

**Meeting of Mendip Studio School and Writhlington School Local Governing Body
10 April 2018, Writhlington
18:00 - 20:30**

MINUTES

Members: Dennis Lewis (Chair), Sarah Holmes (Vice Chair), Tim Cooper (Vice Chair), Steve Bamford, Paul Bergin, Chris Dando, Ruth Edwards, Dan Spencer, Peter Wyatt, Mark Everett.

Invitees: Bruce Hain, Chris Hobbs

(Initials refer to the first letter of the first name and the second and third letters of second name of those mentioned above. Other individuals are referenced separately)

<p>1. Apologies (DLE)</p>	<p>Apologies received from Paul Bergin and Dan Spencer. Peter Wyatt not in attendance.</p> <p>The Chair informed Governors that Paul Glover was no longer a Governor and that Sarah Holmes had resigned from her role as Governor with immediate effect. The Chair stated that he would send a letter of thanks to Sarah for all her work and support during her time spent on the Governing Body.</p> <p>The Chair stated that he will continue with the induction process for the new governors.</p> <p>Clerk to link with RCD and thereafter proceed to advertise the vacancy for a Parent Governor</p>	<p>Action : DLE to send letter of thanks to SHO.</p> <p>Action : Clerk to remove governor email addresses and update school websites</p> <p>Action: Clerk to arrange meeting with Governors and Heads once applicants are known. Meeting to discuss role and responsibilities</p>
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2. Declaration of interests (DLE)	None	
3. Ofsted Mendip Studio School (BHA)	<p>BHA informed governors that he had received the draft Ofsted report and that this will be made public 19 days following the inspection date.</p> <p>BHA commented that he was pleased with the results and shared the comments from Ofsted on the governance of the school which had all been very positive.</p> <p>The Chair thanked BHA and the wider team for all their hard work and governors commented that they look forward to reading the report in detail when released.</p> <p>Governors commented that it was important to make sure press statements were ready to be able to publicise the outcome as soon as possible and to take the opportunity to boost the numbers applying to join the school</p>	
4. Update on Multi Academy Trust (MAT) considerations (DLE) MSS and Writhlington	<p>The Chair shared a letter and Q&A sheet that had recently been sent out to all staff regarding the merger of the Trusts. A letter will also be sent to parents later this week.</p> <p>Q. Governors queried what the status of the existing LGB's would be with the proposed merger? The Chair stated that there are no proposed changes. Governors commented that it would be good to include this in future communications.</p> <p>Governors commented that it was important to ensure that any decisions being made are for the benefit of Mendip & Writhlington pupils. The Chair confirmed that this was the case and that that governors would be kept informed as the merger plans develop.</p>	
5. Minutes of the last LGB meeting 30th January 2018 (MSS & Writhlington)	Minutes agreed as a true representation and signed off by Chair.	
6. Matters arising from the last	Matters arising from previous minutes:	

<p>minutes not on the agenda.</p> <p>MSS & Writhlington</p>	<ul style="list-style-type: none"> ● Clerk to update business register on website and contact those governors not present to confirm if details still correct - complete ● BHA/MEV to update and circulate SEF and governor guidance notes. DLE to support overall - complete ● MEV/NRU to review process and recording of internal isolation incidents and report to Pastoral Committee in March 2018 - see item 8 Pastoral minutes ● Outstanding visit reports to be sent to clerk urgently - ongoing and to recall that OFSTED in their MSS inspection had commented on regular, structured Governor visits to school being a reason why they thought Governance was good. ● Visits for next term to be arranged - see individual Committee minutes ● TCO/PBE to look at organising an event for parents with support from governors. TCO stated that he would arrange to meet with PBE to get this process started. ● Governors commented that it would be interesting to note going forward the organisation of teaching staff. MEV to discuss with School Improvement Partner (SIP) and report back at next meeting. MEV has not met with the SIP since the last LGB meeting and there may be an impact on this with the merger process but he will discuss further and report back at the next meeting. ● School's and Student's Education Unit (SHEU) report has now been located and will be circulated to governors. To be reviewed at the next Pastoral meeting. 	<p>Clerk to include on next Pastoral Committee Meeting agenda</p>
<p>7. Policies for MSS and Writhlington</p>	<p>Approved by Committee - for LGB endorsement</p> <p>The following policies were reviewed by governors:</p> <ul style="list-style-type: none"> ● Admissions (Mendip) - Produced by MAT for LGB approval ● Admissions (Writhlington) - Produced by MAT for LGB approval 	

