**Minutes Of Governors Full Governing Body Meeting held on Monday 11th July 2016,**

**6.30pm at Parrett and Axe Primary School**

**Present:**

Peter Larkman (Chair) Foundation Governor

Nigel Evans Headteacher

Gareth Hewett Foundation Governor

Rev Daniel Ingles Foundation Governor arrived during item 16/049

Allison White Staff Governor

Andrew Kindness Local Authority Governor

Nikki Dulwich Parent Governor left during Item 16/051

Rev David Baldwin Foundation Governor Ex Officio

Richard Dodson (Vice Chair) Foundation Governor

Nicola Shoemark Parent Governor

In Attendance:

Vicky Reed Clerk

Apologies were received and accepted from:

Emma House Parent Governor

Martyn Gillingham Foundation Governor

Sue Pakes Foundation Governor

Joy Edwards Foundation Governor

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| **16/045:** | **Opening Prayer** |  |
| **16/046:** | Apologies & Welcome Apologies were accepted from the above. |  |
| **16/047:** | Register of Business Interests All register of business forms have been completed and returned to the clerk. |  |
| **16/048:** | **Approval of Minutes of Meeting held on 25th April 2016**  The minutes of the previous meeting were reviewed, approved, and signed. |  |
| **16/049:** | Matters Arising from minutes of meeting held on 25th April 2016 a ) High Needs Block Funding  NE reported that the application for funding for a pupil in the Foundation Stage has been successful, but no financial details are available yet. The school is now submitting a second bid, for another Foundation Stage pupil next year.  b) The results of the recent Ofsted inspection were reported in the local press following contact from NE. |  |
| **16/050:**  **a)** | **Committee Updates**  **Finance/Personnel Update**  The committee met on 27th June, and the minutes of the meeting were circulated prior to this meeting. In Sue Pake’s absence, GH gave a summary of the meeting, and signed the minutes. It was noted that the deficit budget has potentially been repaid in full    AW confirmed that ICT equipment which is obsolete is both wiped and physically disposed of. Hard drives or any other items storing data are irrevocably damaged or wiped prior to disposal.  The outturn was approved by the FGB. |  |
| **b)** | **Premises Update**  The committee met on 25th May, and the minutes were circulated prior to the meeting. RD gave a summary of the meeting.  The committee recommend that the FGB approve both the Health & Safety Policy and Fire Safety emergency Plan. The FGB approved the above policies.  NE reported that the main contractor for the Corfe class refurbishment has not yet been into the school. The plans for the refurbishment include redecoration and replacement flooring. NE to follow up. | NE |
| **c)** | **Curriculum Committee**  The committee met on 11th May, and the minutes were circulated prior to this meeting. NS gave a summary of the meeting. The committee noted that the levels of stress amongst the children this year at SATs times was higher than in previous years. This applied to both mainstream children, as well as those who had been allocated extra time. There was a discussion about what the school can do to help alleviate the stress, and what other activities can be arranged to support the children at SATs time.  The staff team are working on strategies in preparation for the next set of tests. |  |
| **16/051:** | Heads Report a) Attendance & Numbers on Roll  Whole school as of 8th July including Foundation Stage 96.11%  Whole school excluding Foundation Stage 96.71%  Pupil Premium children 94.83%  These are improved figures and NE does not have any concerns at this stage.  Anticipated Numbers on roll in September 2016   |  |  | | --- | --- | | Reception 12 | Year 1 23 | | Year 2 14 | Year 3 16 | | Year 4 17 | Year 5 18 | | Year 6 16 | Total 116 |   One family are visiting this week, and may apply. It is anticipated there could be 119 pupils in September.PL asked if there are any appeals pending. NE advised there are no appeals pending that he knows of at the current time.  b) Staffing Update  NE reported that as per the Finance & Personnel minutes, Mrs Cude will return in September on a 0.5 contract for one year. She will be in school Wednesday afternoon and all day Thursday and Friday. Miss Ives will remain in the school on a 0.6 fixed term contract for 1 year.  Mrs Harris will reduce to 4 days per week from 1st September.  Mrs Holloway will continue to work until 31st December 2016.  Mrs Deinhardt will join the Find out Friday team from January 2017 for 2 terms initially.  c) Sports Update  NE reported to the governors about the sports apprentice scheme, a government scheme to improve sport in schools. It has been adopted by Solway Ash school with whom we are in close touch. We may look at it again in a year's time.  d) Pupil Premium Update  NE will look at how the school presents its pupil premium data over the summer holiday, and present it to the governors in September, using new templates.  e) SDP review end of cycle  The staff team feel that the school has made good progress with Maths.  Next year’s main priorities will be reading and writing. Yr 6 writing work was externally moderated this year as part of a five year cycle, and 3 out of 18 pupils achieved Age Related Expectations. This figure is much reduced from previous years reflecting the changes in assessment imposed by the government. Other results were only slightly below expectations though some pupils did poorly in spelling despite much support.  NE reported that as a school we need to look beyond data, at all the other aspects of school life. DI suggested that parents are given more details about the objectives that their children need to work towards.  As a school we may need to change the emphasis of the teaching, and the level of practice that children have of exams, which may or may not increase the stress levels of the pupils.  *PL asked if we are likely to be red flagged by county for any of our results.* NE reported this is a possibility for our reading results.  