

**Minutes of Governors Annual General Meeting & Full Governing Body Meeting
held on Monday 2nd October 2017, 6.30pm at Parrett and Axe Primary School**

Present:

Peter Larkman (Chair)	PL	Foundation Governor
Allison White	AW	Staff Governor
Canon Rev David Baldwin	DB	Foundation Governor Ex Officio
Richard Dodson (Vice Chair)	RD	Foundation Governor
Joy Edwards	JE	Foundation Governor
Martyn Gillingham	MG	Foundation Governor
Andrew Kindness	AK	Local Authority Governor
Sue Pakes	SP	Foundation Governor
Megan Evans	ME	Co-opted Governor
Lesley Holloway	LH	Associate Governor
Simon Smith	SS	Headteacher Canon

In Attendance:

Vicky Reed	VR	Clerk
------------	----	-------

Apologies were received and accepted from:

Rev Daniel Ingles	DI	Foundation Governor
Emma House	EH	Parent Governor
Nikki Dulwich	ND	Parent Governor

		Action
17/067:	<u>Opening Prayer</u>	
17/068:	<u>Apologies & Welcome</u> Apologies were accepted from the above.	
17/069:	<u>Register of Business Interests</u> The forms were circulated for review and resigning. VR will ensure governors not present sign their forms.	VR
17/070:	<u>Review of Committee Structure</u> Governors present discussed the idea of trialling a merger between the Premises Committee and the Finance & Personnel Committee, with a strict two hour time limit per meeting. All governors present agreed to the trial. New merged, Terms of Reference will need to be agreed prior to the first meeting of the merged committee in the Spring term 2018.	
17/071:	<u>Review of Committee Membership</u> JE agreed to move from the Premises Committee to the Curriculum Committee. VR will circulate the updated list with these minutes.	
17/072:	<u>Review of Appointments for Special Responsibilities</u> The updated list will be circulated with these minutes.	
17/073:	<u>Review Mission Statement and the Aims of the School</u>	

Signed.....Date.....

	<p>The FGB reviewed the Aims and Mission statement of the school, and agreed that they would remain unchanged. PL expressed his thanks to Simon and Allison who have worked very hard to update the school website.</p>	
17/074:	<p><u>Review Standing Orders, Code of Conduct and Terms of Reference for FGB</u> 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 PL.</p> <p>The governors fund stands at £3565.38, reported by SP as at 31st August 2017.</p>	
	<p>PL reported that when his current term of office as Chairman of the FGB ends next August, he does not intend to stand as Chairman again. Richard Dodson, currently Vice-Chair, reported that he will not be standing as Chair of the FGB next year. Governors were asked to think about whether they may be prepared to stand as Chair next year, and if so to contact PL to discuss the role, and if possible attend some Chair's briefings in the coming year.</p> <p>The AGM closed at 18.56pm, The Ordinary Governors meeting followed</p>	
17/075:	<p><u>Minutes of meeting held on 10th July 2017</u> PL noted that the last meeting was a long and difficult one, and reminded governors to speak through the chair, in order that the meeting can run smoothly.</p> <p>The minutes were reviewed, agreed and signed by PL. One amendment was made to the minutes. Under Item 17/059 the initial SAT results for Reading, Writing Maths achieving Age-Related Expectation were 35% not 41% as minutes. SS noted that this difference represents just one pupil. SS reported that the LA are visiting him this week, and he is happy to explain to reasons behind the results to them. <i>LH asked does the school have a 5-year plan for improving SATS results? SS reported that the school appears to be a typical small school, with small cohorts leading to peaks and troughs in results However the school is hoping for, and working towards rising trends in the next 3 years.</i> This should be easier to achieve now that SATS assessments have moved back to Best Fit criteria, rather than just the tick box assessment method. In the past some pupils have struggled with some spellings previously. Now if content is good, and a few spellings mistakes are contained within the work, the pupil can still be awarded age-related expectation. SS noted that governors need to be aware that from 2019-20 there will be no teacher assessment in Maths at KS2. There will only teacher assessment on writing, plus times table tests, which the school is preparing for already.</p>	
17/076:	<p><u>Matters Arising from minutes of meeting held on 10th July 2017</u> SS reported that the Safeguarding training session on 18th September was cancelled.</p>	
17/077:	<p><u>Committee Updates</u> <u>Finance/Personnel Update</u></p> <p>a) The committee met on 19th September, and the minutes of the meeting were circulated prior to this meeting. SP gave a summary of the meeting. <i>AK asked if our absence insurance covers all the costs associated with Maternity Leave? SP reported that it covers some, but not all costs. Governors asked if the new staffing</i></p>	

Signed.....Date.....

