

	5. Post onto schools 'vacancies board'	<p>and clerk to circulate and coordinate responses.</p> <p>Action : Clerk to send copy of statement for addition to 'vacancies board.</p>
2. Declaration of interests (DLE)	None	
3. Update on MAT considerations (MEV) MSS and Writhlington	<p>MEV informed governors that the merger would now likely take place at the beginning of February. He explained that due diligence was now complete and no issues had been raised. MEV commented that the school is already seeing the benefits and paired working between the schools has taken place.</p> <p>MEV stated that the next stage, following approval from the Regional Schools Commissioner (RSC) Head Teacher's Board on October 15th, would be to hold consultation sessions with staff, parents and stakeholders, these were confirmed as the following times:</p> <ol style="list-style-type: none"> 1) Staff and Employees-Wednesday November 7th at 3.45 pm at Writhlington School 2) Parents and Carers- Thursday November 8th at 7pm at Writhlington School <p>The Chair explained that both meetings will be MAT wide and encouraged governors to plan to come to at least one of the meetings.</p> <p>After the consultation meetings there would be a meeting of Dragonfly Education Trust on November 15th to approve the merger with MNSP.</p> <p>MEV informed governors that The Trust is looking to grow substantially and in addition to schools already joining several other schools in the area have expressed an interest in joining.</p>	

	<p>Q. Governors commented that Open Evenings for both schools have taken place and queried if there were plans to hold again after the merger has taken place? MEV explained that he will be looking at recruitment for Mendip Studio School but this needs to be undertaken as part of collaboration as a MNSP group and a strategy needs to be put in place once the merger has gone through.</p> <p>MEV stated that there will be further decisions to be made which he will bring to governors for example structure of the day, and this will be following consultation with staff.</p> <p>The Chair stated that governors will be kept informed as the merger develops and that there were clear benefits in progressing.</p>	
<p>4. Minutes of the last LGB meeting 19th June 2018 (MSS & Writhlington)</p>	<p>Minutes agreed as a true representation and signed off by Chair.</p>	
<p>5. Matters arising from the last minutes not on the agenda.</p> <p>MSS & Writhlington</p>	<p><u>Matters arising from previous minutes</u></p> <ul style="list-style-type: none"> ● MEV to circulate details of HMI visit to governors - complete ● TCO and PBE to circulate proposal to enhance parental involvement with Governors - TCO explained that his had not been actioned as yet due to work commitments. DLE explained that parental engagement was now the remit of BHA and DLE was his link governor and he would liaise with him regarding this and report back. ● Clerk to include Curriculum Policy on next Outcomes agenda - complete ● Clerk to include Work related policy on next Outcomes agenda - complete ● SBA to arrange visit with NRU as designated safeguarding governor - SBA unable to arrange visit in last term. Will pick up during visit with CEN this term. ● BHA to share Kirkland Rowell executive summary to Clerk for circulation - complete. ● SBA to liaise with Clare England (CEN) to arrange date/time for governor work scrutiny training 	

	<p>- Following discussion it was decided that the Senior Leadership Team (SLT) lead who brings the books to the committee meeting will lead the discussion with the Governors in the Committee about the content of the books. It was therefore felt that there was no need to train Governors to be experts in interrogating books and better to be led and interact with the SLT lead in each Committee.</p> <ul style="list-style-type: none"> • Clerk to circulate acronym sheet to all governors - complete • Governors to arrange school visit dates for term 6 - ongoing and Chair emphasised importance of making visits and recording them to demonstrate Governors 'reason to believe' that elements of the School Development Plan (SDP) were being put in place. 	
<p>6. Policies for MSS and Writhlington</p>	<p>The following policies were reviewed by governors:</p> <ul style="list-style-type: none"> • Curriculum Policy - approved • Work Related Policy Under Purpose, 3rd bullet point, there is a duplication of the word 'student' that needs to be removed (<i>To ensure that all students in Sixth Form students attend a week's work experience that reflects their strengths in their subjects</i>). <p>Q. Governors queried if there should be a section regarding company checks? MEV stated that he would add a section to state that 'Only approved Work Experience (WEX) companies are used and a quality assured company is used to assess placements. Subject to these changes the policy was approved.</p> <ul style="list-style-type: none"> • Lockdown Policy Q. Governors queried what happens to the process in the absence of MEV? MEV stated that the first point of contact is the Headteacher's (HT) PA. If MEV is absent then she will go the next SLT contact. Q. Governors queried what the procedure is if the HT PA is absent? MEV stated that cover is always in place and someone would be sat at the same desk so the phone line would be covered. 	<p>Action : Clerk to inform SLO of policy amendments/ Approvals.</p> <p>Action : MEV to updated Work Related Policy to include statement regarding use of quality assured companies.</p>

