



MINUTES FOR PUBLICATION

**Midsomer Norton Schools Partnership - Mendip Studio School & Writhlington School
Local Governing Body
Tuesday 30th June 2020
Meeting open 18.00 via Videoconference**

Members: Dennis Lewis (Chair), Paul Bergin, Chris Dando, Steve Bamford, Mark Everett, Georgina Colbourne, Sue Gear, Emma King, Nadia Craddock, James Gaisford, Catherine Dix, Alison Williams and Laura Wynn

Invitation: Chris Hobbs, Bruce Hain

		Action
	1. Apologies	
WRI & MSS	1.1 There were no apologies for absence. The Chair welcomed the new governors to their first meeting as official governors.	
	2. Declarations of Interest:	
WRI & MSS	2.1 None over and above those previously declared	
	3. Secure environment	
WRI & MSS	3.1 All declared that they are in a secure and confidential environment. The Chair stressed the importance of confidentiality with regards to the data/predicted grades being shared, commenting that these are still going through the process of standardisation and moderation by the Exam Boards.	
	4. Minutes of the previous meeting held 7th May 2020	
WRI & MSS	5.1 Approved as a true representation and will be signed by Chair	
	5. Matters arising	
WRI & MSS	<ul style="list-style-type: none"> ● 9.1 BHA to check disparity of number on roll in HT report - completed ● 9.2 BHA to add the number in cohort to Outcomes data - completed ● 9.3 MEV/BHA to discuss with KWA the presentation of Y12 data and present a simplified version to the June LGB meeting - completed ● 4.1 EKI to send Governor visit report to Clerk (from TL&A) - to be carried over to next LGB meeting ● 4.2 MBR to add sample size to lesson observation summary (from TL&A) - to be carried over to next LGB meeting ● 6.1 MBR to look at the tracking system in place for those children with a low reading age (from TL&A) - to be carried over to next LGB meeting 	Action : 5.1 Clerk to add Committee Meeting actions to next LGB meeting agendas.
	6. Re-appointment of Sue Gear as Staff Governor for a further 2 year term (joint LGB until September and Writhlington from 1st September 2020 - 18/06/2022). To note. (DLE)	

WRI	DLE informed governors that SGE would remain as Staff Governor for a further 2 year term.	
	7. Appointment of Simon Pugh-Jones as MSS Staff Governor LGB from 1st September 2020. To note. (DLE)	
MSS	DLE informed governors that SPJ had been elected as the staff governor for the MSS LGB commencing 1st September for a 2 year term.	
	8. New meeting schedule for 20/21 for information	
WRI & MSS	The clerk shared the proposed meeting dates for the next academic year and stated that electronic meeting dates will be sent before the end of term.	
	9. Headteacher's report including KS5 (MEV/BHA)	
MSS	<p>MSS HT report</p> <p>BHA informed governors of the process undertaken with regards to Centre Assessed Grades (CAGs) and commented that it was important to keep an objectivity on grading and to be aware that these were still going through a process and would be moderated and standardised by the Exam Boards.</p> <p>BHA commented that CAG's had been submitted for Y11 and Y13.</p> <p><i>Q. Governors asked if Y10/Key worker pupils had been in school?</i> BHA explained that the majority of Y10 students have been in since June 15th (maximum of 14 a day), commenting that 84% of Y10's are in school 2 days a week. BHA explained that Karen Ward (KWA) has been running 1 day booster sessions for Y12's and that some Y12 students were also in MSS.</p>	
WRI	<p>Writhlington HT report</p> <p>MEV stated that until moderation takes place then the results for Y11/Y13 are still unclear. He explained that schools will submit CAG's but the final grades will depend on previous attainment and national ranking. Therefore the data may change in August on results day, students will have the option to appeal and resit in November.</p> <p><i>Q. Governors queried what the process would be from now until results day re any appeals process?</i> MEV explained that a small group of senior leaders in school will have access to the data. Results will be communicated to pupils electronically on results day and they will be given the option to have a meeting to discuss next steps if they require it. MEV explained that if pupils are not happy with their results then the first stage is to appeal to the school. MEV stated that the same methodology had been used across the Trust. MEV informed governors that pupils can resit in November and it will be the best grade either from the Summer or from the resits that they can carry forward.</p> <p><i>Q. Governors asked who would pay for resits?</i> MEV stated that this has not been confirmed as yet.</p> <p><i>Q. Governors asked if Y10/Key worker pupils had been in school?</i> MEV explained that those students in Y10 who were not engaging in home learning had been invited into school w/c 15th June to try and help them to engage and focus on priority work. All other Y10 students have been invited in on a rota basis attending 1 day a week until the end of term. MEV stated that approximately 18-20 key worker children and other vulnerable students were attending school on a daily basis. There had been some recent dislocation in arrangements due to BT removing communication links but these links were now restored.</p>	

