

**MEETING OF THE GOVERNING BOARD OF
HORSINGTON CHURCH SCHOOL
HELD ON 10TH JULY 2018**

The meeting started at 7.05pm

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

In attendance: R. Jacques (Clerk).

2. Apologies accepted: R. Bradford-Peck, J. Stewart.

3. Conflicts of Interest: none declared.

4. Election of Chair and Vice Chair/s:

4.1 Election of Chair – J. Boyd-Lee 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. She asked the Governors to note that next year will be her final year as Chair and as such the Board will need to plan for succession.

Proposed: I. Wood
Seconded: S. Holmes

4.2 Election of Vice-Chairs - S. Holmes and I. Wood had indicated that they were willing to continue as Vice-Chairs of the Governing Board. As there were no other nominations this was approved unanimously by the Governors.

Proposed: G. Miles
Seconded: H. Barker

5. Safeguarding: I. Rumbelow informed the Governors that from September M. Alexander will be the Designated Safeguarding Lead and that K. Clarke will be the Deputy. He added that he had sought and received confirmation that a non-teaching member of staff can be appointed as Deputy.

6. Minutes of last meeting: The minutes of the meeting held on 24th April 2018 had been circulated. The minutes were approved unanimously.

Proposed: S. Holmes
Seconded: I. Wood

7. Matters Arising: A paper had been circulated prior to the meeting. Only the items that were not agenda items were discussed.

7.1 Ref item 6.1: Online Safeguarding Training: J. Stewart is currently attending a Safeguarding course at his place of work. S. Holmes has made initial contact with J. Ham with regard to the log in code for the online Safeguarding course but has not received details yet. I. Rumbelow informed the Governors that the School had used its permissible number of online courses under the current agreement and is in the process of purchasing more. S. Holmes will contact J. Ham to enquire when the online course will be available.

S. Holmes take the online Refresher Safeguarding course when available.

7.2 Ref item 6.3: Lockdown Procedure: I. Rumbelow informed the Governors this has not taken place. The internal bolts have recently been fitted and as the end of term is so close it was decided that the Lockdown Procedure practice should take place next term when the children will have moved to their new classrooms and parents of the new pupils will experience the procedure too.

7.3 Ref item 6.4: Governor Appointments and Vacancies: S. Holmes has received a Governor application form which will be processed and sent to the MAT. H. Barker has completed the Staff Governor renewal form and J. Boyd-Lee is in the process of completing her renewal form.

7.4 Ref item 6.5: SharePoint Training: The Clerk confirmed that she has sent a follow up email to C. Plewes but has not received a reply to date.

7.5 Ref item 10.1 and 10.2: S. Holmes to email written reports of visits to monitor E-safety and Pupil Premium: These were sent to all Governors.

7.6 Ref item 14.4: Governors' Newsletter to Parents: S.H. will liaise with I. Rumbelow and J. Ham regarding content and produce the Newsletter to be sent to Parents before the end of term.

8. Review Summer Data - Whole School and National Outcomes: I. Rumbelow informed the Governors that the SATS results had come through to the School during the day and he tabled the report. He advised that he had not had time analyse the results fully but that he and M. Alexander are very pleased with them. **In answer to a question** I. Rumbelow confirmed that he felt that Maths had improved as is reflected in the results. **Another Governor wanted to know** if this improvement occurred as a result of one or a combination of factors. I. Rumbelow explained that it is a combination. Firstly, the previous cohort had more SEN pupils than this year and this affected the overall percentage results and secondly the SDP priorities had identified the support required. He added that he would like to see more Pupils working at 'Greater Depth' (GD), but that this is dependent on the cohort. He asked the Governors to note that some children missed GD by just one mark and so work will be done by the staff to address this.

I. Rumbelow informed the Governors that the SPAG result was 88% with 13% of children at GD and that there were four borderline children.

A Governor asked if the School still has a GD group. I. Rumbelow confirmed that it does.

I. Rumbelow asked the Governors to note that the School's results compare very well against the other schools within the Hub.

9. Headteacher's Report: This had been circulated prior to the meeting.

9.1 I. Rumbelow asked the Governors to note (from page 1) that the School had expected and prepared for four visits from the Regional Schools Commissioner (RSC) and that all had been cancelled at short notice. He expressed the view that the process is similar to that of an Ofsted inspection and so very stressful for the School staff.

