

**Meeting of Mendip Studio School and Writhlington School Local Governing Body  
19th June 2018, Writhlington  
18:00 - 20:00**

MINUTES for publication

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

Invitees: Bruce Hain, Chris Hobbs, Georgina Colbourne and Mark Paterson

1. Apologies (DLE)	None. DSP and MPA not in attendance. Chair welcomed Sue Gear as the nominated Staff Governor and explained that Georgina Colbourne and Mark Paterson would be joining the LGB pending references and DBS clearance	
2. Declaration of interests (DLE)	None	
3. Update on MAT considerations (MEV) MSS and Writhlington	MEV informed governors that the due diligence process was underway and no major issues had arisen thus far. He also stated that there had also been discussions with MNSP regarding financial budgets MEV confirmed that negotiations are still taking place and the earliest likely merger date will be Jan 1st 2019. Communication will be sent to all staff and parents over the next few weeks so that everyone is kept informed of what is happening.  The Chair stated that governors will be kept informed as the merger develops.	
4. Minutes of the last LGB meeting 10th April 2018	Minutes agreed as a true representation and signed off by Chair.	

(MSS & Writhlington)		
<p>5. Matters arising from the last minutes not on the agenda.</p> <p>MSS &amp; Writhlington</p>	<p><u>Matters arising from previous minutes</u></p> <ul style="list-style-type: none"> <li>● DLE to send letter of thanks to SHO - complete</li> <li>● Clerk to remove governor email addresses and update school websites - complete</li> <li>● Clerk to arrange meeting with Governors and Heads once applicants are known. Meeting to discuss role and responsibilities - complete</li> <li>● Clerk to include review of Schools Health Education Unit (SHEU) report on next Pastoral Committee Meeting agenda - complete</li> <li>● Clerk to add 'Report of physical interventions' as a standing item to Pastoral Committee agenda - complete</li> <li>● MEV to contact Her Majesty's Inspector (HMI) to include governor session in visit on 2nd July 2018 - MEV will circulate details/agenda of the session when confirmed.</li> <li>● SBA to arrange a meeting with DSP - ongoing</li> <li>● Chair to review committee structure - complete</li> <li>● TCO and PBE to formulate proposal to enhance Parental involvement with Governors- proposal for October Local Governing Body (LGB)</li> </ul>	<p>Action : MEV to circulate details of HMI visit to governors</p> <p>TCO and PBE to circulate proposal</p>
<p>6. Policies for MSS and Writhlington</p>	<p>The following policies were reviewed by governors:</p> <ul style="list-style-type: none"> <li>● Closed Circuit Television (CCTV) - F&amp;P - 5/6/18 - Document needs to be amended to localise as being approved by LGB rather than trust. This policy was approved, subject to change noted.</li> <li>● Curriculum statement - Outcomes - 18/6/18 - It was confirmed that this becomes a document rather than a policy to be approved as will be replaced by the Curriculum Policy</li> <li>● Curriculum Policy - Outcomes - 18/6/18 - Governors commented that the format needs to be consistent with other policy documents. The bottom of the first page should include SMSC and career development. Under 'rules and responsibilities' the role of Governors to approve and monitor the policy through the Outcomes Committee needs to be included. In bullet point list, 3rd bullet point should include 'enjoyment'. 7th bullet point - should be more aspirational, 'more</li> </ul>	<p>Action : Clerk to inform RCD of policy amendments/ Approvals.</p> <p>Action : Clerk to include Curriculum Policy on next Outcomes agenda.</p>

