

Minutes of Governors Full Governing Body Meeting held on Monday 10th July 2017
6.30pm at Parrett and Axe Primary School

Present:

Peter Larkman (Chair)	Foundation Governor
Allison White	Staff Governor
Richard Dodson (Vice Chair)	Foundation Governor
Martyn Gillingham	Foundation Governor
Ben Bailey	Parent Governor
Nigel Evans	Headteacher/Ex Officio Governor
Megan Evans	Staff Co-opted Governor
Joy Edwards	Foundation Governor
Canon Rev David Baldwin	Foundation Governor Ex Officio
Emma House	Parent Governor joined during item
Andrew Kindness	Local Authority Governor
Sue Pakes	Foundation Governor

In Attendance:

Vicky Reed	Clerk
Simon Smith	Observer

Apologies were received and accepted from:

Lesley Holloway	Associate Governor
Nikki Dulwich	Parent Governor
Rev Daniel Ingles	Foundation Governor

		Action
	<u>Opening Prayer</u>	
17/053:	<u>Apologies & Welcome</u> Apologies were received and accepted as above.	
17/054:	<u>Register of Business Interests</u> All forms have been completed.	
17/055:	<u>Approval of minutes of meeting held on 22nd May 2017</u> 17/048 – MG corrected item 17/048 to read that the school has agreed to rebate the rent by 90%, not the diocese. Subject to this amendment, the minutes of the meetings held on 22 nd May were approved as an accurate record and signed by the chair.	
17/056: a)	<u>Matters Arising from minutes of meetings held on 22nd May 2017</u> NE Decommissioning Service. There will be no decommissioning service for NE. Rev DB suggested that PL may need to write to the diocese to explain the reason for this. There will be a Commissioning service for Simon Smith in the Autumn term.	

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17/057: a)	<p><u>Committee Reports</u> <u>Finance/Personnel Committee Meeting</u></p> <p>The committee met on 26th June 2017 and the minutes of the meeting were circulated prior to this meeting. Questions were invited. The minutes of the meeting was approved, subject to amending minute number 17/027. The wording was altered to be more accurately read “Karen recommends keeping flexibility as we have budgeted for a role of 120, and we may not achieve this number”. Subject to this amendment the minutes were signed by PL. <i>AK asked when the census date is for number on roll in 2017? NE reported that it is in early October 2017.</i></p>	
b)	<p><u>Premises Committee</u></p> <p>The committee met on 28th June 2017 and the minutes of the meeting were circulated prior to the meeting. Questions were invited. RD gave a summary of the meeting. The minutes were amended to show Joy Edwards as a Foundation Governor. Subject to this amendment, the minutes of the meeting were approved and signed by RD.</p> <p>NE reported at this meeting that some additional money has been found to help with some items which had been excluded from the SCA bid. The works will happen over the summer holidays.</p> <p>NE reported that a Legionella survey is taking place tomorrow, by Watertite, in response to our concerns. This is part of the service level agreement with DCC and incurs no costs to the school.</p> <p>There was a discussion about the ladder that the school has. SS will order a new commercial quality ladder.</p>	
c)	<p><u>Curriculum Committee</u></p> <p>The committee has not met since the last FGB meeting.</p>	
17/058:	<p><u>Head’s Report</u></p> <p>Attendance & Numbers on Roll including provisional numbers on roll for September 2017. NE reported that the attendance data for the whole school is 95.63%, for the whole school, less Foundation Stage is 96.16%, and for pupil premium children is 93.85%. All figures are as at 7th July. <i>PL asked how this compares to earlier in the year?</i> NE reported that the Pupil Premiums attendance gap has closed over the course of the school year. 25 pupils currently have attendance of less than 95% including 5 pupils whose attendance is in high 94%.</p> <p>The school currently has 112 pupils on roll, and the figure for September 2017 is forecast to be 115. There are no other families expressing interest at this time. 16 pupils will be joining Reception, not 20 as anticipated.</p> <p><u>Staffing Update</u> Nigel Evans retires as headteacher at the end of August. John Flatters the PPA coach is also retiring at end of term. Simon Smith will initially cover the PPA time. NE reported that 2 meetings have taken place today with educational psychologists, about children in KS1 with additional needs. The school will be making a case to panel for extra funding for both children, once the EHC Plans have been finalised. ME reported that currently</p>	

