

**Local Governing Body Meeting  
Mrs Ethelston's Primary  
St. Andrew's Primary Chardstock**

Thursday 11<sup>th</sup> June 2015  
Mrs Ethelston's Primary Uplyme 6.30 p.m.

**MINUTES**

<b>Attendance</b>	
Mrs Judy Chisholm (JC) Chairman	Miss Debs Kellaway (DK)
Mrs Corinne Hales (Vice Chair) (CH)	Mrs Andrea Rice (AR)
	Mr Morris Castro (MC)
Mrs Diane Riley (DR)	Mr Malcolm Robinson (MR)
Mrs Carol Humphreys (CHU)	Mrs Maureen D'Albertanson (MD'A)
Mrs Sarah Ellis (SE)	Mr Gerard Rourke (GR)
Ms Michaela Kite (MK)	Miss Sue Miller (SM) Business Manager
Mrs Mandy Slingsby (clerk)	

<b>Item No</b>	<b>Item</b>	
16.15	<b>Opening Prayer and Welcome</b>	
17.15	<b>To receive any apologies for absence</b> Received from RR and NW. BP not in attendance and no apologies received. NW has request a 6 month leave of absence due to personal circumstances. Meeting accepted this request and JC to make contact in September to confirm up to date position.	JC for Sept
18.15	<b>Declarations of pecuniary interests – none</b>	
19.15	<b>To consider any items which the Chair thinks should be dealt with as matters of urgency because of special circumstances.</b> (Note: such circumstances need to be recorded in the minutes; any individual wishing to raise a matter under this item is requested to notify the Chairman before the meeting) - None	
20.15	<b>Minutes of the previous LGB meeting for approval</b> <ul style="list-style-type: none"> <li>• Mrs Ethelston's Primary</li> <li>• St. Andrew's Primary</li> </ul> <p>Minutes from the meeting held on 12<sup>th</sup> February agreed and signed including Part II. One amendment noted – Megan Emery works with Uplyme Pre-school and not Stepping Stones.</p> <p>Following discussions at Director level has been agreed that from Autumn 2015 meetings of LGB will be held twice a term. First meeting for information sharing and second to focus on teaching and learning.</p>	
21.15	<b>Minutes of the previous Directors' meeting for information – circulated prior to meeting</b> Governors requested that information from Director's meetings been circulated in a quicker timescale and well ahead of the next LGB meeting.	Clerk to note
22.15	<b>Housekeeping –</b> <ul style="list-style-type: none"> <li>• <b>Terms of Reference</b> – agreed and signed</li> <li>• <b>Succession Planning</b> – JC reminded meeting that election of chair takes place in September and she will be stepping down from her role as Chair of Chardstock LGB. Asked Governors to consider who would take on the role. She is to remain on the LGB and so will be able to support. She reiterated that new procedures in place, less committee meetings and efficient back room staff have made role easier. Advised would be preferable not to have Directors as Chairs although this may prove difficult</li> </ul>	

