

Minutes of Governors Full Governing Body Meeting held on Wednesday 23rd May 2018
6.30pm at Parrett and Axe Primary School

Present:

Peter Larkman (Chair)	(PL)	Foundation Governor
Richard Dodson (Vice Chair)	(RD)	Foundation Governor
Martyn Gillingham	(MG)	Foundation Governor
Ben Bailey	(BB)	Parent Governor
Andrew Kindness	(AK)	Local Authority Governor
Sue Pakes	(SP)	Foundation Governor
Simon Smith	(SS)	Headteacher/Ex Officio Governor
Allison White	(AW)	Staff Governor
Joy Edwards	(JE)	Foundation Governor
Liza Caddy	(LC)	Parent Governor
Lisa Raison	(LR)	Parent Governor
Nick Harris	(NH)	Staff Co-opted Governor
Emma House	(EH)	Foundation Governor

In Attendance:

Vicky Reed	(VR)	Clerk
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Apologies were received and accepted from:

Lesley Holloway	(LH)	Associate Governor
Canon Rev David Baldwin	(DB)	Foundation Governor Ex Officio

		Action
	<u>Opening Prayer</u>	
18/032	<u>Apologies & Welcome</u> Apologies were received and accepted as above.	
18/033	<u>Register of Business Interests</u> VR reported that all Registration of Business Interests forms have been completed. There were no pecuniary interests in the current agenda declared.	
18/034	<u>Approval of minutes of meeting held on 20th March 2018</u> The minutes were approved as accurate and signed by PL, subject to the following amendment: Item 18/022b – The increase in the proposed budget under the heading of school maintenance premises costs was due the to necessary adjustments to the office area to make the area more secure in light on the new GDPR regulations, not the governors contribution to the SCA bid for a replacement school roof as minuted.	
18/035	<u>Matters Arising from minutes of meeting held on 20th March 2018</u> <ul style="list-style-type: none"> a) Item 18/021 – Safeguarding Audit and Governor Lanyards It was clarified that some governors have named individual lanyards which were printed for the headteacher interviews in 2017. All other governors can collect a plain governor lanyard when signing in on a visit to school. Plain governor lanyards are available from the box next to the signing in book. b) Item 18/022b – Funding of sports co-ordinator It was noted that the pyramid do not fund the costs of the school sports co-ordinator collectively, but that each individual school pays for the coordinator out of their individual sports funding. c) Item 18/022b – Ratification of policies and procedures 	

	<p>Further to the last FGB meeting, it has been agreed that the school will provide the policies and procedures which required ratification at the FGB meeting to all governors, by uploading them to the secure governors' area of the school website prior to future meetings, rather than the documents being circulated by the clerk as per the last minutes.</p> <p>d) Headteacher Mid-term Review Update PL reported that the HTPM committee met for the mid-year review on 23rd April 2018, and SS has met all his objectives in full, and it has been a most encouraging start for him in the school.</p> <p>e) Item 18/028 Governor Training SP was unable to attend the Exclusions Governor Training, and MG attended in her place. MG agreed that he would therefore become the link governor for exclusions.</p>	
18/036	<p>Nomination of Local Authority Governor AK's term of office as a Local Authority governor ends in June. The vacancy has been advertised, and there has been no other interest in the vacancy. AK agreed to be nominated for the position, all present were in agreement. PL and AK will complete the necessary paperwork.</p>	PL/AK
18/037	<p>Committee Reports</p> <p>a) Curriculum Committee Meeting The committee met on 24th April 2018 and the minutes were circulated prior to this meeting. Questions were invited. It was noted that the Charging and Remissions will come within the remit of the Curriculum committee in future and is due for review. It was agreed that this would be reviewed at the next Curriculum Committee meeting. SS reported that the school can revert from using the term Vulnerable pupils to the SEND register. Governors questioned the fact that the school reports as having 71% of pupils in the EYFS on the SEND register. SS explained that the use of assessment means that pupils are being identified early, and the necessary interventions put in to place, so that the pupils are not left lagging behind as they move through the school. SS noted that the number of children on the SEND register is expected to reduce as they go through the school, and the interventions are effective. The minutes of the meetings held on 24th April were signed by EH.</p> <p>b) Resources Committee Meeting The committee met on 8th May and the minutes were circulated prior to this meeting. Questions were invited. Governors hoped that the PTFA would support the school with fundraising for the SCA bid, and SS reported that the staff are also going to arrange a function to raise funds. Governors asked if the repayment being staggered over 4 years attracts interest? SS reported that it did not. SS also reported that the surveyors, Dolmans, have indicated that the roof works may be less complicated than initially thought, and therefore less expensive than the original quote. Governors asked if the final costs could exceed the original quote? It was confirmed that that would not happen. RD noted that the minutes of the last Resources Committee meeting were incorrect as the presence of Lisa Raison was not included in the minutes. The minutes were amended, and then signed by RD.</p>	EH
18/038	<p>Head's Report SS's report was circulated prior to the meeting, and questions were invited.</p> <p>a) Attendance & Numbers on Roll including prospective numbers for September 2018 In answer to a question, SS reported that the current forecast for September is to have between 118 to 120 pupils. The school will lose 17 Year Six leavers in July, plus possibly several children, moving to other schools. SS reported that he is showing prospective parents of three children around next month. Governors asked for the reason behind the levels of unauthorised absence. SS reported that it is because some parents continue to take pupils out of school for term time holidays, plus children who arrive in school after the registers are closed are classified as unauthorised absences. Governors asked for a breakdown at the next meeting of</p>	

