

**Meeting of Mendip Studio School and Writhlington School Local Governing Body
23rd April 2019, Writhlington
18:00 - 20:30**

ABRIDGED MINUTES (Draft)

Members: Dennis Lewis (Chair), Tim Cooper (Vice Chair), Steve Bamford, Paul Bergin, Georgina Colbourne, Chris Dando, Sue Gear, Mark Everett, Josephine McCameron-Geeson, Emma King and Nadia Craddock

Invitees: Bruce Hain, Chris Hobbs

(Initials where used and not explained further are those of Members and Invitees. Other initials are explained when first used)

Governor Safeguarding Training	<p>Clare England (CEN) safeguarding Lead delivered Safeguarding training to all governors present and explained that this was the same training delivered to staff.</p> <p>Clerk to circulate copy of presentation slides and to record training on database and also to circulate link on PREVENT training. HR to email governors with links to relevant safeguarding policies to read and complete form to confirm that these have been completed along with PREVENT training.</p> <p>Clerk to subsequently check that all Governors have replied to HR email</p> <p>CDA and JMG to arrange individual safeguarding training with CEN</p> <p>Governors thanked CEN for her informative and useful training, noting that Safeguarding is everyone's responsibility and no concern is too small to raise.</p>	<p>Action : Clerk to circulate copy of presentation slides</p> <p>Action : HR to email form/link to safeguarding policies for completion</p> <p>Action : Clerk to subsequently check that all Governors have responded to HR request</p> <p>Action ; CDA and JMG to arrange individual Safeguarding training with CEN</p>
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Orchid Project presentation	<p>Simon Pugh-Jones (SPJ) gave a presentation on the Orchid Project and provided an update on the new developments and opportunities. He informed governors of the partnerships that were in place both in the UK and overseas and detailed the curricular and extra-curricular impacts that were taking place.</p> <p>Governors thanked SPJ for his presentation and all his hard work in providing these exciting opportunities for students to take part in.</p>	
1. Apologies (DLE)	<p>Apologies received from Steve Bamford and Josephine McCameron-Geeson.</p> <p>BHA explained that he would be moving to a slightly different timetable for a defined period given personal circumstances.</p> <p>TCO had decided that due to pressure of work he would be stepping down as Vice Chair as from the end of the school year. The Chair thanked him for his service as Vice Chair and indeed formerly as Chair of Mendip Studio School LGB and was pleased that he was able to remain a Governor.</p> <p>If any Governors were interested in putting themselves forward as Vice Chair then please inform the Chair by Friday of this week. Should no internal candidate be available then external candidates would be sought. The position should be seen as part of a succession for any candidate to become Chair. Under the new MAT arrangements the Vice Chair is normally selected by the LGB but the Chair asked for support to delegate this responsibility to a group composing the Chair, MAT CEO, Executive Head and Head of Mendip Studio School given the circumstances for this appointment. Any appointment of a new Governor would need to be confirmed by the MAT Board.</p> <p>The meeting agreed the arrangement for recruiting the Vice Chair requested by the Chair.</p>	
2. Declaration of interests (DLE)	<p>None specific for this meeting.</p> <p>The Clerk circulated a copy of the recorded business interests for governors to check and reaffirm.</p>	Action : Clerk to update register of business interests record.
3. Book Scrutiny	<p>It was decided due to the training/presentation given at the start of the meeting that this would be postponed until the next LGB meeting. Book Scrutinies have taken place at Committee meetings.</p>	

<p>4. Minutes of the last LGB meeting 5th February 2019 (Mendip Studio School [MSS]f & Writhlington)</p>	<p>Minutes agreed as a true representation and signed off by Chair.</p>	
<p>5. Matters arising from the last minutes not on the agenda.</p> <p>MSS & Writhlington</p>	<p><u>Matters arising from previous minutes</u></p> <ul style="list-style-type: none"> ● BHA to feedback comments from book scrutiny to Heads of Departments - complete ● MEV to make contact with Teach First regarding the recruitment of Science teachers - MEV confirmed that he had met with Teach First and they are liaising with Norton Hill as the 'Teaching School' ● BHA to communicate learning/personality tests to parents on supporting children with revision at home - BHA explained that meetings had taken place with targeted pupils and their parents but this information had not been communicated at a wider level. It was agreed that BHA should discuss this with SLT to see if this would be beneficial. ● Chair to write a letter of thanks to Lady Evelyn for her support of the school. - complete and also to Roper Trust 	<p>Action : BHA to discuss at SLT meeting the communication of learning/personality tests and supporting children with revision at home.</p>
<p>6. Update on Merger and follow on activity e.g. policies</p> <p>MSS & Writhlington</p>	<p>The Chair confirmed that the merger had now taken place and he had attended his first Trust board meeting.</p> <p>MEV explained that policies would be overseen by the MAT. The MAT are in the process of taking any of our 'best practice policies' and incorporating into MAT wide policies. We are left to generate a few local documents that would need to support general MAT Policies. MEV to identify these documents and progressively work through these for presentation at next LGB.</p>	<p>Action : MEV to present local policy documents for approval at next LGB.</p> <p>Action : Clerk to coordinate email</p>

