

**MENDIP EDGE FEDERATION**

**MINUTES OF GOVERNING BODY MEETING  
Held on Tuesday 27 June 2017 at Fairlands Middle School**

**PRESENT:**

Mrs Karen Blake, Mr Mike Brownbill, Mr Roger Burdock, Mr Peter Elmy, Mrs Lucy Frampton, Mrs Heather Fuller, Rev Tim Hawkings, Mr Mike Jory, Mrs Sophie Richards (19.10) Mrs Diane Sleeman, Mr Adrian Warman, Mrs Maggie Wookey, Mrs Sally Virgin

**APOLOGIES RECEIVED AND ACCEPTED:** Mr Huw Davies, Mrs Kate Golding, Mrs Lisa Hill, Mr Richard Holmes, Mr Jon Wood

**IN ATTENDANCE:** Mrs Debbie Andrews

**MEGB16/17:46          DECLARATION OF INTEREST**

None.

**MEGB16/17:47          AGREEMENT AND SIGNING OF MINUTES OF MEETING HELD ON TUESDAY 9 MAY**

The minutes of the meeting held on 9 May were agreed and signed by Mrs Sleeman.

**MEGB16/17:48          MATTERS ARISING FROM THE MEETING HELD ON 21 MARCH**

**Admissions Com** – Mrs Collins has found out that there only needs to be one Foundation Governor at the meeting to approve admissions. The rest of the committee can be made up of co-opted governors.

**Core Standards** – as the new funding arrangements are about to be agreed, this item will be carried forward. Mrs Smith is due to talk at a Cheddar staff meeting and is happy to share the information with the other schools.

**Skill Audits** – governors were reminded to complete and return their audits to Mrs Andrews

**Medical Conditions policy**

A governor asked the significance of the 15 days and whether these were schools days. Mrs Wookey commented that they were school days and that 15 days was the time when certain actions would be taken.

A governor also queried why SENATAS was not mentioned in page 6 (item 10.f). Mrs Wookey again commented that they would not get involved in this section.

A governor also asked whether the governing body should have any additional insurance as individuals in relation to Draycott & Rodney Stoke being VA status where the governing body are the employer, or for MEF contracts. Or is it in place already?. Mr Jory will look into the situation and feedback at the next meeting.

DA

Govs

MJ

Subject to confirmation of the highlighted changes, the policy was agreed.

**MEGB16/17:49          IMPORTANT ISSUES NOT ON AGENDA BUT NOTIFIED TO THE CHAIR WITHIN AT LEAST 48 HOURS OF THE MEETING**

None.

**MEGB16/17:50          REPORTS**

**Finance Committee** – per the minutes of the meeting held on 13 June 2017. It is early days but the schools are on track. A governor congratulated the schools on the close management of their budgets.

**Foundation Committee** – per the minutes of the meeting held on 17 May 2017. The next meeting will be held on Wednesday 28 June, at which Mrs Clegg will stand down as an Associate Governor. More members are needed for the committee and it is hoped that the skills audit will assist with this.

**Governor Support** – nothing to report

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

**Headteacher Reports** – Mrs Sleeman thanked the headteachers for the hardwork they had put into their informative reports. The questions and answers are attached to these minutes.

**Cheddar Community Partnership** - Mr Elmy and Mrs Wookey suggested that may be the group could look at child care during school holidays and Mrs Richards offered to attend the next meeting. Mrs Wookey will provide her with details.

MW

**Safeguarding** – ongoing.

**SEN** – report from Mrs Frampton attached to these minutes following her recent meetings with Mrs Smith, Mrs Daintree and Mrs Dodd.

Mrs Frampton plans to meet with the SENCos individually and as a group.

**Advisory Group Meetings** – none held.

#### **MEGB16/17:51 APPRAISAL/PERFORMANCE MANAGEMENT PROCESS**

Mrs Sleeman confirmed that she is trained as a Headteacher Reviewer and can be involved in the process for 2017/18. The headteachers are booking their performance reviews for the end of this term and September. The Pay committee will be agreed at the first MEF governing body meeting.

#### **MEGB16/17:52 ACADEMIC YEAR 2017/2018**

Mrs Andrews advised the governors that at the first meeting of the new academic year the Chair and Vice Chair(s) will be elected. Nomination forms are attached to these minutes and should be returned to Mrs Andrews by 12 September.

Govs

Draft meeting dates for 2017/18 are attached to these minutes and governors were asked to feedback to Mrs Andrews by the end of term.

Govs

The Terms of Reference and Standing Orders will be emailed with the agenda for the first meeting of the academic year.

#### **MEGB16/17:53 BEHAVIOUR PRINCIPLES**

Subject to the insertion of religion in the second principle, the principles were agreed.

#### **MEGB16/17:54 AOB**

**Fair Access Protocol** – Mrs Wookey shared information she has received. The information will be emailed to Mrs Andrews for Mrs Sleeman in the first instance.

**Health and Safety** – The Mendip Hills AONB has invited Year 4 at Cheddar to the South West Outdoor Festival on Friday 8 September. The day involves various activities including caving and climbing. However, the exact details are yet to be confirmed. As the activities involved are Category B, they need to be agreed by the governing body. Mrs Andrews will investigate how this can be done as there is no MEF governing body meeting planned before 8 September.

Mrs Sleeman thanked everyone for their hard work during this academic year, wishing everyone a good holiday.

#### **Date of Next Meeting**

Tuesday 19 September at Cheddar First School commencing at 7 pm.

Meeting closed at 8.50 pm.

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