

Minutes of Governors Full Governing Body Meeting held on Monday 22nd January 2018
6.30pm at Parrett and Axe Primary School

Present:

Peter Larkman (Chair)	Foundation Governor
Richard Dodson (Vice Chair)	Foundation Governor
Martyn Gillingham	Foundation Governor
Ben Bailey	Parent Governor
Andrew Kindness	Local Authority Governor
Sue Pakes	Foundation Governor
Simon Smith	Headteacher/Ex Officio Governor
Lesley Holloway	Associate Governor
Allison White	Staff Governor
Joy Edwards	Foundation Governor
Canon Rev David Baldwin	Foundation Governor Ex Officio

In Attendance:

Vicky Reed	Clerk
Nick Harris	Observer

Apologies were received and accepted from:
 Emma House

		Action
	<u>Opening Prayer</u>	
18/001	<u>Apologies & Welcome</u> Apologies were received and accepted as above.	
18/002	<u>Register of Business Interests</u> All forms have been completed.	
18/003	<u>Approval of minutes of meeting held on 29th November 2017</u> The minutes were approved as accurate and signed by PL. Item 17/092 was amended to add that SP had represented Parrett & Axe at a meeting with the Minerva trust, but was not impressed.	
18/004	<u>Matters Arising from minutes of meeting held on 29th November 2017</u> a) Attendance Letters threshold. SS reported that the threshold for sending out low attendance letters is now 95% but has not always been this. SS reported that this is a nationwide target. SS reported that the Chief Attendance Officer for Dorset has visited the school and was happy with the actions the school is taking to tackle low attendance. The Chief Attendance Officer was particularly impressed with the work carried out by the admin staff, and PL asked SS to pass on his thanks to the office staff for their efficient work in this area.	SS
18/005	<u>Committee Reports</u> a) <u>Finance/Personnel Committee Meeting</u>	

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	<p>The committee met on 6th December, and the minutes were circulated prior to this meeting. Questions were invited. BB reported that he is still waiting for a skills audit form from Karen Caille. Governors asked about the financial impact of forthcoming maternity leave. It was reported that the insurance payment for the maternity leave will not be received until the new financial year, which may lead to a short-term deficit carry forward.</p> <p>Governors reported that a number of items on the Term of Reference for the Finance & Personnel Committee will be transferred to the Terms of Reference for the Curriculum Committee, in light of the new merged Resources Committee from January 2018.</p> <p>The minutes of the meetings held on 29th November and 6th December were signed by SP.</p>	
	<p>b) Premises Committee Update The committee has not met since the last FGB meeting.</p>	
	<p>c) Curriculum Committee Update The committee has not met since the last FGB meeting.</p>	
18/006	<p>Head's Report SS's report was circulated prior to the meeting, and questions were invited.</p> <p>a) Attendance & Numbers on Roll SS reported that the number of pupils on roll is now 117 with one new pupil in Year 2, and that there may be another Year 2 pupil joining after Easter.</p> <p>b) Staffing Update Governors asked if staff feedback on their training to other staff members? SS reported that they do if it is relevant to the whole school. SS reported that teachers often share and deliver training to other staff members in the weekly staff meeting. Governors asked if there is more training planned? SS confirmed more training is planned for the rest of the school year and is all linked to the SDP.</p> <p>c) Sports Update SS reported that further to the last meeting, he has investigated the matter of sports funding being used to pay the cost of sports coaches to cover PPA time. SS reported that next year PPA will be covered by the cover supervisors, not the sports coaches. Changes to the timetable from September 2018 mean that there will be no sport on a Friday. SS reported that pupils are currently doing 3.5 to 4 hours of sport per week. Next year, the sports coaches will continue but will be there for the professional development of the teachers, as well as the ongoing training of the pupils. SS explained that a more detailed plan will be available once the budget for next year is known.</p> <p>SS reported that the school has now been presented with the Platinum School Sports award, which has only been awarded to 104 schools in the country, and only 2 in Dorset. SS reported that reducing the timetabled amount of sport will not have an impact on the platinum award, which the school retains for 2 years. A log of all the sports activities which the school participates in is being maintained, ready for review of the award in 2020.</p> <p>SS reported that the Kenway Cup has had to be cancelled several times, and the team is struggling to practice on the school's waterlogged pitch.</p>	

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SS reported that the Tag Rugby Festival date has now been released. This is a non-competitive event.

The final of the Hi5 Netball tournament is next week.

SS reported that the school is looking into options for swimming lessons, in light of the announced closure of 1610 in Beaminster from 31st January.

d) Pupil Premium

Pupil premium report and progress reports were circulated prior to the meeting.

