**Minutes Of Governors Meeting held on Monday 11th May 2015, 6.30pm at Parrett & Axe School.**

**Present:**

Andrew Kindness Sue Pakes

Rev David Baldwin Nikki Dulwich

Nigel Evans Peter Larkman (Chair) Allison White Joy Edwards

Gareth Hewett Martyn Gillingham

Louise Greenham Emma House

Vicky Reed (clerk)

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| 15/029  15/030  15/031  15/032  15/033  a)  b)  c)  15/034  15/035  15/036  15/037  15/038  15/039  15/040  15/041  15/042 | **Opening Prayer** Apologies & Welcome Nicola Shoemark, Richard Dodson. Emma House joining late. All apologies were accepted. Register of Business Interests All governors have provided Register of Business interest forms. Minutes of 24th March 2015 The minutes were reviewed.  15/020 a). Clarification was added regarding the Governors Fund. Governors cannot transfer money from the school’s budget to the governor’s fund, should there be a surplus in any one year.  15/021 a) Regarding the appeals for school admission 2015, it was agreed to remove the word “strongly” from the statement “that the school will appeal strongly against more than 20 admissions in the reception class.” However NE reported that in event of more than 20 applications in years 1-6 as a result of in year admissions, the school would appeal very strongly against more than 20 per year group, in years one to six.  15/ 021 d) SEF review – Maths 2014 APS – it was noted that the revised validated data has improved the data.  **Matters Arising**  15/025 Pen Portraits  PL reported that he has now had 6 pen portraits submitted. These are of course voluntary, but PL would be very happy to receive any more if governors would like to submit them.  15/021 b) – LCVAP bid  NE reported that the LCVAP bid for 2015-16 has been approved, and as a result the KS2 classroom refurbishment will take place over the summer holidays. The Premises Committee will discuss the details at the meeting later this week.  15/021 e) SIAMS review  NE reported that the pupil comments have not been added to the SIAMS document yet. The school is to have a trial SIAMS inspection this week.  **Committee Updates**  **Personnel/Finance Update**  The committee met on Monday 27th April, and the minutes were circulated prior to the meeting. SP invited questions from the governors.  MG raised the matter of the increase in the carry forward, which was previously expected to be nil, and which will in fact be a surplus of £6248. It was explained that certain unforeseeable savings detailed in the Finance & Personnel minutes have led to the carry forward figure rising. The increase in the number of children on roll from September 2015 will also leave us with a surplus if all goes according to plan.  It was felt that the school had made the right decisions at the time with regard to staffing levels, based on the figures available and the discrepancy between the school year and budget year dates. SP talked about the impact of the administration staffing changes, which may in the future mean that there is a reduction in cost, although currently the forecasted figures are based on the previous higher projected amounts.  PL talked about the change in the formula for calculating the percentage of the budget spent on staffing costs, which makes it appear that the school is spending a higher percentage on staffing costs than under the previous formula used for calculation.  The success of the LCVAP bid means the school has to contribute 8% towards the costs of the KS2 classroom refurbishments. However this payment can be spread over the next three years.  The Finance & Personnel Committee reviewed the budget in detail, and it was circulated to the FGB prior to the meeting. The FGB agreed the approval of the budget, proposed by GH and seconded by PL. All governors voted to approve the budget.  The committee reviewed the Financial Procedures Policy and agreed an increase in the petty cash spend limit from £20 to £30. The committee recommended the approval of the policy by the FGB, proposed by SP, seconded by DB.  The minutes of the meeting were approved, proposed by PL and seconded by GH. Premises Update The committee meets on Wednesday 13th May at 5.30pm. Max Bishop is coming to talk about improving energy efficiencies in a small school. The committee will also discuss the preschool lease terms and the forthcoming LCVAP work. Curriculum Committee Meeting Minutes The committee agreed a meeting date of Monday 8th June at 7pm. Heads Reporta) Attendance & Number on Roll including projected numbers NE reported that the attendance figures up until 8th May are as follows:  Whole school 94.99%  Whole school without persistent absentee 95.61%  Whole school without Foundation Stage and persistent absentee 95.66%  Pupil Premium attendance figure as at 8th May stands at 93.54%  7 children attending the school are below the 85% threshold. Two of those seven children are Pupil Premium children.  