**Minutes Of Governors Meeting held on Monday 13th July 2015 at 6.30pm.**

**Present:**

Andrew Kindness Sue Pakes

Rev David Baldwin Nikki Dulwich

Nigel Evans Peter Larkman (Chair) Martyn Gillingham Allison White

Nicola Shoemark Vicky Reed (Clerk)

Rev Daniel Ingles. Richard Dodson

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| 15/04315/04315/04415/04515/046a)b)c)15/04715/04815/04915/05015/05115/05215/05315/054 | **Opening Prayer**Apologies & WelcomeJoy Edwards, Emma House, Louise Greenham & Gareth Hewitt.All apologies were accepted. Register of Business InterestsNew style register of interest forms have been distributed to governors. These will be completed and returned to the clerk.Minutes of 11th May 2015The minutes were approved as a true record, and were signed by PL. **Matters Arising**Parental QuestionnaireTwo different parental questionnaires were distributed. Of those given to Reception Entry Year parents, 7 questionnaires were returned. They indicate there is strong parental satisfaction and support, with no issues reported. Of the parental questions given to In-Year Joiners, again 7 were returned. They indicate high level of parental satisfaction. The only perceived deficiency within the school is the lack of after school clubs. NE reported that more clubs are planned for next year. There was a discussion about the reason behind the low number of clubs. The main barriers seem to be the costs of external providers. The school is looking for new club leaders all the time. AK asked if the school plans on carrying out the parental questionnaire again. It was agreed to circulate a general one next year to all parents, and do that every other year, with a new starters only questionnaire in between. It was noted that of the 17 children who leave in July, only 6 have been here since reception. It was agreed that next year’s questionnaire would be circulated at the end of the Spring term and before the Easter holiday. Governors Data DashboardNE invited questions from the governors but noted that the data is now a year out of date. 15/034 a) NE reported that the persistent absentee is no longer on the roll for Parrett & Axe School. This decision was taken by the child’s parents. **Committee Updates****Personnel/Finance Update** The committee met on 5th June for an extraordinary meeting and again for a regular meeting on 29th June, and the minutes were circulated prior to the meeting. SP invited questions from the governors. As of September 2015 the school will have 68 children in KS2. Therefore our budget for 2016-2017 will be based on high pupil numbers. The committee decided to apply for a licensed deficit budget as the school is 14 pupils over the original projected forecast. The school applied for a licensed deficit budget of £3809 overspend. This has enabled NE to relook at staffing for September 2015. Mobility funding may be available if we are 10% over the estimated number on roll. The deficit budget was agreed, and the school can pay back the deficit over three years, but the Finance Committee anticipated paying it back as soon as the next budget is approved. During the meeting on 29th June the following policies were reviewed:Critical Incident Recovery Plan Criminal Records Checking PolicyIntimate Care Policy The committee recommended these policies to the FGB for approval, proposed by NS and seconded by PL. South Perrott and Mosterton PCCs each gave £50 towards the leavers gifts, which were topped up by the school. Each of the leavers received a £7.50 book token today. MG asked about the funding situation. SP explained that governors fund was to be used to pay 8% contribution towards the KS2 works, however there is not a great deal of money left in the governors fund, so the governors contribution will be paid out of the general school budget. PL spoke about the gap between the census date and the beginning of the financial year and the difficulties this presents to school. This is compounded by the fact that Dorset gets less from central government than other local authorities. The governors hope that the fairer funding formula will start to address this situation. The minutes of the meeting held on 5th June were approved, proposed by SP and seconded by NE. The minutes of the meeting held on 29th June were approved, proposed by PL and seconded by RD. SP reported that Karen Caile has moved into her new role as Finance Officer very well. SP reported that the school has appointed a new childcare assistant, Tanya Scott, from 1st September. School has also appointed a new Administration Assistant, Mrs Karen Lovering from 1st September in support of Mrs Caile. Budget figures have now been uploaded by the county council, on 1st July. Premises UpdateThe committee met on Wednesday 13th May, and the minutes were circulated prior to the meeting. RD invited questions from the governors. Max Bishop visited to discuss energy use by the school, as the school felt that we weren’t performing well. However the data initially produced was inaccurate. The oil consumption level had been measured based on what was purchased and not what was used, and also prior to the installation of the new boiler. The school in fact did not perform too badly. Max Bishop suggested ways in which the school could improve its electricity usage. It was hoped that the figures used next year will be more accurate and will show the school as performing better. NE reported that the caterpillar swing has been removed from the play area and other items will be removed shortly. Preliminary checks prior to the start of the LCVAP work has discovered asbestos in the floor, despite “all clear” inspection reports previously. Therefore there may be up to £6000 increase in the costs. The school has negotiated with Martin Kemp at the diocese to borrow some money from the Powerstock DFC funding, subject to their governors approval. MG reported that the preschool had enquired about using the playing fields. However as these are owned by DCC the preschool would have to get agreement from the county council. Any use of the playing fields would need to be with the school’s agreement. The minutes of the meeting were approved, proposed by Rev DB and seconded MG. Curriculum Committee Meeting MinutesThe committee met on Monday 8th June at 7pm. and the minutes were circulated prior to the meeting. NS invited questions from the governors.Equality Objectives and data were reviewed in relation to After School clubs and the split between girls and boys overall was even. Governors visit template was recently used by EH for her observation of a nurse-led lesson on puberty. It was agreed that the template needs to be tried in a more traditional lesson situation. The committee reviewed the following policies during its meeting:Collective Worship PolicyComputing PolicyInternet Safety PolicyLaptop Computer Responsible Use Policy These were recommended to the FGB for approval, proposed by ND seconded by Rev DB.The Curriculum Committee had also looked at the Mobile Phone Policy. There was a discussion about the policy,which had arisen from a recent Serious Case Review. Staff members noted that they use their phones as their diary. It was agreed that phones should remain on silent and be stored in handbags during lesson times. The policy will be amended. There was a discussion about the KS 2 Homework project. NE