**Minutes Of Governors Meeting held on Monday 19th January 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

Nikki Dulwich Vicky Reed (clerk)

Rev David Baldwin Emma House

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| 15/001:  15/002:  15/003:  15/004:  15/005:  15/006:  a)  b)  c)  15/007:  15/008:  15/009:  15/010:  15/011:  15/012:  15/013:  15/014:  15/015: | **Opening Prayer** Apologies & Welcome Louise Greenham & Rev. Daniel Ingles. All apologies were accepted. Register of Business Interests All governors have provided Register of Business interest forms. Minutes of 24th November 2014 The minutes were amended to show that Rev. David Baldwin was present. The minutes were then agreed as a correct record and were signed by the Chairman. Matters Arising 14/092a – NE contacted Salway Ash, and after examination of the terms of the Sports Funding, it has been concluded that there is no recourse regarding the claw back of Sports Funding. PL therefore did not write to the county.  14/090 - Hot School Meals, Jill Good from School Meals Procurement has visited the school and written up a report, which will be shared with the school. Suggestions from children will be passed on to Chartwells.  Hot School Meals take up by KS2 has not changed significantly. School is waiting until the details of the school meals funding are finalised before pushing the meals. It was noted that the social aspect of lunchtime is very important to KS2 children and the current system would mean that children may not be able to play with their friends.  **Pupil Premium Update including possibility of Pupil Premium Governor**  There was a discussion about whether the school should appoint a Pupil Premium governor. It was felt that the monitoring of both the spending of Pupil Premium funds, and the tracking of the progress of Pupil Premium children currently falls under Finance & Personnel committee remit, and is rigorously reviewed. All the Pupil Premium children are making at least good progress. It was agreed to review the situation in September once the next set of data has been received.  **Committee Updates**  **Personnel/Finance Update**  The committee met on Monday 12th January and Thursday 15th January 2015. Minutes of the meeting held on 12th January were tabled at the meeting; the minutes of the 15th January meeting were confidential. SP gave a summary of the meeting held on 12th January.  School Meals funding is still an unknown quantity. Regarding the proposed redecoration work, the governors contribution of 8% equates to £1712, which Richard Dodson has been able to find a funding source to cover. It was confirmed that the governor’s fund paid the £1000 contribution towards the cost of the dining hall floor.    The February Outturn report shows a carry forward figure at the end of the 2014-2015 financial year of £0. The Outturn report was approved, proposed by GH and seconded by PL. PL thanked Sue Pakes for her help, with the preparation of the finances.  The minutes of the meeting of 12th January were approved and signed, proposed by PL and seconded by RD.  The minutes of the meeting on 15th January were approved and signed, proposed by GH and seconded by SP. Premises Update The committee has not met since the last FGB meeting.  Preschool – The planning application has been submitted, and is now showing on the Dorsetforyou website. It was reported that no parking provision is included in the plans, and none will be provided for the preschool staff. There will be approximately £1750 of legal costs and surveyors fees pertaining to the diocese solicitors, who are seeking an undertaking of these costs from the Preschool solicitors.  LCVAP works. There is no update on the outcome of the bid at the current time.  Health & Safety Issues – works to fire detection system and emergency lighting are being carried out this week. The temporary torches beside the front door will be removed. The tree contractor is coming tomorrow to cut back trees which are overhanging the playgroup. Gates and fencing work is planned, but the time limit for the funding is 31st March, which is rapidly approaching with no response from the contractor who has been appointed to carry out the works. NE will continue to try and contact the contractor. Subsequent note, site meeting has been arranged with the contractor.  The hall will be repainted and display boards will be moved, all during the February half term. The new dining table and chairs have arrived. These are a folding system which are very quick to set up.  RD reported that the next Health & Safety Audit is booked for Monday 23rd March. Curriculum Committee Meeting MinutesThe committee met on Wednesday 14th January 2015. NS gave a summary of the meeting. The school is planning an eSafety evening, possibly sometime during week ending Friday 13th February. Parents will be invited to attend this. NS signed the minutes, proposed by ND, seconded by NS.  EH Joined the meeting. Heads Reporta) Attendance & Number on Roll Attendance up until Friday 16th January was 95.25% overall for the school. Last term NE gave out 100% attendance certificates to 29 pupils for attendance during the autumn term.  Pupil Premium children’s’ attendance is currently 93.36%, with the lowest Pupil Premium child attendance being 85.8% and some Pupil Premium children having 100% attendance. NE reported that the school is working with the Locality Team to support one family who has very low attendance, and that he is very impressed with the Locality Team.  There are 109 children on roll currently. 19 prospective children have chosen Parrett & Axe as their first choice of school for admission in September 2015, with 35 in total having chosen the school as their first, second or third choice. Our current pupil admission number is 20 per year, however, legally we could accommodate up to 30 children in reception. Sixteen Year 6 children leave in July. b) Sports Funding Update It was noted that despite all the Sport Funding having been allocated, some of this funding has been subsequently clawed back. c) KS1 SATS Prediction KS1 anonymised data was circulated to the FGB prior to the meeting. NE reported that the predictions for the end of KS1 in July are as follows:  **READING**  Level 2 C+ 94%  Level 2 B+ 81%  Level 3. 