	<p>Q. Governors asked if there had been any safeguarding issues? MEV stated that there was nothing of note. A couple of minor issues had arisen which had been quickly picked up and addressed.</p> <p>Q. Governors queried what the plans would be in September? MEV stated that he is hoping to have information from the Government by the end of the week but this will leave a short time to work through the implications as well as deal with any issues/appeals from results day.</p> <p>Q. Governors queried if there was any further information on the billion pound support for disadvantaged/PP pupils announced by the Government? MEV explained that this isn't actually all new funding and was for the provision of tutoring at a reduced rate of £12 per hour which schools would have to pay for.</p> <p>Q. Governors asked how the social distancing measures in school are working? MEV stated that the site is completely secure, however children do not understand social distancing and really struggle with this. Staff are working hard to reinforce the rules constantly.</p> <p>The reports were noted.</p>	
	10. Sub Committee reports for Outcomes, TLA, Pastoral and F&P	
WRI & MSS	<p>Outcomes - DLE explained that the committee had focussed on data and the work being done to help students catch up. The Committee discussed PP students and the work that would be required from September onwards.</p> <p>TL&A - EKI stated that the Committee had discussed the current challenges and the huge effort that had been put in by MBR and team. She stated that it was good to see that the engagement and participation of students was very good. EKI commented that the Committee had reviewed progress against the SIP and stated that student voice would be an area to be looked at when back in school.</p> <p>Pastoral - SBA stated that the Committee had discussed the support in place for children, parents and staff. Safeguarding and the needs of disadvantaged pupils had been discussed in length and commented that thanks had been passed to CEN and team for all their hard work in these challenging times.</p> <p>F&P - CDA explained that the Management Accounts had not been available at the time of the meeting. The roof and staffing had been discussed.</p>	
	11. Business Manager's report CHO	
WRI & MSS	<p>Current Financial Year - 2019/20</p> <p>CHO informed governors that the Finance and Personnel Committee had met recently but at that time there were no new management accounts to review. She explained that these have now been received and she is therefore able to present.</p> <p>Writhlington – Management Accounts as at 31st May 2020: CHO informed governors that the original budget forecast of an in- year deficit had been slightly exceeded. CHO commented that it is worth noting that Writhlington would probably have managed a balanced year but for the exceptional redundancy/restructuring costs and the installation of the new IT network.</p>	

	<p>MSS – Management Accounts as at 31st May 2020: CHO informed governors that the management accounts are projecting an in year deficit largely due to the October 2019 census figures not meeting the estimates provided to ESFA.</p> <p>Next Financial Year 2020/21: CHO informed governors that MNSP Trustees have approved the budgets we put forward for both schools, without amendment. Writhlington is anticipating 120 students in Year 7 in September which is in line with our 3 year budget projection submitted to the trustees. The Sixth Form Numbers may be slightly higher than predicted.</p> <p>CHO stated that the MSS numbers appear to be on track as per the predictions. She explained that it is important for MSS as it is working to the predicted numbers model for new schools, not the lagged funding model and we want to avoid a further funding clawback.</p> <p><i>Governors commented that the above budget forecasts whilst showing deficits for the year indicated the significant proactive management of events when you consider what the schools have been through this year. The wise use of the surplus at Writhlington to prepare for the future was supported.</i></p> <p>Estates: Writhlington Roof</p> <p>CHO informed governors that the damaged roof at Writhlington has been repaired, work is progressing well on the refurbishment of the rooms in C block which were water damaged. CHO explained that it is anticipated that the top floor of the building (ten classrooms) will be made available for September. Work has not continued to the rest of the roof on the main building and it was hoped that this would be repaired before the Winter months.</p> <p><i>Q. Governors queried if the costs to repair the roof will be covered by insurance? CHO confirmed that the insurers will cover all costs..</i></p> <p><i>Q. Governors queried if the contractors on site were using a separate entrance? CHO confirmed that this will be the case from September.</i></p> <p><i>Q. Governors queried Health & Safety and Covid going forward? CHO explained that as soon as further guidance is received from the Government the schools will have to review and re-write the risk assessments.</i></p> <p>The report was noted.</p>	
	<p>12. Governance update (DLE)</p>	
<p>WRI & MSS</p>	<p>DLE confirmed that as from September there would be two separate LGB's for Writhlington and MSS and passed on his thanks and congratulations to CDA and PBE who are the new Chairs of Writhlington and MSS respectively.</p>	

	<p>DLE stated that all other current governors, with the exception of JGA would join the Writhlington LGB and JGA would be moving to the MSS LGB.</p> <p>DLE stated that the process was in place to recruit a parent governor for MSS and for Writhlington in the new school year. Director appointed governors for the MSS LGB were in hand DLE explained that he will be continuing as a trustee and will take a keen interest in the progress of both schools going forward.</p> <p>DLE expressed his thanks and said that it had been an honour to serve as Governor and Chair and to try and help all students at both schools to reach their potential. He also thanked Governors for their support without which it would have been impossible to operate as Chair. He wished all the very best for the future.</p>	
	13. AOB including personnel changes (DLE)	
WRI & MSS	<p>The Chair commented that MEV will also be leaving and relocate. He commented that MEV has been a strong supporter of governance throughout and had also ensured open communication channels with the school executive. Governors thanked MEV for his dedication to pupils and to making a difference to all students at the school. Governors wished MEV best wishes for his future.</p> <p>BHA commented that he wanted to take the opportunity to thank all governors for their time spent on MSS and despite the school's smaller size for never making him feel that it wasn't important.</p> <p>Governors thanked DLE for his contribution to the LGB, for wanting the best for all children and commented that his wise leadership will be missed.</p> <p>The Chair thanked all those that attended and there being no further business the meeting closed at 7.15 pm.</p> <p>14. Next meeting date - 29/09/2020 - Writhlington LGB 01/10/2020 - MSS LGB</p>	Invites to be sent

SUMMARY OF ONGOING ACTIONS			
Date	Action	Who	Open/Closed
30/06/20	5.1 Clerk to add Committee Meeting actions to next LGB meeting agendas.	Clerk	