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	<p>at the moment.</p> <p>Governor development plan needs reviewing before end of July and JC asked for a group of governor to undertake this with her to carry out review before forwarding a report to LGB. CH KM SE JC to work on development plan</p> <p>Clerk to check all governors dates for end of term of office. Foundation governors will need to reapply wef from September. Need to ensure skills set for skills required i.e. finance and personnel. Parent Governor Election required for September.</p>	Clerk
23.15	<p><b>Finance Report – for information</b></p> <p>April monitoring report circulated prior to meeting. Governors advised extra cost for light repairs at Chardstock to be added. All accepted. MC to investigate costs for light repairs.</p> <p>Budgets information sent out prior to the meeting with covering information from Business Manager. SM highlighted the following</p> <ul style="list-style-type: none"> <li>• Costs for each school to MAT have been recalculated now that Membury Primary joining in September</li> <li>• Fairer funding so to receive more money but this does not cover increase costs with salaries and pensions.</li> <li>• GAG remains the same –</li> <li>• St Andrew's to receive £35,000 from EFA but this is being queried. Will not be spent until confirmation has been received. Could be used to add further teaching space to the school.</li> <li>• ESG grant reduced – now £87 per pupil.</li> <li>• Universal Free School Meals – future is uncertain but SM has included in budget forecast. Uptake has been good so no claw back. Budget forecast also now includes uniform for PPG children.</li> </ul> <p>• Staffing</p> <p>Mrs Ethelston's – teaching staff remain the same. Increase in admin staff as Amber Hussey increased hours as receptionist. Need to cover staff going onto maternity leave as cannot use insurance as pregnancies confirmed before March. Supply absence high due to higher PPA for NQT staff.</p> <p>St. Andrew's - NOR increasing but funded on 95. Increase in teaching staff as classes to be increased to 5 wef September. AD leaving at end of term – being replace by NQT. Maternity pay left from AMc. GR will be teaching .4 from September and Mrs G-W .6. Two temporary TA contracts ending at end of term but two vacancies advertising at the moment together with an extra MTA. Admin costs also increase to cover lunchtimes. Extra PPA time will also be needed as new staff are NQTs.</p> <ul style="list-style-type: none"> <li>• School development – previous there had been involvement with many different partnerships and agencies for training. Impact on staff had not been beneficial so in future there will be a MAT central training budget and training and staff development will be undertaken within the MAT. This will ensure that staff within the MAT develop expertise that can be shared across the schools.</li> </ul> <p>Early Years improvement grant has now been received and work is going ahead.</p> <p><i>NW – asks what input Heads of Schools have had with the school</i></p>	

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	<p><i>budgets. Heads of School confirmed that they have had a high level of input at SLT meetings. Each school budget has been looked at during SLT meetings which has enabled them to compare and contracts with the other schools in the MAT.</i></p> <p>KM queried cheque from Horticultural Society for £400 – advised to contact Hub Office and to ensure that money has been spent before end of term.</p> <ul style="list-style-type: none"> <li>Expenditure codes same. Pursuing new build for Mrs Ethelston's again. Hub and SLA contracts come down slightly. Surplus at both schools but not much in capital funding. Quotes for replacement flooring in 2 classrooms at Mrs E's awaited. These are the rooms where lunches are served and a need to have lino. To be paid from current budget. <i>Governors queried the impact on noise level and also the lighting in these classrooms. Governors confirmed quotes for carpets to go ahead.</i> Proposed CH Seconded MD'A All in favour</li> </ul> <p>Chardstock have £23,000 capital funding available.</p> <ul style="list-style-type: none"> <li>Early Years - Difficult to predict budget as numbers fluctuate Have an increase in numbers at present with an increase in funding received from previous years.</li> </ul> <p>Governors confirmed acceptance of budgets present and confirmed recommendation to Finance Committee. Proposed MC Seconded KM All in favour</p> <p>SM left meeting</p>	
24.15	<p><b>Heads of School Report – circulated prior to meeting</b></p> <ul style="list-style-type: none"> <li>➤ <b>Mrs Ethelston's Primary</b> MK highlighted the following <ul style="list-style-type: none"> <li>➤ NOR changed 3 more children</li> <li>➤ Those leaving school were for good reasons and were complimentary of school. SLT meetings to investigate need for exit questionnaires for parents.</li> <li>➤ Attendance down from autumn term</li> <li>➤ Now included action plan from ME so governors can see where measures have been put in place. – governors found useful</li> <li>➤ Yr 1 phonics – new children will have an impact</li> <li>➤ KS1 levels – conservative</li> <li>➤ KS2 – moderators visited school. Scrutinised books and have had 2 level 6 confirmed for writing. Moderation across MAT has had an impact to ensure correct moderation. MK advised that trauma can affect levels achieved by children. Discussion about levels which would be used for next year. Confirmed MAT will continue to use internally but unclear about what will happen for external levels.</li> </ul> </li> </ul> <p>DK left meeting</p> <p>Meeting entered Part II</p> <ul style="list-style-type: none"> <li>➤ Year 2 – new children admitted.</li> <li>➤ Yr3 – positive picture. MK moderated. Strong cohort.</li> <li>➤ Year 5 – Specialist lessons in maths for class and has had a positive impact. CH team teaching in class. <i>Governors highlighted the need to ensure levels are accurate.</i></li> <li>➤ Teachers now have a greater emphasis on moderation to ensure</li> </ul>	SLT meetings