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	<p>one of the children has 1 to 1 support from a Cover Supervisor, but this cannot continue in September with the increased focus on phonics. There will be a deterioration in the quality of education received by the other children unless additional support for this child is obtained. After extensive discussion, it was agreed that representatives from the Finance & Personnel Committee will meet with ME to discuss what support the school is able to fund, pending the completion of the EHC Plan. <i>AK asked if the parents are on board with the assessment, which NE reported they are.</i></p> <p>Sports Update NE reported that the school has recently attended the West Dorset Gymnastic competition, and won at each age class and overall. In football the school lost in the semi-final of the Kenway Cup to Thorners School. The school will be attending the Key Stage 1 Multi skills Festival on Wednesday 12th July and it is Sports Day this Friday. The school has been awarded the School Games Gold Mark again for the third year in a row, which means that we can aim for the Platinum award. Jayne Harris has asked for some input from NE in the autumn term working towards this.</p> <p><i>19.02pm At this point the running order of the agenda was deviated from to discuss the Preschool Update, as the meeting was joined by Tom Coggins, Lisa Raison and Mark Butcher. See item number 17/062.</i></p> <p><i>Meeting re-started at 19.41pm.</i></p> <p>Pupil Premium/Service Family update NE reported that the school's only Service family has used the fund allocated to the child to purchase an ipad to enable regular communication with dad. The class teacher has had input on which apps will be most beneficial for the pupil.</p> <p>Statutory reporting NE reported that the school has had no racial or bullying incidents, and no exclusions.</p>	
17/059:	<p><u>Initial SATS & Writing Moderation Results</u> Data reports were all circulated prior to the meeting. NE reported that of the current Year 6 cohort, 59% are on the SEND register. The school was selected for moderation in writing, in view of last's year's data. The moderation discussions led to the in-house prediction of 53% being increased to 71% of pupils achieving Age Related Expectation (ARE). This year 35% of Year 6 pupils achieved ARE in Reading and Writing and Maths. This compares with 17% in 2016. This may further increase depending on the outcome of reviews currently pending. NE and NH are very confident of success in a Reading review, but far less confident of achieving any positive Maths reviews.</p> <p>Additional Year 6 data was reported as follows:</p> <p>Teacher Assessments: Reading 65% A.R.E. Writing 71% ARE including 6% GD Maths 65% A.R.E. which is one pupil more than assessments before reviews</p>	

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	<p>F.F.T. Estimates Reading 49% based on Year 2 results-lower than assessment outcome Writing 68% based on Year 2 assessments- in line with assessment outcome Maths 62% based on Year 2 results- in line with assessment outcome SPAG 51% prediction- in line with assessment outcome</p> <p>NE reported that overall, he is pleased with the results. SS and the staff team will need to put together case studies of those pupils who are on the SEND register. <i>AK asked if the school still has a Value Added data report?</i> NE reported that we do. <i>Rev DB noted that the school is performing inline or lower than the national averages, and asked whether the school consider spending less time on sports?</i></p> <p>MG asked if other schools results will also be up compared to last year's data? NE reported that they may be, this will become known once the tables are published.</p> <p>There was a discussion about the fact that SEND percentage is not reported in league tables, and whether the governors of the school should be lobbying to have this information added.</p> <p>NE reported that the new school year will need to have a strong focus on reading, and that interventions are already being planned for September, with additional training and support for staff already booked. The collaboration will continue to focus on Maths.</p> <p>AK asked if interventions will focus just on Year 6 pupils? NE reported that they will be happening across the whole school as they are now The current Year 5 cohort, are a strong secure group, with fewer pupils on the SEND register. There are a group of pupils in Year 2 who will be receiving targeted support next year. These pupils were identified in the last Ofsted inspection, and it is expected that in future inspections they will be the focus of some attention.</p> <p>In the Year 2 phonics test, 50% achieved ARE and 50% did not. ME reported that there is a strong correlation between level of parental engagement and ARE. The school is planning to hold phonics sessions for parents in September.</p> <p>NE reported that one pupil in Year 3 who had not previously passed the Year 1 or the Year 2 phonics test was re-tested this year, and passed with 38 out of 40. Year 2 pupils who did not pass the phonics test will continue with phonics and be re-tested next year.</p> <p>PL asked NE to pass his thanks onto staff for all of their hard work. There was a discussion about moving the Year 6 residential trip to later in the school year, after SATs tests, in the future. The cost may be prohibitive however.</p> <p>PL reported on the success of the school at the recent Beaminster Choral Festival.</p>	
17/060:	<p><u>Collaboration & Potential Academisation Update</u></p> <p>Prior to the meeting a grid detailing 4 local MATs was circulated for consideration by the governors along with supporting documentation. There was a discussion by the governors about the government's agenda, and the idea of the school joining a MAT, but remaining as a separate Hub within a MAT.</p>	

