**Minutes Of Governors Full Governing Body Meeting held on Monday 7th March 2016,**

**6.30pm at Parrett and Axe Primary School**

**Present:**

Peter Larkman (Chair) Foundation Governor

Martyn Gillingham Foundation Governor

Nigel Evans Headteacher

Gareth Hewett Foundation Governor

Rev Daniel Ingles Foundation Governor

Allison White Staff Governor

Andrew Kindness Local Authority Governor

Sue Pakes Foundation Governor

Nikki Dulwich Parent Governor

Emma House Parent Governor, joined at item 16/021a

In Attendance:

Vicky Reed Clerk

Apologies were received and accepted from:

Rev David Baldwin Foundation Governor Ex Officio

Joy Edwards Foundation Governor

Richard Dodson (Vice Chair) Foundation Governor awaiting reappointment

Nicola Shoemark Parent Governor

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| **16/016:** | **Opening Prayer** |  |
| **16/017:** | Apologies & Welcome As above. |  |
| **16/018:** | Register of Business Interests All register of business forms have been completed by the clerk. |  |
| **16/019:** | **Approval of Minutes of Meeting held on 18th January 2016**  The committee reviewed the minutes of the meeting and approved them; they were then signed by PL. |  |
| **16/020:** | Matters Arising from minutes of meeting held on 18th January 2016 a ) Roof Leak  NE reported that the roof is continuing to leak. The contractors, Dawes, have been in recently, resealed joints, and replaced the badly damaged ceiling tile. However, the roof has since leaked again. Dawes are coming back on Wednesday to further inspect the problem. NE reported that the Diocese have suggested that the school continue to bid for the classroom extension and then submit a bid for a new roof the following year. This will however delay the application for a Foundation Stage classroom refurbishment.  b) High Needs Block Funding  NE reported that an application has been submitted for assistance for one child in the Foundation Stage, and the school are currently awaiting a decision. |  |
| **16/021:**  **a)** | **Committee Updates**  **Finance/Personnel Update**  The committee met on 8th February and 29th February.  The minutes of the meetings were circulated prior to this meeting.  SP gave a summary of each of the meetings, and signed the minutes.  8th Feb Meeting – The meeting predominantly discussed the recruitment of a KS2 teacher, to fill the vacancy made by Mrs Munro’s pending retirement. There are currently 13 applications for the full time KS2 teaching position, with shortlisting taking place on Thursday 10th March and interviews on Tuesday 22nd March.  The second KS2 teacher permanent post (Louise Greenham’s permanent replacement) will be advertised on 11th April, with appointment effective from 1st May, on the advice of HR. The role is currently being covered by Mr Nick Harris on a supply basis.  NE assured governors that there is no cost to advertising on the Dorsetforyou website.  Vanessa Eddy has worked with the school on the Licensed Deficit Budget, which has increased from £3809 to £8273.SP and GH explained that the school have had a very tough year financially, with supply staff costs exceeding the payments made by absence insurance. However on a positive note two years down the line the school’s situation looks much healthier financially and the committee anticipate that the increased deficit will be repaid within the timescale previously agreed. The FGB approved the Licensed Deficit Budget, proposed by SP and seconded by GH, with no objections.  *AK asked about the absence insurance the school has in place, and what policy the school would need to purchase in future, to cover all the supply costs incurred.* The committee members explained that a more comprehensive cover would be significantly more expensive. Additionally the school took the decision to remove support staff from the absence insurance, which has had an impact on the budget this year with one member of the support staff on long term sick leave. The school has also been affected by one member of staff having to attend jury service, which was not fully covered by the absence insurance. However the committee members did point out that the school has received more back in absence payments, than the cost of the initial premium. There could however be a knock on effect to the premium next year. The insurers are also slow in paying out or advising of the amounts which are going to be paid out.  29th February Meeting  NE reported that he has spoken to Julia Ives who is happy to continue to teach at the school for the majority of the time until Miss Blake returns, or the situation resolves elsewhere. It is hoped that Miss Blake will start a phased return to work in June.  NE reported that he is very happy with the appointment of Mr Harris in Lulworth.  The Finance & Personnel Committee reviewed the following policies at their meeting and recommend them to the FGB for approval:  Financial Efficiency in School Policy.  Value for Money Review  Contract Review  Staff Code of Conduct.  The FGB approved the above policies.  GH has produced some Guidance for the Induction of New Governors. NE will send these to VR for circulation with these minutes. They will need FGB approval.  NE reported that the Year 6 residential trip is going ahead, led by Mr Harris.  The SFVS form was completed by the Finance & Personnel committee at their meeting.  PL read out the back page , the outcomes and summary. With the small amendment of " the delivery of the KS2 curriculum", the FGB were happy with the review, and it was signed by PL.  NE has completed some consultancy work as requested by the Local Authority. To date this has been paid to the school, and NE is awaiting payment for his work.  EH joined the meeting. | NE |