	<p>how much of the unauthorised absence is due to term time holidays, and how much is in fact late arrival in school. SS agreed to provide this information for the next FGB meeting. SS noted that the school has written to all parents to advise that the register closes at 8.45am and arrival after that time will be recorded as an absence. SS reported that the SEP report arrived today, and that it shows an improving picture of attendance across the school.</p> <p>Governors noted that the total number of SEN girls reported in the HT report is incorrect, SS will update this for the next meeting.</p> <p>b) Staffing Update SS reported that we have received a letter of resignation from Helen Hall. The school will not be filling the post once Helen leaves in July.</p> <p>c) Sports Update Governors asked where the pupils attend the Sailing and Outdoor Adventure sessions? These take place at WOE (Weymouth Outdoor Education Centre) This is what was previously known as Sailing for a Fiver, but now encompasses more activities</p> <p>d) Pupil Premium/ Disadvantaged pupils update SS reported that the data will be shared at the next FGB meeting.</p> <p>e) Statutory reporting SS reported that there are no changes to the report circulated.</p> <p>f) Category 3 update SS reported that Leah Forshaw has visited the school, and her report was received this week. The visit focussed on how the school is teaching phonics, looked at data and visited the classrooms. SS reported that the LA are happy with how the school is teaching phonics. SS reported that all the teaching observed was at least good. The report will be shared with Lesley Holloway as Literacy Governor. SS reported that Sheila O'Donnell visited at the same time, and that again the LA is reassured with progress within the school. Governors asked when would the Category 3 rating be reviewed by the LA? SS explained that it would not be reviewed until October 2018 at the earliest to allow for the most recent set of SATS data to be received, reviewed and validated. However, the fact that the school will still be considered a Category 3 school at the start of the autumn term may mean that extra funding will be available for additional CPD.</p> <p>g) Spring term Assessment data PL asked SS to produce a sheet of acronyms to assist all governors with understanding the data. SS talked the governors through the most recent set of data for each class which was included in his Headteacher's report.</p> <p>Early Years SS noted that each child makes up 6.6% of the cohort. Current predictions are that best case 80% of the pupils will achieve GLD, (Good Level of Development) and worse case 62% will achieve GLD, which is an improvement on last year. It was noted that the pupils who are less likely to achieve GLD, are low achieving children who are weak across all areas, and who are already receiving early intervention. SS clarified that pupils rated 1 / 2 are on the borderline between 1 and 2, and are the children being targeted with early intervention. It was agreed that the final column on the assessment sheet should be removed in future to prevent any possibility of governors identifying individual pupils.</p> <p>Year 1 It was explained that Fisher Family Trust / Aspire is an assessment system whereby our pupils academic achievement may be tracked against a fairly exacting external standard. The school is</p>	<p>SS</p> <p>SS</p> <p>SS</p> <p>SS</p>
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	<p>working on FFT 20 currently, and hope to work towards FFT 5 in future years.</p> <p>Year 2 SS noted that the pupils with concerns are highlighted in red, but are slightly improved from the autumn term, and will continue to improve.</p> <p>Year 3 SS reported that this group has made significant progress since the autumn term data was reported, with ARE forecast for girls now 100%, whereas this was previously forecast at 45%.</p> <p>Year 4 SS noted that the targets are now easier to track for this year group as it the first year group to be assessed new curriculum against new curriculum.</p> <p>Year 5 Governors asked why 33% not on track to achieve ARE was not highlighted in red? SS reported that the group is focussing on the writing which is an area of concern. The 33% represents high achieving children who are not yet working at greater depth which is unachievable until they have completed the curriculum next year.</p> <p>SS noted that the areas which are highlighted in red is partly based on the number of pupils within the cohort and is used to highlight areas which are giving cause for concerns and where interventions are being targeted.</p> <p>Year 6 SS reported that good teaching is bringing up the levels. NH reported on the recent Year 6 SATS papers. It was noted that one of the Maths papers was particularly testing in order to truly differentiate those pupils working at greater depth on the scaled scores. SS reported that Year 6 were a credit to themselves and the school and worked very hard. SS thanked Mrs House and Mrs Harris for their help and support in supplying the pupils with breakfast in school on each test day.</p> <p>SS reported that Early years, Year 2 and Year 6 are all being moderated by the LA this year.</p> <p>h) Prospectus Review PL asked for a volunteer to assist with the annual review of the school prospectus. LC agreed to do this.</p>	
18/039	<p><u>Governor Links, Committees and responsibilities</u> The current list of link governors was reviewed.</p> <p>LC and LR agreed to become the Numeracy governors. EH agreed to becoming the Art governor. Governors asked whilst Mrs Cude is on maternity leave who is covering DT and Art? SS agreed to report back to the next meeting about this.</p> <p>New responsibilities were agreed as follows: GDPR – Richard Dodson</p> <p>Worship to become Worship/RE and to remain as Rev DB Child Protection to be renamed Safeguarding and to remain as SP Inclusion to be renamed as SEND and to remain as SP Exclusions governor to be added with MG as the governor</p> <p>VR will circulate the updated list along with these minutes.</p>	<p>SS</p> <p>VR</p>