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	<p>Currently DCC top slice approximately 10% of school funding, MATs usually take approximately 5%.</p> <p>PL and SP explained that the collaboration wrote to a number of MATs, and initial exploratory meetings have been held with the 4 who responded.</p> <p>PL asked Rev DB of the benefits he could see in joining a MAT in his experience? REV DB reported that there are some benefits. One concern is that should the collaboration delay joining a MAT, some schools within the collaboration may splinter off to join MATs, leaving the collaboration smaller and more vulnerable. Another concern is that should a school within the collaboration be inspected by Ofsted and graded as RI or lower, they may be forced to join an academy chain, maybe not within a close geographical proximity.</p> <p>There was a lengthy discussion about the pros and cons of the situation. In the end, the governors decided to vote on whether the school should continue to investigate the option of becoming a hub, within a MAT. The vote was 10 governors in favour, and 2 against.</p> <p>The governors then expressed a preference for which MATs should be further investigated. The results were as follows:</p> <table data-bbox="229 779 406 918"> <tr> <td>Acorn</td> <td>0</td> </tr> <tr> <td>SAT</td> <td>8</td> </tr> <tr> <td>DSAT</td> <td>1</td> </tr> <tr> <td>Hamwick</td> <td>6</td> </tr> </table> <p>The governors expressed an interest in being involved with visits to the schools held within the MATs under consideration.</p>	Acorn	0	SAT	8	DSAT	1	Hamwick	6	
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17/061:	<p><u>Safeguarding</u></p> <p>NE reported that the whole school staff will receive Local Authority updated Safeguarding training on Monday 18th Sept at 3.15pm, which governors are welcome to attend.</p>									
17/062:	<p><u>Pre-school update</u></p> <p>Item opened at 19.02pm.</p> <p>Tom Coggins, Mark Butcher and Lisa Raison, representatives of Mosterton Preschool joined the meeting. MG reported that the preschool and the diocese have signed their respective leases. There are some details regarding connections of services which need to be agreed.</p> <p>Preschool propose a point of entry for foul and surface water in manhole cover 3, detailed on maps available at the meeting. The preschool could then use the same trench to run an electricity feed and cabling for BT open reach.</p> <p>Regarding mains electricity, Western Power initially quoted £8000 for preschool to have a separate power supply run to the building from offsite. However, this has now increased to approximately £21,500, far in excess of the funds preschool have available. An alternative would be to run a supply from the school to the preschool, measured by a meter. This would allow the school to take meter readings and bill the preschool for the energy they have used, but would ultimately leave the school responsible for the cost of the energy. One solution would be for preschool to give the school a deposit, to be held against future electricity bills. The cost of this solution would be approximately £720, and the cabling could use the same trench as for other services.</p>									

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PL asked does the school have the capacity within its electrical system to supply the preschool, without it affecting the school? MG explained that the school has a 3-phase commercial system. The preschool would have to bear the costs of an electrician to check that the school's system has sufficient capacity, but early indications are that it does.