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information is accurate to pass onto next teacher. Data triangulated with books of children, book scrutiny and talking with children to ensure data is accurate. *Governors queried procedure if children have intervention strategies but still do not make sufficient progress.* MK advised that there is a need to ensure several different strategies are given to children and need to keep evidence of this. TAs are now used to greater effect.

- Year 6 – data confusing with comparisons. *Governors queried data.*
- Attitude to assessments can have a big impact on outcomes
- Impromptu class observations and work scrutiny by MK have confirmed quality of teaching is good. Collaboration with other schools in MAT have been beneficial
- Trips – staff to ensure a good balance across the school and prepare a long term plan for future. Need to ensure cost to parent is born in mind.
- Behaviour and safety – this section should be for incidents reported to County and data included in report should therefore be ignored. Governors would appreciate all incidents in future so that situation can be monitored. **Logged behaviour to be included in future.**
- Accidents – now inserted so that governors can monitor
- E-safety more details next term
- CPD – done within mat .
- MK met with MR – re premises

Items raised by parents to MK-

- Yr 2 parents queried children going back into ICT suite. MK advised this is due to numbers.
- Portion sizes for school lunches **List of concerns to be compiled in order for discussion by AR with RP.**

➤ **St. Andrew's Primary**

- Pre-school numbers healthy for September
- School numbers stable
- Attendance dropped due to increased amount of sickness
- SEN numbers – red indicated change in predictions.
- KS1 – conservative figures good improvement expected
- Yr 4 – progress good and targeting writing where necessary
- KS2 – results excellent – moved up slightly *Governors queried increase in levels and were advised this is due to questions differing to those in practice papers.*
- Level 6 – not anticipated for reading and writing but 2 expected for maths
- *Governors highlighted differences in reading and writing.* GR highlighted that children are not receiving language skills at home and this is having an impact in school. Need to expand children's mind and enjoyment of language.
- KM met with SENCO. Now has a great knowledge of children concerned
- GR emphasised the need to encourage children to spend time outside but need to ensure there is learning involved. Children do not now have as much access to gardens or parks etc. are this is reflected sometimes in their behaviour when given a large space.
- Commissioned new art work for reception area and new banners for hall with involvement with children.
- Yellow room will become reception classroom from September.
- Bullying – to be amended to be low level – see above
- H&S premises – walk around school undertaken with MC, LT and MS
- Accidents - One broken arm. *Governors queried frequency of safety talk to children and they were advised that these are done regularly.* Accident information indicates that mostly boys and indoor PE incidents.
- E-safety to be done with year 6 before they go to secondary.
- Sex education to be taught to lower ages in future. Need to invest in more up to date PSHE curriculum scheme. JIG SAW possible scheme. **Show**