Governors asked what is meant by Wave 2 support. SS explained that Wave 1 support is differentiated teaching within the class, Wave 2 support is intervention, such as SATS boosters, and Wave 3 support is for pupils with high needs who received special intervention support

SS talked the governors through the reports. SS noted that PP pupils are highlighted and discussed at pupil progress meetings between teachers and headteacher. It was agreed that the reports were very useful to governors, and will continue on the current anonymised format, in order that pupils be protected from identification by anyone other than teachers and teaching assistants. The data was reviewed in detail, with emphasis on the gap in progress. The other gap identified is for the attainment. It was noted that some KS1 Pupil Premium pupils are amongst the poorest performers, so the gap for the attainment may close more slowly as they move through the school than the progress gap. It was agreed that the data would be reviewed again once the next set of data is released, next term. **Governors asked** when the next set of data will be available? SS reported that it will be available after the spring term assessments.

e) Statutory reporting

No changes to the report circulated. Questions were invited.

f) Category 3 update

SS reported that the LA visit was due the first week of term but has been postponed until 30th January. SS noted that by that date he will have SATS forecasts available to share with the LA advisor. SS noted that if a school which has received a Category 3 letter is felt to be unable to improve, they can be served with a notification letter, which could lead to the replacement of the FGB and headteacher.

g) Autumn term data and mock SATS update

The governors reviewed the Autumn term data which is based on teacher assessments, with areas identified for improvement by the Headteacher are highlighted in red.

Year 2 writing was identified as an area of concern. SS reported that the LA advisor is meeting Megan Evans for the day and that Fiona Nash and Nick Harris will assist with KS1 reading and writing assessment.

Year 3 Reading was identified as an area of concern. SS noted that the problem is the pupils who were considered to be working at greater depth in Year 2, are not working at greater depth in Year 3. Laura Humphries has been focussing on the lower achieving pupils in her class but is now shifting the focus to the higher achieving pupils in the class to address this issue.

Year 4 Maths was identified as an area of concern. The teachers are now working on extending the higher achieving pupils. SS noted that progress is the issue, not attainment within this

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	<p>cohort. The governors asked if the reading difficulties for some yr 4 boys could affect their Maths results? NH noted that it does have an impact.</p> <p>Year 5 Writing was identified as an area of concern. SS noted that there is a large percentage of high achievers in this cohort, several of whom are not yet working at greater depth and therefore who aren't on track. The teachers are working on pulling the high achievers up before the end of the year. Governors asked if parents are told that high achieving pupils aren't yet working at greater depth? NH explained that parents are told this, but this is a whole year target, which is being measured against half way through the year.</p> <p>Year 6 - SS reported that more recent data is available now since the Headteacher's report was circulated. The data contained in the report was accurate and was a good indicator of the mock SATs results. SS noted that 50% of the cohort were given Level 3 at their end of KS1 SATS. The mock SATS papers were last year's final papers. The Mock SATS results were as follows: (ARE = Age Related Expectation)</p> <p>Reading 88% ARE Writing 88 % ARE Maths 82% ARE SPaG 94% ARE</p> <p>Writing, Reading & Maths combined 82% all based on last week's mock SATS.</p> <p>SS reported that following a detailed analysis of the papers and results, he will be teaching Year 6 twice a week from the February half term onwards, and that interventions are planned to support those pupils identified as needing extra support. Governors asked is how the Fisher Family Trust (FFT) results would look based in the Mock SATS results? SS reported that the results would be as follows: Reading 89%; Writing 92%; Spelling 92%; and 81% for Reading, Writing, and Maths combined.</p> <p>SS reported that the children coped well with the mock SATS process, and it has given the school a chance to identify which pupils may need extra support emotionally as well as academically.</p>	
18/007	<p><u>Pupil & Parent Surveys and Actions</u></p> <p>SS reported that the whole of KS2 was surveyed. Results of note included that 53% of pupils felt that behaviour at the school was only good sometimes. SS reported that a new behaviour policy has been implemented from today, focussing on rewards including dojo points for good behaviour and with sanctions for pupils whose behaviour is not as expected.</p> <p>Another survey result of note was that "lessons are interesting and fun" and "my school work is interesting" received comparatively low scores. SS reported that this could be due to the long lessons. SS reported that from September, the school is moving to a thematic based curriculum, which will be topic based. The school will no longer teach pupils in ability groups for literacy though Maths ability groups will remain. KS2 classes will still be arranged with Year 6 pupils joined by high achieving Year 5 pupils, and high achieving Year 4 pupils joining Year 5 pupils etc. The school is purchasing a new software package called Prospectus Curriculum which includes planning, resources, assessment, including whole school themes to aid teachers in their lesson planning and preparation. The topic for the second half of the Autumn 2018 term will be World</p>	

