

**MEETING OF THE GOVERNING BOARD OF
HORSINGTON CHURCH SCHOOL
HELD ON 19th SEPTEMBER 2017**

The meeting started at 7.10pm

1. Present: H. Barker, S. Beckey, J. Boyd-Lee (Chair), R. Bradford-Peck, S. Holmes, G. Miles, J. Mortarotti, I. Rumbelow, J. Stewart, I. Wood.

In attendance: R. Jacques (Clerk)

2. Apologies accepted: V. Franklin,

3. 3.1 Election of Chair – J. Boyd-Lee had indicated that she was willing to continue as Chair of the Governing Board. As there were no other nominations this was approved unanimously by the Governors.

Proposed: S. Holmes
Seconded: J. Mortarotti

3.2 Election of Vice-Chairs - S. Holmes and I. Wood had indicated that they were willing to continue as Vice-Chairs of the Governing Board. **A Governor asked** the Chair if the arrangement for two Vice-Chairs on the Board had worked well and she confirmed that it had. As there were no other nominations this was approved unanimously by the Governors.

Proposed: J. Stewart
Seconded: G. Miles

3.3 Appointment of Lead Governors: All existing Lead Governors expressed their willingness to remain as such.

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|------------------------|-------------------|
| Safeguarding Lead | Jeanne Mortarotti |
| SEND Lead | Jean Boyd-Lee |
| Pupil Premium Lead | Sarah Holmes |
| Health and Safety Lead | Jamie Stewart |

The Chair suggested to that a prayer should be said at the beginning of each LGB meeting. This was agreed by the Governors.

4. Conflict of Interests: none declared.
5. Safeguarding: I. Rumbelow informed the Governors that he had requested a Safeguarding audit from the BWMAT and that this is due to take place on Thursday 28th September 2017. He had requested the audit because the School is in the Ofsted window this year and as another School within the Trust was inspected at the end of the first week of term he considered it important to be as prepared as possible. I. Rumbelow asked the Governors to note that M. Alexander is now the Safeguarding Lead and I. Rumbelow is the Deputy. This change has taken place because of the changes in I. Rumbelow's work commitments. He reminded the Governors that as J. Mortarotti is the Safeguarding Lead Governor she will be required to take part in the audit.

6. Minutes of last meeting:

6.1 The minutes of the meeting held on 11th July 2017 had been circulated. A Governor identified item 23 SDP Monitoring as being incorrect.

6.2 Line 2 delete 'five' and insert 'six'.

6.3 Priority Section delete *priorities* listed and insert:

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|--------------------|---------------------------|
| Priorities 1 and 2 | Maths |
| Priorities 1 and 2 | Extended Writing |
| Priority 4 | Learning Attributes |
| Priority 5 | Early Years |
| Priority 6 | Christian Distinctiveness |

The link Governors are to remain the same.

Subject to these amendments the minutes were approved unanimously.

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| Proposed: | J. Mortarotti |
| Seconded: | Ruth Bradford-Peck |

7. Matters Arising: A paper had been previously circulated for this meeting. It was noted that some were agenda items.

7.1 Ref item 6.2: Hall: S. Beckey informed the Governors that no progress had been made since the last meeting.

7.2 Ref item 14.1: SEND Audit: The Governors were reminded that J. Ham had experience difficulties in editing the electronic audit document and had been unable to complete it. She was waiting for further guidance. I. Rumbelow will confirm with J. Ham that the document has now been completed. He agreed to forward a copy of the audit document to J. Boyd-Lee for her records.

I. Rumbelow to confirm with J. Ham that the SEND Audit document has been completed and to forward a copy to J. Boyd-Lee.

7.3 Ref item 19.2: School Budget: J. Boyd-Lee informed the Governors that the BWMAT has set a deadline for all budgets to be returned to the Schools and so the School will be in receipt of it very shortly. The budget will go to the Finance and H.R. Committee for approval before it is presented to the L.G.B.

7.4 Ref item 20.6: Committee Reports: Having checked with the Standing Orders J. Boyd-Lee confirmed that there is no necessity for Committee end of year reports. However, the Pay Committee will continue to produce a written report as the minutes of that Committee are confidential.

7.5 Ref item 21.1-5 Committee Terms of Reference on Website. J. Boyd-Lee confirmed that the Policy and Procedures and Ethos Committees Terms of Reference are up to date. Chairs of Finance and H. R. Committee to check that it is the revised Terms of Reference on the School website. It was also noted that the Pay Committee Terms of Reference has an error. The quorate should read three Governors and not two as currently on the document. S. Holmes will arrange for this to be changed.

J. Mortarotti to check Finance and H. R. Committee Terms of Reference listed on the website.

S. Holmes to check and amend the Pay Committee Terms of Reference listed on the website.

7.6 Ref item 22: Assessment Committee: J. Stewart informed the Governors that he had collected some examples of Assessment Committee Terms of Reference from other Schools

but that in order to create them he required further guidance. It was agreed that the Committee will meet to write the Terms of Reference and forward them to J. Boyd-Lee to make any amendments.