	<p>than'. Also include citizenship in the first list of bullet points. References to 'Mendip' should state Mendip Studio School. Policy passed subject to these changes being made.</p> <ul style="list-style-type: none"><li>● Exam entry - Outcomes - 18/6/18 - The Outcomes committee felt the word 'all' should be removed and this was agreed. The Outcomes committee felt that under Guidelines, something should be included on regular monitoring/intervention to reduce the likelihood of students not being entered into an exam at a late stage in their studies. It was also felt that a section on tier entry should be communicated. At the end of this section add 'This can only be done with the agreement of the Key Stage Senior Lead and Headteacher <u>whose decision is final</u>'. Governors also stated that a section needs to be included on private candidates. Remarks - divide second bullet point into 2 to separate parent and school requests/paying for remarks. Governors 'approved' the policy subject to the changes detailed.</li><li>● Work Related Learning - Outcomes - 18/6/18 - Under 'Purpose' amend the 'school should provide' to the school 'will' in both parts of bullet 1. MEV to check legislation as to whether 'should' or 'will' is appropriate. Under Guidelines detail what WEX is. Change wording in penultimate bullet point to 'All work experience placements are vetted for Health &amp; Safety. No placement is sanctioned without a valid certificate'. The Outcomes committee felt that something needs to be included regarding Safeguarding whilst on work experience and this needs clarification before the policy can be approved. MEV stated that MBR is exploring solutions to address safeguarding checks on Work Experience (WEX) and stated that the policy would be reviewed and brought back for consideration. Governors also commented that it was important to review data protection in light of GDPR legislation with external companies taking place in WEX.</li><li>● Preventing Extremism and Radicalisation Policy - Pastoral - 19/6/18 - 'approved'</li><li>● Drugs - Pastoral - 19/6/18 - Include statement on chain of evidence, intent is to establish a clear chain of evidence. Procedures section, underneath the bullet point starting 'the following incidents' change the last sentence so that it states " Depending on circumstances this may</li></ul>	<p>Action : Clerk to include Work related policy on next Outcomes agenda.</p>
--	---	---

result in permanent exclusion and be subject to a governor's' disciplinary hearing. Monitoring & Evaluation section - review wording underneath bullet points to remove duplication. 'Approved' subject to changes noted.

- Sex Education Statutory - Pastoral - 19/6/18 - Under guidelines change to 2nd sentence to say the schools PSHE Co-ordinator. 4th bullet point change to school's website. In confidentiality section remove '100%' and the words 'if CP issues are raised'. - Approved subject to changes.
- Intimate Care Policy - Pastoral - 19/6/18 - Amend Senior Leader responsible from named person to 'Designated Safeguarding Lead'. Approved subject to changes.
- PSHE - Pastoral - 19/6/18. Detail what PSHE stands for in title of policy. Detail what SHEU stands for. Approved subject to changes.
- Anti Bullying - Pastoral -19/6/18 -3rd bullet point underneath Monitoring to be changed to Child Protection is reviewed by governors on a regular basis. Governors queried what happens with regards to bullying that takes place out of school but involving students from the school. MEV stated that bullying that takes place out of the school is referred to the police and confirmed that he would ask for this wording to be added to the policy. Approved subject to changes noted.
- Collective Worship - Pastoral -19/6/18. Under section Collective worship will be, amend 1st bullet points to say 'Broadly Christian in both content and character'. Approved subject to changes noted.
- Managing Allegations of Abuse - Pastoral - 19/6/18. Under Guidelines section 3rd bullet point remove the wording LA Senior HR consultant. Ensure the policy is relevant throughout to MAT responsibility. Approved subject to changes noted.

Governors commented that if a 'nominated governor' was not required for a policy then this should be removed from the heading details rather than left blank.

<p>Looked After Children annual report</p>	<p>Maddy Flagg (MFL) joined the meeting to present the Looked After Children (LAC) annual report and explained that there were currently 9 LAC children in school and that the designated teacher (DT) for these children was Carolyn Lanning. MFL explained that the DT has protected time to carry out the responsibilities of the role as the different formats of paperwork and procedures from the four different local authorities is complex and time consuming.</p> <p>MFL informed governors that the feedback from Victoria Duke (Virtual Headteacher for B&amp;NES) following her visit in November 2017 had been very positive of the work the school has done. MFL stated that overall students appear to be making better progress at KS3 than KS4 evidenced by the data on the tracking sheet. She explained that the academic progress of each individual student is discussed at the three annual Personal Education Plan (PEP) meetings and reviews as well as at parents evenings.</p> <p>MEV informed governors on further actions that would be taking place and stated that further training needs to take place on attachment awareness and Thrive assessment if this is to be continued in the school.</p> <p>Q. Governors queried if the school has ELSA (support for development of emotional literacy)? MFL commented that SLT need to look into the cost of training for both Thrive (development of resilient and confident Children) and ELSA and make a decision for next year.</p> <p>MEV explained that the current DT has retired from the role and a new DT would be appointed. MFL commented that overall it is a pleasing picture but with some areas to improve. She noted that it was a real benefit to have one consistent person to deal with.</p> <p>The Chair asked that thanks from the Governors be passed to Carolyn Lanning for all her hard work managing LAC.</p>	
<p>7. Headteacher Report (MEV) Writhlington</p>	<p>MEV presented Writhlington Headteacher's Report (link) and highlighted the following:-</p> <p><u>School Development Plan (SDP)</u></p> <p>MEV stated that the SDP is currently being reviewed following the actions in light of the Mendip Ofsted and evaluation of the current progress for 2017/18. The evaluation of current progress will be ratified by the HMI review in July. MEV commented that key aspects from the Mendip inspection are threaded through the current SDP, however in addition to these are aspects previously identified by SLT and Governors such as consistency of teaching and raising achievement/engagement of male students.</p>	