	<p>Governors queried if 2 separate policies were needed. MEV explained that there is a requirement for 2 policies as the (Published Admission Numbers (PAN) for each school has to be published and the admission process is different.</p> <p>It was agreed that where possible the format should be the same for both, appropriate logos on each and the relevant appendices and letters that appear at the back of the Writhlington policy should be carried over to the Mendip policy. Subject to these changes governors approved both policies.</p> <ul style="list-style-type: none"> • Physical Intervention - Produced by Pastoral for LGB approval <p>Governors queried if they need to be informed of the number of interventions annually. MEV stated that it was important to keep this in the policy to ensure that this information is being sent through to the Pastoral committee. Governors thought it would be beneficial to have this noted as a standing item on the Pastoral Committee agenda. Governors approved the policy</p> <ul style="list-style-type: none"> • No Smoking - Produced by Pastoral for LGB approval - Governors approved the policy • Inclusion - Produced by Pastoral for LGB approval - Governors approved the policy • Whole Food - Produced by Pastoral for LGB approval - Governors approved the policy • Charging & Remission - Produced by F&P for LGB approval - review dates need to be amended, Governors approved the policy • Complaints - Produced by F&P for LGB approval - Governors approved the policy • Visitors to School - Produced by F&P for LGB approval - Governors approved the policy • Marking Policy - Produced by T,L & A for LGB approval - Governors approved the policy • Behaviour Management - Produced by Pastoral for LGB consultation before MAT approval <p>Governors queried what the 'safety net' in the policy refers to. MEV stated that this is the step before sending a pupil to the referral room. Format error on page 6 - Governors approved the policy</p>	<p>Action : Clerk to add 'Report of physical interventions' as a standing item to Pastoral Committee agenda.</p> <p>Action : Clerk to inform RCD of policy amendments/ approvals.</p>
<p>8. Headteacher Report (MEV) Writhlington</p>	<p>MEV presented Writhlington Headteacher's Report and highlighted the following:-</p> <p><u>Results Summary Update</u></p> <p>MEV informed governors that the KS4 & 5 validated IDSR has been published for both schools and highlights the areas of development that are needed. MEV explained that in the Writhlington IDSR it highlights 50 students leaving the school between Y9 & Y10 and this was raised as a concern with the lead within BANES via the Her Majesty's Inspector (HMI) & Senior Her Majesty's Inspector (SHMI)</p>	

meeting. MEV stated that he has since been in communication with HMI to explain the complexity with Mendip. MEV informed governors that the reason this has been highlighted is that a number of schools nationally have actively engaged in 'Off-rolling' students and Ofsted are rightly challenging whenever this maybe the case, in Writhlington's situation it is not the case.

HMI Monitoring Visit

MEV informed governors that the change to the inspection framework in January, communicated via the Ofsted March update, determines that schools judged RI for the first time will now no-longer have a monitoring visit. Those judged RI for a second time will now be subject to this visit.

MEV explained that as HMI had been in touch before this decision had been taken, she has requested with SHMI that she could offer to do a review with the schools leadership team at an agreed time during the summer term, but without a published report. MEV commented that he was keen to accept this offer as it will be a support to both the senior team and also a support to Governors in securing the improvements the school requires.

Q. Governors queried if they could be involved in this visit. MEV stated that he will speak to HMI to ask her to include a session in the agenda. Date of visit confirmed as 2nd July 2018

Current Progress Y11 & Y13

MEV stated that the current progress of students was reported at the Outcomes Committee. Responsible Subject Leader meetings have taken place and the next round will take place during the first two weeks back after Easter. He explained that these have been slightly delayed due to the Mendip inspection.

MEV stated that a current issue arising is the progress within the Vocational KS5 courses, due to the changes in the assessment methods this year, there is an expected drop in value added compared to previous years that students will receive from these courses. MEV stated that this is a national issue however and the normalised distribution makes for the predictions of progress to be difficult.

