

**Abridged Meeting of Mendip Studio School and Writhlington School Local Governing Body  
5th February 2019, Writhlington  
18:00 - 20:00**

ABRIDGED MINUTES

Members: Dennis Lewis (Chair), Tim Cooper (Vice Chair), Steve Bamford, Paul Bergin, Georgina Colbourne, Chris Dando, Nadia Craddock, Emma King, Josephine McCameron, Sue Gear, Mark Everett.

Invitees: Bruce Hain, Chris Hobbs

<p>1. Apologies, introductions and departures (DLE)</p>	<p>Apologies received from Josephine McCameron. Sue Gear not in attendance.</p> <p>The Chair welcomed Emma King and Nadia Craddock to their first Governing Body meeting and everyone introduced themselves.</p> <p>The Chair informed governors that there was still 1 vacancy left on the Governing Body and to let him know if anyone knew of any suitable candidates that might be interested in joining.</p>	
<p>2. Declaration of interests (DLE)</p>	<p>None additional to previous declarations</p>	
<p>2a. Book Scrutiny</p>	<p>A selection of English and Science books from Year 8 and Year 11 were presented for scrutiny. After review and discussion comments were noted on the template used by SLT when conducting book scrutiny.</p> <p>Q. Governors questioned if the book scrutinies that were now taking place in every Governor meeting were of use? MEV stated that these reviews/comments all add value and help to provide an evidence base.</p> <p>Q. Governors queried what the school policy was regarding spelling? MEV explained that the use of a pink pen to highlight errors has recently been introduced and teachers now need to ensure that this is implemented consistently. Governors can check on this at future committee meetings.</p>	<p>Action : BHA to feedback comments from book scrutiny to Heads of Departments.</p>
<p>3. Update on MAT considerations (MEV) Mendip Studio School and</p>	<p>MEV informed governors that the merger would now likely take place at the beginning of April. For information Peasedown St John school was OFSTED inspected recently and a report is due to be published in the next couple of weeks.</p> <p>MEV explained that the school is receiving support from the Midsomer Norton Schools Partnership (MNSP) in terms of preparations for Ofsted inspections and also support is being offered in both the English and Maths departments</p>	

<p>Writhlington School</p>	<p>MEV informed Governors that the local Governing Body and Committee Structures will stay in place once the merger takes place.</p> <p>The Chair stated that governors will be kept informed as the merger develops and that there were obviously clear benefits already being seen.</p>	
<p>4. Minutes of the last LGB meeting 9th October 2018 (MSS &amp; 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 &amp; Writhlington</p>	<p><u>Matters arising from previous minutes</u></p> <ul style="list-style-type: none"> <li>• DLE to write a letter of thanks to Peter Wyatt - complete</li> <li>• DLE to contact Alun Williams - complete</li> <li>• DLE to review candidates - complete</li> <li>• DLE to draft statement and clerk to circulate and coordinate responses - complete</li> <li>• Clerk to send copy of statement for addition to 'vacancies board' - complete</li> <li>• MEV to updated Work Related Policy to include statement regarding use of quality assured companies - MEV confirmed that this will be actioned</li> <li>• DLE/MEV to discuss with Maddy Flagg Use of Pupil Premium Policy. Policy to be included in Teaching Learning and Assessment committee meeting - complete</li> <li>• Chair to write a letter of thanks to Nick Russon - complete</li> <li>• MEV to send a note to thank staff and special mention to the English Department - MEV gave a verbal thank you to the department and staff</li> </ul>	
<p>6. Policies for MSS and Writhlington Update on preparations ahead of merger</p>	<p>The Chair informed governors that all Dragonfly policies are being checked ahead of the merger for similarity to Midsomer Norton Schools Partnership (MNSP) policies. Where any meaningful differences were seen then this would be raised with MNSP (only a few had been identified thus far). He commented that if there was a reason to amend a Dragonfly policy prior to the merger, for example safety reasons, then this would be actioned. Otherwise policies would not be updated prior to the merger. The Local Governing Body (LGB) supported this approach.</p>	
<p>7. Headteacher Report (MEV) Writhlington</p>	<p>MEV presented Writhlington Headteacher's Report and highlighted the following:-</p> <p>MEV informed governors that Her Majesty's Inspector (HMI), Kathy Maddoxs, had indicated that she was the link HMI for the school and that she would be supporting the school through its journey to 'Good'. He explained that one visit had taken place at the end of Term 2 following a visit during last</p>	