<p>18/040</p>	<p><u>West Dorset Schools Collaboration (WDSC) Update</u></p> <p>SS reported the collaboration met yesterday, and that the collaboration continues to grow in strength and size. The headteachers have produced a West Dorset Schools Collaboration moderation sheet, for use when the WDSC meet to moderate the work from Years 1,3,4 and 5. Schools are obliged to use the standard government forms for Years 2 and 6. SS reported that Charmouth School have now joined the WDSC.</p> <p>SS reported that at the recent Schools Forum meeting, Nick Jarman, Interim Children’s Services Director talked about a recommendation being put to DCC cabinet, which if agreed would mean that schools with less than 180 pupils on roll will not receive support to employ a new substantive headteacher when the current incumbent leaves the position but would instead be encouraged to federate with other local schools, sharing a headteacher. If this position were agreed it would affect all of the schools within the WDSC with the exception of Beaminster Secondary School.</p> <p>There was a discussion about the effect this would have, particularly in view of the fact that a number of the local schools are church schools, and should the Diocese be made aware of the matter. It was agreed that SS would share the documentation which referred to this matter with PL in the first instance, in order that the school can find out if the proposal has been approved, and then consider what actions need to be taken with regard to raising the matter with the WDSC and our local councillors.</p>	<p>SS/PL</p>
<p>18/041</p>	<p><u>Safeguarding</u></p> <p>SP and PL have both renewed their Safeguarding Level 2 certificates. SP noted that she has a few matters to discuss with SS with regard to this later this term. SS reported that all staff have now completed their Safeguarding Level 1 training.</p>	
<p>18/042</p>	<p><u>Policies for Review/Ratification</u></p> <p>Pay Policy for Non-teaching staff Disaster and Critical Incident Recovery Plan CFR Financial Procedures policy</p> <p>All the above policies were made available to governors to view prior to the meeting. All above are standard DCC policies which have been personalised to Parrett & Axe School. All the above policies were approved.</p>	
<p>18/043</p>	<p><u>Governor Training, Visits, Recruitment & Succession Planning</u></p> <p>Governor Training Attended: MG has attended Exclusions training LC and NH have attended Safeguarding Level 1 for Governors SP and PL have completed Safeguarding Level 2 and the Role of the Looked After Child Governor training EH will book New Foundation Governor training when it is available in the area.</p> <p>MG reported that he has spoken to Governor Services about Financial Planning training for governors. VR reported that the school have offered to host both this, and Welcome to Governance training in the next round of training courses offered by Governor services.</p> <p>Governor Training booked: PL Chairs Briefing 12th June VR Clerk’s Briefing 25th June LR Safeguarding Level 1 25th June</p>	