| **b)** | **Premises Update**  The committee met on 20th January. The minutes were circulated prior to this meeting.  *Rev DI asked if the school fire call points are all checked regularly*, NE confirmed that they are checked, but that more frequent checks would be advisable. AW agreed to carry out the checks and log them in the Fire Book on a weekly basis, out of school hours. The last full set of checks took place on 20th January.  The batteries also need to be checked on the emergency lighting. The relevant contractor has agreed to test them and advise us of actions.  It was noted that the recent Asset Management Plan produced by the Local Authority identifies the entire school as being in poor condition. The cost of remedial works was estimated to be £26,000. There is no plan at the current time to carry out the works. |  |
| **c)** | **Curriculum Committee**  The committee met on 3rd February 2016. The minutes were circulated prior to this meeting. ND gave a summary of the meeting.  PL asked if the staff team is having sessions on marking and moderation?  NE reported that Beaminster Pyramid teachers will be focusing on moderation on their joint Inset Day each year.  NE reported that children in Years 4, 5 and 6 had Sex and Relationship Education sessions today, with Year 4 pupils able to attend only with parental agreement. The sessions were held separately for boys and girls, and the feedback has been very positive.  The Curriculum committee reviewed the Collective Worship Policy, which the FGB was happy to approve. |  |
| **16/022:** | Heads Report a) Attendance & Numbers on Roll  NE reported that the school has 120 children on roll as of today.  NE reported that the school currently has a whole school attendance rate as of Friday 4th March of 96.1% for the whole school, 96.55% for the whole school excluding Foundation Stage, and 94.54% for Pupil Premium children, which is an improvement from their previous figures.  b) Staffing Update  NE reported that he is pleased with the field of 13 applicants for Mrs Munro’s post.  c) Sports Update  NE reported that the school won the West Dorset Cross Country Cup with our Boys team.  The school were runners up in the Tag Rugby Festival, losing in the final to Thorners School.  The Sports Ambassadors will be completing their training tomorrow.  Miss Evans is taking Year 3 to Freshwater this Friday to take place in the dance festival.  NE confirmed that the Primary School Sports Funding report will be published on the school website.  d) Pupil Premium Update  NE reported that there is no update currently. However PL has received some new templates for reporting on Pupil Premium data. NE will contact Jackie Groves for soft copies of the templates. Rev DI asked if funding aside, are Pupil Premium children receiving the support and help they need? NE reported that he is confident that they are .  e) SIAMS Inspection  NE reported that the inspection took place on Thursday 25th February, with Penny Burnside the inspector in school from 08:00 to 18:00  The school is awaiting the final report. PL thanked all the staff, including Louise Greenham for all their work prior to the inspection. PL also thanked Rev DI for his worship on the day. PL reported that he was very proud of the school and feels that whatever the outcome of the inspection, the school is in a far better position than 5 years ago, when we were graded as outstanding.  Rev DI suggested that the school starts to think about explicit Christian values and evidencing them for future inspections.  f) SDP Mid Year Review  RE and Collective Worship Mid- Year review took place prior to the SIAMS inspection.  Key Priority 1 - NE reported that the school is continuing to make progress with the outcomes of the L.A.Maths review. However, expectations have changed significantly and the curriculum is much harder than in previous years, making it difficult for the children to make the same progress. NE estimated that a Yr 6 Level 4B this year is equivalent to a Level 5 last year.  Key Priority 2 - NE reported that the teachers are pleased to be researching and delivering the topics covered in the new curriculum. However due to budget constraints, it is not possible to release staff to allow them additional time beyond PPA to plan lessons.  Key Priority 3 - This was completed in readiness for the recent SIAMS inspection.  The school has been using the updated Discovery scheme, from September 2015 onwards to track and demonstrate progress made in RE.  *AK asked if there was any further information available about the new funding formula for schools* There is no more information available at this time.  PL asked about the SDP analysis for Key Stage 1 last year, which showed that progress was significantly below national average, and asked why this was the case. There was a discussion about both attainment and progress for that cohort..  PL also remarked that, in the SDP, the schools relative strengths are the female readers and male writers, whilst the relative weaknesses are the higher achievers in Maths.  g) SEF Summary  This was circulated prior to the meeting. PL read out the conclusion on overall effectiveness. Rather than further discussion at this meeting, Governors were invited to send any questions to NE via email, by the end of this term, and NE would then respond at the next FGB meeting. | NE  All |