Governors asked what happens in that situation? NE confirmed that all attendance data is submitted to the local authority.  NE reported that the schools within the Beaminster Pyramid are working on a joint initiative to produce a Beaminster Pyramid letter which will be used across all the schools consistently.  There were several questions about the persistent absentee. The responsibility for the child’s education lies with P&A school and Dorset LA in collaboration with other agencies. There is a Team Around the Child (TAC) meeting taking place shortly. The Governors asked to be kept informed and hoped that solutions could be found to the complex problems surrounding the child’s education.  NE reported that the numbers on roll currently are as follows:  Reception 14  Yr 1 15  Yr 2 17 (18)  Yr 3 19 (20)  Yr 4 14 (16)  Yr 5 18  Yr 6 16 (17)  Giving a total of 113 on roll currently.  The numbers in brackets refer to the numbers of children attending the school after half term as a result of their families moving into the area. At the end of the academic year, 17 children will leave and it is anticipated that 23 new children may join reception class. The projected roll for September is therefore 124.  Emma House joined the meeting 7.05pm b) Staffing UpdateAs a result of the numbers on roll the school is faced with a potential situation of 10 more children but 1 less member of staff. A Cover Supervisor is leaving at the end of the Summer term, as a result of a voluntary redundancy. She is currently applying for very different jobs and will be sorely missed. From September 2015 the potential class sizes within the current class structure could be;  Yr 3 & 4 combined 38 children  Yr 5 & 6 combined 34 children  This has massive implications for teaching space and staffing and NE reported that he will be meeting staff on a one to one basis over the next few weeks, to look at the best ways to manage the situation. This issue is from 11.20am onwards, and the difficulty is compounded by a lack of teaching spaces within the school. Purple room is used from 11.20am everyday for interventions, but it could be used as an emergency classroom if necessary. The school will need to consider bidding for DEL additional classroom space should this upward trend of numbers on roll continue. AK asked about how such information will be passed to parents and recommended that as much information should go out to parents as soon as possible, in order to reduce possible friction.  There was a discussion about how the schools decision to increase the PAN (Pupil Admission Number) from 15 to 20 has had an impact. There was a discussion about the admission policy, and the criteria for out of catchment area entrants. It was noted that the vast majority of the new entrants are from within our catchment area. The current Admission policy is agreed until 2017, but the Admission policy from 2017-2018 onwards could be looked at, should the governing body so wish. c) Sports Funding Update NE circulated the Sports Funding spending for the year. All the Sports Funding has been spent or allocated. There has been a focus on swimming, with the school working hard to achieve their target to enable all children to leave the school being able to swim 25 metres. NE talked about the ways in which the school measures the impact of this funding, which he and Mrs Harris monitor closely. d) SEP C report The SEP C report was circulated prior to the meeting and questions were invited. NE explained that the term “more triangulated approach” means looking at learners books, looking at the actual learning, and talking to the pupils.  GLD was explained to mean Good Level of Development.  There was a question about the key recommendation of photos of work being taken and annotated. It is hoped that with the forthcoming purchase of ipads samples of work will be captured more easily and annotated. AW confirmed that the ipads will be able to link with the interactive whiteboards  PL questioned the comment “Two other pupils achieved well in reading but their phonic knowledge is less secure” It was explained that this included the use of the phonics nonsense words designed to test phonics ability specifically.  PL asked if the data for the current Year 6 is likely to be an improvement upon the previous year. NE explained that was the prediction, with 41% achieving a level 5 reading standard last year, and 81% predicted to achieve it this year.  **e) Pupil Premium Update**  NE circulated the 2014-2015 academic year update which is also published on the school’s website and invited questions from the governors. It was noted that the school currently has one service child on roll.  **f) Governor Data Dashboard**  PL explained that the data is based on last year’s results and that one pupil represented 5-6% of the data. This was challenged by Rev. DB on the grounds that most local schools are in a similar situation, due to small cohorts.  AK asked about the lack of data on Closing the Gap. NE explained that this is likely to be because of the small a number of children, and that in those situations Ofsted would look instead at RaiseOnline data.  PL asked if the school believed that the spelling results last year were an anomaly, as the school was in the lowest quintile. NE and LG reported that a large number of last year’s students achieved level 5 grammar and level 3 spelling, so overall dipped below the level 4 threshold. There was a concern about the spelling test last year across a lot of schools.  Governors asked if there was a possibility of a gradual decline in reading levels. LG confirmed that she did not think it was a gradual decline. . Green and Yellow Group Year 6 children now join the higher level SATS group for reading sessions much earlier in the year than previously.  Governors asked whether ,in view of the increased emphasis on Maths last year, the teaching staff were happy with the Maths results? LG commented that the teachers always strive for better results and that Maths Matters remains a county wide initiative next year too. Year Six sat the reading paper today, and the staff felt that it was a very fair paper.  GH asked should maths continue to be our focus with reading and spelling being in lower quintiles? It was agreed that the school would await the new data being released and then decide which areas should be the key priorities in the future. ND will bring data to the next Curriculum Committee meeting to look at in terms of equality.  **Summer term questionnaire of new parents**  PL reported that two different parental questionnaires were sent out to the parents of any child who has joined the school since September 2014; one to the 14 families in reception and one to each of the 12 in-year joiners. It is hoped that these will be returned to the school by Friday 22nd May, when the responses can be analysed. VR will circulate both questionnaires to the FGB.  **Reconstitution**  VR reported that the revised Instrument of Governance has been drafted and sent to the Diocese which has approved it. It is now being ratified by Dorset County Council and a copy will be sent to the school in due course. The instrument details that the governing body shall consist of:   1. The Headteacher; 2. 3 parent governors, of whom 3 are to be elected. 3. 1 staff governor, of whom 1 is to be elected. 4. 1 Local Authority governors; 5. 9 foundation governors; 6. 1 co-opted governors, with the total number of governors 16.   The new Instrument of Governance was approved by the FGB, proposed by SP and seconded AK.  **Safeguarding**  The revised Child Protection Policy was circulated prior to the meeting. It has been updated to take into account the recent changes. The FGB approved the policy proposed by ND, and seconded by AW.  **Preschool Update**  MG reported that the Preschool has written to the school with some proposed terms for the lease agreement. These terms will be discussed at the Premises Committee meeting on Wednesday 13th May.  Planning permission for the new building has been granted, subject to four conditions including the amended plans. .  Once the Premises Committee has agreed the terms of the lease, these will need to be approved by the diocese and then the FGB.  EH reported that the site survey has been completed but that the timescales for the building works will need to be agreed.  EH asked that clarification be sent to the parents of the school that any decision not to use the Quiet Garden at the current time is not as a result of the proposed Preschool building; NE agreed to communicate this to the parents. There is a plan for the PTFA to move the Quiet Garden in the near future.  **Governor Training**  NE, AW, and NS all recently attended Safeguarding Level 1 training, and AW and NE commented that the training was very good. 5th May.  Safeguarding Level 2 training is taking place on 2nd June and SP & PL are due to attend. Correspondence None  **Dates of Future Meetings**  Finance & Personnel Committee Monday 29th June 5.30pm  Premises Committee Wednesday 13th May 530pm  Curriculum Monday 8th June 7pm  FGB Monday 13th July 6.30pm  Dates for the FGB meeting is 2015-2016 will be agreed at the next FGB meeting, please bring along diaries.  **A.O.U.B**.  NE wished to call a meeting of the Prospectus Working Party to review this year’s edition. A date for this will be agreed.  Meeting closed at 8.25pm | **VR** |