	<p>It was noted that under Purpose 2nd para the last sentence should not be there as this is used (in its correct position) under Definition first para last sentence.</p> <p>Q. Governors queried the immediate actions under the full lockdown procedure and whether it was possible for the Administration team to review registers online via (School Information Management System)SIMS and contact each class in turn via email? MEV explained that this was possible and could be completed remotely.</p> <p>The Policy was approved subject to minor amendment noted.</p> <ul style="list-style-type: none"> • Use of Pupil Premium Policy Governors queried if it was clear whether success criteria had been met and whether sufficient quantitative data had been included in the reports. It was decided that MEV would liaise with MFL and this policy would go to the Teaching Learning and Assessment (TLA) committee meeting for review. <p>A discussion took place about Pupil Premium and whether this should be included as an item for discussion in the Pastoral Committee meeting or the Teaching, Learning & Assessment (TLA) Committee. Following a discussion it was decided that Pupil Premium was high profile and should be an item on the agenda for both committees and the LGB. TLA will focus on progress of Pupil Premium/ Special Educational Needs and Disabilities)SEND and Looked After Children and Pastoral will focus on the well being and attendance of these pupils.</p>	<p>Action : DLE/MEV to discuss with MFL. Policy to be included in TLA committee meeting.</p> <p>Action : Clerk to add to TLA and Pastoral agendas.</p>
<p>7. Headteacher Report (MEV) Writhlington</p>	<p>MEV presented Writhlington Headteacher's Report and highlighted the following:-</p> <p><u>Self Evaluation</u></p> <p>MEV informed governors that following the visit from the Her Majesty's Inspector (HMI) in July and the outcomes from 2018 for both KS4 & KS5, the School's Self Evaluation Form (SEF) is being updated. He</p>	

detailed preliminary results for subjects at KS4 and noted that whilst the preliminary outcomes for KS5 value add for academic course were improved over previous years the value added for the vocational courses appear to have dipped due to the change in examination requirements. The latter will have happened Nationally and therefore added value at KS5 may not be as presently reported (we will know more on this in early January when what will have happened nationally will be taken into account).

MEV stated that once the SEF has been updated this will be shared with the chair and in turn governors.

The Chair commented that there would also be training sessions for governors in preparation for Ofsted and these were likely to begin before Christmas.

Safeguarding Update

MEV informed governors that due to the resignation of Nick Russon, Clare England has taken over as the Designated Safeguarding Lead (DSL) and explained that she has had to undergo some rapid safeguarding training, but confirmed that the school is legally covered with the Assistant Designated Safeguarding Leads (ADSL)s in place.

Q. Governors queried if another member of SLT would be recruited? MEV stated that SLT were trying to cover without a replacement and sharing the workload as this would reduce the possibility of any staff redundancies.

The safeguarding report was shared with governors and previously discussed at the Pastoral Committee meeting.

Exclusions & Attendance

MEV informed governors that exclusions are on par with those of last year for the first few weeks of term, and noted that it has been a pattern that following the long summer break the expectations of

behaviour and conduct have had to be reminded with a number of students, which has in some cases resulted in exclusions.

MEV commented that the senior team are very mindful that the attendance of students is a concern and that impacts of exclusions can have a detrimental effect on attendance, however it is important that students are clear that their behaviour has consequences.

Governors with children at the school commented that they had noticed an improvement in dealing with behaviour in the school. MEV commented that staff have also received positive feedback.