AK asked if it is usual to have cabling for electrical supply, plus waste water piping in the same trench? TC reported that it is quite normal, and the electricity would be through a ducted supply.

RD asked about the timelines indicated for the offsite electrical supply option. At this stage, a two weeks timescale and associated cost has been allocated, but this is likely to be over generous, so the overall cost may not be as high as the £21,500 current forecast. The school governors agreed in principle to the preschool running a sub supply, through a separate meter, as long as the school's electricity supply would not be compromised. It was also agreed that ducting would be installed whilst the trenches are open to allow for an offsite electricity supply connection at a later date, should the preschool be able to afford it, or should the school grow to the point that it needs its full electricity capacity back from the preschool.

South West Water have indicated that they are happy for the additional foul waste from the preschool to be added to the school's foul sewerage system.

The school has a separate surface water drainage system. Due to flooding with the existing system elsewhere in the village South West Water do not want any additional surface water to go into the main foul water disposal system. Ordinarily, the preschool could use soakaways, but South West Water have suggested using the school's existing surface water disposal system.

An amendment to the lease will need to be drafted detailing the preschool rights to connect to existing services. These conditions could have been included in the original lease, but that has now been finalised, so a separate legal agreement will need to be drawn up.

MG reported that he has spoken to the diocese about the situation., They are happy with the preschool connecting to the foul and surface water sewers, but are less happy about the electricity connection. However, they will be guided by the governors in this matter. The preschool has a very tight time scale for the building groundworks, and hope to start with ground works as soon as the school breaks up.

PL proposed to the governing body that the preschool be allowed to connect to the school's existing services, subject to installation of a separate electricity meter, and installation of cabling to enable preschool to install an entirely separate electricity supply at a later date, and subject to a new legal agreement detailing this being drawn up and signed by all parties.

All present except one governor were in agreement.

It was agreed to delegate responsibility for further decisions to the Premises Committee, to avoid delays over the summer holidays.

Emma House joined the meeting 19.32pm.

The full meeting resumed at 19.41pm.

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17/063:	<p><u>Governor Training & Visits</u> NE & PL met to review PE provision with Mrs Harris.</p> <p>PL attended a Chairs Briefing which covered the increasing role of clerks of Governing Bodies, making the role more professional through the development of a competency framework. PL reported that personnel at DCC have changed, with Lynn Gaudreau taking a significant role, and Jay Mercer an interim Education Transformation Lead Officer.</p> <p>PL reported that Ofsted have found weaknesses in some school with over generous self-assessment of schools by governors and leaders.</p> <p>RD attended a Governors Health & Safety course VR attended a Clerks briefing SS attended training on Understanding Christianity</p>									
17/064:	<p><u>Correspondence</u> None</p>									
17/065:	<p><u>Dates of Future Meetings</u></p> <table border="0" data-bbox="240 741 1034 987"> <tr> <td>Finance & Personnel Committee</td> <td>Tuesday 19th Sept 6pm</td> </tr> <tr> <td>Premises Committee</td> <td>To be agreed</td> </tr> <tr> <td>Curriculum Committee</td> <td>Tuesday 26th Sept 6pm</td> </tr> <tr> <td>Full Governing Body Meeting</td> <td>Monday 2nd October 2017</td> </tr> </table>	Finance & Personnel Committee	Tuesday 19 th Sept 6pm	Premises Committee	To be agreed	Curriculum Committee	Tuesday 26 th Sept 6pm	Full Governing Body Meeting	Monday 2 nd October 2017	
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17/066:	<p><u>A.O.U.B.</u> SP reported that she has purchased the Year 6 Leavers Book Tokens, and is awaiting payment from South Perrott PCC. This has subsequently been received.</p> <p>As this is NE's final FGB meeting, PL expressed his thanks and gratitude to NE for his outstanding work at the school for over 20 years.</p>									

Meeting closed at 9.02pm

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