

**Minutes Of Governors Annual General Meeting & Full Governing Body Meeting  
held on Monday 1<sup>st</sup> October 2018, 6.30pm at Parrett and Axe Primary School**

**Present:**

Simon Smith	Headteacher
Allison White	Staff Governor
Rev David Baldwin	Foundation Governor Ex Officio
Richard Dodson (Vice Chair)	Foundation Governor
Martyn Gillingham	Foundation Governor
Andrew Kindness	Local Authority Governor
Sue Pakes	Foundation Governor
Nick Harris	Co-opted Staff Governor
Emma House	Foundation Governor arrived during item
Ben Bailey	Parent Governor
Lisa Raison	Parent Governor
Liza Caddy	Parent Governor
Lesley Holloway	Associate Governor

In Attendance:  
Vicky Reed Clerk

Apologies were received and accepted from:  
Joy Edwards Foundation Governor

		Action
	<b><u>Opening Prayer</u></b>	
<b>18/063</b>	<b><u>Apologies &amp; Welcome</u></b> Apologies were accepted as above.	
<b>18/064</b>	<b><u>Register of Business interests</u></b> The register of business forms were circulated, updated and re-signed by all present. There were no pecuniary interests declared for any items on the agenda.	
<b>18/065</b>	<b><u>Election of Chair of FGB</u></b> The clerk invited nominations for the role of Chair of the Full Governing Body, for a term of two years. There were no nominations.  The clerk invited nominations for the role of Chair of the Full Governing Body, for a term of one year. There were no nominations.  The clerk invited nominations for the role of Chair of the Full Governing Body, to fill the role until the next FGB meeting on 27 <sup>th</sup> November. BB was nominated by LC, and seconded by MG, with all governors present in agreement. BB agreed to be elected as Chair of the FGB until the next meeting on 27 <sup>th</sup> November 2018.  SS suggested that other governors may assist with spreading the workload of the role.	
<b>18/066</b>	<b><u>Election of Vice Chair of FGB</u></b> BB invited nominations for the role of Vice Chair of the Full Governing Body, for a term of two years. Richard Dodson agreed to stand again for the role, and the	

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	Full Governing Body voted unanimously for RD to be elected as Vice-Chair of the FGB	
<b>18/067</b>	<b><u>Review of Committee Structure</u></b> The governors reviewed the existing committee structure and agreed it would remain unchanged.	
<b>18/068</b>	<b><u>Review of Committee Membership</u></b> At the current time there are no changes to the committee memberships. There are currently vacancies on both committees, due to the 3 vacancies on the FGB.	
<b>18/069</b>	<b><u>Review of Appointments for Special Responsibilities</u></b> At the current time there are no changes in the Special Responsibilities.	
<b>18/070</b>	<b><u>Review Mission Statement and the Aims of the School</u></b> The FGB reviewed the Aims and Mission statement of the school and agreed that they would remain unchanged.	
<b>18/071</b>	<b><u>Review Standing Orders, Code of Conduct and Terms of Reference for FGB</u></b> The FGB reviewed the Terms of Reference for the FGB and Standing Orders for the FGB. These remain unchanged, and were signed as approved by BB.  The governors fund stands at £3576.95, reported by SP as at 31.08.2018.	
	<b>The AGM closed at 18.50pm, The Ordinary Governors meeting followed</b>	
<b>18/072</b>	<b><u>Minutes of meeting held on 16<sup>th</sup> July 2018</u></b> The minutes were reviewed, agreed and signed.	
<b>18/073</b>	<b><u>Matters Arising from minutes of meeting held on 16<sup>th</sup> July 2018</u></b> a ) Peripatetic Teachers Safeguarding Training – SS confirmed that all peripatetic teachers have received Level 1 Safeguarding training.	
<b>18/074</b>	<b><u>Appointment of Staff Governor</u></b> VR reported that a Staff Governor election was held prior to the summer holidays, with no nominations. Allison White agreed to be re-appointed as Staff Governor. This was proposed by SS and seconded by SP, with all governors present in agreement.	
<b>18/075 a)</b>	<b><u>Committee Updates</u></b> <b><u>Resources Committee meetings</u></b> The committee met on 5 <sup>th</sup> September 2018 and 18 <sup>th</sup> September 2018. SS gave a summary of the meeting on 5 <sup>th</sup> September. The Teachers Pay award will be backdated to 1 <sup>st</sup> September 2018.  The meeting on 18 <sup>th</sup> September 2018, RD gave a summary of the meeting. SS reported that he spoke to Vanessa Eddy last week, as the school could be looking at a deficit budget. The rising pupil numbers have assisted the school in remaining a 5 class school., and the school is currently running with 122 pupils, on a budget for 116 pupils. SS reported that Devolved Funding Capital (DFC) of £5,600 is still available to the school. The school have been advised to submit an	