Governors expressed concern about this and asked if there is someone that the School can complain to about this. I. Rumbelow explained that he had prepared to do this during the last planned visit on 28th June but that as the RSC cancelled was unable to do so. **In answer to a question** he informed the Governors that he felt that the MAT provided little reassurance and that in his view the MAT should have been more supportive. He concluded with explaining

that Ofsted had made an announcement that this type of pre-inspection should not be taking place, and so this situation should not arise again.

9.2 Latest Self-Evaluation judgements page 3 of the report. I. Rumbelow informed the Governors that as he had been unable to meet with P. Parks prior to the LGB meeting he had taken the decision to move two areas from red to amber and that this would need to be confirmed at the next meeting with the new adviser to the School. We are not aware of who the new adviser will be.

9.3 Outcomes for Pupils on page 5 of the report. I. Rumbelow asked the Governors to note that in Year 2 one child had not been assessed as the child had not been in the School long enough.

9.4 Quality of Teaching Learning and Assessment on page 6 of the report. I. Rumbelow explained that a SWOT analysis by staff indicated that they value feedback from the learning walks and book scrutiny, he added that these are less frequent now occurring once a week usually.

A Governor wanted to know about learning walks. I. Rumbelow explained that he and M. Alexander together with P. Parks (sometimes), visit classrooms looking at what is being taught and the pupil's books. They also look at the teacher's planning of the lesson and at the data on SPTO. This is similar to the triangulation process used by Ofsted.

9.5 Personal development, behaviour and welfare on page 7 of the report. I. Rumbelow informed the Governors that the whole School attendance data does not include the data for one child because that child is on an agreed reduced timetable. If included this would greatly affect the data.

A Governor wanted to know the School's view of homework. I. Rumbelow considered that he has a mixed view and that Parental expectations of homework tasks are changing. With the younger years homework involves reading to parents or others and being read to. With older years pupils are often given projects to complete involving research. He added that the School has run workshops in maths and reading for parents to be able to support their children.

9.6 Effectiveness of Early Years Provision on page 9 of the report. I. Rumbelow reported that the School is pleased with the progress that the children have made this year. He added that some had not attended pre-school, which is unusual, this made assessment quite difficult at the beginning. He reminded the Governors that there are only eight children in the cohort and as such one child is a large percentage of the total.

I. Rumbelow was thanked for his detailed report.

10. School Self Evaluation: The report had been circulated prior to the meeting. The Governors noted the report.
11. School Development Plan and Hub Support Plan: The Plan had been circulated prior to the meeting: I. Rumbelow informed the Governors that the 'impact' comments from the summer term had not been entered. He said that he would forward the completed SDP to the Clerk to be circulated. I. Rumbelow confirmed that new format will continue. The Governors decided that the monitoring visits would be discussed at the next meeting.
I. Rumbelow to forward completed SDP to Clerk to send to Governors.
12. Governors' Self Evaluation: J. Boyd-Lee had circulated the completed Self Evaluation prior to the meeting and had invited the Governors to make comments and/or amendments. J. Boyd-Lee confirmed that none had been received. **A Governor was able to confirm** that the

type of conversion was 'Converter' and that the date of conversion was June 2013. Subject to these details being entered the Governors agreed the summary.

13. Governor SDP Monitoring: J. Boyd-Lee tabled the updated timetable of Governor visits. She noted that it is almost complete.

13.1 Priority 1/2 Maths: S. Beckey's visit reports had been circulated.

13.2 Priority 1/3 Literacy: G. Miles confirmed that the Spring visit had taken place but that the final Summer term visit had not taken place yet. This will be done.

G. Miles to complete final summer term visit.

13.3 Learner Attributes: S. Holmes has visited and will circulate her written report.

S. Holmes to circulate visit report.

13.4 Early Years: R. Bradford-Peck had sent apologies and so was unable to comment. It was noted that she had completed one visit.

14. Governor Visits:

14.1 E-Safety and Pupil Premium: visits carried out by S. Holmes and reports completed.

14.2 Safeguarding: J. Mortarotti's termly visit report from 3rd July had been circulated.

14.3 SEN: J. Boyd-Lee had circulated a termly visit report from 4th July. She added that as well as visiting classrooms and going through the report she and N. Epps had also taken the opportunity to review the SEN Policy document to take into account the Core Standards.

14.4 Health and Safety: J. Boyd-Lee confirmed that her termly visit is to take place next week. She will have made a total of two visits this year as she took responsibility for this in the Spring term.

