

Minutes of Governors Full Governing Body Meeting held on Wednesday 29th November 2017
6.30pm at Parrett and Axe Primary School

Present:

Peter Larkman (Chair)	Foundation Governor
Richard Dodson (Vice Chair)	Foundation Governor arrived during item 17/042
Martyn Gillingham	Foundation Governor
Ben Bailey	Parent Governor
Andrew Kindness	Local Authority Governor
Sue Pakes	Foundation Governor
Simon Smith	Headteacher/Ex Officio Governor

In Attendance:

Vicky Reed	Clerk
------------	-------

Apologies were received and accepted from:

Canon Rev David Baldwin	Foundation Governor Ex Officio
Lesley Holloway	Associate Governor
Megan Evans	Staff Co-opted Governor
Allison White	Staff Governor
Joy Edwards	Foundation Governor
Emma House	

		Action
	<u>Opening Prayer</u>	
17/086:	<u>Apologies & Welcome</u> Apologies were received and accepted as above.	
17/087:	<u>Register of Business Interests</u> All forms have been completed.	
17/088:	<u>Approval of minutes of meeting held on 2nd October 2017</u> The minutes were approved as accurate and signed by PL.	
17/089:	<u>Matters Arising from minutes of meeting held on 2nd October 2017</u> 17/074 PL reported that no one has yet contacted him to discuss the role of Chair of Governors. 17/077 SS reported that the Jurassic Maths training process started, but was not completed, so the school will be receiving £200 for the first session which NH attended, but nothing further. 17/0777D It was noted that the Sep B visit is taking place on 30 th November and that the SEP A visit has taken place. 17/078 SS confirmed that letters have been sent to families of pupils with attendance of 95% or below. Governors asked if this threshold had been increased from 90% previously used? SS will	

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

	<p>confirm with other school in the collaboration the threshold. SS noted that just 3 days off of school would currently give a sub-95% attendance level. SS clarified to governors that the LA can prosecute, and fines could be issued to families, for taking unauthorised absence such as holidays, when the pupils attendance is already below 95%. SS also noted that if a school has an overall attendance figure of 96.4%, it could result in an Ofsted inspection rating of Requires improvement.</p> <p>17/078: SS reported that he is no longer the mentor for LH. ME has taken on this role.</p>	
17/090:	<p>Committee Reports</p> <p>a) Finance/Personnel Committee Meeting</p> <p>The committee met today, to review the Outturn report. The committee agreed the outturn, with a £0 carry forward at the end of March 2018. The minutes of the meeting will be circulated at a later date. The committee also agreed the virements required by the Finance Officer. VR noted that the terms of Reference of the Finance & Personnel Committee do not specify the limit to which the committee can approve virements without referring to the Full Governing Body. It was agreed that when merged Terms of Reference are drawn up for the newly formed Resources Committee in Spring 2018, the terms will specify the limit which the committee can approve, with regard to the impact on the budget and carry forward figures, without having to refer to the Full Governing Body.</p>	
	<p>b) Premises Committee Update</p> <p>The committee met on 18th October and the minutes of the meeting were circulated prior to the meeting. Questions were invited.</p> <p>Governors asked where items currently stored in the storage room off of Chesil class will be relocated to? PE items will be moved to the PE shed, and a large amount of rubbish will be disposed of, to enable the room to become the new hot school meals room.</p> <p>MG reported that a new site plan has been agreed with regard to the services accessed by the preschool, but the plan will not be stored with the Deed of Variation which is almost completed.</p> <p>The minutes were approved, and RD signed the minutes of the meeting.</p>	
	<p>c) Curriculum Committee Update</p> <p>The committee met on 26th September, and the minutes were discussed at the FGB meeting on 2nd October, but not approved or signed. The minutes were approved and signed by AK.</p>	
17/091:	<p>Head's Report</p> <p>SS's report was circulated prior to the meeting, and questions were invited.</p> <p>a) Attendance & Numbers on Roll to 19th May 2017</p> <p>PL asked why Durdle Door class had a larger number of authorised absences than other classes? SS explained that one pupil in the class has had significant medical issues this term.</p> <p>b) Staffing Update</p> <p>PL asked SS for his impression of the teaching going on within school, now he has had time to observe all the classes. SS reported that he has been impressed with the teaching, which has been of a high quality, and that he has seen good classroom practice in all classes. SS reported that this assessment has been confirmed by Sheila O'Donnell, from the LA, on her visit to the</p>	

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

school, when she commented that in every class she visited, all the children were engaged and focussed on the task.

SS reported that he has shown around two potential candidates for the maternity leave cover position currently being advertised. The interviews will take place on Wednesday 3rd January and SP and PL will join the interview panel.

c) Sports Update

PL asked about the attendance at after school clubs, in terms of equality across gender and diversity? SS reported that currently drama, art, and hockey clubs are running and are open to both genders. Some of the classes are restricted to KS2 A KS1 Premier Sports club was offered but did not go ahead due to low take up.

d) Pupil Premium

SS reported that following a recent letter home to parents, the school now has nearly 20% of its pupil registered as eligible to receive pupil premium funding. In view of the increased enrolment for Pupil Premium, AK suggested that a similar letter should be included in the admissions literature. This was agreed.

