

**Minutes of Governors Full Governing Body Meeting held on Monday 6<sup>TH</sup> March 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 arrived during item 17/022
Martyn Gillingham	Foundation Governor
Andrew Kindness	Local Authority Governor
Sue Pakes	Foundation Governor
Ben Bailey	Parent Governor
Nigel Evans	Headteacher/Ex Officio Governor
Megan Evans	Staff Co-opted Governor
Joy Edwards	Foundation Governor

In Attendance:

Vicky Reed	Clerk
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Apologies were received and accepted from:

Nikki Dulwich	Parent Governor
Rev Daniel Ingles	Foundation Governor
Canon Rev David Baldwin	Foundation Governor Ex Officio
Emma House	Parent Governor

		Action
	<b><u>Opening Prayer</u></b>	
<b>17/018:</b>	<b><u>Apologies &amp; Welcome</u></b> Apologies were received and accepted as above.	
<b>17/019:</b>	<b><u>Register of Business Interests</u></b> All forms have been completed.	
<b>17/020:</b>	<b><u>Approval of minutes of meetings held on 23<sup>rd</sup> January 2017</u></b> The minutes of the meetings held on 23 <sup>rd</sup> January 2017 were approved as an accurate record and signed by the chair.	
<b>17/021:</b>	<b><u>Matters Arising from minutes of meeting held on 23<sup>rd</sup> January 2017</u></b> <ul style="list-style-type: none"> <li><b>a) Staff Support</b> NE reported that he has emailed PM and she is happy to act as the staff support contact for staff, on an ad hoc, as needed basis. NE will ensure that staff are aware of this.</li>   <li><b>b) Literacy Governor</b> VR reported that she has spoken to Lesley Holloway who has agreed to become an Associate Governor for a term of one year initially, with no voting rights. In this capacity LH will become the Literacy Governor. The FGB voted on the appointment of LH as an Associate Governor and Literacy Governor, proposed by PL, and seconded by</li> </ul>	

Signed.....Date.....

	AK. LH was duly appointed as Literacy Governor, and will be in touch with ME shortly.	
17/022:	<p><b>Committee Reports</b></p> <p>a) <b>Finance/Personnel Committee Meeting</b></p> <p>The committee met on 6<sup>th</sup> &amp; 27<sup>th</sup> February 2017 and the minutes of both meetings were circulated prior to this meeting. SP gave a summary of the meetings.</p> <p>6<sup>th</sup> February meeting was solely for shortlisting for KS2 teacher vacancy. There were 5 applicants, 2 of whom were short listed for interview. 1 applicant was appointed, and accepted, but then subsequently withdrew her acceptance. The school is now re-advertising the post with a start date of 1<sup>st</sup> September, and for the summer term Mrs Anna Seal has been appointed as lead teacher for 3 days per week, Monday to Wednesday, and Mr Franz Atkinson will cover as a supply teacher on Thursday and Fridays.</p> <p>27<sup>th</sup> February meeting – KC was disappointed about the lack of outcomes following the Collaboration Finance Officers meeting. Currently the collaboration does not have the finance or capacity to investigate finance issues, but it is hoped that this will be reviewed next year. In the meantime, there may not be any point in the Finance Officers meeting regularly. NE agreed to ask heads to think about appointing a Collaboration Finance Officer next school year.</p> <p>There has been no news on the payment of absence insurance to date.</p> <p>The FGB agreed the following virements:</p> <p>Repair and Maintenance +£974  Other Premises Costs - £974  Teaching Staff +£1  Unallocated Funds -£7  Supplies Capitation +£4  Other Income -£5532  Support Staff +£5532  Premises Staff +£1  Midday Supervisors +£1</p> <p>Sports funding should be doubled from September 2017 according to the Chancellor’s Budget and recent reports, although this has yet to be confirmed by DCC. PL asked about it at the recent Chair’s briefing but the county funding officer had no further information. She was less worried about this than she was about the Fairer Funding formula.</p> <p>There are currently 18 first choices for Reception places in school in September 2017. The Finance &amp; Personnel committee will review staffing in Corfe at the next meeting.</p> <p>The school urgently needs to start to replace ICT equipment and 3 quotes were discussed. The idea of spreading the purchases over two years was discussed, with the KS2 equipment being the priority. <i>AK asked how much we are committed to pay to DCC if we choose to go with a different hardware supplier?</i> AW will investigate. The Finance &amp; Personnel Committee will discuss at their next meeting.</p> <p style="text-align: right;">Richard Dodson joined the meeting.</p> <p>The Value for Money Review and Contract Review were approved, proposed by PL and seconded by BB.</p>	<p>NE</p> <p>AW</p>

Signed.....Date.....