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	<p>SCA bid for additional classroom space, and it is possible that DCC may help with funding the school's 10% contribution to this could, should the SCA bid be successful. With the rapid development of new housing in Mosterton, the school is likely to continue to grow, and is fast running out of classroom space, so DCC is assisting SS in looking at all the options open to the school. With this in mind Ed Denham is planning a visit to the school. The net increase in pupils in September 2019 is currently forecast as 6 new pupils, without any additional pupils from the new housing development. SS has met with developers of new houses to ask them to put pressure on DCC for support in providing additional classroom space. SS reported that the Census day was today, with 122 pupils on roll at the current time.</p> <p>The minutes of both the meetings were approved, and signed by RD.</p>	
<b>18/075 b)</b>	<p><b><u>Curriculum Committee</u></b></p> <p>The committee met on 26<sup>th</sup> September, and the minutes were tabled at the meeting.</p> <p>There were no volunteers to become SDP link governors. The Literacy and Maths Governors will liaise with the subject leaders about the key priorities.</p> <p>The Homework Policy will be brought to the next FGB at the next meeting, once it has been seen by staff. The committee will work with SS on drafting a Statement of Intent, for the allocation of pupils to classes, and this will be discussed at the next curriculum committee.</p> <p>The minutes were approved and signed by EH.</p>	
<b>18/075 c)</b>	<p><b><u>Pay Panel</u></b></p> <p>The Pay Panel met on 27<sup>th</sup> September. The minutes were tabled at the meeting.</p> <p style="text-align: right;">NH left the meeting.</p> <p>SS reported that Filio, an evidence collecting system for PMR's was expensive and has been replaced by an in-house system.</p> <p>The FGB ratified the decisions made by the pay panel.</p> <p style="text-align: right;">NH rejoined the meeting.</p>	
<b>18/076</b>	<p><b><u>Heads Report</u></b></p> <p>The head's report was circulated prior to the meeting.</p> <p>a) Attendance &amp; Numbers on Roll</p> <p>SS reported that since the report was circulated one additional pupil has joined the school, with 122 pupils on roll, as of today, census day, and one additional pupil is due to start soon.</p> <p>SS noted that the school has had a good start to the year with regards to attendance, and noted that Corfe Class attendance is lower due to home visits taking place on the first two days of the term.</p> <p>SS reported that 96.4% is the target attendance figure for the government.</p> <p>SS reported that he is in discussion with other collaboration schools, and revised letter will be sent to parents to emphasise the need for school attendance.</p> <p>It was noted that there is a typo in the SEN girls numbers, with the total being 7 not 17.</p> <p>b) Staffing Update</p>	