14.5 Assessment: J. Stewart has met with M. Alexander during the Assessment Committee meeting.

14.6 ICT: S. Holmes has been unable to visit as there has not been an ICT lead in School. The member of staff with the responsibility will be named in the near future and a visit can be planned.

15. Governor Training: I Wood gave details of the training opportunities that are available next year from the Diocese and the MAT. The Governors discussed the cost of bespoke training provided by the Diocese where training takes place within School on a day/time selected by the Governors. **I. Wood asked** the Governors to consider that as the School will be due a SIAMS inspection in November 2019 that a 'SIAMS Mid Term Health Check' would be beneficial. She asked them to note that one and a half hours of training is provided free of charge. The Governors agreed that this would be of benefit to the School. I. Rumbelow advised that the 'Mid Term Health Check' should be booked nearer the time of the SIAMS inspection and to liaise with M. Alexander as she will be attending training on SIAMS inspections. I. Wood will liaise with J. Ham and M. Alexander regarding the most appropriate dates for training.

I. Wood to liaise with J. Ham and M. Alexander regarding the most appropriate dates for training.

15.1 S. Beckey informed the Governors that he had attended the Exclusion and Behaviour Policies training on 27th June, commenting that it was very detailed and served its purpose.

15.2 S. Holmes informed the Governors that she had attended the annual Headteacher's Performance Management training on 11th June and that on 25th October she has booked to attend Safer Recruitment training with J. Boyd-Lee and M. Alexander. **A Governor asked** if Safer Recruitment training needs to be renewed. I. Rumbelow explained that it does not but that it is recommended that it is updated every five years.

15.3 I. Wood will update the training schedule and send J. Boyd-Lee a copy of the schedule.

I. Wood to update and send J. Boyd-Lee a copy of the training schedule.

16. Annual Reports: The following reports had been circulated prior to the meeting:

- 16.1 Racist Incidents Report
- 16.2 Attendance Report
- 16.3 Exclusions Report
- 16.4 Parental Complaints Report

The Governors noted the reports and I. Rumbelow explained further that no racist incidents had occurred and that the School had not received any parental complaints. **A Governor wanted to know** if many children are withdrawn from School for holidays. I. Rumbelow replied that there are few requests and more in KS1 than KS2. He added that these are always recorded as unauthorised absences.

16.5 SEND Report: The report had been circulated prior to the meeting:

J. Boyd-Lee as the SEN Governor went through this report and made the following comments:

- SEN Statements have been replaced by Educational Health Care Plans (EHCP) and that one child at the School has an EHCP, in addition one pupil is in receipt of funding through the new county banding arrangements. She explained that claiming the funding is a lengthy process and that in order to receive it a detailed application must be submitted. Further, there are currently another eleven children who are on the SEN register who receive additional support.
- The length of time required to complete the necessary paperwork for SEN has resulted in a great deal of extra work for N. Epps and this has increased the cost by a considerable amount. This has budgetary implications.
- In addition to a dedicated SEN teaching assistant, a teaching assistant has recently trained as an Emotional Literacy Support Assistant (ELSA) who will have specific time allocated on her timetable to work with identified children. She will have an external mentor.

17. RAG Report: This report had been circulated prior to the meeting: S. Beckey informed the Governors that factor ratings are all good, with the exception of the Hall Project. This is red because of a lack of funding. I. Rumbelow expressed the view that reduced funding will affect the School in many ways. It has been caused in part because salary increases have not been funded by the Government. **A Governor asked** if there is a possibility that the School could access funding from external sources. I. Rumbelow replied that this could be done especially for things like building repairs or a server but not for salaries.

A Governor informed the Governors that the Lions Club will make a donation on receipt of a letter requesting one.

I. Rumbelow explained that the budget cannot sustain what is currently expected from the School, that the School has been comfortable financially for a while and has reserves but that this will change. For example, next year there will be a Headteacher but no deputy.

18. Committee Minutes:

18.1 Finance and HR Committee Meetings 5th May and 6th July 2018. The minutes had been circulated and noted by the Governors. **A Governor asked** if the appointment of a part-time rather than a full-time teacher had been planned. I. Rumbelow replied that this was not the case, a full-time position was advertised but resulted in no applicants. An advertisement for a part-time teacher resulted in three applicants, one of which was appointed. **A Governor wanted to know if** M. Alexander was happy with this arrangement regarding teaching commitment. I. Rumbelow confirmed that she is.