	<p>The SFVS is still to be circulated to the FGB. The minutes of both meetings were approved and signed by SP.</p>	
	<p><b>b) Premises Committee Update</b> The committee has not met since the last FGB meeting.</p>	
	<p><b>c) Curriculum Committee Update</b> The committee met on 27<sup>th</sup> February 2017, the minutes of the meeting were circulated prior to this meeting. ME gave a summary of the meeting. As an outcome of the Equality Learning Walk the staff team are working on updating their displays to ensure that they are visually colourful where possible. ME reported as Subject Leader that she and NH have very similar working styles in their literacy approaches which should have a positive impact on pupil progress between Years 2 and 6. <i>PL asked what Maths Reasoning is?</i> ME explained that this is where the pupils need to be able to apply their mathematical knowledge to succeed with problem solving questions. There was a discussion about spelling and effect the current focus on spelling may be having on creative writing across the curriculum. The minutes were approved and signed by ME.</p>	
17/023:	<p><b>Head's Report</b></p> <p><b>a) Attendance &amp; Numbers on Roll to 3<sup>rd</sup> March 2017</b> NE reported that the whole school attendance figure, less Foundation Stage is 95.98% The Pupil Premium attendance figure is 92.56%, closing the gap. The school currently has 118 pupils on roll.</p> <p><b>b) Staffing Update</b> Mrs Suzanne Pleass has been appointed as the new school cleaner to replace Miss Ruth Stevens</p> <p><b>c) Sports Update</b> NE reported that the school has attended the following sporting events: <b>8<sup>th</sup> February</b> Cross Country – The girls won both the A and B team trophies, with teams consisting of Year 4 and 5 pupils only. AK asked if primary pupils can enter county competitions. NE replied that as far as he was aware generally these are only open to Secondary school students. The last cross country event of the season is the relay at Beaminster School on Tuesday 21<sup>st</sup> March.</p> <p><b>21<sup>st</sup> February</b> Girls Cricket P&amp;A won the local competition, beating Salway Ash school. <b>24<sup>th</sup> February</b> was the first ever Collaboration Indoor Football competition in which our team played very well. This event has been reported in the local press.</p> <p><b>28<sup>th</sup> February</b> The school came 2<sup>nd</sup> out of 5 teams in the Kenway Cup and are through to the knock out stages.</p> <p><b>Sat 4<sup>th</sup> March</b> The school attended the annual Bridport Tag Rugby festival, and played very well, despite changes to the squad available at short notice.</p> <p>The school also now offers a Pop Lacrosse club after school on a Friday.</p> <p>NE reported that the school has been invited to apply for a Platinum School Games Award,</p>	

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	<p>having received the Gold Award for the past 3 years.</p> <p><b>d) Pupil Premium update</b> NE urged governors to look at the updated template on the school's website.</p> <p><b>e) Statutory reporting</b> NE reported that the school has had no racial incidents, or bullying incidents, and no exclusions.</p>	
<b>17/024:</b>	<p><b><u>Headteacher Recruitment Update</u></b> PL reported that following a successful recruitment process, Mr Simon Smith has been appointed as the new headteacher with effect from 1<sup>st</sup> September. PL recorded his thanks to all of the governors involved in the process. Mr Smith will be coming into school to observe the appointment of the new KS2 teacher on 28<sup>th</sup> March.</p> <p>SP recorded thanks to PL for all of his hard work during the recruitment process.</p>	
<b>17/025:</b>	<p><b><u>Collaboration Update</u></b> NE attended a headteachers meeting on 3<sup>rd</sup> March at Beaminster School. The Collaboration is appointing a pupil counsellor, to work on a trial basis, both directly with pupils and supporting the ELSAs Classroom based support staff have attended a training session with Kate Tryhorn, a Speech and Language Therapist. She is meeting with the head teachers soon to discuss further use of her expertise.</p> <p>NE and ME reported that teacher exchanges are happening, and that teachers are meeting in their phases to moderate pupil work including borderline cases relating to Age Related Expectations.</p> <p>NE reported that in the longer term the Collaboration may develop into a MAT, alongside Beaminster and another secondary school potentially. <i>AK asked if a MAT can cross county boundaries, which it can.</i></p> <p>NE will send the Collaboration minutes to VR for circulation once available.</p>	NE/VR
<b>17/026:</b>	<p><b><u>Safeguarding</u></b> NE reported that FG is currently the Deputy Designated Safeguarding Lead and leaves at the end of term. FN is completing her Level 3 Safeguarding Training this week, and will then become the Deputy DSL. FN was previously the Safeguarding lead in another school. NE will also complete a Safeguarding refresher course on March 16<sup>th</sup></p>	
<b>17/027:</b>	<p><b><u>Pre-school update</u></b> MG reported that the preschool has received the conditions of the capital grant, and they are required to ensure the agreement can run for a minimum of 15 years. The preschool has subsequently asked that landlord breaks are included in the lease agreement at 16, 20 and 30 years. MG will speak to Martyn Kemp at the Diocese about this.</p> <p>The capital grant agreement also specifies that the preschool must make 23 places available for children claiming the new 30 hour per week funding. Should the preschool close, DCC would retain ownership of the building if the grant were to exceed 60% of the build cost, which is deemed unlikely. MG will ensure that DCC are aware that the land is owned by the Diocese.</p>	MG

