

## MINUTES FOR PUBLICATION



Midsomer Norton Schools Partnership- Mendip Studio School & Writhlington School  
 Local Governing Body  
 Thursday 7th May 2020  
 Meeting open 18.00 via Videoconference

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

Invitation: Chris Hobbs, Bruce Hain, James Gaisford, Catherine Dix, Alison Williams and Laura Wynn

|                 |   | Action |
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|                 | <b>1. Apologies</b>   |        |
| WRI<br>&<br>MSS | 1.1 The Chair welcomed new Governors to the meeting: James Gaisford, Catherine Dix and Laura Wynn. Alison Williams not in attendance.<br>1.2 Apologies for absence received from Georgina Colbourne   |        |
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|                 | <b>2. Declarations of Interest:</b>   |        |
| WRI<br>&<br>MSS | 2.1 None over and above those previously declared   |        |
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|                 | <b>3. Secure environment</b>  |        |
| WRI<br>&<br>MSS | 3.1 All declared that they are in a secure and confidential environment   |        |
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|                 | <b>4. Protocol for Virtual Meeting</b>  |        |
| WRI<br>&<br>MSS | 4.1 The Chair indicated that the Clerk had previously issued some guidelines for the virtual meeting and further asked that all questions should be directed through the Chair by raising a hand. This would help the meeting run smoothly. The Chair also reminded governors to keep their screens on mute until they wanted to speak to reduce any levels of interference.  |        |
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|                 | <b>5. Minutes of the previous meeting held 10th March 2020</b>  |        |
| WRI<br>&<br>MSS | 5.1 Approved as a true representation and will be signed by Chair   |        |
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|                 | <b>6. Matters arising</b>   |        |
| WRI<br>&<br>MSS | <ul style="list-style-type: none"> <li>• 1.2 CHO to investigate policy/guidance on payment for staff if absent for work due to caring for a family member with the Coronavirus - CHO commented that events overtook the need for this. She explained that a rota is in place and those that need time to look after their families have been allowed to do this. CHO commented that going forward there will be procedures/guidance in place from the Trust to ensure everybody is treated fairly.</li> </ul> |        |

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|           | <ul style="list-style-type: none"> <li>4.1 BHA/MEV to review trips both in the UK and overseas in light of the evolving advice from Government and take necessary actions - Covered in WRI HT report and the same applies for MSS</li> <li>5.0 BHA to determine if % late reporting would be included in future MSS HT reports and if included to provide the 'context' for figures - covered in HT report</li> <li>5.1 BHA to include commentary of outliers on future HT report. - covered in HT report</li> <li>5.2 BHA to check HT report to ensure figures throughout are consistent - covered in HT report</li> <li>5.3 BHA to check the safeguarding data reported in the HT report - covered in HT report</li> <li>5.4 BHA to investigate colour coding of outcomes charts - covered in HT report.</li> <li>5.5 Clerk to investigate the MAT approach to forecasting for Maths, English and Science - the clerk explained that there would be further information on this during future Governor training sessions. The lead for Science across the MAT has recently been appointed and the English and Maths leads were already in position..</li> <li>5.6 MEV to report on attendance strategies for PP, SEND and EHCP students - covered in HT report</li> <li>5.7 MEV to report on incidents of physical assault before and after the significant event to illustrate either an ongoing problem or not - covered in HT report</li> <li>5.8 MEV to ask CEN to clarify numbers recorded on the safeguarding log - covered in HT report</li> <li>5.9 EKI to discuss the T&amp;L HT report overview and grading system used - Initial conversations were held with MBR and to be discussed further at the next TLA Committee meeting.</li> <li>6.1 DLE to update the Governance report before presenting to the MAT and look at agenda templates. - Governance Report updated and sent to Trust. Agenda templates have been seen by all. Now with the Trust for any further additions.</li> </ul> |  |
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|           | <b>7. Board Leadership Cascade.</b>   |  |
| WRI & MSS | The Chair stated that if he were to become unavailable, and as there is no Vice Chair in place, all governors would be contacted and if a meeting was required this would be convened for a meeting and a Chair elected for that meeting.   |  |
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|           | <b>8. Policies and Delegation</b>   |  |
| WRI & MSS | The Chair stated that the CP & Safeguarding policies have been updated with specific guidance relation to the Coronavirus.<br><br>The updated policy was noted  |  |
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|           | <b>9. Headteacher's report including KS5 (MEV/BHA)</b>  |  |
| MSS       | <b>MSS HT report</b><br><br>The Chair asked for questions on the HT report.<br><br><i>Q. Governors commented that there was no national average provided for the attendance statistics which would be useful as a comparison against the school figures detailed in the report.</i>   |  |