Q. Governors queried if the school has issues due to lack of resources available and were there were restraints due to budget that were hindering progress? MEV stated that there were issues with recruitment of teaching personnel, due to a shortage nationally.

Q. Governors queried if revision sessions were in place during holiday breaks? MEV stated that virtual sessions were provided at Easter and further sessions would be run in the May term holiday.

Update on the School Development Plan (SDP)

Action : MEV to contact HMI to include governor session in visit on 2nd July 2018.

MEV informed governors that the SDP had been shared with HMI and was also reviewed during the recent HMI led Ofsted inspection. He commented that the HMI's could clearly see the need for the plan to be shared across the two schools as they are so intertwined and it was very positive that the plan had now been quality assured on 2 different levels.

The Chair commented that SLT now have total ownership of the SDP which was good to see and the SIP was in place to review where needed.

Governors asked if staff performance was continuing to be reviewed. MEV commented that this had been done through the process of a robust appraisal and performance management. Where required programmes of support are in place for individuals which will lead to improvements or to progression through capability procedures.

Staffing & Budgets

MEV informed governors that there has been significant pressures on core subject areas provision due to changes in staffing (emigration, long term sickness & mental health issues). The impacts on the leaders of core subjects have been substantial, the taking on on additional classes and redeployment of staff has been a challenge.

Q. Governors queried if MNSP is a training school? Or if there is a possibility of working with Bath Spa/UWE for teacher recruitment? MEV commented he was not sure if MNSP had gained 'teacher' school status but he would look into these areas of teacher recruitment.

Safeguarding Summary

MEV commented that the governors Pastoral Committee had met on the 06.03.18 and received the Designated Safeguarding Lead (DSL's) safeguarding report, which updated governors on the number of cases report and staff training that had been completed. There has been a staff case heard by a governors disciplinary committee & a governors appeal panel.

Student Recruitment

MEV stated that the applications for Writhlington have risen to 214 and the school is beginning to see a drift back from Frome. MEV commented that although the numbers are below PAN it is positive to see

	<p>an increase and it is also very important that the school continues with the engagement with parents/carers and maximises all positive stories about the school to as wide an audience as possible.</p> <p><u>Attendance</u></p> <p>MEV stated that the move to the new staff working with our more challenging attendance students is having a very quick impact and as a result improving some of our more persistent absentees. This has been trialled for the remainder of the academic year, but the immediate impacts are such that the costs involved are worth the investment. With attendance at 93.5% currently there is still more work to be done.</p>	
<p>9. Mendip Studio School Headteacher's report (BHA)</p>	<p>BHA presented his report and highlighted the following:</p> <p><u>Mendip Ofsted</u></p> <p>BHA stated that the report was very positive and a boost to staff delivering lessons, senior staff & middle leaders who are key to driving improvements in both schools. It also qualifies the governors decision to bring the two boards together & share a single improvement plan. BHA highlighted the areas for improvement from the report.</p> <p><u>Outcomes</u></p> <p>BHA commented that an additional Outcomes Committee meeting has been set for the 18th April to discuss the data and outcome predictions.</p> <p><u>Attendance</u></p> <p>BHA presented attendance figures for the academic year and commented that there are a significant number of students who are persistently absent. However, through tracking of data 45.16% of persistent absentees from this academic year have improved their attendance. 50% of these have improved to above 90% attendance and are therefore no longer consistently absent. MEV stated that Mendip Studio School is rated joint 1st nationally in terms of studio school attendance and 3rd nationally for the level of reported persistent absence although the comparison is with all schools nationally.</p>	<p>Action : BHA to send data reports to Clerk as soon as available for circulation to Committee members.</p>