J. Stewart to arrange a first assessment committee meeting with the purpose of writing the Terms of Reference.

7.7 Ref item 26.3: Governors' passports and birth certificates to J. Ham. J. Boyd-Lee was able to confirm that most had now provided J. Ham with these documents with just three who had not done so. They were asked to provide them at the earliest opportunity.

7.8 Ref item 24: Annual Calendar of Governor Dates: This item had been omitted from the Matters Arising document. An oversight by the Clerk has necessitated the dates of the Finance and H. R. Committee meetings to be changed. A calendar detailing the amended dates was circulated.

8. 8.1 Register of Business Interests: The Register of Business Interests forms were reviewed and signed by all Governors present at the meeting. V. Franklin is to review hers at the next meeting. The Clerk informed the Governors that the reviewed forms will be held in the School office and the register, along with a record of meeting attendance, will be published on the School website as required by law.

8.2 Governors' Code of Conduct: The BWMAT version of the Governors' code of conduct was tabled. Following a short time given for reading the document it was adopted by the Board of Governors and signed by the Chair.

9. 9.1 Standing Orders: These had been circulated prior to the meeting. Following some discussion the following amendments were made:

Change footer date to read September 2017 throughout document.

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| Page 1 | Section 1 | Amend dates to read 31/08/2018. |
| | Section 2 | Delete ' <i>Vice-Chair</i> ' and insert ' <i>Vice-Chair/s</i> '. |
| Page 2 | Section 3 | Delete ' <i>Select from the following</i> ' and insert ' <i>The</i> '. |
| Page 3 | Section 7 | Pay Committee delete ' <i>Shared duty</i> ' and insert ' <i>Rosanne Jacques</i> '. |
| Page 4 | Section 7 | Delete section ' <i>{The Joint Schools.....representative}</i> '. |
| Page 5 | Section 9 | Delete headings ' <i>Include either</i> ' and ' <i>Or</i> '. Delete paragraph ' <i>Every question..... question</i> '. In paragraph ' <i>In all normal...</i> ' add ' <i>majority of</i> ' following the words agreed by. Delete ' <i>of</i> ' following the word telephone and insert ' <i>or</i> '. |
| Page 7 | Section 11 | Delete ' <i>a model</i> ' and insert ' <i>the Bath and Wells Multi Academy Trust</i> '. Change date agreed to 19 th September 2017. |

9.2 Scheme of Delegation: The BWMAT had issued a revised version and this had been circulated prior to the meeting. The changes from the original document were highlighted by J. Boyd-Lee. Most of the changes were referencing policies to various sections and one section requiring that the Safeguarding Link Governor's name will be published on the Trust website.

The most significant change, in J. Boyd-Lee's view, was to Section 2. In the original Scheme the LGB had the responsibility of appointing a Deputy Headteacher with the Trust being

represented on the appointment panel. The revised Scheme of Delegation states ‘The Trust shall appoint the Headteacher or Principal and any Deputy Headteacher or Principal of the Academy having regard to representations of the LGB who shall be invited to appoint two of their members to sit on any appointment panel’.

The change to Section 2 prompted discussion and the following concerns were raised:

Can this be acceptable? Will this remove some of the Headteacher’s involvement in the appointment process?

Will two L.G.B. members be sufficient to represent the Governors?

Why does the Code of Conduct state ‘appointing the headteacher in conjunction with the BWMAT’ with no mention of deputy headteacher?

I.Rumbelow explained to the Governors that the BWMAT is now the employer and that this will have an impact on the appointment process.

The Governors agreed unanimously that they could not sign the Scheme of Delegation until their concerns had been shared with the BWMAT and the situation clarified. The Clerk was asked to contact Dr. Plewes and Paula Park to ask for clarification and to report to the next meeting.

The Clerk will contact Dr. Plewes and Paula Park to ask for clarification. Agenda item December meeting.

10. SDP 2016/17 Monitoring and Link Governor Visits: The following reports were tabled at the last meeting.

10.1 2016/17 Priority 1: Develop greater depth in reading: R. Bradford-Peck had submitted two reports and both were considered by the Governors to include an evaluation of the strategies that had been implemented.

10.2 2016/17 Priority 2: Develop reading support: J. Mortarotti’s report was detailed and she was asked to provide a report reflecting the impact that had been made following the implementation of the SDP strategies.

10.3 A **Governor questioned** if the visit report forms need to be modified to reflect the different focus for each termly visit. Notably, that the summer term visit form should include a section that analyses the impact that the SDP Priority has made. The idea of creating different forms for the termly visit was welcomed by the Governor’s and S. Holmes volunteered to produce them. A **Governor suggested** that the first form should have a section on why the area is an SDP Priority, this was considered to be a good idea.

S. Holmes to create new SDP Monitoring visit forms

11. SDP 2017/18: The SDP had been circulated prior to the meeting. I. Rumbelow was thanked for the very detailed document. J. Boyd-Lee directed the Governors to Priority 3 which is about Governance, she reminded them that questions relating to reports can be sent to I. Rumbelow in advance of a meeting.