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| <p>WRI</p> | <p>BHA agreed with the suggestion and from memory provided these figures. Clearly attendance would be a continuing point of focus at the school when pupils return.</p> <p><b>Q. Governors queried why the first page of the report detailed a cohort of 116 and then on page of the report the total cohort was reported as 114?</b> BHA explained that he believed this was because there were 2 students that joined year and they had not been included in the exclusion report on page 3. BHA to check the disparity and confirm when presenting his next HT report at June meeting.</p> <p><b>Q. Governors queried when the 2nd data drop had taken place and raised concern regarding the Year 10 Outcomes data for PP and SEND groups?</b> BHA stated that the second data drop had taken place in March just prior to lockdown and explained that these groups would be a major focus when school returns. The PP/SEND group in YR10 constitutes one third of the year group.</p> <p><b>Q. Governors commented that it would be useful to add the number in the cohort to the Outcomes data to provide some context.</b></p> <p><b>Q. Governors commented that the Y12 data would benefit from being simplified for governors as it is difficult to get a sense of progression with the information provided.</b> MEV reminded the governors that this was a Trust format, but that a simplification could be reviewed. MEV to discuss with KWA and present a simplified version to the June LGB meeting.</p> <p><b>Writhlington HT report</b></p> <p>The Chair asked for questions on the report.</p> <p><b>Q. Governors asked what tracking systems were in place to make contact with vulnerable students during this period?</b> MEV stated that there is a log of phone calls in place with calls being made on a weekly basis. He explained that this includes those that the school have deemed as vulnerable in addition to those described by the DfE. MEV stated that there is an additional layer in place with the Progress Leader's, who are contacting students who are not engaging/completing enough work, to ask how they can support the students.</p> <p><b>Q. Governors queried what support there was from the Trust with regards to formulating grade for Y11 and Y13?</b> MEV explained the process that the school was undertaking and confirmed that the Trust is involved in the process before grade submission.</p> <p><b>Q. Governors queried how MEV was tracking and managing the well being of staff?</b> MEV explained that there were regular line management meetings with heads of department and heads of departments are in regular contact with their teams. MEV commented that one member of staff has volunteered to record and communicate positive messages/celebrations of work undertaken all staff/pupils.</p> <p><b>Q. Governors queried if there was a trend with younger pupils engaging with working remotely and less so with the older year groups?</b> MEV explained that surveys of students have been taken with all year groups and across all subjects and any issues raised have been addressed by Head of department. MEV commented that as is the case Nationally, not all children are engaging with work being set, however what is pleasing is that this appears to be below the level quoted Nationally, with just 10% of students failing to engage. MEV explained that where this is the case the parents have been rung by the Progress leader to offer support to see how the school can help to get them reengaged.</p> <p>MEV also commented that several children who have previously struggled to work and behave whilst in school have responded really well from home and have produced a high level of work. MEV stated that these pupils have been noted and will be celebrated upon return.</p> | <p>Action : 9.1<br/>BHA to check disparity of number on roll in HT report.</p> <p>Action :9.2<br/>BHA to add the number in cohort to Outcomes data</p> <p>Action : 9.3<br/>MEV/BHA to discuss with KWA the presentation of Y12 data and present a simplified version to the June LGB meeting.</p> |
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|           | <p><b>Q. Governors queried about the plans in place for when students return to school</b> CHO stated that she is working closely with the Trust. Hand gel/face masks have been ordered centrally and will be shared between schools. Social distancing will need to be applied and guidelines followed. The H&amp;S Governor commented that he was happy to come into school and do a walk through to provide assistance.</p> <p><b>Q. Governors raised concerns regarding the OFSTED data for disadvantaged/SEN/Girls/LA</b> MEV stated that there was a lot of work to be done in these areas and this would be a focus for the leadership team.</p> <p><b>Q. Governors asked a question that from the engagement data it appeared that some YR10 pupils were not receiving sufficient work</b> MEV replied that this matter along with other highlights from the reports had been taken up with staff and pupils to improve levels of engagement.</p> <p>The reports were noted.</p>   |  |
|           | <p><b>10. Business Manager's report- CHO including budgets (WRI &amp; MSS) for approval and update on Writhlington roof</b></p>  |  |
| WRI & MSS | <p><b>Current Financial Year- 2019/20</b></p> <p><b>Writhlington School</b></p> <p>10.1 CHO informed governors that good progress has been made throughout the year in terms of cost savings. She explained that every opportunity has been taken to save money through reduction of staff and will maintain a decent level of reserves.</p> <p><b>Mendip Studio School</b></p> <p>CHO informed governors that there are no additional or unexpected costs other than a clawback of funding as a result of not meeting the predicted numbers on roll in the October 2019 census.</p> <p><b>Next Financial Year- 20/21</b></p> <p><b>Budget for Writhlington School 2020/21 and beyond</b></p> <p>CHO informed governors that Writhlington is subject to the lagged funding model and next year's grant is based on the pupil numbers on roll in October 2019. CHO explained that for the two years beyond that, the likely intake, in September 2020 and 2021 has to be estimated. CHO detailed the numbers on roll on which the 3 year budget is proposed and commented that the school has been asked to be cautious by the Trust and to assume that it may take some time for numbers at Writhlington to fully recover.</p> <p>CDA proposed / DLE seconded and approved Writhlington budget for next year (20/21) and indicative budgets for the following two years.</p> |  |