SS is now the Pupil Premium Champion for the school, and will ensure that the recording of how Pupil Premium funding is spent is much more formalised. This will include checking on the planning by teachers for pupil premium children, and checking that teachers are providing the necessary interventions and provision. SS confirmed that all Pupil Premium children will receive Wave 2 interventions. SS noted that the gap in attainment and progress made by the school's Pupil Premium children was noted by the SEP at the recent visit, but the SEP was happy with the plans SS has in place to close the gap. Pupil Premium children are still able to receive financial assistance with after school clubs, residential trips, music lessons, uniforms etc. The school will continue to provide information about how the school is spending Pupil Premium funding in a report which will be published on the website next week.

e) Statutory reporting

No changes to report circulated.

f) SDP and Notification letter

SS reported that the school has been categorised by the LA as Category 3 -a school causing concerns- as a result of the SATS results for the past two years, and with a new headteacher in position. Sheila O'Donnell has visited the school and is satisfied with the plans in place to improve results in the coming years. Staff are aware of the categorisation letter, and are all on board to improve results. Sheila O'Donnell will continue to visit the school once per half term to review the progress being made against the SEF and SDP, as detailed in the monitoring calendar SS has displayed in his office. The aim is for the school to be out of category 3 by the end of the school year, once the SATS results have been released. The school may be able to access some additional funding from the LA to support the teachers through schemes such as the Somerset Literacy network. The SEP, Sarah Patterson, has challenged SS to produce the Pupil Premium documentation earlier than required in order to evidence the work taking place to reduce the gap on progress and attainment made by Pupil Premium children in the school. SS noted that the categorisation could not have been higher than a 2 grading, with a new headteacher in post.

PL reported that he is pleased to see the increase in staff attending training courses, and the heightened focus on data monitoring which SS has implemented.

SS reported that Sheila O'Donnell is next due to visit in January 2018.

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

	<p>The report from the recent SEP A visit was discussed in detail. SS explained that some teacher assessments for pupils at the end of KS1 were historically too positive, leading to those pupils now appearing to make less progress than expected. SS noted that this could be explained to an inspector, as some of these children were assessed at other schools, prior to moving to Parrett & Axe. SP asked if this was still happening now? SS explained that the KS1 staff are now benchmarking all pupils when they join the school, so they have strong evidence of the starting point, from which to determine progress made over the coming years.</p> <p>PL noted that the LA are interested in whether a school has the capacity to improve on its current position, and feels confident that the leadership team of Parrett & Axe do indeed have that capacity.</p> <p>PL noted that the KS2 SATS prediction made in March 2017 were that 71% of pupils would achieve ARE, when in fact only 59% achieved it. However, it was noted that this equates to just 2 pupils not achieving ARE who were predicted to, and in writing, the number of pupils achieving ARE was higher than predicted.</p> <p>PL noted that he is pleased to hear that the predictions for the coming year's SATS results are higher than last year. SS noted that some of the more sensitive Year 6 pupils will be carrying out mock SATS exams, and getting used to the exam situation over the coming months, in order to build their resilience in the face of the tests. SS agreed to notify the parents of pupils who may be identified as needing extra support and practice prior to the SATs. SS also reported that LH will be delivering training to the teaching staff on Growth Mindset in the new year, so that the children will learn about how success frequently follows failure, as a result of learning from mistakes. The school will also re-introduce Mindfulness to help combat stress and meltdowns around SATs time.</p> <p>SS reported that the predictions are strong for the results from the current years 4,5 and 6, but Year 3 is a weaker cohort. AK asked if there was a plan in place to support the weaker cohorts as they are identified? SS explained that the progress made by Year 3 when they reach Year 6 will be good, it is the attainment which will be weaker, particularly for the Higher Achieving pupils. SS noted that a group of pupils within the cohort have been identified already through the Ofsted report, and are already receiving significant extra support.</p> <p>PL noted that the SEP A visit was very rigorous.</p> <p>MG asked if having the preschool on site will benefit the school in terms of results? SS noted that he hoped the closer working will benefit the pupils and the school, and noted that Julia Ives is meeting with the preschool manager next week.</p> <p>g) Other</p> <p>SS reported that he has implemented a new start of day process to safeguard the children from adults entering the school premises unannounced. Parents are now encouraged to remain with their children in the playground until the start of school, with the exception of Corfe class, who can go straight into class on arrival at school. There have been some concerns about the bus transport, which are ongoing.</p>	
17/092:	<p><u>Collaboration Update</u></p> <p>PL reported that representatives from the school, including Allison White, have visited the Southern Academy Trust at Shaftesbury. AW will also visit the Hamwick Trust school too, for a direct comparison. It was suggested that Karen Caile also visit the Hamwick Trust. SS reported that he received good feedback from headteachers on both academy trusts at the recent headteachers conference. SP had represented Parrett & Axe at a meeting with the Minerva trust, but was not impressed.</p>	

