

Shipham Church of England First School Advisory Group



Meeting Notes

Date:	Tuesday 21 June 2016
	6.00pm
Venue:	Shipham School
Circulation:	Adrian Warman (AW), Gill Joyce (GJ), Mike Jory (MJ), Natasha Wines (NW), Pam Jackson (PJ), Tim Hawkings (TH), Tracy Burton (TB)
Apologies:	Iain Shaw (IS)

Item	Subject	Paper
1	<p>Actions from last meeting</p> <ul style="list-style-type: none"> - MJ to provide flyers to NW (to distribute at toddlers) and IS (to distribute through parish) – DONE - IS to send MJ details of junior football sessions on Wed evenings – MJ will check his email as he may have missed this. 	
2	<p>Feedback from last Federation Governor meeting(s)</p> <ul style="list-style-type: none"> - School meals update – on expiry of the current council contract for provision of school meals the MEF has elected to bring this service in house with the intention of being more responsive to the needs of our schools and retaining any surplus. The new provision will be effective from Sept 2016 and there little noticeable change in the day-to-day service is anticipated to children, parents or schools. PJ asked whether, once bedded in, the MEF could ask for feedback from schools to improve the service. - Joint school council – a joint school council meeting was held involving elected school councils from across the MEF and representing classes from Reception to Year 8. The meeting agreed a cross-school anti bullying charter and was considered a success. - Wessex Learning Trust – the formation of the Wessex Learning Trust (a Multi Academy Trust across the Cheddar Valley) has been covered in local media and a statement included from the MEF who have chosen not to participate at this time. The reasons for this decision were explained. - Governor visit days – the Governor visit days into schools at the start of May had been successful in allowing MEF Governors to spend additional time in the schools and engage with staff and children. There had been no uptake, however, of the time made available to 	

	<p>meet with parents. The visit days are likely to continue but in a format which makes best use of the time. GJ asked whether it could be clearer on the school web site who the “local” governor representatives are for parents to contact if desired. MJ reminded the group that all governors are responsible for all four schools in the MEF.</p> <ul style="list-style-type: none"> - Change in constitution re parent governors – a necessary statutory change will be made to the MEF constitution at the end of this year which limits the number of parent governors to two on a governing body. AW will continue to be a governor but may be a co-opted governor rather than a parent governor. 	
3	<p>Health and Safety</p> <ul style="list-style-type: none"> - AW has arranged a governor H&S walkabout for 5 July PJ and TB will arrange an informal walk around the grounds in advance of that date. - There has been some vandalism and disturbance on the school grounds out of hours including tormenting the chickens and stealing eggs. Certain individuals have been identified as being involved and the matter dealt with appropriately. The grounds are generously made available by the school for community use outside school hours but if the grounds are not respected then the access may need to be reviewed. - MJ commented that some dog walkers also appear to be using the school field and dog waste being left on the grounds which represents a health risk to children using the space. <p>ACTION: MJ to review signs making it clear that dogs are not allowed on the field at any time</p>	
4	<p>New matters</p> <ul style="list-style-type: none"> - Resourcing, intake and arrangements for 2016/17 – Miss Fournier will be leaving at the end of this term and Miss Perrett will be joining the staff in September. No teaching hours will be lost but some of the PE time will be provided by external sports coaches rather than internally. The arrangements for class structures is yet to be finalised and will be notified to parents as soon as possible. There will be 8 children leaving the school from Year 4 in September and 11 joining in Reception. - Pre-school arrangements – the school has been approached by the pre-school to consider taking over its management from the current voluntary committee. A number of aspects were discussed in relation to this possibility which is being considered by the MEF Governing Body. - FOSS fund raising – the group acknowledged the successful school fete and noted thanks to those involved in organising it. PJ asked if 	

	<p>the school could provide a wish list of items for 2016/17 which would need to be paid from fund raising to allow FOSS to plan suitable events. The library project (redecorating and purchasing new books) is already under way. There may be a need for expenditure on new IT equipment.</p> <p>ACTION: MJ to provide FOSS with fundraising wish list</p> <ul style="list-style-type: none"> - School Development Plan (SDP) – the SDP is a key document which outlines areas the school has identified as working to improve. This is on the web site and should be an area the Advisory Group seeks to include in future meetings to supplement the work of Governors in this area. 	
5	<p>Items to raise at next Federation Governor meeting</p> <ul style="list-style-type: none"> - Opportunity to seek input from schools on lunch provision 	
6	<p>Next meeting date</p> <ul style="list-style-type: none"> - To be agreed 	