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	<p><b>governors at next meeting</b></p> <ul style="list-style-type: none"> <li>➤ School being more involved in life of church and with the community ie with street fayre.</li> <li>➤ Staff changes – pre-school cover staff still a problem. Extra TA hours advertising now. BF now reception in the afternoons and new administrator for mornings. DK now completed NQT. Mrs Holly Smith appointed for Year 1. AD leaving and Miss Hannah Murray appointed. Will be working in Years 5/6 and although an NQT is a specialist in English. GR and CG-W to now teacher Years 3/4 <i>Governors queried using new teacher in Year 5/6 and they were advised that Mrs Crafter will be used to mentor new NQTs. GR will have less responsibility with Years 3/4 to concentrate on roles as Head of School at Chardstock and supporting Membury Primary.</i> MS now personnel officer across mat.</li> <li>➤ Pupil voice from school council</li> <li>➤ PE co-ordinator will be Holly Smith.</li> <li>➤ Peace garden and outdoor learning space still ongoing</li> </ul> <p>Governors thanked heads for information. JC encouraged governors to use visits to back up information.</p> <ul style="list-style-type: none"> <li>• Membury Primary – Ofsted report circulated</li> </ul> <p>Governors were pleased to see the good report especially for Outstanding for Behaviour and Safety. Outstanding could not be awarded for leadership and management because more time should elapse to evidence this grading. Joining MAT on 1<sup>st</sup> September 2015. Governors will be restructured. Need to highlight the school to encourage more children to attend. Community are behind the school 100%. Thanks to TL for her work in the school and work with staff and children.</p>	
25.15	<p><b>Reports from Portfolio Holders for information</b></p> <ul style="list-style-type: none"> <li>• <b>Early Years</b> Highlighted early years project. First training on communication and language and next to be moderation. Two pre-schools at Axminster to be joined together and become governor led. This will free up a room that can be used for MAT i.e. parenting classes etc. -an area previously highlighted as an issue by staff and co-ordinators .</li> <li>• <b>Christian Ethos</b> Although MD'A no longer a Director LGB would still like her to retain this portfolio. Relationships between schools and clerics has improved. Eucharist services held at Chardstock now. MK to meet with Rev Kate.</li> <li>• <b>Health and Safety</b> Mrs E's - Schedule of inspection compiled by LT listing items to monitor. Chardstock - MC toured school and now being monitored. Only housekeeping items.</li> <li>• <b>Parents and Community</b> Membury staff meeting with parents to explain reports and to encourage them to support children at home. Some items on website need revisiting and updating. Clerk asked governors to send her details of in accuracies they spot.</li> <li>• <b>Personnel</b> – see above</li> <li>• <b>Premises</b> – see above.</li> <li>• <b>Safeguarding</b> - none</li> </ul>	
26.15	<p><b>Items for discussion as advised by Head of School</b></p> <ul style="list-style-type: none"> <li>• <b>Mrs Ethelston's Primary</b> – new school refused on technicality but back on the case now that new government in place. In September MK would</li> </ul>	

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	<p>like to encourage new parents, staff and governors to see plans. Need to give a new impetus to new school and to ensure parents realise this is still high priority.</p> <ul style="list-style-type: none"> <li>• <b>St. Andrew's Primary</b> BF &amp; AF school club. - Have staff for a Breakfast Club now but checking qualifications. Need a decision even though up take is low. Governors gave approval to set up and gave backing for a year although they queried cover due to staff absences. Need to set a model of good practice at Chardstock and then Mrs Es may follow.</li> </ul>	
27.15	<p><b>Admissions</b> Mrs E's has waiting list and still receiving enquiries. Waiting to see if they are going to appeal. Chardstock will have the same problem as 4 full year groups. KM going on admissions training 24<sup>th</sup> June. JC updated governors with rules. Need to have an Admissions Committee of 5 people including governors so that 3 are available. Need oversubscription criteria for Chardstock and whole situation will be looked at again following on from KM receiving training. Information will be given at next LGB</p> <p>MC, JC, KM, CH MD'A to form Admissions Committee. CHU to attend criteria setting meeting. Delegated to Heads of School to confirm criteria. Need to review Mrs E's criteria as well.</p> <p>One over admission limit for Year 2 as triplets.</p>	Next meeting
28.15	<b>Pupil Premium Update</b> – See Heads Reports	
29.15	<b>Governor Training and Development</b>	
	<ul style="list-style-type: none"> <li>• <b>KM - Admissions</b></li> </ul>	
30.15	<b>Governor Visit Reports</b>	
	<ul style="list-style-type: none"> <li>• <b>NW</b></li> <li>• <b>SE</b></li> <li>• <b>MD'A</b></li> <li>• <b>CH</b></li> <li>• <b>JC</b></li> </ul>	
31.15	<b>Policy Review and Approval</b>	
32.15	<b>Dates of the next meeting - tbc</b>	

To be noted

- Learning walk in first half term of meeting
- MK and AR working on parents questionnaire to be sent out. Suggested send staff questionnaire as well.

Chairman .....

Date .....