**Minutes Of Governors Meeting held on Monday 24th March 2015, 6.30pm at Parrett & Axe School.**

**Present:**

Andrew Kindness Sue Pakes

Richard Dodson (Vice Chair) Nigel Evans Peter Larkman (Chair) Allison White

Nicola Shoemark Joy Edwards

Gareth Hewett Martyn Gillingham

Louise Greenham Vicky Reed (clerk)

Rev Daniel Ingles.

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| 15/016  15/017  15/018  15/019  15/020  a)  b)  c)  15/021  15/022  15/023  15/024  15/025  15/026  15/027  15/028 | **Opening Prayer** Apologies & Welcome Nicola Shoemark, Richard Dodson. All apologies were accepted. Register of Business Interests All governors have provided Register of Business interest forms. Minutes of 19th January 2015 The minutes were amended to show that start time of this meeting was 6.30pm and not 5.30pm.  15/007e :  SEF item, the minutes were amended to read  The SEF document states that regarding our NQT The county external observation is that the teacher’s performance at least meets the required standard. The minutes were then agreed as a correct record and were signed by the Chairman. Matters Arising 15/006b) Fencing Works – NE confirmed that these are ongoing, with two new wooden gates, fencing all around the car park, and a wicker gate at the end of the car park having been erected so far. Remaining work includes revamping the metal gates which will be painted and straightened. The contractors are waiting until frost free weather before completing this work.  **Committee Updates**  **Personnel/Finance Update**  The committee met on Monday 2nd March, Friday 13th March and Thursday 19th March.  SP gave a summary of the meetings held on 2nd and 19th, the minutes of the meeting held on 13th March being confidential.  The committee has agreed that the SFVS will now be an ongoing exercise. There was a discussion about the proposed changes to the budget submission date, to 31st March, which it was felt could be very difficult in light of the school receiving the budget on 28th February this year.  NE confirmed that the Health & Wellbeing aspects of our Absence Insurance Scheme are applicable to all members of staff, despite the school only having purchased absence insurance for the teaching members of staff. NE confirmed that to date the school have not used agencies for recruiting supply teachers.  SEP update – NE confirmed that the local authority is seeking to appoint 10 headteachers to become “mini inspectors” for Dorset. The school has currently included two SEP visits within the provisional budget. SP confirmed that sports funding from September 2015-March 2016 is currently included in the provisional budget as “additional income”, as there is an uncertainty over how much the school will be allowed to retain by the Local Authority after potential top-slicing at County Hall.  NE confirmed that the Dorset SCITT scheme (School Centred Initial Teacher Training) is coming to an end, so there will not be any trainees in the future.  SP talked about the positive provisional carry forward figures for future years, which is due to an anticipated rise in pupil numbers.  AK asked if the governors fund could be topped back up should the future predictions be accurate, SP advised that this would not be possible as the fund was established after the initial building of the school, and cannot be topped back up. However, the school may carry forward up to 5% of its budget as a surplus. Governors cannot transfer money from the school’s budget to the governor’s fund, should there be a surplus in any one year.  It was noted that should the school receive a legacy, this could be held by the diocese, and used for specific projects.  With regard to the forthcoming budget, it appeared that the goal posts have been moved with regard to the calculation of the percentage of funding which should be spent on staffing. Sports funding and pupil premium funding appear to have been removed from the income which the school will receive from County. Hence, the percentage spent on staffing has increased even though we have cut staff for next September.  The budget will be reviewed again by the Finance & Personnel committee at their next meeting April 27th.  The minutes of the three meetings were approved, proposed by PL and seconded by GH. Premises Update The committee met on Wednesday 4th March.  RD gave a summary of the meeting.  MG reported that the preschool still hasn’t been granted planning permission. However they have sent additional information to the Highways Department and the architect has revised drawings to lower the pitch of the building. Preschool are planning to write to the school, with some proposals.  RD reported that the outstanding fire review works have been completed, and as detailed above the fencing work is ongoing. There are small items from the school hall refurbishment project which remain outstanding.  NE reported that there has been no decision yet regarding the 2015-16 LCVAP application.  RD reported that the tap in Orange Class has now been fixed.  Max Bishop will attend the next Premises Committee meeting to see if he can help us reduce our utility bills.GH asked if there was any cost for this visit, it was confirmed there was not.  NE reported that the Health and Safety Audit was carried out yesterday, and that all previous actions points have been written off except for the area surrounding the PE shed which needs to have netball posts removed. NE reported that there is no formal report this time however the Health and Safety team will come back at some time during the three year cycle.  The minutes of the meeting were approved, proposed by JE and seconded by MG. Curriculum Committee Meeting MinutesThe committee met on Monday 16th March 2015.NS gave a summary of the meeting. The Maths booklet for year six is being finalised and will be sent home shortly.  