19%  **WRITING**  Level 2C+ 100%  Level 2B+ 75%  Level 3 19%  **MATHS**  Level 2C+ 100%  Level 2B+ 88%  Level 3 19%  The predictions are similar to previous years, and would give them good progress against their Foundation Stage levels.  Year 6 started mock SATS today. The data will be shared at the next FGB and Curriculum Committee meetings.  **d) Staffing Update**  Mrs Fursman is returning Monday 9th February, as Lunchtime and Playtime Supervisor, but not returning to her classroom time.  Mrs Donoghue has covered for Mrs Fursman, and is happy to stay as cover if required.  Mrs Greenham hopes to return after half-term following an operation from which she is making a good recovery. Cover has been provided by Mr Shaw , a supply teacher well known to all in the school, whose salary has been covered by the insurance for teacher cover which is in the budget.  **e) SEF Update**  Governors questioned NE about the SEF and SEF headline document which were both circulated prior to the meeting.  The SEF document states that regarding our NQT The county external observation is that the teacher’s performance at least meets the required standard. There was a discussion about the wording of the grading for teachers. This became a discussion about how Ofsted now grade learning rather than teaching. It was noted that children’s presentation has improved, but school cannot evidence this as the last books assessed were 4 years ago, and are no longer in school.  NE reported he is carrying out a SIAMS SEF inspection preparation session on 30th January.  The following statement was discussed:  “Taking into account our monitoring data and the standards currently being achieved by pupils we judge the quality of teaching overall to be at least good.” It was felt that this was a negative way of phrasing a success, and the wording should be altered to be more positive.  It was noted that the attendance figure needs to be updated.  NE reported that a questionnaire for new parents is planned for the summer term, and that an updated staff survey has been carried out.  The headline statement date will be changed to today’s date.  It was agreed that governors would be allocated to review the SEF in detail for the next meeting.  **Reconstitution**  Rev. Baldwin joined the meeting  The clerk talked the meeting through the requirements for Reconstitution of the governing body. It was felt that the current governing body has a good array of skills. The clerk will draw up a proposed template for the Instrument of Governance, and circulate it prior to the next FGB meeting. It was noted that one key change would be the limitation to only one staff governor, in addition to the headteacher, not the current two staff governors as the instrument currently allows. It was agreed that NE would talk to both Alison White and Louise Greenham once Louise is back in school. By co-opting one, it will be possible for both to remain on the Governing body for the present time.  **Non Teaching staff Performance Management (AW)**  AW reported that she has now met with all the non-teaching staff. AW shared the National Occupational Standards for Supporting Teaching and Learning with TAs, who choose which areas they want to work towards. Generally the TAs complete 1 standard per year, in agreement with the teachers and AW.  The standards are designed to make you reflect on your practice and have been used for some time. However it is a new practise to  use the standards as a performance management tool.  **Safeguarding including Audit**  NE talked the governors through the Annual Safeguarding Report which has recently been completed in school. It was noted that this was also partially covered within the Finance & Personnel committee. The school has graded itself as outstanding with regard to Safeguarding. The file has been completed, and the submission made online. Once received back the Safeguarding Summary Report will be circulated. SP has also reviewed the audit in her role as Safeguarding Governor.  A number of governors need to complete their Safeguarding Level One training. NS offered the Children’s Centre as a host venue. VR to contact governor service to discuss. SP asked that Governor Services consider running a Safeguarding Level 2 course in the Autumn term as this will be the two year anniversary of when she and other governors completed that training, and will therefore require renewing.  **Governor Training**.  VR attended a Clerks Briefing which focussed largely on the process for Reconstitution of Governing Bodies.  PL attended a Chairs Briefing on 12th November. The session was led by Phil Minns, Head of Learning and Inclusion.PL reported that 1 day HMI inspection for Good schools seem to becoming the norm. It was also reported that Outstanding Schools have a duty to support others who are performing less well, as ”Teaching Schools”  There was a discussion at the Chairs Briefing about support for schools and how the local authority gains information about school.  PL reported that the advice for being ready for inspection means you have read the question which Ofsted inspectors are likely to ask governors and have prepared your answers.  Part of the briefing was delivered by Laney Graham who has responsibility for SEND reforms. The briefing covered increased choice and control for parents and children, and reported that Statements have now gone to be replaced by Educational, Health & Care plans. School action plans are also being phased out.  Richard Marchant talked about the Local Offer and SEND reforms refer not just to academic matters. NE reported that our school has a hyperlink from our website to the DCC Local Offer page.  PL & SP attended a session with the Bishop, about the diocesan plans for education in the future. He was both very challenging and compassionate about the efforts of the governors. Correspondence None  **Dates of Future Meetings**  Foundation Governors Monday 23rd February 6.00pm.  Finance &Personnel Committee Monday 2nd March at 5.30pm.  Premises Committee Wednesday 4th March 5.30pm.  Curriculum Monday 16th March at 7.00pm.  FGB \*\*\*New date\*\*\* Tuesday 24th March at 5.30pm  **A.O.U.B**.  Freedom of Information Act – This has been reviewed and a new date added. This was therefore approved by the FGB, proposed by SP and seconded by EH.  AW and RD left the meeting before the next item at 8.20pm.  **\*\*\*\*\*\*\*\*CONFIDENTIAL MINUTE REMOVED\*\*\*\*\*\*\*\***  Meeting closed at 8.55pm | **NE**  **VR/NS** |