

**MENDIP EDGE FEDERATION**

**MINUTES OF GOVERNING BODY MEETING  
Held on Tuesday 21 March 2017 at Cheddar First School**

**PRESENT:**

Mrs Karen Blake, Mr Mike Brownbill, Mr Huw Davies, Mr Peter Elmy, Mrs Heather Fuller, Mrs Lisa Hill, Mr Richard Holmes, Mr Mike Jory, Mrs Sophie Richards, Mrs Diane Sleeman, Mr Adrian Warman, Mrs Maggie Wookey, Mrs Sally Virgin

**APOLOGIES RECEIVED AND ACCEPTED:** Mrs Kate Golding, Rev Tim Hawkings, Mrs Lucy Frampton, Mr Jon Wood

**BY INVITATION:** Mr Roger Burdock

**IN ATTENDANCE:** Mrs Amanda Collins

Mr Roger Burdock's appointment as a co-opted governor was agreed by the governing body. *(Mr Burdock was invited to join the meeting)*

**MEFGB16/17:33 DECLARATION OF INTEREST**

None.

**MEGB16/17:34 AGREEMENT AND SIGNING OF MINUTES OF MEETING HELD ON TUESDAY 24 JANUARY**

The minutes of the meeting held on 24 January 2017 were agreed and signed by Mrs Sleeman.

**MEGB16/17:35 MATTERS ARISING FROM THE MEETING HELD ON 24 JANUARY**

**Future of the Federation** - Mr Gavin Ball has recently been appointed as the new Executive Head of the Kings of Wessex Academy and the Wessex Learning Trust. The Heads, Chair and Vice Chair thought it would be an ideal time to meet with him to discuss how the MAT is going. To give Mr Ball time to settle in, it was suggested that this be towards the end of the Autumn term. A governor asked if this could also be with the board, which governors agreed would be a good idea.

DA

**Early Years Safeguarding Policy** – As the definition of a child is anyone under 18, it was agreed that the policy used by the schools would apply to the Early Years children. There was a minor amendment to the policy under section 12.1 and the Staff Code of Conduct was added. Governors approved the policy.

**Safer Recruitment Update** – Mrs Fuller and Mrs Frampton have completed the training. Mr Brownbill expressed an interest in completing the training. It is not certain if Rev Tim Hawkings has completed the required training. Mrs Sleeman and Mrs Fuller agreed to look at the Safer Recruitment policy prior to the next meeting.

DS/HF

**SEN policy** – See agenda item below.

**Children Eating School Meals** – Mr Jory reported that there as been an improvement in the children eating their school meals at Shipham. A governor commented that she had seen the children eating their meals and chatting and it was a very sociable time. The meals supplied are good but possibly the portion sizes are a little too large for the younger children. Mr Jory will continue to monitor the situation. Governors agreed that it would be good to have a report on the in house provision of meals at Fairlands and the distribution of meals to the other schools at the end of the year.

**Governor Visits** – Two days have been set aside for governors to visit the four schools. The dates and times are:

4<sup>th</sup> May

Cheddar First School 9.30 am to 12.00 pm with lunch provided if required.

Fairlands Middle School 1.30 pm to 3.30 pm

5<sup>th</sup> May

Draycott & Rodney Stoke First School 9.30 am to 11.30 am

Shipham First School 12 noon to 2.30 pm with lunch provided if required.

Governors are to let Mrs Collins know which date and session they can attend by Friday 31 March.

Govs

Signed ..... Dated .....

**MEGB16/17:36      IMPORTANT ISSUES NOT ON AGENDA BUT NOTIFIED TO THE CHAIR WITHIN AT LEAST 48 HOURS OF THE MEETING**

None.

**MEGB16/17:37      REPORTS**

**Finance Committee** – per the minutes of the meeting held on 7 March 2017.

The main agenda item was to discuss the budgets for 2017/18. The budgets are tight this year and are still work in progress in all four schools. All of the schools have produced their SFVS which governors looked at in detail. After a minor amendment, the finance committee was happy for them to go to the governing body for approval. Governors approved the returns and Mrs Sleeman signed them. Mrs Collins will send a copy to County and return the original copies to the schools, prior to the 31 March deadline.

AC

A governor asked for a minor amendment to the draft finance minutes regarding Shipham First School, which Mr Jory will arrange. Mr Davies agreed to meet with Mrs Wookey to go through Cheddar First School budget.

MJ

**Foundation Committee** – per the minutes of the meetings held on 9 January, 9 March, and 7 February. The latter two meetings were to discuss admissions at Draycott & Rodney Stoke. The first of which was to discuss a request to defer 2 places to Sept 18 and the latter was to approve the ranked list of applicants for Sept 17. As Mr Brownbill was away for the second meeting, he voted electronically which the governing body approved. Governors asked Mrs Collins to look into the number of governors to approve the admissions in the school.

AC

**Governor Support** – If governors would like to attend any courses, they are to contact Mrs Sleeman for the details to access the website.

Govs

**Headteacher Reports** – All questions from governors were sent to the heads prior to the meeting and answered in full at the meeting. Details will be uploaded to the portal. Governors will discuss the School Development Plans when they carry out their school visits.

Govs

**Safeguarding** – Following the audit completed in November, schools can now access the report and up date any changes.

**SEN**

SEN policy – Governors approved the policy.

Core Standards – As Mrs Frampton was unable to attend the meeting, the new SEN Core Standards will be discussed at the next meeting.

DA

**Advisory meetings** – Shipham have a meeting arranged for 27 March. No other meetings have been held.

**MEGB16/17:38      HEALTH AND SAFETY POLICY**

Mr Warman reviewed the policy statement which is part 1 of the policy and governors approved it.

**MEGB16/17:39      AOB**

**Skills audit** – it was suggested that an audit is carried out to look at experience and committees for the governing body. Mrs Andrews will arrange upon her return.

DA

A governor thanked Fairlands for the wonderful plays the children had been involved in. Appreciation was also expressed for the MFL visits made to the First Schools.

**Date of Next Meeting**

Tuesday 9 May at Draycott First School commencing at 6 pm.

Meeting closed at 9pm.

Signed ..... Dated .....