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	<p>As per report.</p> <p>c) Sports Update As per report</p> <p>d) Pupil Premium Update</p> <p>e) School Improvement Covered under item 18/077 AND 18/078 in full</p> <p>f) Safeguarding As per report</p>	
<b>18/077</b>	<p><b><u>SDP including possible allocation of SDP link Governors</u></b></p> <p>The 2017-2018 SDP was reviewed, with items highlighted in green achieved. It was noted target regarding more able children was only partly achieved, and this is now a Key Priority in the 2018-2019 SDP. Governors noted that on Page 16 the report mentions the school is still using Filio, which it was during the 2017-2018, but will need updating in next year's plan.</p> <p>2018-2019 SDP The proposed Key Priorities were circulated prior to the meeting. SS reported that he has been told by Sarah Patterson and Sheila O'Donnell and Leah Forshaw that limiting the number of key priorities to just three is strategically difficult to measure. Therefore, the new plan has seven key priorities, which the governors were happy to support. Governors asked for more detail to be put around the Greater Depth pupil target, which SS will provide.</p> <p>Baseline Summer 2018 data This was discussed in detail. SS reported that the current Year 6 cohort has a high percentage of high achieving children in the cohort, who were assessed as achieving Level 3 at the end of KS1, and these pupils should therefore currently be working at greater depth. The on-track data shows this is not the case, and this is therefore being addressed in class. The data also highlights that the high achieving Pupil Premium boys in Year 6 are not currently making expected progress. NH confirmed that interventions are in place to address this.</p>	SS
<b>18/078</b>	<p><b><u>SEF</u></b></p> <p>The 2017-2018 SEF was circulated prior to the meeting. SS reported that having had a very positive meeting with Sheila O'Donnell, that SS will be grading the school as a rating of 2 across the board, based on the recent data and the new SEF.</p> <p>It was noted that the school did receive additional funding last year for literacy support as a result of the Category 3 rating, and that will now cease. SS reported that category letters should be sent out by DCC shortly. SS reported that the 2018-2019 SEF will be brought to the next FGB meeting.</p>	
<b>18/079</b>	<p><b><u>Middle Leaders Report</u></b></p> <p>The report was circulated prior to the meeting, and questions were invited.</p>	

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18/080	<p><b><u>Policies for review/adoption</u></b>  <b><u>2020-2021 Admissions Arrangements</u></b>  The school does not propose any amendments to the Admission process so the policy was approved unchanged.</p>	
18/081	<p><b><u>Safeguarding</u></b>  Covered under Headteacher's report.</p>	
18/082	<p><b><u>Collaboration Update</u></b>  SS reported that no meeting has taken place so far this school year, so there is no update at the current time.</p>	
18/083	<p><b><u>Preschool Update</u></b>  This will be removed from future agendas, and covered under the Resources Committee in future.</p>	
18/084	<p><b><u>Governor Recruitment, Training &amp; Visits</u></b></p> <p>Welcome to Governance – LR and LC attended this training, and reported that all committee minutes should be published on the school website, not just the FGB minutes. VR will confirm this with governor services.</p> <p>SP has completed a visit, attending a SEND staff meeting. VR will send SP the visit form to complete</p> <p>SS reported that a new Maths session is being planned, and governors will be invited to attend.</p> <p>It was noted that the school currently has 3 vacancies for Foundation Governors.</p>	<p>VR</p> <p>VR</p>
18/085	<p><b><u>Correspondence</u></b>  None</p>	
18/086	<p><b><u>Dates of Future Meetings</u></b></p> <p>Resources Committee                      Tuesday 13<sup>th</sup> November at 6.00pm  Curriculum Committee                      Tuesday 8<sup>th</sup> January 2019 6.00pm  Full Governing Body                          Tuesday 27<sup>th</sup> November 6.30pm in school</p> <p>SS's PMR is booked for 10<sup>th</sup> October</p>	
18/087	<p><b><u>A.O.U.B.</u></b>  SS asked governors to think about what they have done to improve the school, and to report back to the next FGB meeting.</p> <p>AW reported that several local residents have reported problems with parking by parents at school drop off and collection times. EH and SS agreed to speak to PCSO Bishop about the matter, and governors are asked to bring suggestions for dealing with the issue to the next meeting. It was noted that the school and parish council have requested a meeting with DCC Highways Department, in conjunction with County Cllr Rebecca Knox.</p>	

The meeting closed at 8.10 pm.

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