	<p>Visits Lesley Holloway completed a Phonics and guided reading visit.</p> <p>Governor Recruitment The governing board has 2 vacancies for Foundation governors currently.</p> <p>VR highlighted the end of terms of office for some governors within 2018: SP – May (<i>subsequently received confirmation of reappointed with effect 23rd May 2018</i>) AK – June PL – August AW – August</p> <p>Succession Planning It was noted that so far no one has expressed an interest in taking on the role of Chair of Governors once PL's term of office ends in August. There was a discussion about possibility of appointing the next Chair of Governors for a term of one year, instead of a two-year term. This will be discussed again and agreed at the next FGB meeting in July. PL reported that he has enjoyed his time as Chair of Governors and found it to be a largely positive role in the school, with happy children and staff.</p>													
18/044	<p><u>Correspondence</u> SP reported that in the past Chedington, South Perrott and Mosterton PCCs have given the Year 6 Leavers a book token. This year there has been a request made to the PCCs to instead put the funds towards the purchase of a bible for each Year 6 Leaver. The PCCs have agreed to this. PL will therefore ask South Perrott PCC to send their contribution towards this. The school will write to the PCCs to thank them after the event.</p>	SS												
18/045	<p><u>Dates of Future Meetings</u></p> <table border="0" style="width: 100%;"> <tr> <td>Resources Committee</td> <td style="text-align: right;">Tuesday 26th June 6.00pm</td> </tr> <tr> <td>Curriculum Committee</td> <td style="text-align: right;">Wednesday 27th June 6.30pm</td> </tr> <tr> <td>Full Governing Board</td> <td style="text-align: right;">Wednesday 11th July 6.30pm</td> </tr> </table> <p>Dates for FGB's 2018-2019 It was agreed that VR would insert provisional dates based on the last year's calendar schedule. Provisional dates are as follows;</p> <table border="0" style="width: 100%;"> <tr> <td>Monday 1st October 2018</td> <td>Tuesday 27th November 2018</td> <td>Monday 21st January 2018</td> </tr> <tr> <td>Tuesday 19th March 2018</td> <td>Monday 20th May 2018</td> <td>Monday 8th July 2018</td> </tr> </table>	Resources Committee	Tuesday 26 th June 6.00pm	Curriculum Committee	Wednesday 27 th June 6.30pm	Full Governing Board	Wednesday 11 th July 6.30pm	Monday 1 st October 2018	Tuesday 27 th November 2018	Monday 21 st January 2018	Tuesday 19 th March 2018	Monday 20 th May 2018	Monday 8 th July 2018	
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18/046	<p><u>A.O.U.B.</u> SS informed governors that the school has recently discovered that a number of pupils have Instagram social media accounts, despite warnings and education about eSafety. The minimum age for signing up for an Instagram account is 13 years old. The school have sent a letter sent to parent asking them to delete the accounts. If the school continues to come across these accounts, they will report the matter to Instagram as it is a safeguarding concern. School will also log the matter on My Concern as a safeguarding matter.</p> <p>SS reported that the school hopes to install a clothing recycling point in the school grounds as a source of fundraising. Initially this will be open to parents of school pupils, then possibly made available to the wider community, subject to safeguarding issues being managed. The governors agreed with the installation of the collection point.</p>													

Meeting closed at 8.32pm