	<p>BHA commented that Ofsted were very interested in pursuing enquiry into levels of persistent absence at the school and he was able to demonstrate significant progress through case studies which was a very positive result.</p>	
<p>10. Minutes and actions from LGB Committees (MSS & Writhlington) (short verbal summary including any action items to be brought to LGB and status of visit plans and reports)</p>	<p>Chair asked for any comments/questions on the committee minutes (previously circulated).</p> <p>Pastoral - Nothing additional to note</p> <p>Finance & Personnel - The Chair stated that the committee had looked at the managing performance policy in detail, financial situation and recruitment of Mendip Studio School and the secure access of the reception area. CHO commented that she had met with an architect who had drawn plans to have access barriers and she was waiting for this to be costed. The Chair of the F&P Committee commented that he had also met with CHO to discuss the risk registers.</p> <p>Teaching, Learning & Assessment - Meeting postponed due to Ofsted visit. New meeting scheduled for 16th April 2018</p> <p>Outcomes - DLE stated that 6th Form attendance had been reviewed in detail and had yielded some further insights and such reporting would continue for the future WAR boards had also been discussed and this was due to be reviewed by SLT. Analysis of data for both schools awaited the latest data drop and a special Outcomes Committee would be held next week to review.</p>	
<p>11. SIP reports since last LGB (DLE)</p>	<p>The recent SIP report covering the period 30th January 2018 to 21st March 2018 had been circulated.</p> <p>MEV went through the agreed actions detailed:-</p> <ul style="list-style-type: none"> ● Continue to ensure performance objectives are clear and focused on school priorities so that the potential to bolster the school's capacity to improve is fully exploited ● Roll out processes to improve communication and pupil tracking across pastoral and inclusion so that leaders collaborate more effectively to agree and implement the best interventions for individuals and groups. ● Ensure the leadership of two subjects is strengthened and sufficiently focused on holding to account and driving the change agenda. 	

	<p>Q. Governors queried the poor lesson observations and marking in one subject and what was being done to improve this? MEV stated that there has been an issue with lack of capacity in the department. This is now being addressed by the Senior Leader working with the team.</p> <ul style="list-style-type: none"> • Ensure sufficient time is devoted to agreeing and recording clear next steps during SDP review meetings, so that minutes can be circulated and actioned in a timely manner. • Deputy Head Teacher (DHT) to work up proposals for the curriculum in both schools and share with SIP. MEV commented that curriculum proposals were in process and this related to the holistic development, the ethos and hidden curriculum in the development of pupils, which in turn drives assessment. <p>Q. Governors queried why LAP (lower attaining pupils) was not an agreed action to be addressed? MEV explained that this had been an action from a previous report and a LAP review has been conducted and a separate action plan from this review is being implemented.</p>	
<p>12. Governors SDP report Mendip Studio School and Writhlington Studio School</p>	<p>No update since last LGB meeting</p>	
<p>13. Business Manager's report (CHO) Mendip Studio School and Writhlington School</p>	<p>CHO presented her report and noted that this had been discussed in detail at the F&P Committee meeting.</p> <p>CHO commented that the cover situation was proving very difficult and the year end financial situation may be worse than presented at the last F&P committee meeting as a consequence.</p> <p>CHO informed governors that she had finally received confirmation that the signs will be in place this year for the weight restriction on Knobsbury Lane. These will be erected when the Terry Hill crossroad improvement works are complete, due to start in June, and the signs should be implemented soon after.</p> <p>A discussion took place regarding the gender pay gap / equal pay. CHO explained that the Equal Pay data is for the MAT and therefore includes Peasedown St John School. The gender pay gap for the MAT</p>	

	<p>is almost 50% and the reason for this is that the lowest paid staff are cleaners, catering assistants and teaching assistants which are jobs (almost) exclusively occupied by women.</p> <p>CHO commented that schools who have already declared their equal pay data were showing very similar results and this is a sector wide issue. CHO commented that women are well represented in management in the school and we now need to look at mechanisms to broaden the representation through the school, but due to the employment model and numbers this is a widespread problem.</p>	
<p>14. AOB</p> <p>MSS & Writhlington</p>	<p>Governors appointed Dan Spencer as Safeguarding Governor (proposed by CDA and seconded by TCO). SBA to arrange to meet with DSP to give a handover.</p> <p>The Chair stated that he would be reviewing the committee structures with TCO and would circulate new membership details.</p> <p>There being no further business the meeting closed at 8.05pm</p>	<p>Action : SBA to arrange a meeting with DSP</p> <p>Action : Chair to review committee structure.</p>
<p>Date of next meeting -</p>	<p>June 19th 2018, 18:00 (meeting date changed from 26th)</p>	<p>Updated invites sent</p>