	Governors would be required to switch IT systems to use MNSP emails etc. This move would be coordinated through the Clerk.	switch over
7. Headteacher Report (MEV) Writhlington	<p>MEV/BHA explained that now the merger is complete it results in a new line management structure for the school. The Deputy CEO Mark Thompson will be working with the leadership team and middle leadership team over the next few terms.</p> <p>MEV/BHA explained that the Heads report will begin to take on a new format as is required by the MAT and commented that Governors may wish to consider the roles of the committees and the reporting to these as the majority of the data contained in the new report format is covered more regularly and deeply at committee level.</p> <p>After discussion it was agreed that sections of the Heads report could usefully be included in SLT lead reporting to Committees leaving the information to be then cut and pasted up to the LGB report leaving the Heads to then just add additional points that they wished to add.</p> <p>Governors queried the outcomes data presented? MEV explained that this is the data presented to the Outcomes Committee and what is currently being used. However, Senior leadership Team (SLT) are in the process of investigating with Heads of Departments the extent of the accuracy of these predictions.</p> <p>Governors commented that the improvement in English outcomes was very positive.</p>	Action : MEV, BHA to arrange for next Committee/LGB cycle that reporting is arranged to minimise workload
8. Mendip Studio School Headteacher's report (BHA)	See item 7	
9. Minutes and actions from LGB Committees (MSS & Writhlington) (short verbal)	<p>Chair asked for any comments/questions on the committee minutes (previously circulated).</p> <p>Pastoral - NCR/GCO commented that there had been a real focus on attendance and it was good to see that a new attendance officer had now been recruited.</p> <p>Finance & Personnel (F&P) - CDA explained that the report provided would be discussed later in the meeting but it was important to note that the deficit had been reduced and the process continues.</p>	

<p>summary including any action items to be brought to LGB and status of visit plans and reports)</p>	<p>Teaching, Learning & Assessment (TLA) - TCO explained that Sally Simmons (SENDSCO) had given a really useful presentation at the meeting and MBU had provided an book scrutiny for ICT vocational courses.</p> <p>Outcomes - DLE commented that data had been discussed in detail. Raising Achievement Plan (RAP)'s were reviewed for the 6th form and Mendip Studio School. A discussion had taken place about the other year group RAP's and whether these should be covered by the TL&A Committee. Following discussion it was decided that it would be useful for Michael Burr (MBU) to give a brief 10 minute presentation on RAP's and their purpose at the next TL&A meeting so an informed decision could be made. Outcomes would take the review of Yr10 &11 into their agenda.</p> <p>Visit reports -see item 12 below</p>	<p>Action : Clerk to contact MBU regarding presentation on RAP's and add to the TL&A agenda. Yr 10 & 11 RAP reviews to be added to Outcomes Agenda for MBU to report against</p>
<p>10. (School Improvement Partner (SIP) reports since last LGB (DLE)</p>	<p>DLE confirmed that no SIP visits had taken place since the last meeting.</p>	
<p>11. Business Manager's report (CHO) Mendip Studio School and Writhlington School</p>	<p>CHO provided the Report from Business & Finance Director and noted that this had been discussed in detail at the F&P Committee meeting.</p> <p>CHO stated that the accounts would be closed down to 31st March and the auditors were in school this week. The deficit will then form the budget for 1st April - 31st August.</p> <p>CHO informed governors that the money to support the teachers pension has been calculated and input into the budget and this budget has been presented to the Multi Academy Trust (MAT). Whilst this met this year's funding requirement it was uncertain what central funding would be available in subsequent years</p> <p>CHO commented that recruitment and financing for Mendip Studio School (MSS) remains a key priority and a number of suggestions will be discussed at MAT level. Governors asked that these possible solutions/strategies be presented at the next LGB.</p>	<p>Action : BHA/MEV to present future strategies for MSS</p>

	<p>CHO informed governors that due to budget challenges the redundancy process has now entered the formal stage and this may require governors input in the near future, however some staff have volunteered to take redundancy.</p> <p>CHO stated that the bid for fencing was not successful, however Midsomer Norton Schools Partnership (MNSP) are providing the money for this project as it is a safeguarding need. This work will take place during the summer holidays.</p>	at next LGB
12. Visit Reports	<p>The Chair reiterated the importance of governor visits and completing visit reports in a timely manner. He explained that governors had been asked to make a minimum of 3 visits a year (one per long term).</p> <p>A discussion took place, some Governors commented that it was difficult to get into school during school time due to work commitments, but all agreed that these visits were really useful and an important aspect of governance of the school.</p> <p>All agreed to make a real effort to complete the forms at the end of the school visit, with the SLT member or quickly after the visit.</p> <p>It was also commented that it was important to raise awareness of governors in the school setting. Longer term notice of school events which Governors could attend would be helpful.</p>	<p>Action : All governors to ensure visits are booked and reports completed in a timely manner.</p> <p>Action : Clerk to consider how longer term notice of school events could be communicated to Governors</p>
13. AOB MSS & Writhlington	<p>EKI commented that it had been raised at T,L&A Committee the merit of the school having a librarian to support the reading culture of the school. Whilst she understood the short term financial pressures perhaps for the longer term this could be considered? There was some discussion including that the English Dept had been centralised on the library in order to provide some librarian cover. MEV to consider the future of library management</p> <p>There being no further business the meeting closed at 8.10m</p>	Action : MEV to consider the future of library management

14. Date of next meeting -	Tuesday 2nd July 2019, 18:00	Invites sent.
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