School Evaluation Form(SEF)

MEV commented that the predictions of outcomes for 2018 are hampered by the National changes to examination methodology, question structures, removal of coursework, a move towards new assessment gradings and increased demand for content recall and knowledge. MEV informed governors that the Quality and Curriculum Authority (QCA) have indicated that there will be a transitional period within which there will be 'comparable' outcomes at the 4/C boundaries.

Safeguarding update

MEV presented the safeguarding report for Writhlington and Mendip Studio School. He explained that each year the Local Safeguarding Children Board produce and audit on the provision and practice across the local authority. This audit was shared for governors information. MEV stated that the purpose of the LSCB is to ensure that safeguarding is embedded in all institutions in the authority and to check that correct processes are in place.

It was agreed that in the absence of DSP, SBA would stand in as nominated safeguarding governor and would arrange a visit with NRU as soon as possible.

Permanent/Fixed Term exclusions and trends

MEV presented behaviour trends for 2015-18 and noted that there seems to be an increase in behaviour incidents and fixed term exclusions from term 3 every year. He commented that SLT would be looking into this further. BHA commented that this may be related to increase in staff illness. CDA commented that he has arranged to come in to review absence/staff illness data with CHO/HR.

Modern Foreign Languages (MFL) report

Action : SBA to arrange visit with NRU as designated safeguarding governor.

	<p>MEV explained that the MFL department underwent an academic review in April to assess the quality of provision following a number of concerns that the Senior Leadership Team (SLT) had identified. MEV stated that following the review that there have been some staffing changes and that the monitoring of the actions following the MFL review will be undertaken by the Teaching, Learning and Assessment Committee.</p> <p><u>Kirkland Rowell Survey report</u></p> <p>BHA explained that the school undertook a Kirkland Rowell survey which had been sent to stakeholders and shared the key areas of strength and areas for development that had been highlighted. BHA stated that the detailed reports are being evaluated by SLT.</p> <p>Q. Governors queried if a comprehensive action plan was to be produced from this report? BHA stated that the actions would be linked into the SDP.</p> <p>Governors felt that it would be useful to have sight of the executive summary produced by Kirkland Rowell in order to put the information in context.</p> <p><u>Student Recruitment</u></p> <p>MEV stated that confirmed places for Year 7 for 2018/19 currently sit at a higher level than last year although still below Pupil Admission Number (PAN). MEV commented that a key area of focus is to proactively market the opportunities the school provides and celebrate the successes. The current website and media presence will be reviewed to see how better to get the message across to potential parents. MEV commented that he would welcome any input from governors on the school website. Governors queried if the school website would be updated in time for the Open Evenings. MEV stated that this would be a priority to be in place in early September in readiness for the Open Evenings.</p> <p><u>Attendance</u></p>	<p>BHA to share Kirkland Rowell executive summary to Clerk for circulation</p>
--	---	--