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	War 1. SS noted that all the details of the new curriculum, timetable and teaching groups will be communicated to parents once final details are available, probably in June.	
18/008	<p><u>SEF</u> The SEF was circulated prior to the meeting, and the areas highlighted in green indicate areas which have been actioned to date. SS noted that the SEF is a working document, which is being constantly updated.</p> <p>Governors thanked SS for the detailed report, and the accessible, clear way it was presented. SS reported that the Marking policy has now been shared with parents and can be viewed on the website.</p> <p>SS reported that the school is still waiting decision on the extra funding from the LA as a result of receiving the Category 3 letter. Following a discussion SS agreed to update the percentage of PP pupils in the SEF. SS reported that the phonics meeting with parents took place. SS reported that Rev Jo Neary has settled in well in place of Rev Daniel and has been coming in for collective worship including working with small groups of pupils to obtain feedback.</p>	
18/009	<p><u>Collaboration Update</u> PL noted that there is currently little to report. There is a meeting tomorrow in Beaminster to discuss the options open to the collaboration, and arrangements for future visits to MAT's. The RSC is still reviewing the Hamwick MAT and Sherborne MAT are now a possible option. Rev Baldwin reported that the Salisbury MAT now have capacity and may be interested in taking on a hub. It was reported that the collaboration wrote to the Minerva Trust to advise that the collaboration is still in discussion about MATS.</p> <p>AK spoke about the "Academy – The Same but Different" training course he attended recently. It was noted that there are lots of small scale MATS which are successful.</p> <p>It was noted that with the current government, academisation is lower down the government priorities, so there is less pressure on schools currently. The item will however remain on the agenda. In the meantime, the school will focus on putting energy into, and getting the best out of the West Dorset Collaboration. SS reported that moderation meetings are booked between collaboration teachers for Years 2 to 6.</p>	
18/010	<p><u>Safeguarding</u> SS reported that a date for reviewing the Safeguarding audit has been agreed, and that SP will then report back at next FGB.</p>	
18/011	<p><u>Pre-school update</u> MG reported that the Deed of variation was finalised on 30th November, and therefore all the necessary paperwork has been completed. SS reported that he recently showed a parent around the school who was pleased to see the preschool on the same site. The preschool currently has 38 children on roll.</p> <p>The preschool is still awaiting the installation of the solar panels. MG reported that once the installation is operational, the meter readings and invoicing will need to be looked at in detail. MG and Karen Caile have spoken to the Energy Advisor at DCC who will be able to give advice to the school if needed. It is anticipated that the electricity generated by the preschool solar panels will go to the preschool in the first instance, then any surplus not used will flow back to the main school to supplement the energy used by the school. The feed-in tariff will go to the</p>	

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	<p>preschool. There will be a generation meter in the preschool building, measuring the amount of electricity generated, and then it will be assumed that 50% will be returned to the national grid. The school has the supply for the electricity and will need to make the application for the feed-in tariff., but the direct payment details will be the preschool bank account. Due to the requirement for the school to administer the bills, the school may need to levy an administration fee. It was agreed to review the situation once the workload involved has been determined. It was noted that the overall energy use of the site, including the preschool, may have an effect on future benchmarking data.</p> <p>As the preschool new building project has now been completed, it was agreed that this item would be reported on through the Resources committee meeting, rather than as a separated agenda item on future FGB agendas.</p> <p>PL recorded his thanks to Martyn Gillingham for all his work and expertise overseeing this project.</p>	
18/012	<p><u>Policies for Review & Policy Review Process</u> No policies were presented for review at this meeting. SS agreed to devise a timeline for the reviewing of statutory policies by the FGB and curriculum, policies by the Curriculum Committee. It was agreed that this will remain a standing item on the agenda.</p>	
18/013	<p><u>Governor Training, Visits & Recruitment</u></p> <p>Governor Training Attended: AK attended “Academy -The Same but Different” training. BB & LH attended Safeguarding Level 1 training. SP is booked to attend SEN for Governors on 24th January. Rev DB has attended “Identifying violent abuse in the home” training which was run by the diocese. PL is booked to attend the Chair’s Briefing. VR is booked to attend the “Rise to the Challenge Conference” on Wednesday 14th March, and governors were encouraged to attend if they could.</p> <p>Recruitment Nick Harris has agreed to become the Staff Co-opted governor, following the resignation of Megan Evans as staff Co-opted governor. All present were in agreement with the appointment of NH as Co-opted Staff Governor. This will be formally actioned at the next meeting</p> <p>The governing body currently has two vacancies for parent governors. VR will run a new parent governor election.</p> <p>VR highlighted the end of terms of office for some governors within 2018: LH – March SP - May AW – June PL – August</p>	VR
18/014	<p><u>Correspondence</u> Megan Evans has resigned via email.</p>	

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18/015	<u>Dates of Future Meetings</u> Resources Committee Tuesday 6 th March 2018 6.00pm Curriculum Committee Tuesday 13 th March 2018 6.30pm Full Governing Body Tuesday 20 th March 2018 6.30pm	
18/016	<u>A.O.U.B.</u> SS shared the new arrangements for short inspections by Ofsted with the governors. Governors should send any questions they have regarding this to SS via the clerk.	All

Meeting closed at 8.30pm

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