



## MINUTES FOR PUBLICATION

**Midsomer Norton Schools Partnership - Mendip Studio School & Writhlington School  
Local Governing Body  
Tuesday 10th March 2020  
Meeting open 18.00**

**Members: Dennis Lewis (Chair), Paul Bergin, Chris Dando, Steve Bamford, Mark Everett, Georgina Colbourne, Sue Gear, Emma King, Nadia Craddock.**

**Invitation: Chris Hobbs, Bruce Hain**

(Abbreviations are indicated when they first arise in the minutes apart from names of those people above attending the meeting and are composed of the initial of their first name and the first two letters of their surname.)

		<b>Action</b>
	Governor training session led by the Multi Academy Trust ( MAT) took place - notes/copies of slides to be circulated	Action : Clerk to circulate training slides/notes
	<b>1. Apologies</b>	
	1.1 Apologies for absence received from Nadia Craddock, Mark Everett, Georgina Colbourne and Sue Gear.  1.2 DLE reminded governors that everyone needs to be mindful of the Coronavirus/travel arrangements and self-isolate where necessary.	
	<b>2. Declarations of Interest:</b>	
WRI & MSS	2.1 None over and above those previously declared	
	<b>3. Minutes of the previous meeting held 8th October and 20th November 2019</b>	
WRI & MSS	3.1 Approved as a true representation and signed by Chair	
	<b>4. Matters arising</b>	
WRI & MSS	<ul style="list-style-type: none"> <li>● 1.4 DLE to present a paper on Governance arrangements at the next Local Governing Body (LGB) - on agenda, item 6</li> <li>● 8.1 EKI to re-assign duties of Louise Coates ( LCO) within Committee - complete</li> </ul>	
	<b>5. Headteacher's report (MEV/BHA)</b>	
MSS	<p><b>Mendip Studio School (MSS) Headteacher (HT) report</b></p> <p>BHA presented his HT report and asked for questions.</p> <p>Q. Governors commented that the % late for lessons had been reported but that there was nothing to compare this data with, either by previous terms/years or national figures. Governors felt that if the data was to be included in the future then more information would be required. Action BHA</p>	<p>Actions 5.0 BHA to determine if</p>

<p>WRI</p>	<p>Q. Governors queried if there was a link to the % lateness and outcomes? BHA stated that this would not be a factor in isolation, but would certainly be an indicator. BHA commented that it was recognised that this had been an issue in the school and the current systems are certainly improving lateness.</p> <p>Q. Governors commented that it would be useful to have some commentary/anonymised list on the report in future that details the outliers regarding attendance. Action BHA</p> <p>Q. Governors queried the exclusions table and commented that the numbers reported on roll is different to that reported on the front sheet. BHA stated that he would check the figures and ensure consistency for future reporting. Action BHA</p> <p>Q. Governors queried the safeguarding data and why all was recorded in his report as zero or blank? BHA stated that currently the safeguarding is shared for both schools but going forward he will be the DDesignated Safeguarding Lead (DSL) for MSS from Sept 2020. BHA stated that he would check the data and update this for the next meeting.</p> <p>Q. Governors queried why the outcomes data was not colour-coded and do the Trust provide levels as to what was green/amber/red? Governors felt that the data in isolation is not useful to see if there is an improvement or not. BHA commented that he would raise this with the data group and feedback. Action BHA</p> <p>Q. Governors also felt that it would be useful to have sight of predictions of outcomes against actual outcomes to provide confidence in the data presented.</p> <p>The Chair commented that the data is discussed in more detail in the Outcomes Committee. BHA noted that Maths is currently following a Trust model which will be rolled out to English and then Science and this should improve the accuracy of outcomes predictions.</p> <p>Q. Governors queried what the timescale was for the Trust to get this model in place across the other subjects. BHA explained that this was in place for Maths, would be rolled out by September for English and then the following year for Science.</p> <p>Governors thought that it would be interesting to have a English/Maths/Science presentation from the subject leaders at a future meeting or possibly as a training session. Clerk to investigate what may be possible</p> <p><b>Writhlington HT report</b></p> <p>DLE stated that he had met with MEV previously to go through the HT report and asked Governors if they had any questions.</p> <p>Q. Governors questioned what was being done to improve attendance, in particular for Pupil Premium (PP)/Special Educational Needs (SEN) and Educational Health Care Plan (EHCP)? Governors queried if more needs to be done of what is currently in place, or if something different needs to be done. Governors also queried if there were different strategies in place for the different student cohorts? CHO commented that attendance had been reported at 94% last week showing an improvement. Action MEV</p> <p>Q. Governors commented that the level of physical assault within the overall reasons for exclusion of 42.2% was high compared to the national figure of 15.4%. Governors noted that they were aware that there was a particular incident but were keen to know what has happened since this incident, commenting it would be useful to have this reported by term so any trends could be monitored. Action MEV</p>	<p>% late reporting would be included in future MSS HT reports and if included to provide the 'context' for figures</p> <p>5.1 BHA to include commentary on attendance outliers on future Report.</p> <p>5.2 BHA to check HT report to ensure figures throughout are consistent</p> <p>5.3 BHA to check the safeguarding data reported in the HT report.</p> <p>5.4 BHA to investigate colour coding of outcomes charts</p> <p>5.5 Clerk to investigate the MAT approach to forecasting for Maths, English and Science</p>
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	<p>Q. Governors queried the dates and the numbers reported on the safeguarding log commenting that 352 were reported on 20/12/19 and then 504 on 28/02/20 and wanted to understand if this was 504 logged since 20/12/19? If it were this represents a significant uplift and it would be good to understand what lay behind this increase. Action MEV</p> <p>Q. Governors commented that the teaching and learning overview was not very easy to understand without understanding the grading system. Governors queried whether this was something they needed to see in this format. EKI agreed to discuss this further with Mark Bridges (MBR) at the next Teaching Learning and Assessment (TL&amp;A) Committee meeting.</p> <p>The reports were noted.</p>	<p>5.6 MEV to report on attendance strategies for PP, SEND and EHCP students</p> <p>5.7 MEV to report on incidents of physical assault before and after the significant event to illustrate either an ongoing problem or not</p> <p>5.8 MEV to ask CEN to clarify numbers recorded on the safeguarding log</p> <p>5.9 EKI to discuss the T&amp;L HT report overview and grading system used with MBR.</p>
	<p><b>6. Future Governance Arrangements for Mendip Studio School and Writhlington School (DLE)</b></p>	
<p>WRI &amp; MSS</p>	<p>6.1 DLE summarised the changes indicated in the document circulated with the agenda and explained that he had discussed the planned changes to governance with Alun Williams (AWI) CEO of Trust. MEV and BHA had commented that upon merger it was part of the plan that MSS will become an independent school from September 2020 and this provided the opportunity to review the immediate governance of the two schools.</p> <p>DLE stated that the proposal is for the schools to have separate governance structures in order to support their individual development and both schools would have individual LGBs with separate Chairs reporting into the MNSP structure.</p> <p>DLE explained that there is no proposal to continue with individual committees given the frequency of LGB meetings required and the ability to focus the agenda at particular meetings would be required.</p>	

