting on 24th March 2011.

The Chair of the Business Committee Paula Smythe reported that at the meeting on 24 March 2011 it was agreed to propose a deficit budget for Danesfield.

At the meeting held on 24 March Ian Bradbury reported that he had looked in depth at a number of options with regard to setting the budgets for 2011/12. It was agreed that there should be no diminution of teaching; governors agreed that the first schools benefit from single year group teaching. It was also agreed that the Performing Arts Studio should be appropriately staffed including the recruitment of a dance/drama teacher. With falling roles and less money available it was regretted that the Danesfield Budget was showing a deficit.

Since this meeting there have been significant changes to the Danesfield budget. Following the resignation of the Senior Teacher and an additional £15,244 received from the LA the Danesfield budget was now showing a small credit. Ian Bradbury reported that further savings have also been made - £2,500 credit received against grounds maintenance and approximately £1,200 to be saved on the re-negotiated finance package.

A discussion took place about the budgets. A proposal was put forward by the Chair:
**The Governing Body would like the LA to explore a single federation budget.
Governors unanimously accepted this proposal**

The Clerk agreed to forward this proposal to Alison Crudginton at the LA. **HHA**

The budgets had been circulated for comment prior to the meeting.

Old Cleeve

2011/12

Total Funding:	£442,937
Total Planned Expenditure:	£444,423
2011/2012 carry forward	£134

St Peter's

2011/12

Total Funding:	£515,114
Total Planned Expenditure	£515,114
2011/2012 carry forward	£250

Danesfield	
2011/12	
Total Funding:	£1,572,092
Total Planned Expenditure	£1,572,902
2011/2012 carry forward	£1,890

The three budgets were approved and accepted.

Proposed: Kevin Francis

Seconded: Cerys Randell

Ian Bradbury agreed to update the Business and Teaching & Learning Committees next term about changes to the staffing budgets. **IJB**

He commented that he would ideally like to put some money into staff training and premises next year.

7) EXECUTIVE HEADTEACHER'S REPORT

(Attached) - as read.

Governors congratulated Mark Walker (Senior Teacher at Danesfield) on his appointment as Headteacher at Swanmead Middle School.

Governors were pleased to read the very positive SIAS reports for the first schools.

A discussion took place about the LA Compact. It was regretted that Ian Bradbury did not have time to be more involved with this concept.

LLE - (Local Leaders in Education). Governors supported Ian Bradbury with his application to become an LLE.

Ian reported that he would like to submit an application for the federation to become a Teacher Training School which he felt was at the heart of school improvement. Governors were in favour and supported this initiative.

Paula Smythe left the meeting (6.00 pm)

Governors expressed concern about not being more involved in the Compact due to the limited capacity of the leadership team. It was agreed that governors need to plan for the future. They proposed reviewing how to enhance the leadership team at the FIG meeting in September 2011. **FIG**

Dawn Saffrey left the meeting (6.15 pm)

A discussion took place about how best to replace the Senior Teacher's responsibilities at Danesfield. The post will be advertised internally. Ian Bradbury noted that all the Senior Teachers in the federation are paid the same rate plus their extra subjects.

The Senior Teacher vacancy at Old Cleeve has been advertised, interviews are scheduled for 3 May.

A confidential discussion took place about staffing issues (*confidential minute*.)

Ian Bradbury agreed to update the Teaching & Learning Committee on the literacy focus. **IJB**

8) TRAINING GOVERNOR: FEEDBACK FROM EXTERNAL FUNDING COURSE

Dave White reported that the recent training course run by Kirsty Budge was worthwhile.

9) **MINUTES FROM THE COMMITTEE MEETINGS**

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

- **Welfare** - 16 February 2011
- **Teaching & Learning Committee** -15 March 2011
- **Foundation** - 24 March 2011
- **FIG** - 31 March 2011.

Forthcoming meetings:

FULL GOVERNORS PRESENTATION EVENING AT DANEFIELD 9 JUNE AT 3.45 PM
FULL GOVERNORS MEETING - 18 MAY AT 6 PM

ACTION POINTS ARISING FROM FULL GOVERNORS MEETING HELD ON
6 APRIL 2011

Minute no	Action	Timescale	By
5	Keep governors updated about the Compact	Ongoing	IJB
6	Forward the governor proposal about a federated budget to the LA	April 2011	HHA
6	Ian Bradbury agreed to update the Business and Teaching & Learning Committees next term about changes to the staffing budgets.	May 2011	IJB
7	Review the leadership team	May 2011	FIG
7	Update T & L governors on the literacy focus	May 2011	IJB