reported that there has been a very high standard this year. Parental governors fed back that the project was challenging for year 3 pupils, and that given how busy the last half of the summer term is, giving the project out earlier would be preferable. Rev DI has checked with the diocese about the dates in the diocese related documents, and they confirmed that they are all correct. The minutes of the meeting were approved, proposed by ND and seconded by Rev. DI. Heads Reporta) Attendance & Number on Roll including projected numbersNE reported that the attendance figures up until 10th July are as follows:95.2% whole school95.59% whole school minus persistent absentee94.13% for pupil premium children3 children on roll currently have attendance figures of less than 85%; none have attendance of less than 83%.NE reported that the school still has families taking children out of school out for holidays. The pyramid schools are developing a joint policy, along with Mountjoy School. The schools will pass the responsibility onto the county to pursue parents for unauthorised absence. Initially there are no plans for the county council to charge the school should they prosecute any parents. AK asked if the school is concerned about the attendance figures for pupil premium children figure being lower than non-pupil premium children. The school is concerned however two of the three pupils with low attendance figures happen to be pupil premium children. The school is working with the families to improve the attendance. The Number on roll is currently 115 and in September it is predicted to be 124.The current forecast is that the school will have 68 children in KS2. b) Staffing UpdateNE reported to the governors the planned structure for the school from September. There will be five classes in the school, with new names, based on local Dorset landmarks. Reception and Yr 1classYr 1 and Yr 2 classYr 3 and Yr 4 classYr 4 and 5 classYr 5 and 6 class. The school will retain its ability groups from after worship until 12 o’clock. Then the children will work in their mixed ability classes during the afternoons, with topics, science, RE, PE and PPA time being spread across the five afternoons. Each class will be staffed by teachers in the afternoon, with the exception of cover supervisors for one group for one afternoon. The curriculum is being completely rewritten, with teachers working on their specialist areas. The split across KS2 will be 23/23/22 per class. This is likely to be a long term plan. The school will have to look to extend the school building in order to accommodate the increasing numbers. Plans for a new classroom are likely to be needed to take effect from September 2017 onwards. Appeals – The county council recently went to appeal on four cases, and lost, with the children being given places in the school. AK asked how this had happened, as the school had been led to believe that the appeals process would be more robust. NE reported that he was there for four hours, with county legal advisors being called in. The decisions are made by an independent panel. PL asked about the reception intake. There will be 24 new children this year, and likely to be at least 20 in the year after. NE reported that following her recent marriage, Mrs Hobbs is now Mrs Stott.c) Sports Funding UpdateNE circulated the sports funding data. Rev DI asked about the cessation of archery. NE explained that the leader left to get a full time job. Tennis club is continuing after the summer holidays. Lots of parents have expressed an interest in a gymnastics club. The school recently won the Key Steps West Dorset gymnastics award, despite not having any gymnastics currently taught in school. **d) Pupil Premium Update**NE circulated the pupil premium data. Both of the pupil premium children in year six made better than expected progress, PL asked if there is a discernible gap between pupil premium and non-pupil premium children? That data is not currently available. Rev DI asked if there are any concerns regarding pupil premium children? NE reported that they do as well as any other child in school. **e) Initial SATS results analysis** Reading – NE reported that the results look good and there is one review pending. 94% of children achieved Level 4 plus44% of children achieved Level 5Although some children sat the Level 6 paper, none came close to the required marks. 87% of children achieved two levels progress Overall the staff team are pleased with the reading results.MathsThe school has one review pending in Maths, as they believe they have a firm case to move one child from level 4 to level 5. AK asked for the basis of the review. The paper was one mark short of a Level 5 grade, with possibly one mark more available on the paper.82% of children achieved Level 4 plus32% of children achieved Level 5 Three children missed level four. Overall the school’s Maths results are still below the reading results. NE reported that the results were often based on children making silly mistakes under test conditions. Two children were one mark short of level 5. The school is currently not in the FFT top 20%. AK asked where the school did appear. This information is not known yet. SPAG The school achieved much higher results than last year, and has two solid reviews which it is hoped will move pupils from level 4 to level 5. Currently 75% of children achieved level 4+ and 31% achieved level 5, prior to any reviews. Governors asked when were the poor spellers identified. Several of those children who did less well in spellings, moved to the school recently. The writing assessment is teacher assessed, and the results will be part of the performance portfolio available in September. **f) SIAMS Report**The report from the recent visit by Sarah Sprague was circulated prior to the meeting. Rev David and Rev Daniel will be working with the school in the autumn term. The key messages from the report were that the school should not allow the children to re-enact other faiths, and to ensure that everything is recorded. There was a discussion about the suggestion that the children should be given opportunity to plan and lead worship, It was felt that the children should be able to choose music and do practical things within the service already, as well as being asked what topics they are interested in, but that it is not appropriate that they should lead worship. Rev David suggested that these ideas can be explored in conjunction with the school council and small pupil groups. The report noted that it would be good for more foundation governors to attend whole school worship and complete evaluation forms. It was suggested that the foundation governors should meet with Rev David and Rev Daniel in September to look at the evaluation form to see if it can be improved upon. Foundation governors also need to be more aware of the worship focuses. **g) SEP Program Update**NE has provisionally booked for the full SEP visit set. Our current SEP, Sarah Patterson will continue in her role. **h) SDP Review**NE reported on his initial thoughts for 2015-16 S.D.P.1. To continue to develop our provision in R.E. and Worship in preparation for our planned S.I.A.M.S. Inspection in 2015-16
2. To continue to develop our whole school curriculum map to fully engage all pupils and staff team members in our new 5 class structure.

