

FEDERATION OF EXFORD AND DULVERTON SCHOOLS

Minutes of a meeting of the Governing Body held on Thursday 3rd July 2007

at 7.00pm at Exford First School

PRESENT: Brian Martin (Chair), Jackie Smith, Des Belam, Steve Ford, Ian Fleming, Claire Partridge, David Newman, Jo Hoare, Charlie Pope, Liz Blake, June McGavin, Kathryn Tucker, Toni Jones, Janet Calladine

IN ATTENDANCE: Anne Ansell (Clerk), Mike Bickersteth (Associate Member), John Edwards (County Councillor)

1. **Apologies** Lyn Fisher, Phil Brown, Robert Govier, Ken Warren, Rob Day, Wendy Gunn, John Thorogood, Martin Fieldhouse, Chris White

Brian Martin welcomed Liz Blake, a newly appointed staff governor. Liz is an HLTA at DMS. Brian also welcomed John Edwards, County Councillor.

2. **Any declarations of interest for items on this agenda – confidential, pecuniary or otherwise.** None

3. **Minutes of last meeting - 15th May 2008**

Minutes had previously been circulated to all governors. Proposed as a true record by Des Belam, seconded by Ian Fleming, all governors in agreement.

4. **Matters Arising**

1. DMS Kitchen opening: A formal opening has been arranged for 18th July. Governors will be invited.

ACTION 1: STEVE FORD

2. DMS Exmoor Curriculum Taster Sessions: It is planned to hold this early in the Autumn Term.

ACTION 2: STEVE FORD

3. Letter to ROK builders: Done

4. Curriculum models: This has been looked at with Jill Ewen at a Support Group meeting. The Curriculum Committee need to look at the principles of the curriculum, rather than the content.

ACTION 3: CURRICULUM COMMITTEE

5. Funding for IT Technician: To be covered under agenda item 7.

6. A Vision for the Federation: To be covered later in agenda.

7. Video Conferencing: To be covered under agenda item 10.

8. Federation Website: This is well under way. Unfortunately Rob Day was not at the meeting to add further information.

9. Web addresses: To be covered under agenda item 10.

10. TCFG: to be covered under agenda item 10.

11. IT Technician: To be covered under agenda item 7.

12. Governor visits to schools: To be covered under agenda item 15.

13. Governor Responsibility list to be distributed: This has been done.

14. Appointment of Liz Blake as governor: This has been done.

15. SEFs and SDPs: This is in progress.

5. **Any items of urgency not already on the Agenda** None

6. **Reports:**

6.1 **Headteachers Reports – verbal updates**

6.1.1 **All Saints – Incl. Ofsted Inspection June 26th.**

Charlie Pope reported on the recent Ofsted inspection. The unofficial, draft report, classified the school as good overall, and good in all 6 areas. It identified the following areas for attention: marking, multi cultural education and writing.

Other events held recently include: A healthy living week, Big Blue day, orienteering event, Sports festival, Strawberry Fair, Parents Evening and reports. The school has had a cooked lunches tasting session.

The Key Stage 1 SATs results are an improvement on last year.

Brian Martin congratulated All Saints on their successful Ofsted. The school was satisfactory last time so there has been a steady improvement.

6.1.2 **Exford**

June McGavin reported that Exford has been awarded the Healthy Schools Initiative. Children have been involved in Church studies and hedgerow studies. Key stage 1 SATs results are looking good, with the majority exceeding expectations. Parents evening and reports have been completed.

6.1.3 **DMS - Incl. Ofsted Inspection June 25th & 26th.**

Steve Ford reported that the recent Ofsted inspection report is satisfactory with some good elements, notably curriculum and personal wellbeing. Also good is the way the school works in partnership with others, behaviour, social, moral, cultural and attendance is very good. Achievement is satisfactory, so the school will focus on achievements, monitoring and tracking to be improved, which was already highlighted in the SEF.

New Appointments: Marian Barlow has been appointed part time office assistant 3 days a week; Ruth Corby and Alex Thompson have been appointed as LSAs.

Sports Day was held in June, and the swimming gala will be held on 21st July. Year 8 have been camping on Dartmoor. Year 4 parents evening has been held, it was attended by about 50%. Assemblies have been supported by Father Miller and the Youth Team.

Year 8 junior leaders have been supporting first schools; there have been several local press articles; 47 French students visited the school during Ofsted.

Three members of staff are leaving at the end of term: Kate Fisher's contract ends, Carol Norris is retiring, and Elaine Newman, a cleaner is retiring.

The year 5 intake in September will be 34 pupils.

Brian Martin thanked the staff at DMS for the hard work they put in over the Ofsted inspection.

Steve Ford thanked staff for their support whilst he was away, so things were in place ready for the inspection.

6.2 Committees:

6.2.1 Finance

Chris White was not present so no report was given.

6.2.2 Personnel

Des Belam reported that interviews will be held next week at All Saints for LSA's.

6.2.3 Curriculum

Minutes of the last meeting have been circulated to all governors; there was nothing else to report.

6.2.4 Sites, Environment & Community

Brian reported that at All Saints, the construction of the PE store extension has been postponed as a slight change in the plans was required, resulting in a new planning permission application having to be submitted. Until recently, a small change could be approved quickly, but now this has to go through the full process again. We were asked if we wanted to build 'at risk', but we declined.