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|                      | <p><b>Budget for Mendip Studio School 2020/21 and beyond</b></p> <p>CHO informed governors that in line with Trust strategy, good progress has been made in ensuring as much separation as possible in order to give Mendip its own identity and alongside this, a more discrete budget for next year. CHO stated that it is important to see this as Year 1 of operations and low numbers still dictate the need for sharing of resources and collaboration. Some collaboration needs to continue into the future as is logical on a shared site.</p> <p>CHO stated that as a relatively new school MSS is not yet subject to the funding model and the Headteacher submits predictions early in the year and the funding is based on these predictions. CHO explained that the funding for 20/21 has been decided on BHA's predictions of pupils in the October 2020 census. CHO stated that if the numbers predicted are correct then there will be no clawback, however, this will not be confirmed until pupils arrive in September. CHO explained that this is the last year of this model and next year and beyond, the school will be funded in 2021/22 by numbers on roll in the October 2020 census. CHO commented that this makes the Year 2 budget very tight as assumptions are that staffing costs will have increased during that time by 3%. CHO detailed the numbers on roll on which the 3 year budget is proposed.</p> <p>PBE proposed / CDA seconded and approved Mendip Studio School budget) for next year (20/21) and indicative budgets for the following two years.</p> <p>The reports were noted.</p> |                     |
|                      | <p><b>11. AOB</b></p>   |                     |
| <p>WRI &amp; MSS</p> | <p>The Chair stated that all governors had now responded with regards to their preference of LGB and two governors have volunteered to become Chairs of the new LGB's. Their names are now going forward to the Trust for approval. Vice chairs can be subsequently appointed by the LGB in the new school year.</p> <p>The Chair stated that this would leave only 1 vacancy within the Writhlington LGB which could be filled next year and for MSS LGB there would be vacancies for 1 staff, 1 parent and 2 Trust Governors. DLE explained that BHA would be progressing the staff/parent vacancies next week and the Trust vacancies would be similarly progressed in order to have all vacancies filled before the end of the school year.</p> <p>The Chair thanked all those that attended and there being no further business the meeting closed at 7.10pm.</p> <p>Next meeting scheduled for Tuesday 30th June 2020 6pm.</p>  | <p>Invites sent</p> |

**SUMMARY OF ONGOING ACTIONS**

| Date | Action | Who | Open/Closed |
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| 07/05/20 | 9.1 BHA to check disparity of number on roll in HT report.   | BHA     |  |
| 07/05/20 | 9.2 BHA to add the number in cohort to Outcomes data   | BHA     |  |
| 07/05/20 | 9.3 MEV/BHA to discuss with KWA the presentation of Y12 data and present a simplified version to the June LGB meeting. | MEV/BHA |  |
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