GH asked what the impact is for the pupils who did not meet age related expectations. NE reported that secondary school groups are allocated based on a combination of SATs results and teacher assessments.  f) Initial SATs results analysis  NE noted that the changes in staffing in Yr 6 may have contributed to the SATs results and that 7 out of 18 pupils within the cohort are on the SEND Register. (39%)  The assessment system has totally changed this year.  **English, Spelling Punctuation & Grammar**.  Scaled scores range from 80 to 120, with scores of over 100 rated as Achieved Standard (AS) and scores of less than 100 rated as Not achieved (NS).  56% of the pupils achieved the age expected standard. This is broadly in line with what the teaching staff expected. DI asked were there any children whose results were a surprise. NE reported there were not.  **Maths**  The Maths tests gave a total mark of 110 before being converted to Scaled Scores with Scaled Scores of over 100 again rated as AS. 61% of pupils achieved the Standard, which equates to 11 out of 18 pupils. NE reported that 8 out of 18 pupils within the cohort are School Action ++ on the SEN register.  **Reading**  50% of the children achieved the Standard for Reading. Some of these results were a surprise. This is the second year that Reading results have been relatively disappointing.  Overall, the SATs results were in line with teacher expectations.  The writing moderation outcome will form part of the performance tables for the school which will be published later in the year.  g) Health & safety Audit NE reported that the audit received a score of 79% which is an improvement on our previous audit..  h) Statutory Reporting  NE reported that there have been no racially motivated incidences.  2 temporary exclusions have taken since the last FGB, both for the same pupil. One led to a member of staff being hurt. NE reported that the process of exclusion triggers additional support for the pupil, family and school.  ND left the meeting |  |
| **16/052:** | **Collaboration – working with other schools**  NE reported that a collaboration coordinator has been appointed, working 1 day per week initially, and the headteachers met with her on 8th June.  A formal launch of the West Dorset Collaboration is planned for Friday 2nd September, for staff and Chairs of governors. The collaboration consists of Parrett & Axe, Stickland’s, Broadwindsor, Salway Ash, Maiden Newton, Powerstock, Thorners and Symondsbury. Beaminster Secondary School will participate and provide resources.  The governors suggested that the headteacher of Beaminster St Marys school be invited to join collaboration meetings as an observer in order to maintain good links. All the schools within the collaboration currently have Ofsted ratings of Good.    PL and NE reported that they attended a meeting organised by Mark Lacey about the possibility of a Diocese-led MAT. |  |
| **16/053:** | **Safeguarding Update**  WRAP training is booked for Beth Cude, Helen Pittard and Fiona Nash on 13th September, at Salway Ash School. Other staff may also attend. |  |
| **16/054:** | **Preschool Update**  MG sent a report to advise that there is nothing new to report at the current time, as the matter is still with the solicitors. NE has advised preschool of a possible source of some capital funding from the government. |  |
| **16/055:** | **Confirmation of election process prior to FGB AGM**  VR reported that at the next meeting the FGB will need to elect a new chair and vice chair. There will be a ballot. Any governors who would like to stand for election should notify her over the summer. If governors wish to nominate another governor, this should be done with their knowledge and consent. The terms of office for both roles are currently two years.  Governors were in agreement with the above. The Chairman indicated his willingness to continue for two more years if it is the wish of the FGB that he should do so. |  |
| **16/056:** | **Governor Training & Visits**  Rev DB has attended Preparing for Ofsted training  PL attended a Chairs briefing at which the main theme seemed to be that small schools are under a greater threat from funding changes than academisation. There were other presentations on Child Sexual Exploitation and the Dorset Music Service. PL will pass material on the latter on to JE.  VR has attended a Clerks briefing  PL spent two mornings in school, observing Maths and English. He noted that, although we know that there is a need to stretch the more able pupils, it is difficult to achieve it in practice as the focus is naturally on those pupils who need additional support. NE reported that the school plans to revive the Gifted and Talent scheme in September. | PL |
| **16/057:** | Policies for Review Supporting Children in school with Medical Needs - This DCC policy was approved, subject to a governor agreeing to be the named contact.  Model Accessibility Plan – it was agreed that this would be reviewed by each committee in the Autumn term. |  |
| **16/058:** | Correspondence SP sent a note to say that the book vouchers for Yr 6 leavers have been purchased.  It was agreed that the school would appoint an eSafety governor at the next FGB meeting. |  |
| **16/059:** | **Dates of Future Meetings**  Premises Committee  **Wednesday Sept 7th** at **4:30p.m with Martyn Kemp \*\*Please note new time. \*\***  Curriculum Committee  Monday 26th September at 7.00pm.  Finance & Personnel Committee  Tuesday 27th September at 5.30pm  Full Governing Body  Monday 3rd October 2016 6.30pm |  |
| **16/060:** | **A.O.U.B**.  NS raised the matter of communication to both pupils and parents about class allocation. There was a discussion about the reasons for children remaining in existing classes, rather than moving class. The difficulties stem from having 4 year groups spread across three classes.  Suggestions for the future included sending letters to all Year 4 and Year 5 parents, or just to those who are not changing classes.  Another suggestion was to have a clear cut criterion for how class groups are decided, perhaps based purely on age.  NS resigned as a parent governor, with immediate effect. PL thanked NS for all her work as a governor. |  |

The meeting closed at 8.46 pm.