Examination Results

MEV said that he had already commented on examination results and a full report on the outcomes has been presented to the Outcomes Committee.

Staffing

MEV stated that as previously reported Nick Russon (Deputy Head) took the decision to resign on return from the summer holidays. MEV commented that he was sure that the governors will join us in wishing him well and thanking him for all the work that he has done for the school over the past five years. A new Senior Leadership (SLT) structure has been put in place to following Nick departure which has been shared with governors.

MEV informed governors that there have been a number of other resignations since the last governors meeting, and that for each of these the school has looked critically as to if the post should be replaced or not. Where possible streamlining has taken place and as with all schools across the country, the workload on staff has increased. As a result of the changes to staffing there is now a revised deficit reduction plan that has been shared with the RSC & MSNP during the merger negotiations.

	<p><u>Open Evening</u></p> <p>MEV stated that despite poor weather, substantial numbers came through the door on Open Evening and all staff gave a very positive impression of the school. A large number of children were involved in the event. The Open Morning tours continued to take place over the following weeks and we have seen a steady number of families attending these.</p> <p>Governors commented that they had been impressed with the event and in particular the English department.</p>	<p>Action : Chair to write a letter of thanks to Nick Russon.</p> <p>Action : MEV to send a note to thank staff and special mention to the English Department.</p>
<p>8. Mendip Studio School Headteacher's report (BHA)</p>	<p>BHA presented his report and informed governors that the summer headline preliminary results at KS4 and at KS5. He stated that he is awaiting publication of performance tables due next week (unvalidated) which will be re-released in January 2019 (validated).</p> <p>Q. Governors queried if SLT have sufficient reassurance that progress in year is being checked on for both Mendip Studio School and Writhlington? BHA stated that this was being done by using the data tracker and looking at (Average 8 [Subjects] Overall Grade) A8OG and holding regular meetings to review the data,</p> <p>BHA stated that the term has started with high expectations from the outset - one outcome of this has been a rise in sanctions for students who have serially not met expectations. He commented that another outcome has been a positive outlook from the majority of students and signs that some previously under-performing year 11 students are demonstrating much improved work in books.</p> <p>BHA presented the behaviour, exclusion and attendance data for Mendip which details exclusions since the last meeting.</p> <p>Safeguarding update was presented and noted.</p>	

	<p><u>Parental Engagement (for both Schools)</u></p> <p>BHA informed governors that following the Kirkland Rowell Survey outcomes from all stakeholders, he and Mark met with parents in July for a parents’ forum. BHA stated that the forum was attended by approximately 25 people and noted that key issues raised included: rewards trips, use of `phones in school, iPads, communication and reporting.</p> <p>BHA explained that issues raised were dealt with and feedback provided to parents on actions taken at the following forum meeting which was held on October 3rd. This meeting was also followed with a Parents’ & Carers’ workshop on exam results, which was one of the key concerns raised through the survey.</p> <p>BHA stated that the forum and workshop will be followed by an email update to all parents and carers and the next fora and workshops (January 16th) will be informed by the requests received by stakeholders for themes to cover.</p> <p>Q. Governors queried how parents are invited to the parent forum? BHA stated that this is done via email/newsletters and noticeboards.</p> <p>Q. Governors asked how frequently the workshops took place? BHA stated the next one would be in January, so approximately every 3 months.</p> <p><u>Marketing plan</u></p> <p>The Chair explained that the Marketing Plan was now the responsibility of Mark Bridges and would now be discussed at the Outcome Committee meeting rather than the LGB.</p>	
<p>9. Minutes and actions from LGB Committees (MSS & Writhlington)</p>	<p>Chair asked for any comments/questions on the committee minutes (previously circulated).</p> <p>Pastoral - noted</p> <p>Finance & Personnel - noted</p>	

