

**MEETING OF THE GOVERNING BOARD OF
HORSINGTON CHURCH SCHOOL
HELD ON 7th FEBRUARY 2019 (Rescheduled from 31st January 2019)**

The meeting started at 7.02pm

Prayer

1. Present: M. Alexander, H. Barker, R. Bradford-Peck, S. Beckey, J. Boyd-Lee (Chair), C. Hurt, G. Miles, J. Mortarotti, I. Wood.

In attendance: R. Jacques (Clerk),

2. Apologies accepted: S. Holmes.
3. Conflicts of Interest: none declared.

There was a break in the agenda when J. Boyd-Lee informed the Governors that she had not yet received the letter detailing the outcome of the School's recent Ofsted inspection. She explained that a decision would need to be made by the Governors about how the Ofsted findings would be publicised to parents and any other interested parties. Discussion followed, and in addition to putting the Ofsted report on the School website it was agreed that articles should be sent to the Villager Magazine and the Wincanton newsletter. Referring to the recent inspection a **Governor asked** if the headship could be an issue. J. Boyd-Lee replied that it might be but that the situation is in hand. M. Alexander was thanked by H. Barker for preparing the School staff so effectively for the inspection. The Governors also thanked her for her management of the process.

4. Safeguarding:
 - 4.1 M. Alexander informed the Governors that classroom blinds are now in place. She added that following a visit from Darren Ling (the Health and Safety lead at the MAT) new fire and lockdown alarms will be installed in the near future and that the MAT will meet the cost. When the alarms are in place a lockdown procedure practice will take place and that H. Barker will be responsible for arranging the practice. A **Governor wanted to know** if the School will inform parents by email/text. M. Alexander replied that this will not take place for the practice. She went on to explain that once the alarm sounds, all staff/adults and children will make their way to a classroom and J. Ham will be notified of exactly who is in each classroom by email.

4.2 M. Alexander advised the Governors that the Safeguarding Audit has been completed and submitted electronically. However, there is some confusion as to whether the submission was successful as the Chair and the Safeguarding Lead have received notification that the audit had not been received. M. Alexander will follow up.

M. Alexander will follow up audit submission.

5. Minutes of last meeting: The minutes of the meeting held on 29th November 2018 had been circulated. The minutes were approved unanimously.

Proposed: M. Alexander
Seconded: I. Wood

6. Matters Arising: A paper had been circulated prior to the meeting. Only the items that were not agenda items were discussed.
 - 6.1 Ref item 6.2: Lockdown Procedure: See item 4.1 of these minutes.

6.2 Ref item 6.1: Keeping Children Safe in Education: J. Boyd-Lee reminded the Governors that S. Holmes had circulated the document to all Governors. M. Alexander invited the Governors to the termly Safeguarding update for School staff on 27th February during which she will be delivering material provided by Sarah Mellor from the MAT.

6.3 Ref item 6.3 and 6.5: Governor Appointments & Vacancies and Governors' Newsletter to Parents: J. Boyd-Lee thanked S. Holmes for writing the Governors' newsletter and the section in the School newsletter. **A Governor wanted to know** if the publicity had resulted in any interest from parents about becoming a Governor. A Governor replied that a parent had approached her expressing an interest and she has arranged a meeting to explain the role. She added that this may possibly result in two applications.

6.4 Ref item 6.12: Villager Magazine: J. Mortarotti informed the Governors that she has reserved a page in the March edition and that this could be used for an Ofsted update and/or Coffee Morning news. J. Mortarotti concluded that the content will be determined by the article deadline. She will liaise with M. Alexander and J. Ham.

6.5 Ref item 10.5: e-Safety Visit Report: As S. Holmes was absent from the meeting the report will be presented to the next LGB meeting.

Clerk - agenda item for the next meeting

6.6 Ref item 10.6: Maths and English: J. Boyd-Lee reminded the Governors that Numeracy is now referred to as Mathematics and Literacy referred to as English.

6.7 Ref item 10.7: Parent View reminder in Governors' newsletter: J. Boyd-Lee confirmed that S. Holmes had reminded parents in the newsletter and was pleased to inform the Governors that there are now several responses on Parent View. Many parents had responded during the Ofsted process. In answer to a question M. Alexander informed the Governors that there had been more than 40 responses in total and that all but a couple were very positive. She added that the responses made by the parents meant that the Staff felt very supported.

6.8 Ref item 12: Governor Training Spreadsheet to go to all Governors for Updating: I. Wood tabled the spreadsheet providing a copy for each Governor and asked them to check it for accuracy. She asked them to advise her of any courses that were not entered and that she will amend the spreadsheet.

All Governors to check training courses attended with the record and advise I. Wood of any changes

6.9 Ref item 13.3: Clerk's Appraisal: J. Boyd-Lee informed the Governors that this has taken place.

7. Review Autumn Dashboard: The report had been circulated prior to the meeting and was noted by the Governors. **A Governor asked if** anything had been added to the SDP to reflect the progress in Reading. M. Alexander replied that nothing has been added as the SDP Priorities were already in place for the year, but, that it will be on next year's. She reminded the Governors that the percentages shown on the report should be used with caution as Horsington is a small school therefore each child makes a significant difference to percentage analysis. **A Governor observed** that Horsington is the only school within the South Somerset Hub not to have any 'red' sections in the School Support Ranking, meaning that they do not require any high-level support from the MAT.

8. DLA/HT Visit Report: The report had been circulated prior to the meeting and was noted by the Governors. The Governors agreed that it is a very encouraging report. **A Governor wanted to know** if there was anything in the 'Next Steps' that concerned M. Alexander in particular. She replied that the current SDP covers many of the areas and where required the SDP has been changed slightly to reflect the 'Next Steps' suggestions. **A Governor was**

curious to know if the boy/girl ratio in Early Years created any issues. M. Alexander replied that it does occasionally but that these are dealt with as they arise.