	<p>arrangements in Chesil class to offer pupil support are working well? ME reported that they are, and thanked the governors for their support and understanding. <i>Governors asked if the current arrangements are affordable going forward?</i> SS reported that the school currently has to fund the first £9000 of any pupil's one-to-one support. It is hoped that the pupil will, with support, learn the necessary coping strategies, and support will gradually be able to be withdrawn. Should this not happen, the likelihood is that the school may have to exclude the pupil, but hopes that the strategies in place will be effective.</p> <p>The FGB discussed the Teacher Pay decision and ratified the decision of the Finance & Personnel Committee meeting, to award the 1% pay award. SS reported that all other schools within the local area are also following this award decision.</p> <p>AK asked how the school could be owed money by the Jurassic Maths organisation? They owed the school for training costs, which will be reimbursed.</p> <p><i>The committee reviewed and recommended the following policies to the FGB for approval:</i> Standing orders on contract Whistleblowing Financial Procedures policy which has been amended to add Karen Lovering to bank account signatories on the Voluntary funds account The policies were approved by the FGB.</p>	
b)	<p><u>Premises Update</u> The committee has not met since the last meeting.</p>	
c)	<p><u>Curriculum Committee</u> The committee met on 26th September, the minutes have not yet been circulated. SS reported that an internal Maths moderation will take place, which governors are invited to attend. The term Gifted and Talented has been changed to Higher Achieving Children. SS reported that the school plans to develop the outside quiet garden to provide a reflection area, with the support of a grant from the Bishop Wordsworth trust plus the school's PTFA. SS reported that a new Marking policy is being developed, to help pupils have a better understanding of their work, ensure consistency across the school and reduce teacher workload. The policy has been reviewed by the Curriculum Committee. The policy will be published on the website, and details sent to parents about the new marking scheme.</p> <p>SS reported that he has produced a schedule for observing teaching, and will be carrying out 3 formal lessons observations per year, which will be linked to teacher's PDRs plus half termly drop in observations. Scheme on website, and parents will be informed about the new scheme.</p>	
d)	<p><u>Pay Panel</u> The Pay Panel met on 26th September, and the minutes were tabled at this meeting. The FGB approved the decisions taken by the Pay Panel Committee, with one governor abstaining from the vote, and the remainder voting in favour of the suggested pay increases. A date for the SEP A visit was agreed for 30th November, which will include SS's PDR.</p>	
17/078:	<u>Heads Report</u>	

Signed.....Date.....

	<p>The Headteacher's report was circulated prior to the meeting. The following questions were raised:</p> <p><i>LH asked about the racist and bullying incidents recorded. SS explained that this was an error, there have been no racist or bullying incidents reported.</i></p> <p>Governors asked about the split of pupils in the KS1 classes. ME reported that there are 8 Year one pupils in Corfe class, and 4 Year one pupils in Chesil class. Year 1 is a small cohort.</p> <p>Governors asked about the actions being taken with the pupil premium families with low attendance. SS reported that the case is being monitored, and has occurred in part due to the recent road closure. Should the situation continue, letters will be sent to the family. Letters will be sent to all families of children with low attendance after half term.</p> <p>It was noted that Corfe class attendance currently looks low, as the reception pupils are on a part time timetable initially.</p> <p><i>MG asked how LH is settling in? SS reported she has settled into school well, and he has completed initial observations. Staff are offering lots of support, and SS is LH's mentor.</i></p> <p><i>PL asked how teaching is covered when teachers are on training courses? SS reported this is generally covered internally. SS reported that he is covering Friday afternoon PPA time, and NH is also doing some sports coaching. SS reported that the school can now use sports funding to cover the cost of coaches for swimming lessons.</i></p> <p>PL asked about the logins mentioned in SS's report for My Concern. SS reported that he has set the access rights so that a team of relevant practitioners can access appropriate records on My Concern software, regarding specific pupils, and therefore record keeping will be more concise and relevant staff can see the total picture around a child.</p> <p>SS reported the Key priorities in his headteachers report. KP1 will focus on the school's phonics scores which need to improve, as they have been low for 2 to 3 years, against the national measure. NH has reported that grammar and punctuation scores are often very high, but as they make up just 50% of the marking in the tests, the spellings score often bring the overall results down. Phonics is being developed across the school, filling the gaps which pupils may have in their understanding. All teachers have a phonics target on their PDRs.</p> <p>KP2 will focus on how the school's overall standards have to rise. SS will share the SDP with governors at the next meeting, and explain how this will be achieved.</p> <p>KP3 will focus on working with middle leaders throughout the year, so they are empowered to carry out book and lesson scrutinies.</p> <p>SS reported that he had hoped to have 5 key priorities, but on advice has limited to just 3 for this year.</p>	
17/079:	<p><u>Safeguarding</u> SS reported that there are currently no child protection plans currently in place.</p>	