	<p>MEV stated that the impact of the new attendance staffing has had a substantial impact on improving the attendance of those students whose attendance is very poor and explained that the school is currently evaluating the costs involved and looking to solutions to continue to improve the attendance across the two schools.</p> <p>Q. Governors ask what 'measurable' target the external attendance provider had offered? MEV stated that he would need to investigate but that there had already been a 1% impact on overall figures. BHA commented that the persistent absence figures for Mendip Studio School look high but they are actually one of the lowest compared to studio schools nationally.</p>	
<p>8. Mendip Studio School Headteacher's report (BHA)</p>	<p>BHA presented his report and provided governors with a brief overview of the positives and weaknesses of the year so far. BHA informed governors that the Dyson project has now come to an end and this is because Dyson are refocusing all of their school engagement into the University. He commented that there was the possible opportunity of a link with Bristol Zoo which will be investigated further.</p> <p>Governors queried if the school works with 'Tomorrow's Engineers' as they have a fantastic network in place. BHA stated that a workshop for Y8 had taken place recently but that he would explore this resource further.</p> <p><u>SDP</u></p> <p>BHA explained that the SDP has been updated to include the Ofsted areas for improvement and following review this will be presented to governors at the LGB in October.</p> <p>BHA commented that the level of IAG being offered has increased to support increased student numbers and there is an improved clarity of curriculum offer.</p> <p><u>SEF</u></p> <p>BHA presented the predictions for Y11 and Y13.</p>	

	<p><u>Marketing plan</u></p> <p>BHA shared the current marketing plan and informed governors that Open days for both schools before the summer were taking place for the first time, followed by Open Evenings for both schools on Thursday 20th September which all governors are invited and encourage to attend. BHA commented that along with MEV and DLE he would be looking at the structure and capacity of the marketing team to maximise the opportunities available to the school.</p> <p>Governors commented that if BHA wanted help finding industry partners then to let governors know.</p>	
<p>9. Minutes and actions from LGB Committees (MSS &amp; 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><b>Pastoral</b> - Nothing additional to note</p> <p><b>Finance &amp; Personnel (F&amp;P)</b> - CDA noted that a trial system of impact assessment on budget spend had been agreed and the school entry/reception area was going to be improved for better access control.</p> <p><b>Teaching, Learning &amp; Assessment</b> - SBA commented that it had been suggested by CEN that she run a short session for governors on work scrutiny to improve governor understanding. This was agreed by all, SBA to liaise with CEN to arrange a date/time.</p> <p><b>Outcomes</b> - Nothing additional to note.</p> <p>Governors commented that it would be helpful in all reports if acronyms were spelt in full the first time used. Senior Leadership Team (SLT) to consider this when producing reports in future.</p>	<p>Action : SBA to liaise with CEN to arrange date/time for governor work scrutiny training.</p> <p>Action : Clerk to circulate acronym sheet to all governors.</p>
<p>10. SIP reports since last LGB (DLE)</p>	<p>The recent School Improvement Partner (SIP) report covering the period 12th April - 15th May 2018 had been circulated.</p> <p>The agreed actions were noted.</p>	

<p>11. Governors SDP report Mendip Studio School and Writhlington Studio School</p>	<p>Updated Governors SDP has been circulated previously and linked to agenda. DLE highlighted the importance of triangulating governor visits and to ensure visits for the coming term are arranged.</p>	<p>Action : Governors to arrange school visit dates for term 6.</p>
<p>12. Business Manager's report (CHO) Mendip Studio School and Writhlington School</p>	<p>CHO presented the Report from Business &amp; Finance Director and noted that this had been discussed in detail at the F&amp;P Committee meeting along with the Deficit Recovery plan.</p> <p>She explained that the draft budget for Writhlington and Mendip Studio School had been recommended to be put forward to the MAT by the Financial &amp; Personnel Committee and asked if the LGB were happy to endorse this recommendation. CDA proposed, PBE seconded and all endorsed both budgets to be presented to the MAT for approval.</p> <p><u>Global Data Protection Regulation (GDPR) update</u></p> <p>CHO explained that DLE had sent a helpful set of questions from the National Governance Association (NGA) for Governors to consider. She explained that she has inserted the school responses into the NGA document as a discussion point which the F&amp;P committee had reviewed and felt that sufficient information had been presented in order to hold the school to account which the Local Governing Body(LGB) endorsed. She noted that it was also agreed that GDPR should be added to the agenda as a standing item and PBE agreed to act as GDPR governor as he already has a link in place with Mark Bridges (MBR) who is the Data Protection Officer.</p>	
<p>13. AOB MSS &amp; Writhlington</p>	<p>The Chair thanked everyone for their time and efforts in supporting the schools this past year and noted that it was pleasing to see the positive comments made by Ofsted on governance.</p> <p>There being no further business the meeting closed at 8.25pm</p>	
<p>14. Date of next meeting -</p>	<p>Tuesday October 9th 2018, 18:00 (TBC)</p>	<p>Invites to be sent.</p>