A **Governor had emailed a question** - in mathematics how will the School know if the planned actions are impacting all children? I. Rumbelow explained the strategies that the School will use:

Learning walks will take place every half term, during which M. Alexander will look at children’s books and at the teaching (including differentiation) that is taking place in lessons.

External moderation sessions have also been arranged within the Hub. Teachers will meet with teachers from the other schools to compare the maths books and the SPTO data of children of similar ability across the schools. There will be three external moderation sessions this term. A **Governor wanted to know** if the comparison will be of work with children from similar schools. I. Rumbelow said that this would not be the case, but the comparison will be based on ability.

Internal moderation will take place termly. It will be used to discuss the strategies that have been used within School and identify any changes that need to be made.

M. Alexander and I. Rumbelow will carry out a question level analysis in which they will analyse the questions that appeared in the SAT paper in the summer to identify the curriculum year that each one related to.

A **Governor asked** if this is an area that the Assessment Committee could look at and I. Rumbelow confirmed that it would be.

A Governor wanted to know if Priority 4 should be linked to the other Priorities. I. Rumbelow replied that this would not work within the framework as the School is using the Ofsted framework. He emphasised that Priority 4 underpins every other Priority.

J. Boyd-Lee referred again to the SDP document Priority 3 and explained that the Governors need to be involved in the impact of the actions of the teachers. They can do this by evaluating the impact of what is being developed across the School.

A **Governor asked** I. Rumbelow to explain the term 'Foundation Subjects'. He explained that they are all subjects with the exception of English and maths. He explained further that Foundation Subjects are a priority in the in the SDP, whilst many schools have cut back on them, because the School considers them to be crucial to the education of the children,

The Governors agreed unanimously to accept the SDP 2017/18.

J. Boyd-Lee tabled a draft SDP Link Governor visit timetable for discussion.

A **Governor wanted to know** what the focus should be for the Collective Worship visit. I. Rumbelow suggested that it could be the SIAMS inspection framework.

A Governor suggested that the forms for the link visits should be different to the SDP monitoring forms. It was agreed that this would be a good idea and S. Holmes volunteered to produce a form for this purpose.

S. Holmes to create new link Governor visit forms

12. Policies:

12.1 SEND Policy: J. Boyd-Lee and the School SENCO have arranged to meet in October. The review period of the policy on the policy schedule is to be changed from annually to three yearly or as necessary.

Clerk to liaise with J. Ham to change the policy schedule

12.2 Pupil Premium Policy: S. Holmes will meet with M. Alexander to review the Policy.

Clerk - Agenda item December LGB

13. Parent Survey and Governors Newsletter: The information to be sent to parents detailing feedback from the recent survey has been written and is ready to be attached to the Governors newsletter. The newsletter has been written by J. Mortarotti, S. Beckey and J. Boyd-Lee. The newsletter will be completed by J. Boyd-Lee and sent out in the near future.

G. Miles has found a suitable site in the School grounds to place a Governors notice board which will feature photos and names of the Governors. Approval was given for the purchase of the noticeboard and so this will be actioned. A **Governor was concerned** that some Governors may be approached by parents with regard to specific School issues and wanted to know how to deal with this situation. I. Rumbelow replied that parents with concerns about their child's education should be directed to the appropriate channel - the class teacher.

14. Governor Training: I. Woods informed the Governors that she had received the schedule of training that is now being offered by the BWMAT. She added that the BWMAT has indicated that it expects every Governor to attend at least one training session a year. Following some discussion about the training being offered the following Governors showed an interest in attending training:

G. Miles and I. Woods - Christian Distinctiveness

R. Bradford-Peck and S. Beckey - Exclusions

J. Mortarotti to attend the training for Safeguarding Lead Governors

J. Boyd-Lee, I. Wood and S. Holmes to attend the Chairs and Clerks termly briefings

I. Wood reminded the Governors that it is a requirement that they have up to date Safeguarding training and to ensure that this is the case all are required to take the online Safeguarding training provided by the School. G. Miles and I. Wood have completed the course and R. Bradford-Peck completed a Safeguarding course in the summer in her employment. The School will need a copy of her certificate. All other Governors will need to sign up to take the training. They can obtain the access details from J. Ham.

If applicable Governors to take the online Safeguarding course

15. Governor Vacancies and Terms of Office: J. Boyd-Lee informed the Governors that two parent Governors and three MAT appointed Governors come to the end of their terms of office this November. She added the LGB has a MAT appointed Governor vacancy and a Staff Governor vacancy. So far, no applications have been received from the advertisements placed in two local newsletters. S. Holmes volunteered to place another advertisement. The Clerk will seek guidance from the BWMAT regarding the timing of parent Governor elections and the application process for the MAT appointed Governors.

*Clerk to contact Dr. Plewes BWMAT for information regarding the Governors coming to the end of their terms of office
S. Homes to place an advertisement in the local newsletter*

16. Parents Evening Dates: 7th November S. Holmes and I. Wood volunteered to attend
8th November J. Mortarotti and J. Stewart volunteered to attend

17. Date of Next Meeting: 5th December 2017 following the Ethos Committee meeting at 7pm

The meeting closed at 9.30pm