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

	<p>In answer to a question, PL stated that it was very important that staff should feel that they had been consulted and that he was very willing to meet with them to discuss their concerns about possible academisation.</p> <p>The matter of informing parents was discussed, and it was agreed that parents should be informed that the school is considering the idea of academisation, before any formal decision is taken by the school. It was agreed that a meeting would be held to discuss the matter with parents, working back from the date when a decision may be taken on the matter.</p> <p>MG noted that at the recent training he attended it was reported that an academy has no better chance of attracting high needs funding than a maintained school, and that DCC services are still available for a school to purchase on a traded service basis if required.</p> <p>Funding of up to £25,000 may be made available to schools converting to academy status, but this will be swallowed up by the legal fees for carrying out the necessary transfers of land and building from diocesan and local authority ownership to the academy trust. Other differences which were noted were the fact that an academy trust cannot run with a deficit budget, and that the governance structure of a school within a MAT would differ greatly to the current system.</p>	
17/093:	<p><u>Safeguarding</u> SS reported that there are currently no open child protection cases in school.</p>	
17/094:	<p><u>Policies for Review & Policy Review Process</u> Dorset Schools Admission Consultation 2019-2020 The 2018-2019 policy was circulated prior to the meeting, and the FGB agreed that no changes were required for the 2019-2020 policy.</p>	
17/095:	<p><u>Pre-school update</u> MG reported that the lease was completed on 11th July. The matter of the outstanding issues of services cannot be resolved by way of an easement, due to the leasehold only being for a period of 30 years. Therefore, a Deed of Variation is being drawn up which states that the preschool has right to use the services within the existing school site.</p> <p>MG reported that RD sourced a plan from the original construction plans of the school, showing the services locations on the school site. MG noted that it is important that's the additions to the services being used by the preschool are also noted, and he will ensure a copy of the revised plans are stored, ideally with the deeds to the land.</p> <p>MG noted that the Pre –School is planning to install solar panels though these had not yet arrived. Doubt was expressed as to whether or not these had been in the original plans, and there were concerns raised about how this may affect the calculation of electricity usage costs which the school office staff are monitoring and invoicing the preschool for. It was agreed to monitor the situation, and that once the solar panels have been installed, if they are, then the school will work with the preschool to correctly calculate the costs incurred by the preschool.</p>	
17/096:	<p><u>Governor Training, Visits & Recruitment</u> VR reported that Nikki Dulwich has resigned as a Parent Governor and Rev. Daniel Ingles has resigned as a Foundation Governor.</p>	

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

	<p>EH has resigned as a Parent Governor and is going through the process of being appointed as a Foundation Governor.</p> <p>VR reported that a recent parent governor election produced no candidates. The vacancy will be re-advertised in the spring term.</p> <p>Lesley Holloway & Ben Bailey attended Safeguarding Level 1 training Ben Bailey Attended Effective Governance Parts 1& 2 Martyn Gillingham attended Academy Status – The Same but Different Peter Larkman attended a Chair’s Briefing, and reported that the present focus for the LA will be on improving the performance of Dorset schools in terms of data, with a particular focus on Pupil Premium children’s success. VR will circulate the presentation slides from the Chair’s briefing with these minutes.</p> <p>PL also reported on the proposal to slice 0.5% from mainstream school’s budget to top up the high needs block funding in Dorset, to assist with the provision for SEND pupils and to reduce the LA debt.</p> <p>VR attended a Clerk’s Briefing which included information about the increased Primary Sports Funding, and ways in which schools can and cannot spend the funds. SS will contact Annie Hargreaves for further information.</p> <p>The recent Maths Book Look was attended by JE, PL, AW and EH.</p> <p>EH had also visited to monitor the school lunches being supplied by an external contractor.</p>	VR								
17/097:	<p><u>Correspondence</u> None</p>									
17/098:	<p><u>Dates of Future Meetings</u></p> <table border="0"> <tr> <td>Finance & Personnel Committee</td> <td>Wednesday 6th December</td> </tr> <tr> <td>Resources Committee</td> <td>Tuesday 6th March 2018 6.00pm New Date ***</td> </tr> <tr> <td>Curriculum Committee</td> <td>To be agreed</td> </tr> <tr> <td>Full Governing Body</td> <td>Monday 22nd January 2018 6.30pm</td> </tr> </table>	Finance & Personnel Committee	Wednesday 6 th December	Resources Committee	Tuesday 6th March 2018 6.00pm New Date ***	Curriculum Committee	To be agreed	Full Governing Body	Monday 22 nd January 2018 6.30pm	
Finance & Personnel Committee	Wednesday 6 th December									
Resources Committee	Tuesday 6th March 2018 6.00pm New Date ***									
Curriculum Committee	To be agreed									
Full Governing Body	Monday 22 nd January 2018 6.30pm									
17/099:	<p><u>A.O.U.B.</u> None</p>									

Meeting closed at 8.36pm

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