18.2 Policies and Procedures Committee Meeting 5th June 2018. The minutes had been circulated and noted by the Governors.

18.3 Admissions Committee Meeting 15th June 2018: This meeting did not take place as there were no second-round applicants.

18.4 Assessment Committee Meeting. A meeting has not taken place since the previous LGB meeting. S. Beckey will discuss future dates with J. Stewart.

19. Pay Committee Report: The report was tabled and was noted by the Governors. S. Holmes explained the issues surrounding the Headteacher's Performance Management including the communication issues with P. Parks. She informed the Governors that during the meeting P. Parks had replied by email to explain that she had telephone problems and had not picked up S. Holmes messages until now. S. Holmes explained that the Pay Committee is concerned that the Headteacher's Performance Management experience will be repeated with M. Alexander and is seeking reassurance from P. Parks that this will not be the case. She asked the Governors to note that P. Parks job designation has changed to Regional Director of Learning and Achievement and that no appointment has been made yet to replace her as the South Somerset Hub Lead. S. Holmes was thanked for her report.

20. Committee Terms of Reference:

- 20.1 Admissions G.M.
- 20.2 Finance and Human Resource J.M.
- 20.3 Policies and Procedures I.W.
- 20.4 Pay S.H.
- 20.5 Ethos I.W.

The Chairs of the Committees confirmed that with the exception of the Assessment Committee the Terms of Reference had been reviewed. The Assessment Committee Terms of Reference will be reviewed at the first meeting of the next academic year. The Clerk confirmed that all updated Terms of Reference are on the School website and will forward electronic copies to the Governors. *Clerk to forward Committee Terms of Reference to the Governors.*

21. Delegation of External Residential Visits:

The Governors agreed to delegate authority for external visits to the Headteacher. The Governors approved the annual residential visit to Kilve Court 2nd – 5th April 2019.

22. Safeguarding Policy: Appendices 1 and 2 had been circulated prior to the meeting. The following amendments were made:
- 22.1 Appendix 1: This was reviewed, and no amendment made apart from the review date July 2018 to be inserted.
- 22.2 Appendix 2: *Delete* Ian Rumbelow as Designated Child Protection Lead Officer and *insert* Mary Alexander.
Delete Mary Alexander as Deputy Designated Child Protection and *insert* Kate Clarke.
Insert review date July 2018.
23. Confirm date for Headteacher's Performance Management: J. Boyd-Lee informed the Governors that the date will be confirmed when P. Parks replacement has been appointed. S. Holmes will follow this up and arrange a date.
S. Holmes to contact the new Hub Lead to arrange date for the Headteacher's Performance Management.
24. Annual Calendar of Dates: J. Boyd-Lee explained to the Governors that she will liaise with M. Alexander about the days and times of meetings. When this has taken place, she will send the dates to all Governors for comments. The LGB meetings will move to Monday evenings initially, with the first to be held on Monday 24th September 2018 at 7pm.
J. Boyd-Lee to send the meetings calendar to all Governors for comments
25. Governor Responsibilities and Committee Structure: J. Boyd-Lee advised the Governors that the new Governor has experience of Finance and so will replace I. Wood on the Finance and H.R. Committee and will take the fourth place on the Pay Committee. The Governors all confirmed that they wish to retain the same responsibilities and remain on the same Committees for another year.
Agenda item for the next LGB meeting
26. Any Other Business:
- 26.1 Scheme of Delegation: I Wood attended a meeting on 28th June 2018 to launch the MAT's new draft Scheme of Delegation. She informed the Governors that the Scheme of Delegation has changed considerably and that much concern about its content was raised at the meeting. She will meet with the Chair and Co Vice-Chair to discuss further.
Agenda item for the next LGB meeting
- 26.2 Communities Project: I. Wood and G. Miles informed the Governors that following a Diocese meeting attended by I. Wood and E. Hartwill they had discussed the possibility of a project with G. Miles. The idea was developed of the School being involved with a Commemorative Project. The project involves the pupils visiting the War Memorial Site to find the names of the soldiers that lost their lives in war. The children will research these names and learn about the effect the death of the soldiers had on their families and the community. The children will take a silhouette for each soldier to the Church in advance of the Remembrance service. The aim of the project is to bring the community and the School closer.

The meeting closed at 9.10pm