Signed.....Date.....

<p>17/080:</p>	<p><u>Collaboration Update</u></p> <p>A document was circulated prior to the meeting briefing governors on a recent meeting. PL talked about the local MAT, the Minerva trust who have extended an invitation to all the collaboration schools, to visit in October. SP has agreed to attend.</p> <p>There are currently two preferred MAT options; the Southern Academy Trust and the Hamwich trust. Governors are invited to go and visit school within these two trusts to see how they operate. If governors are not able to attend the visits, they can send questions they would like asked to PL.</p> <p>AW asked if the staff will be consulted? PL reported that he is happy to meet with staff, and raise any questions or concerns they may have.</p> <p>AK raised the matter of the collaboration being taken towards academisation, and the collaboration initially being about sharing resources and expertise.</p> <p>PL reported that there are several schools within the collaboration who would like to move into a MAT, and that one of the MAT's is interested in the collaboration as a hub, and may not be interested should the collaboration splinter.</p> <p>PL reiterated that school is still just exploring and considering options and possibilities, and no decision have been taken to date. Governors raised concerns about the distance for one of the MATs we are looking at. One suggestion was that the collaboration form an independent MAT, but SP reported that he pupil numbers are insufficient for that to be viable.</p> <p>Governors who are interested on going to visit school within the MATs under consideration are asked to let SS know by the end of next week.</p>	
<p>17/081:</p>	<p><u>Preschool Update</u></p> <p>MG reported that the building is underway on site, and that work started in late July. The weather has been unkind but the preschool still hopes to complete the building by 5th November, and then open to preschool children in January. The current steel building will be timber clad. A nonmaterial amendment had to be made to the plans, and the steel will be timber clad eventually.</p> <p>MG reported that the services have been installed as agreed at the last FGB meeting. The contractors have used the shortest route to school sewers. The electricity supply has been located in the same trench, with a sub meter fitted in the preschool building. Some electricity was used prior to the installation of the meter, and this will need to be billed to the preschool.</p> <p>The contractors have dug a trench for new water main and the preschool are waiting for Wessex Water to connect up the supply. The contractors have laid a duct in the trench which will allow a completely independent electricity supply in the future if required. The preschool is currently waiting for BT to install a telephone line.</p> <p>MG reported that the matter of the documentation regarding the services has not yet been resolved, and that the school may have to insist that the documentation be completed prior to the end of term.</p> <p>SS reported that there were complaints from two parents about the contractor parking and bus access issues early in the term, but these have been resolved.</p>	
<p>17/082:</p>	<p><u>Governor Training, Recruitment & Visits</u></p>	

Signed.....Date.....

	LH has completed Welcome to Governance training. VR reminded governors that they can book training courses via Dorset Nexus, or she is happy to book courses. Please let VR have a copy of training certificates once received.	
17/083:	<u>Correspondence</u> None	
17/084:	<u>Dates of Future Meetings</u> Premises Committee Wednesday 18 th October 5.30pm Finance & Personnel Wednesday 6 th December 5.45pm Curriculum Committee In the spring term Resources Committee In the spring term Full Governing Body Moved to Wednesday 29th November at 6.30pm	
17/085:	<u>A.O.U.B.</u> None	

The meeting closed at 8.46 pm.

Signed.....Date.....