9. Governors' Self Evaluation: J. Boyd-Lee: explained that the Spring Term section of the report was due to be completed. The various parts were discussed and the following suggestions were made:

Section 1	Clerking:	Yes for a) to d).
Section 2	Head Teacher's Performance Management Mid-term review:	Date to be arranged.
Section 3	Learning from good practice:	Governors have not visited other boards. The general feeling is that as schools are individual and that there is limited time available, their time is best used at Horsington.
Section 4	Holding Leaders to account:	Yes, this is reflected in visit reports and minutes of meetings.
Section 5	Vision, Ethos and Strategy:	Yes, for a) to c).
Section 6	Engagement:	a) Pupil voice – a pupil survey will be conducted later in the year. A pupil feedback sheet on Collective Worship is completed weekly by all pupils in the School. b) Parents views – are on the Parent View site. c) Staff views and concerns – The Ofsted questionnaire was completed by staff.

J. Boyd-Lee will complete the Spring Term sections of the Summary and circulate it for the next meeting.

From the discussion of the Governors' Self Evaluation Summary M. Alexander was asked to provide the following:

- *A brief section in her reports to the Governors outlining staff CPD that has taken place.*
- *A brief report to the Governors summarising the results of the Staff questionnaire used during the Ofsted inspection.*

10. Link Governor Visit Report: SEN: The visit report had been circulated prior to the meeting. J. Boyd-Lee explained that her visit had been with M. Alexander, N. Epps and Heidi Humpage from the Learning Support Service to discuss the Somerset SEN Inclusion Audit. She reported that it had been a valuable meeting.

11. SDP Monitoring:

11.1 2017/18: Priority 1/3 Literacy: The visit report had been circulated prior to the meeting. G. Miles informed the Governors that she had greatly enjoyed her visit. She was thanked for her report.

11.2 2018/19: Priority 1: To support the mental well-being of pupils: As S. Holmes was absent from the meeting. the report will be presented to the next LGB meeting.
Clerk - agenda item for the next meeting

Priority 2: To ensure the quality of teaching and learning in Mathematics provides regular fluency opportunities and a conceptual approach to teaching maths is developed: S. Beckey had circulated the visit report prior to the meeting.

Priority 3: To develop staff understanding and knowledge of progress across the whole school: S. Beckey had circulated his visit report prior to the meeting. He was thanked for the reports.

12. Policy: Complaints Policy: J. Boyd-Lee advised the Governors that the MAT's Complaints Policy has changed and that the new version is available on the MAT's website. She pointed out that it needs to be adapted to reflect the School. The Clerk will liaise with J. Ham about the listing of the adapted policy on the School website.

The Clerk will liaise with J. Ham about adapting the MAT's Complaints Policy.

13. Pupil Survey: S. Beckey informed the Governors that he had researched surveys that could be accessible to the children and that he is now in a position to produce his own. **In answer to a question** he confirmed that it will be for all the children in the School to complete.

S. Beckey to produce pupil survey.

14. Hub and Trust Priorities: M. Alexander gave a verbal update of the developments.

14.1 People, Learning and Teaching: Classes in the School are linked with classes at Oakhill and Holy Trinity schools. To date resources and information have been given to the link classes at Oakhill and Holy Trinity schools although technology failure has prevented them from sending some of their resources. The next stage will follow and the MAT has agreed to fund six days supply for each of the schools.

14.2 Business, Finances, Premises and Resources: M. Alexander and J. Ham have received an email referring to the Staff insurance, which the MAT is proposing to purchase next year, saying that the School will be contacted in the next few weeks.

14.3 Leadership and Governance: M. Alexander explained that the new job descriptions had been circulated to all support staff and that the unions are now being consulted.

15. Governor Training: I Wood gave details of the training opportunities that the MAT is delivering next month. Governors expressed an interest in the following training:

- C. Hurt and Jeanne Mortarotti - Finance training in March.
- C. Hurt - SEN training in March.

It was noted by the Governors that they were unable to attend the Hub Briefing because of the rescheduled LGB meeting. J. Boyd-Lee informed the Governors that she had sent apologies to C. Plewes.

16. Committee Minutes: The minutes had been circulated prior to the meeting.

16.1 Finance and H.R. Committee 18th January 2019. A Governor commented on the considerable saving made on the original quotes received for the Staff insurance. He observed that the best value quote and the one that the School purchased was still £200 above the budgeted amount.

16.2 Assessment Committee Report: The report had been circulated prior to the meeting.

16.3 Assessment Committee Terms of Reference: These had been circulated prior to the meeting and subject to the following amendments were approved by the Governors. Change date to *January 19*. Delete *agreed* and insert *reviewed*. Clerk will make the changes and send to J. Ham to be included on the website. She will also email the amended terms of reference to the Assessment Committee and J. Boyd-Lee.

Clerk to make changes to the terms of reference and to forward to J. Ham, J. Boyd-Lee and the Assessment Committee.

17. Date of next meeting: Thursday 14th March 2019.

18. Any Other Business:

18.1 I. Wood advised the Governors that the Ethos Committee Terms of Reference will need to be updated to reflect the new SIAMS framework. She and M. Alexander will meet to produce a revised Terms of Reference and to bring them to the next Ethos Committee meeting for discussion.

18.2 J. Boyd-Lee tabled a document detailing Committee membership taking into account recent changes in the Governing Board. Panel membership was discussed and agreed. J. Boyd Lee to amend and circulate.

18.3 M. Alexander confirmed that there will no Parents Evenings this term.

The meeting closed at 8.20pm