Signed.....Date.....

	The anticipated service commencement date is 1 <sup>st</sup> September 2017.	
<b>17/028:</b>	<p><b><u>Governor Training &amp; Visits</u></b></p> <p>ND has completed a Key Stage 2 mathematics morning and the report was circulated prior to this meeting and considered by the curriculum committee.</p> <p>JE has completed Safeguarding Level 2 training.</p> <p>PL attended a Chairs Briefing on 28<sup>th</sup> February. Jackie Groves spoke about the changing educational landscape, and the increased involvement of the Regional Schools Commissioner (RSC). Both the RSC and Ofsted are very proving to be very data driven and standards focussed.</p> <p>Ofsted inspections are also currently looking closely at Safeguarding in the widest sense, and , for example, governors should be able to talk about the fire tests and health and safety tests which are carried out regularly. RD confirmed that he checks the fire log at each Premises Committee meeting.</p> <p>Margaret Judd, Sufficiency and Funding Officer talked about the funding shortfall in the High Needs Block, which covers Special Schools and SEND provision. There is currently a £5 million overspend in the area. The new national funding formula will be implemented, and should remove some of the discrepancies between the highest funded schools, currently receiving £6029 per pupil, and the lowest funded schools, currently receiving £4209 per pupil. Dorset currently falls within the lowest funded areas.</p> <p>Individual schools are being urged to write to MPs in protest at any potential funding cuts.</p> <p>NE reminded governors that WRAP training is taking place in school on 20<sup>th</sup> March from 3.15 to 4.15pm, and all governors are invited to attend.</p>	
<b>17/029:</b>	<p><b><u>Correspondence</u></b></p> <p>None</p>	
<b>17/030:</b>	<p><b><u>Dates of Future Meetings</u></b></p> <p>Finance &amp; Personnel Committee - Monday 20<sup>th</sup> March</p> <p>Premises Committee – Wednesday 15<sup>th</sup> March</p> <p>Curriculum Committee – Wednesday 3<sup>rd</sup> May 6.45pm, with LH invited to attend</p> <p>FGB - Monday 27<sup>th</sup> March at 6.30pm for budget approval</p> <p>It was agreed that in light of the early deadline for submitting the budget to DCC, the school would need to hold an additional meeting in the first half of the summer term. It was agreed that this would take place on Monday 22<sup>nd</sup> May. VR will invite SS to attend as an observer.</p>	VR
<b>17/031:</b>	<p><b><u>A.O.U.B.</u></b></p> <p>NE left the meeting</p> <p>There was a discussion about the leaving celebrations for NE. It was suggested that a Celebration Worship takes place on Wednesday 19<sup>th</sup> July from 2.30pm, going straight into an after-school tea party. All staff, pupils, parents, ex-staff, clergy, and friends of the school will be invited to attend. Each class will be asked to contribute towards the party food.</p>	

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	<p>It was suggested that, in addition, a leaving party be held on Friday 21<sup>st</sup> July in the evening at Winyards Gap Inn, for staff, governors and their partners.</p> <p>All present agreed with these ideas, and the dates will be confirmed with NE.</p> <p>There will also be a decommissioning service held, date as yet unknown.</p>	
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Meeting closed at 8.20pm

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