

**A Meeting of the Governing Body of the Quantock Federation of Schools was held on  
8 December 2010 at Danesfield School**

**Present:**

|                                  |                     |
|----------------------------------|---------------------|
| Mr Ian Bradbury (Executive Head) | Mrs Cerys Randell   |
| Mr Bernard Maynard-Smith         | Mr David White      |
| Rev Richard Ninis                | Mrs Loretta Whetlor |
| Mr Kevin Francis (Vice-Chair)    | Mr Tony Newman      |
| Mrs Paula Smythe                 | Mrs Dawn Saffrey    |
| Mr Paul Meagher                  |                     |

In Attendance: Mrs Helen Hatfield (Clerk to the Governors), Mrs Lynne Williams - SENCO (invited).

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

**1) OPENING PRAYER**

Rev Richard Ninis opened the meeting with a short reading and a prayer.

**2) APOLOGIES & DECLARATION OF BUSINESS INTERESTS**

Apologies were received and accepted from Mr Peter Rowe (Chair) who was on holiday, Sam Fahey who had a work commitment and Liz White who was unwell. Cllr Anthony Trollope-Bellew was invited but was unable to attend.

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 was no correspondence.

**4) SEN REPORT**

Governors moved to the SMART Room for the presentation.

Kevin Francis welcomed Mrs Lynne Williams (SENCO) to the meeting.

The SEN Report and data had been previously circulated.

Lynne Williams reported that she had made significant changes to the SEN department this year. Every child is now tracked and weekly monitoring sheets are completed. Accurate records and data are in place at each school. She felt that the staff were supportive of the new system and parents liked the increased contact.

Issues were highlighted:

- Long term illness in the Danesfield TA team - governors felt that staffing levels and hours needed to be looked at.
- The Cluster. Lynne is liaising with Knights Templar regarding the anticipated high intake of SEN pupils next year.

Lynne was invited to attend the next Teaching & Learning meeting to discuss progress.

(HHA)

Governors thanked Lynne Williams for her hard work this term.

**5) ADOPT CONFIDENTIAL MINUTE FROM THE MEETING HELD ON 6 JULY 2010  
ADOPT FULL GOVERNORS MINUTES OF 29 SEPTEMBER 2010 & MATTERS ARISING**

The confidential minutes were handed out, read, approved and then collected in by the Clerk. A copy of the minutes is filed in the safe.

Proposed: Paula Smythe  
Seconded: David White

The minutes of the full governors meeting held on 29 September 2010 were read and approved. It was agreed that they were a true and accurate record. All Actions had been completed.

Proposed: Paul Meagher  
Seconded: Cerys Randell

Matters Arising:

- Governors recorded their thanks to staff at Old Cleeve for a very informative evening last month.
- Kevin Francis reported that Nigel Johnson had agreed to run another SLP training session. If governors wanted to attend they were encouraged to contact the Clerk.

## 6) EXECUTIVE HEADTEACHER'S REPORT

(Attached) - as read.

Ian Bradbury (Executive Head teacher) reported that he has accepted Business Manager, Angela Morley's, resignation as from April 1<sup>st</sup> 2011. Options for her replacement will be discussed following FIG recommendations in January. Ian Bradbury agreed to keep the governors informed.

Ian Bradbury explained that he is planning to timetable PE afternoons next year for each year group to include differentiated activities. This will enable pupils to attend away fixtures without missing lessons. Pupils will also benefit from having a larger block of time to participate in off-site activities such as orienteering and sailing.

Governors were pleased to hear that the Children's Centre OFSTED as good with outstanding features. Ian Bradbury commented that plans for the Williton Hub are progressing. He felt this was an exciting new venture. The draft business plan is in place and will go to John Kirby in January for adoption. He stressed that the Children's Centre would be managing the Hub and it was agreed to look at the budgets for next year, once there is a clearer picture, to consider how to fund it. Other parties include the police, the service, the church, Youth Provision, and Job Centre Plus. Ian Bradbury hoped that an Emotional Health worker could be funded. He will keep the governors informed of progress.

Ian Bradbury was pleased to report that some year groups are full in the first schools. The single year grouping at St Peter's is a very popular move.

The Clerk agreed to email governors with the results from the cross-phase performance management survey. (HHA)

## 7) ACADEMY STATUS

A discussion took place about Academy status (paper attached). Ian Bradbury confirmed that FIG has been actively exploring academy status. FIG had agreed to hold two formal information meetings in January, one with staff and one with parents. Following these meetings FIG would meet to make a firm recommendation to the governing body.

David White reported that he had attended an academy status information session at the Diocese. He agreed to email out the presentation notes; he commented that at this meeting some concerns were raised about academy status. (DW)

Governors were invited to address any further questions surrounding academy status by email to the Chair Peter Rowe (via the Clerk). (All)

Paula Smythe noted that the Business Committee had asked the Chair to write to the LA for more detailed information on the cost of buying back current services so that an informed decision can be made.

Ian Bradbury agreed to chase the DFE for a response to his questions about funding. (IJB)

Ian Bradbury left the meeting (7.30 pm)

**8) CONSTITUTION OF THE GOVERNING BODY**

A paper was attached detailing vacancies in the governing body. Governors felt that filling the vacancies should be a priority. The Clerk agreed to re-advertise for parent governors next term. (HHA)

Kevin Francis, Vice Chair proposed electing LA Governor Peter Rowe (Chair of Governors) as a Community Governor. He reported that Peter Rowe was in agreement with this proposal as since reconstitution there was only one LA governor position on the governing body. It was unanimously agreed that this was a positive move.