| **16/023:** | **Collaboration – working with other schools**  NE reported that the collaboration headteachers have met to discuss the appointment of a Co-ordinator. This will be a 6 hour per week, one year appointment to start in April, and will be advertised on dorsetforyou.com The head teachers are currently drafting a job description for the role, which will include arranging joint training. The successful applicant will be managed by the headteacher of whichever school they are based in. The role will be an administrative one, paid at the appropriate rate.  NE confirmed that he is happy with the schools included in the collaboration, and that the priority is to ensure that the collaborative working group needs to aim to enhance the benefit to our pupils of working alongside the Beaminster Pyramid. Beaminster School are joining the collaborative working group, but are not making the same financial contribution. They however have other resources they can offer the group however.  There is no formal structure yet for the collaboration, and academy status can still being considered.  The next step is for the headteacher and a link governor from each school to attend the next meeting. |  |
| **16/024:** | **Safeguarding Update**  Most governors have now completed the online Prevent training.  NE noted that the recent SIAMS inspection did not look at safeguarding at all. |  |
| **16/025:** | **Preschool Update**  MG gave update. The Preschool’s solicitors have raised several significant queries, which affect the Heads of Term agreed by the FGB in July.  Preschool is currently not happy to agree to a Landlords break clause, after 10 or 20 years of the term, because of the set up costs the Preschool will occur, which are in the region of £140,000.  There was a discussion about what could happen to the building if the Landlord’s break clause were to be exercised? Preschool say that the building can be dismantled and moved elsewhere, but they would want to leave the foundation of the building. The Diocese would want the site to be reinstated, including the removal of all foundations.  Preschool may be prepared to cover the cost of removing the foundations.  Preschool would have preferred either a freehold or 125 year lease, which the school and Diocese are unable to agreed to.  Should further development take place in Mosterton, the preschool may be able to secure a freehold site.  It was agreed that the matter needs to be discussed by the Premises committee in detail, and that it would be useful to invite Lyndsay Bailey from the Preschool to attend.  The idea of drawing up a draft lease, which would not be actioned until the preschool is in a position to take up the full lease was discussed as this would assist the preschool with the securing of funding. The FGB were happy with an agreement of lease being drafted.  AK asked who is considered to be the landlord; MG confirmed that the Diocese is the landlord. However they are being guided by the FGB with regards to terms.  PL thanked MG for the clarity of his explanation. |  |
| **16/026:** | **Governor Training & Visits**  SP visited the school last Thursday and observed the various World Book Day activities, arranged by Miss Evans. The children worked in mixed age house teams on four activities, with the exception of the Foundation Stage children. A video of the activities can be seen on the school’s website.  EH carried out a PSHE visit.  SP will be attending Financial Assurance training on March 22nd.  VR asked that governors let her know if they have attended Welcome to Governance training, in order to update the training record, ideally with the date the training was completed. the training was completed. For several Governors, their term of office pre-dated such courses.   All governors have attended Safeguarding Level 1 training, Rev DI to send his certificate to VR.  PL reported that he attended a Chairs Briefing last week. At the briefing Jill Mason presented the 20 Key Questions document provided by the NGA which is based on the guidance of the all parliamentary group on Education Governance, and Leadership. This had been circulated to the FGB and will be reviewed in detail at the next FGB.  Such questions as a skills audit of the Governing Body, Performance Management of all Governors, including the Chair, professional clerking of all Governor's meetings, and terms of office will need to be considered more carefully than they have been in the past.  NE asked that all governors take a look at the school website to re-familiarise themselves with the wealth of information available. | All  DI |
| **16/027:** | Correspondence None |  |
| **16/028:** | **Dates of Future Meetings**  Curriculum Committee Wednesday May 4th (be with you!) 6.30pm  Premises Committee To be arranged  Finance & Personnel Committee Monday 10th Shortlisting  Tuesday 22nd March Interviewing  Monday 18th April - including Budget Review  Full Governing Body Monday 25th April 2016 at 6.30pm |  |
| **16/029:** | **A.O.U.B**.  VR suggested that the next Parent Governor Election should take place in the 1st week of the Autumn term, as Emma House’s term of office ends on 23rd September. This was agreed.  Richard Dodson’s Foundation Governor renewal paperwork has been sent back to the Diocese, along with a supporting letter, from Rev. David Baldwin. |  |

The meeting closed at 8.30 pm.