LG confirmed that the staff team is looking at developing a family friendly cross year booklet in order to support parents whilst they help their children with maths. There was a discussion about the change from KS1 to KS2 - which some children find quite considerable - and the possibility of a booklet to help parents prepare their children for the changes.  The governors discussed the challenges faced by the staff of the new and old curriculum running alongside one another.  There was a discussion about the recent ICT evening, and the low attendance by parents. It was agreed that the school would circulate the link to the films watched to all parents in the next newsletter as it was considered important that as many parents as possible should be made aware of the potential dangers for the children.  The governor visits template is to be amended to include the monitoring of the new curriculum.  NE talked about the SRE training that he and Emma House recently attended and the excellent Jigsaw programme, which the school hopes to introduce.    The Collective Worship Policy is currently under review.  The Marking and Feedback policy having been reviewed by the committee was approved, proposed by AK seconded by NS.  The SEND policy having been reviewed by the committee was approved, proposed by AK seconded by NS Heads Reporta) Attendance & Number on Roll including projected numbers NE reported that the attendance figures up until 13th March are as follows:  Whole school 94.82%  Whole without foundation stage 94.81%  Whole school without persistent absentee 95.45%  Whole school without foundation and persistent absentee 95.37%  It was noted that absence is no longer a limiting judgement with regard to Ofsted inspections, and there is no specific school attendance target.  NE confirmed that the family of the persistent absentee is working with external agencies.  Pupil Premium children’s attendance is currently 92.2%  Of the 10 children within the school who currently have attendance rates of below 90%, 3 are Pupil Premium children, and all the non-attendance is illness based.  NE reported that the school currently has 110 children on roll, with two joining Yr3 and one joining Yr5 after the Easter holidays. These are out of catchment area children with two from the same family.  The projected number on roll for September 2015 is 118.  NE reported that April 15th is the date for announcement of primary school places, and that the school will appeal against more than 20 admissions in the reception class. b) Sports Funding UpdateNE reported that all the sports funding has been allocated for the coming year, and includes activities such as hockey, multiskills , the Action Van and free swimming for all KS2 children. The recent dance festival had been very positive. NE reported that Mrs Harris is investigating sponsorship for extra activities.c) Staffing Update NE confirmed that he will be meeting with all members of staff over the next weeks to determine the best staffing structure for the school, taking into account the reduction in staff numbers and the projected increase in pupil numbers.  **d) SEF Review led by Nicola Shoemark and Louise Greenham**  NS and LG had reviewed the SEF document prior to the meeting and raised questions with NE.  NS asked about Feel Good Files; NE explained these are the files in the entrance foyer of the school. NE explained that PM files refer to performance management files. It was noted that the anticipated audience for the SEF is an Ofsted inspector  Other areas mentioned included the Feedback Focus which NE reported is a new initiative in school. On p10 NS questioned whether it should detail NE as the eSafety champion, however as NE wasn’t present it was agreed that this should not be amended  Page 11 should include a reference to governor visits and the current amendments which are being made.  NE reported that he had attended training in order to prepare the document.  It was suggested that at the end of each section, action points to achieve an Outstanding grade should be bullet pointed differently in order to make the document clearer..  Maths 2014 APS data is recorded as unvalidated and this needs to be changed to the validated data which will improve the results slightly.  NE explained that Fischer Family Trust (FFT) 20 is about setting targets which are challenging and which, if achieved, would grade our children as being equivalent to the top 20% of children within the country. The targets set are individual to the children and are not related to their cohorts.  **e) SIAMS Review led by Peter Larkman and Gareth Hewett**  This item was dealt with at the start of the Head’s Report.  GH asked several questions about  1) the reporting of the low percentage of pupils from ethnic groups, within the school, which is steadily increasing. NE reported that this is accurate and the current figure stands at about 5%.  2) the school’s successful journey towards RRS status. NE confirmed that the school completed Level 1 but did not move onto Level 2 due to the costs.  3) Beaminster Team initiatives such as the Mothers Day service, candle lighting, and harvest festivals. NE reported that during the period since our last inspection all these things have taken place.    4) how often RE lesson observations took place? NE reported that due to workloads for himself and LG as RE subject coordinator, the current answer was not as often as the school would like.  NE reported that approximately 10 to 15 parents attend Celebration Worship each week.  PL suggested that with regard to core question two – pupil comments added greatly to the document. Could these also be included in respect of question number one in order to increase the impact? NE agreed to action this.  It was noted that the pictorial evidence in the associated PowerPoint presentation produced by Mrs Greenham also needs to be referenced.  Development points – it was noted that the Foundation Governors should be coming in to join in and evaluate the collective worship whenever possible. Regarding the Quiet Garden, it was noted that a reference to the potential forthcoming move should be included in the report.  