**Governors voted unanimously to appoint Peter Rowe as Community Governor.**

The Clerk explained that once the paperwork has been completed he will be officially appointed as Community Governor

**9) FEDERATION SUCCESS PLAN**

The draft plan was previously circulated. Kevin Francis noted that this is just a draft, governors were invited to email comments to Ian Bradbury. (ALL)

A discussion took place about the order of the plan; governors suggested that it would be clearer if items were listed in chronological date order. They also requested that Ian added costs where possible (including the time cost or the amount of cover needed). (IJB)  
It was agreed that federation IT provision was a priority and should be included. A working party has been set up to look into this area following the recent Business Committee meeting.

It was noted that the advertisement for the new Business Manager would need to take into account new initiatives and the possible academy move.

**10) TRAINING GOVERNOR REPORT**

David White (training governor) reported on recent training sessions attended. Dawn Saffrey felt that the Diocese Training Course for new governors was very valuable.

**11) MINUTES FROM THE COMMITTEE MEETINGS (previously circulated)**

a) **Business Committee - 7 October and 2 December** (attached) - as read.

Paula Smythe reported that it is anticipated that the St Peter's budget would move into overspend by the end of the year in terms of staff. A Recovery Plan had been drawn up.

The Business Committee had agreed the recovery plan for adoption subject to reviewing it once planned pupil premium, SEN allocation and budget increase information was received. They had agreed to fully examine the St Peter's Month 9 report at the next meeting.

**Paula Smythe proposed the St Peter's Recovery plan for adoption by the governing body. Governors unanimously endorsed the proposed actions arising from the Business Committee meeting of 2 December.**

**Proposed: Paula Smythe**

**Seconded: Dawn Saffrey**

Governors were pleased to note that the Old Cleeve budget appeared to be no longer in deficit and a Recovery Plan was not required. Governors were also pleased to note that the Danesfield budget was looking healthy.

Paula Smythe noted that a discussion took place about the possibility of running a central server for all three schools. Angela Morley had agreed to discuss this with ICT Cats and it was felt that IT across the federation should be investigated in more detail as a strategic priority.

The Unofficial funds for St Peter's and Danesfield had been audited and were signed by the Chair of Governors.

**Paula Smythe recommended the agreed Freedom of Information Scheme for approval. The policy was adopted.**

**Proposed: David White**

**Seconded: Tony Newman**

- b) **FIG minutes from 8 and 29 November 2010** - as read and previously discussed.
- c) **Teaching & Learning Committee minutes - 9 November 2010** - as read.  
It was agreed to discuss the format Parents' Evenings as an agenda item at the next meeting. Kevin Francis agreed to look at feedback from parents and staff. (KF)
- d) **Welfare Committee - 18 November 2010** - as read.  
**The revised Terms of Reference were adopted by the governing body.**  
**Richard Ninis proposed the federation Attendance Target of 95% for adoption and submission to the LA. Governors voted to adopt this target.**  
Governors noted that this is 1% lower than the national target however they agreed that West Somerset area is one of the worst with persistent absence covering a range of reasons including term time holidays.
- e) **Foundation Committee - 24 November 2010** - as read.  
Bernard Maynard-Smith thanked Mark Walker for attending the meeting.  
The meeting was very positive and he was pleased that links have been made with local churches. Danesfield carol services are planned at St Decuman's Church on 14 December. Governors were encouraged to attend.

## **ANY OTHER BUSINESS**

Governors congratulated the staff and everyone involved for a brilliant evening at the opening of the Performing Arts Studio last week. It was agreed that this new facility has received a very positive response from the community.

**The meeting closed at 8.35 pm**

**NEXT FULL GOVERNORS MEETING: 26 JANUARY AT 6 PM AT DANESFIELD SCHOOL**

**ACTION POINTS ARISING FROM FULL GOVERNORS MEETING HELD ON  
8 December 2010**

| Minute no | Action  | Timescale     | By  |
|-----------|---|---------------|-----|
| 6         | Invite Lynne Williams to the next Teaching & Learning meeting to discuss progress.  | March 2011    | HHA |
| 6         | Email governors with the results from the cross-phase performance management survey.  | December 2010 | HHA |
| 6         | Email out the presentation notes from Academy Training  | ASAP          | DW  |
| 6         | Address any further questions surrounding academy status by Email to the Chair Peter Rowe (via the Clerk).                                    | December 2010 | All |
| 6         | Chase the DFE for a response to questions about funding.  | December 2010 | IJB |
| 8         | Re-advertise for 2 parent governors   | January 2011  | HHA |
| 9         | Email comments for the Federation Success Plan to Ian   | January 2011  | All |
| 9         | FSP:<br>Re-order in chronological time order<br>Add costs where possible (including the time cost or the amount of cover needed).             | January 2011  | IJB |
| 11 c)     | Look into feedback from parents and staff with regard to Parent's Evenings and discuss at the next T & L committee meeting as an agenda item. | March 2011    | KF  |