	<p>DLE explained that as a Trustee of MNSP as of September 2020 he will be standing down as Chair/Governor and he will speak to Governors individually to see if they have a preference for which independent LGB they would like to join and if they would like to be considered for the role of Chair.</p> <p>DLE informed governors that he had met with 4 potential new governors, references are now being reviewed and then the appointments will go forward to the MAT for approval on the 2nd April.</p> <p>Q. Governors queried if moving away from committees dilutes the focus on particular areas. Governors commented that there will be a need for smarter information and agenda management would be crucial.</p> <p>DLE commented that the benefit of discussing everything at the LGB meant that all governors have the same information reported. It was indeed the case that LGB would need to be focused and strategic in order to avoid extended meetings.</p> <p>Q. Governors queried if there would still be individual named governors for specific areas? DLE stated that this would still be required for Safeguarding, SEND and H&amp;S.</p> <p>Q. Governors queried if they were able to sit on both LGBs? DLE stated that he didn't see a reason why this couldn't happen and would check with the Trust.</p> <p>DLE stated that he would add further information to the document regarding Governor roles (Safeguarding/SEND/H&amp;S) and also that the Pay Committee would be a MAT responsibility.</p> <p>Governors commented that it would be useful to have a meeting agenda template and DLE agreed to progress with input from Governors.</p>	6.1 DLE to update the Governance document and look at agenda templates.
	<b>7. Business Manager's report Mendip Studio and Writhlington Schools (CHO)</b>	
WRI & MSS	<p>7.1 CHO informed governors that Writhlington school finances were presently looking to meet its budget for this year, and that MSS is on budget apart from the large clawback.</p> <p>CHO stated that next year a balanced budget is planned for WRI. She explained that it is more difficult for MSS to deliver a balanced budget for next year, and presently the school was predicting a deficit, which the Trust are aware of and realise that achieving a balanced budget would be a real challenge in this first year as an independent school.</p> <p>CHO informed governors that repairs would take place on the wing of Writhlington that lost its roof, and 'drying out' of the school has been taking place. She explained that the downstairs area would hopefully be dried out by Sept 2020. The matter was now in the hands of the insurance company and lawyers.</p> <p>Governors thanked CHO, the site team, IT team and all teaching staff and students in coping with the situation and limiting any detrimental effects to teaching and learning.</p> <p>Governors also thanked the Chair for visiting school on a regular basis and providing updates on the situation as it developed.</p>	
	<b>8. AOB</b>	
WRI & MSS	<p>There being no further business the meeting closed at 8.45 pm</p> <p>Next meeting scheduled for Tuesday 5th May 2020 6pm</p>	Invites sent

<b>SUMMARY OF ONGOING ACTIONS</b>			
<b>Date</b>	<b>Action</b>	<b>Who</b>	<b>Open/Closed</b>
10/03/20	Clerk to circulate training slides/notes	Clerk	
10/03/20	5.0 BHA to determine if % late reporting would be included in future MSS HT reports and if included to provide the 'context' for figures	BHA	
10/03/20	5.1 BHA to include commentary of outliers on future HT report.	BHA	
10/03/20	5.2 BHA to check HT report to ensure figures throughout are consistent	BHA	
10/03/20	5.3 BHA to check the safeguarding data reported in the HT report.	BHA	
10/03/20	5.4 BHA to investigate colour coding of outcomes charts	BHA	
10/03/20	5.5 Clerk to investigate the MAT approach to forecasting for Maths, English and Science	Clerk	
10/03/20	5.6 MEV to report on attendance strategies for PP, SEND and EHCP students	MEV	
10/03/20	5.7 MEV to report on incidents of physical assault before and after the significant event to illustrate either an ongoing problem or not	MEV	
10/03/20	5.8 MEV to ask CEN to clarify numbers recorded on the safeguarding log	MEV	
10/03/20	5.9 EKI to discuss the T&L HT report overview and grading system used.	EKI	
10/03/20	6.1 DLE to update the Governance report before presenting to the MAT and look at agenda templates.	DLE	