<p>(short verbal summary including any action items to be brought to LGB and status of visit plans and reports)</p>	<p>Teaching, Learning & Assessment - Meeting to take place on 16/10/18</p> <p>Outcomes - noted</p>	
<p>10. SIP reports since last LGB (DLE)</p>	<p>MEV presented the 3 School Improvement Partner (SIP) reports that had taken place since the last meeting and provided the highlights of each. He also confirmed that the actions detailed have been completed.</p> <p>MEV informed governors that the next visit would take place on the 19th October and would be a review of the School Development Plan (SDP) and his appraisal would take place on the 26th October.</p> <p>Chair commented that the involvement of the SIP was to support the Executive and Governors. Routinely SIP reports are circulated to Governors and the Chair meets with the SIP periodically and at SDP Review meetings. Linda Peck, the SIP we have provides robust support which is appreciated.</p>	
<p>11. SDP report</p>	<p>MEV informed governors that the SDP has been reviewed in light of the feedback from the HMI visit in July and work with the school improvement partner. He explained that the new report has been shared with the HMI and feedback has been very positive with no major changes. MEV commented that the HMI Kathy Maddox is now the schools link HMI and she will be visiting the school hopefully during term one. This visit will be to support the school and governors will be informed and where appropriate involved in the visit.</p> <p>MEV informed governors that the plan has been reduced to the following two priorities:-</p> <ol style="list-style-type: none"> 1) Consistently expect high performance and hold staff to account for it by: <ol style="list-style-type: none"> a. Increasing challenge and expectations for all and particularly boys across the curriculum 	

b. Ensuring that the monitoring of teaching and tutoring considers fully the progress students make

c. Identifying effectively students who need support and challenge and providing appropriate interventions which enable them to make faster progress

d. Evaluating robustly the impact of actions taken to raise students' achievement and holding teams rigorously to account

2) Improve teaching and learning by:

a. Raising teachers' expectations of what all students, particularly boys, can achieve

b. Raising students' expectations of what they can achieve including their attendance and behaviour for learning.

The Chair stated that the governor links and monitoring of the plan have been updated to match the new plan and the SDP will now be reviewed at the full Local Governing Body (LGB) rather than at committee level.

Governors commented that it was good to see that the plan was much more focused and showed targeting as the year goes on. The Chair commented that it was important to have brave and honest conversations about how the school was performing and that governors need to also be frank and open when visits are made.

MEV commented that the performance management targets for teachers were much smarter and also aligned to the SDP. Targets flow down from the HT, to Heads of departments and then to their staff.

MEV stated that formal SDP review meetings would continue to take place involving the SLT leads, school improvement partner and LGB Chair and the outcomes from these meetings will be shared at the next LGB meeting.

<p>12. Business Manager's report (CHO) Mendip Studio School and Writhlington School</p>	<p>CHO presented the Report from Business & Finance Director and noted that this had been discussed in detail at the Finance and Personnel (F&P) Committee meeting.</p> <p>CHO informed governors that in the summer, the MAT Board approved a budget for deficits for Writhlington and for Mendip Studio School being financed from previous year money. She explained that at year end there were a number of changes to staffing, including the resignation of a Deputy Head, the HR Manager and the Combined Cadet Force (CCF)/Outdoor Education Coordinator and these posts will not be replaced.</p> <p>She stated that at the review of the September accounts, she will reorder the budgets and reflect the savings expected. For Writhlington, she anticipates reducing the planned deficit and for Mendip Studio School, the position will worsen as although there are staff cost savings a higher than expected clawback arises as the numbers for Mendip Studio School are smaller than our predictions to the Education and Skills Funding Agency (ESFA) and this will need to be budgeted for.</p> <p>CHO stated that the new School Teachers Terms and Conditions has been issued and noted that Midsomer Norton Schools Partnership (MNSP)'s Board has already decided to implement these recommendations. She stated that it therefore makes sense for the Dragonfly Education Board to do the same.</p> <p><u>Global Data Protection Regulation (GDPR) update</u></p> <p>CHO informed governors that there had been a number of minor incidents reported since June 2018 and that none of these were serious and nothing to report on. She stated that a log of all incidents is maintained.</p> <p>Governors commented that it was good to see that a system was in place and working successfully.</p>	
<p>13. AOB</p>		

MSS & Writhlington	The Clerk circulated the MNSP governor training sheet for governors to complete. There being no further business the meeting closed at 8.15pm	
14. Date of next meeting -	Tuesday 5th February 2019, 18:00	Invites sent.