	<p>school year and it now appears that this will be the only visit prior to the full inspection. MEV commented that the school has had no further contact from Ofsted or an HMI but confirmed that support has been provided by MNSP Chief Executive Officer (CEO) &amp; Vice CEO in peer reviews and lesson observations/learning walks.</p> <p>MEV detailed the key action points from the Pupil Premium(PPI) Action plan, Special Educational Needs and Disabilities (SEND) Action plan, Progress Leader Raising Achievement Plan (RAP) priorities, 6th form priorities and the boys engagement plan all of which have been or are available to Governors.</p> <p>MEV informed Governors that the school has been facing significant difficulties in the recruitment of Science teachers this academic year and commented that there is a significant shortage of Physics, Chemistry and Language teachers nationally, with the Department of Education (DfE) proposing additional payments being made directly to the teachers in their fourth and fifth year of teaching.</p> <p>Q. Governors queried if Teach First was a possibility for the recruitment of Science teachers? MEV stated that he was currently investigating this option and would make contact.</p> <p>MEV explained that students applying to enter the school have dropped this academic year, and the number of first preferences and recruitment and marketing methods would be reviewed in an attempt to address this. Given reduced student numbers then a further review of teaching staff resources would be undertaken to ensure that budgets were managed appropriately and the LGB supported this approach noting that should actions be required then final approval would be required at Trust level.</p> <p>Q. Governors queried if there were any vacancies for staff in the MNSP? MEV stated that there may be opportunities and a number of staff have also indicated that they are seeking opportunities elsewhere.</p>	<p>Action : MEV to make contact with Teach First regarding the recruitment of Science teachers.</p>
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<p>8. Mendip Studio School Headteacher's report (BHA)</p> <p>Mendip Studio School and Writhlington School</p>	<p>BHA presented his report and informed governors that there have been improved end of course predictions in both year 11 and year 13, though year 11 predictions remain below National averages.</p> <p>BHA commented that there is evidence that the interventions put in place are having an impact on student progress, notably in the core subjects and noted that the year 10 and year 12 cohorts have settled in extremely well, with progress reviews in each cohort providing clear evidence of mature attitudes, on the whole, to studies, the transition to the school and key stage and to one another. BHA stated that where students have not met expectations, teachers and support staff, have intervened quickly to provide support.</p> <p>BHA presented the behaviour, exclusion and attendance data for Mendip which detailed any exclusions since the last meeting.</p> <p>Safeguarding update was presented and noted for both schools.</p> <p>BHA informed governors that Simon Pugh-Jones is leading the development of the school's work experience and industry links, with improved uptake by our new year 10 cohort in the wide ranging R&amp;D provision every Thursday evening. He explained that this was also presented in detail at the Outcomes Committee meeting.</p> <p>BHA informed governors that the second Parents' Forum and Workshops for parents and carers was held on Wednesday 26th January. He stated that attendance was satisfactory and engagement was good, particularly in the workshop for "How can I support my child with revision at home" which covered learning styles and how children learn best. BHA stated that he will publish outcomes and next steps from this.</p> <p>Q. Governors asked if this information can be captured and shared with a wider audience? BHA explained that there is a 20 question test and a personality test that is on the website but he would look at sharing this again. Governors felt that this would be good for parent confidence.</p>	<p>Action : BHA to communicate learning/ personality tests to parents on supporting children with revision at home.</p>
<p>9. Minutes and actions from LGB Committees (MSS &amp; Writhlington) (short verbal summary including any action items to</p>	<p>The Chair asked for any comments/questions on the committee minutes (previously circulated).</p> <p><b>Pastoral</b> - The Committee Chair stated that areas had been assigned to committee members to provide focus for governor visits. An overview of Safeguarding had been provided and he will be meeting with CEN to review the Safeguarding Action Plan. A detailed report on attendance had been provided and will be reviewed at every committee meeting. Book Scrutiny had taken place - noted.</p> <p><b>Finance &amp; Personnel</b> - noted</p> <p><b>Teaching, Learning &amp; Assessment</b> - Focus on differentiation and to take forward, through the SEF</p>	

<p>be brought to LGB and status of visit plans and reports)</p>	<p>and SDP, how to address underperformance highlighted. Book scrutiny and discussion on use of red folders - noted.</p> <p><b>Outcomes</b> - Book scrutiny, Governor visits, 6th form RAP, Marketing plan, Boys strategy - noted.</p>	
<p>10. SIP reports since last LGB (DLE)</p>	<p>The Chair presented the 3 School Improvement Partner (SIP) reports that had taken place since the last meeting and a discussion followed on their content.</p>	
<p>11. 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 Finance &amp; Personnel (F&amp;P) Committee meeting. She highlighted the following:</p> <p>CHO stated that the summary shows that Writhlington is anticipated to finish at least on budget or better and explained that a separate budget for what remains of the academic year (provisionally 1 April - 31 August) will also be produced and then financial matters, internal and external audit becomes the responsibility of MNSP from the date of transfer.</p> <p>CHO stated that thanks to the generosity of Lady Evelyn Strasburger and the Roper Trust, the school now have a music bursary. Lady Evelyn also continues to fund music workshops and piano recitals (as well as the hire of the grand piano in the atrium).</p> <p>Q. Governors queried who benefits from the Music Bursary? - CHO confirmed that this is a music bursary for disadvantaged pupils.</p> <p>CHO explained that the F&amp;P Committee had endorsed a spend over the next three years (IT strategy) on the Apple Mac Suite prior to the Merger. CHO explained that this suite should have been upgraded several years ago and now needs to be done as soon as possible. She noted that this is a lease over a period of three years and was not in the original budget.</p> <p>Governors unanimously approved this ongoing spend which would need to be authorised by the Trust.</p>	<p>Action : Chair to write a letter of thanks to Lady Evelyn for her support of the school.</p>
<p>12. AOB MSS &amp; Writhlington</p>	<p>Governors asked for their thanks to be passed to Emma Pascoe, staff involved and companies in the career fortnight and commented that it was very well organised</p> <p>Q. Governors asked if there will be an official communication once the merger has taken place? MEV confirmed that communication will be sent out to staff, parents and pupils of all schools in the new Trust.</p> <p>There being no further business the meeting closed at 7.55pm</p>	
<p>13. Date of next meeting -</p>	<p>Tuesday 23rd April 2019, 18:00</p>	<p>Invites sent.</p>