Governors were invited to send any questions they have to NE, and a decision on the SDP will be made at the September meeting. NE reported that SATS next year are likely to be harder plus the current year five need a lot of support. **Safeguarding**SP reported that she and NE will need to look at the early years safeguarding provision. PL reported that there are currently 286 Looked After Children (LACs) in Dorset. He asked if we have any at the school? NE reported that we currently do not. PL asked if the school ever asks if any of our new pupils are adopted as this was suggested as a good idea during recent training. The school does not currently ask, but also does not see the relevance of the question. PL agreed to seek clarification of why the school should be asking. **Preschool Update** MG talked the FGB through the proposed terms of the lease between the preschool and the diocese. AK asked if the rent will go to the diocese or the school? At this stage that has not been decided upon. The proposal is that the FGB approve the terms, and then the diocese can instruct their solicitors. It was noted that the oil tank is shown within the school area. Boundaries of the proposed preschool area will be fenced by the preschool. It was noted that the gate at the exit off of the roundabout is not shown on the drawing to hand. There is no access at present planned between the pre-school leased area and the school grounds. There was a discussion about the possibility of the preschool wanting to use the school’s play equipment area. It was felt that this may be possible however the impact for the school would have to be taken into account. It was noted that the proposed preschool building erection would limit the area for potential development by the school. However it was also noted that any development would have to be on the diocese land, not the playing fields which are owned by the DCC. Governors raised concerns about the increase in traffic.MG proposed that the governors accepted the heads of terms, this was seconded by AK, with all governors present being in favour of the proposal. **Governor Training & Visits**GH attended Governors and Finance Courses Level 1GH & SP attended Governors and Finance Courses Level 2SP and PL attended Safeguarding Level 2 on June 2ndLG & PL attended RE training at Salway Ash on June 29thSP spent the day in school recently, during the recruitment process. She reported that the lunch was very good, and the children’s behaviour at lunchtime was very good. EH has circulated her PSHE visit report**New Governors Induction Policy**The policy was last reviewed in 2009. It was agreed that the Personnel & Finance Committee will review it at their next meeting.  CorrespondenceNone **Dates of Future Meetings**FGB meetings for the year 2015-2016 were agreed as follows:Monday 5th OctoberMonday 30th NovemberMonday 18th JanuaryMonday 14th MarchMonday 25th AprilMonday 11th JulyPersonnel & Finance Committee meeting 28th September 5.30 pm. Premises Meeting 30th September 5.30 pmCurriculum 19th October 7.00 pm**A.O.U.B**.SP reported that the school has to produce an outturn report each term. This was due to be submitted to DCC by 30th June. However the budget was not available to the school until 1st July. Therefore the FGB agreed to approve the outturn report, with the projected deficit of £3809.00. Meeting closed at 8.50pm |  |