The kitchen at Exford is now finished. The running and operation needs to be organised. June McGavin has conducted a survey of the parents, only 30% returned, of which most were in support, but we believe that this take up would increase once the kitchen is in operation. It is hoped to be able to provide lunches later on next term.

7. IT Technician

After discussion the 3 Headteachers have decided that it is not possible to budget for an IT Technician next year. DMS have allocated some of the budget for this but first schools have not been able to. DMS may buy some support for the year.

Governors recognised the importance of having IT support.

The finance committee are to look at the provision of funding for the following year.

ACTION 4: FINANCE COMMITTEE

The WSCC are to be asked if they can supply support. Ian Fleming is to follow this up.

ACTION 5: IAN FLEMING

8. Feedback from Federation Management Structure meeting, May 16th

Governors have previously been sent notes of the last meeting. The next meeting is due to be held at 10.00am at DMS on Monday 7th July 2008.

9. Policy for approval – Collective Worship

PROPOSAL 1: To adopt the policy for Collective Worship as previously circulated subject to an addition from DMS, proposed by Des Belam, seconded by Jo Hoare, accepted unanimously.

ACTION 6: STEVE FORD

10. Update on Targeted Capital Funds ICT Project

Video conferencing Equipment: In order for the equipment to be used, the network needs to be upgraded by SCC. This work should be completed soon, but might not be completed until after the end of this term. This delay is affecting all school with VC across the county. Staff training will be arranged once all the upgrading is complete.

Website: Significant updating has taken place on the draft website. Rob Day will call a meeting of the working party, hopefully next week. The website should be finished before next term.

The total fund was £131,150, of which £104,862 has been spent. There is a further 20% to spend, equal to the contribution from the schools, and this will be paid directly by the schools and a single statement of spend sent to SCC when the 20% has been spent. Each Headteacher is to look at outstanding needs. One suggestion was to install a large TV/monitor screen in the entrance foyer of each school for continuous information and news. Another suggestion is a new computer backup system to a server, held off site, rather than the current tape system. Steve Ford to compile possible lists for all 3 schools. 2 other Headteachers to contact Steve with their suggestions.

ACTION 7: ALL 3 HEADTEACHERS

11. Dulverton Children's Centre

SCC want the Governing Body to take on the running of the Children's Centre at All Saints School. At the last Sites, Environment & Community committee meeting on April 30th, the committee decided that there were major concerns on how we would be held accountable for some elements that we would have no control over. Lorna Bleach (SCC Governor Services) was asked to provide answers to these Governors' concerns. However, despite prompting her one week ago, her response was only received immediately before this meeting started. This has left us with no time to digest the response and therefore we are not to discuss this at this meeting. Further discussion and a possible decision will now be delayed until next term.

12. Governor vacancies

Unfortunately, SCC Governor Services has told us that it is not possible to appoint Ken Warren onto the Governing Body as a full governor (from Associate Member) as he does not match the category of vacancy. As a result Ken will remain as an Associate Member and the Governing Body still has one vacancy, for a parent governor. A letter to all parents in all 3 schools is to go out in September.

ACTION 8: ANNE ANSELL

13. Proposal to merge the Finance Committee with the Sites, Environment & Community Committee

Chris White would like to step down as Chair of Finance due to pressure of other work. Brian Martin thanked him for his work on the Finance Committee. Brian Martin suggested merging the Finance and Sites, Environment & Community committees. This system is already successfully used at the WSCC.

PROPOSAL 2: To merge the Finance and Sites, Environment and Community Committees, proposed by Ian Fleming, seconded by June McGavin, carried unanimously.

14. Draft Schedule of Governors' meetings for 2008/09

Governors discussed the draft schedule as previously circulated and made some amendments. A revised schedule to be circulated.

ACTION 9: ANNE ANSELL

15. Governors' responsibilities & visits to school

Following a suggestion by Steve Ford it was agreed to have governors responsible for areas covered by Ofsted, across the curriculum, rather than be subject based. Steve Ford, Brian Martin and Anne Ansell to compile this.

ACTION 10: SPF, BM, AA

The 3 Headteachers to recommend a term for visits.

ACTION 11: 3 HEADTEACHERS

16. Federation Day

Jackie Smith advised governors of the plans for this event to be held on 21st July at DMS. The first schools will travel to DMS, use the pool in the morning, have lunch, afternoon sports, and then DMS will hold their swimming gala in the afternoon. Governors were encouraged to share in the day as much as possible. Parents are also invited to attend the day. The DMS young leaders will be involved and the press are expected. Jackie Smith will circulate full details. Jo Hoare and Ian Fleming will not be available.

ACTION 12: JACKIE SMITH

17. Correspondence and information

a. Governor training

Lyn Fisher, our governor responsible for training, was unable to attend to give us an update. Brian Martin again encouraged governors to go on training courses.

b. Correspondence received

Kate Fisher has written a letter to governors thanking them for her time at DMS. Correspondence has been received from John Thorogood, stating that two Bishops will be spending 3 days on Exmoor from 21st-23rd October. John will be approaching the schools to see how they can be involved, suggesting 22nd as a good day to visit. Jackie Smith will support John in any plans.

c. Agenda items for next meeting

KS2 SATS results – results and analysis to be circulated to governors before the meeting

d. Date and time of next meeting

Personnel: Thursday 18th September 2008 at 7.00pm at All Saints, Dulverton

Full Governors: Wednesday 24th September 2008 at 7.00pm at DMS