Rev Daniel reported that he is happy with the document.  Rev Daniel and GH left the meeting.  **f) Policies and website compliance**  The list of statutory policies was circulated prior to meeting  along with the website compliance document. These were discussed, and NE reported that the school is fully compliant.  **g) Pupil Premium update**  NE reported that the data will be analysed after the Easter break. SP has checked that the records the school is keeping for the Pupil Premium spending are sufficiently detailed.  SP recently attended governor focused EYFS training at which it was suggested that early interventions as a use of the Pupil Premium funding will narrow the gap and prevent difficulties arising at a later stage.MG asked if the election will put the Pupil Premium funding at risk. It was felt that no one can answer that question at the current time.  RAISE online – NE reported that the disadvantaged children results were greatly affected by two children, one who was disapplied, and the other who had a difficult week during SATS in 2014.    NE reported that the SEP, Sarah Patterson visited the school today, he will report back at the next meeting once the formal report has been received.  **Summer term questionnaire of new parents**  There was a discussion about the proposed questionnaire to be sent to the parents and carers of all children who have joined the school during the current school year. The format will largely be the same as the previous questionnaire issued. NE agreed to ask Beth and Megan if they have any questions they would like to have included. Changes in the format and layout were agreed; in particular that there should be one questionnaire per child rather than one per family    **Reconstitution**  There was a discussion about the proposed new Instrument of Governance, VR will ask Governor Services to draw this up, and AW and LG will agree who will remain as Staff Governor and who will become a co-opted governor.  **Safeguarding including Audit**  The audit document was circulated via email prior to the meeting.  NE reported that he has received training on the single central record from Karen Caile.    **Governor Training and Visits**  VR attended a Clerks Briefing which focussed largely on the matter of schools becoming academies.  Governor training on Safer Recruitment is available online via the NPSCC website at a cost of £30 per governor.  PL reported he had recently attended a Chairs Briefing, at which the importance of the single central record was emphasised, with advice given to schools to record not only events but also any concerns they may have.  PL reported that, from September schools rated Good are to receive a one day visit from an HMI in lieu of inspection. In addition , Dorset LA is planning a system of one day visits from a local “mini inspector” as an independent quality assurance visit, which is more robust than a SEP visit.  PL reported that the Dorset Learning partnership has become the Dorset School Improvement Partnership, which has a multi agency approach, and promotes seconding teachers from good schools, out to other schools in order to share good practice. It was noted that supply teacher costs only would be met, and there is a severe shortage of supply teachers currently.  PL also reported on the latest developments in SEND strategy, and on presentations given by Jackie Groves on “Organisational Change” and Margaret Judd on “School Finances.”  He also reported that the staff have been asked to complete a Proud Pen portrait, and suggested that the governors might like to also complete one. This is a 2 to 5 line pen portrait of yourself, your experience and your qualities, and what you feel that you have done that has had a positive impact on the school. He requested that these might be done before the beginning of next term and explained that they will be kept in a file.  SP and EH recently completed EYFS governor training which they reported was very informative.  Governor Visits - SP has completed a collective worship visit, as well as observing Art in orange class, and an SEN intervention group.  .  Safeguarding Level one training dates were debated, VR has subsequently checked and the training is scheduled for Tuesday 5th May from 6-8pm at St Mary’s Academy, Beaminster. Please let VR know if you would like to attend.  A provisional date has been set for Safeguarding Level 2 of 2nd June, at The Children’s Centre in Beaminster, but this has yet to be published on the governor services calendar.   Correspondence NE has been sent a letter to the governors from a parent, regarding the potential loss of the Quiet Garden in the preschool move and the offer of an allotment plot within Mosterton. It was agreed that the allotment idea would not be practical, and that should the preschool move go ahead, the school would want to maintain and should be able to accommodate a quiet garden area elsewhere within the grounds.  EH spoke to Mr Evans requesting permission to use the school site and toilets for a village celebration of VE day on Sunday 3rd May. There were concerns raised about the need for access to the building to use the toilet facilities, and the insurance implications. It was agreed that further information would be needed, which may not be possible at short notice. NE agreed to talk to EH about the additional information, and the FGB agreed that the authority for making the decision should be passed to the Premises Committee.  Insurance was an additional concern.  NE reported that the school was opened in 1976, and therefore it might be worth considering a 40th anniversary celebration sometime during 2016. The governors agreed in principle.  **Dates of Future Meetings**  Finance &Personnel Committee Monday 27th April 5.30pm.  Premises Committee Wednesday 13th May at 5.30pm.  Curriculum Tuesday 5th May at 6.00pm.  FGB Monday 11th May at 6.30pm  **A.O.U.B**.  None at the present time  Meeting closed at 8.50pm | **NE**  **NE**  **VR** |