

**Minutes of Governors Full Governing Body Meeting held on Tuesday 20<sup>th</sup> March 2018**  
**6.45pm at Parrett and Axe Primary School**

**Present:**

Peter Larkman (Chair)	(PL)	Foundation Governor
Richard Dodson (Vice Chair)	(RD)	Foundation Governor
Martyn Gillingham	(MG)	Foundation Governor
Ben Bailey	(BB)	Parent Governor
Andrew Kindness	(AK)	Local Authority Governor
Sue Pakes	(SP)	Foundation Governor
Simon Smith	(SS)	Headteacher/Ex Officio Governor
Lesley Holloway	(LH)	Associate Governor
Allison White	(AW)	Staff Governor
Joy Edwards	(JE)	Foundation Governor
Canon Rev David Baldwin	(DB)	Foundation Governor Ex Officio
Liza Caddy	(LC)	Parent Governor
Lisa Raison	(LR)	Parent Governor
Nick Harris	(NH)	Staff Co-opted Governor
Emma House	(EH)	Foundation Governor

In Attendance:

Vicky Reed	(VR)	Clerk
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Apologies were received and accepted from:

All governors present

		Action
	<b><u>Opening Prayer</u></b>	
<b>18/017</b>	<b><u>Apologies &amp; Welcome</u></b> Apologies were received and accepted as above. Peter Larkman welcomed the two newly appointed Parent Governors, Lisa Raison and Liza Caddy, and Nick Harris new co-opted staff governor, Emma House was also welcomed back as a newly appointed Foundation Governor.	
<b>18/018</b>	<b><u>Register of Business Interests</u></b> Most forms have been completed, apart from 2 of the newly appointed governors.	
<b>18/019</b>	<b><u>Appointment of Staff Co-opted Governor and re-appointment of Associate Governor.</u></b> Nick Harris was appointed as the staff co-opted governor, proposed by PL and seconded SS. Lesley Holloway was re-appointed as an associate governor, with voting rights for a further term of one year, proposed PL and seconded by BB.	
<b>18/020</b>	<b><u>Approval of minutes of meeting held on 22<sup>nd</sup> January 2018</u></b> The minutes were approved as accurate and signed by PL.	
<b>18/021</b>	<b><u>Matters Arising from minutes of meeting held on 22<sup>nd</sup> January 2018</u></b>	

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	<p>a) Safeguarding Audit – SP reported that the audit has been completed, and all is in order, with an explanation given for any area which the school has not given itself a top grade for. It was noted that the safeguarding audit states that governors have all been given their lanyards, whilst a number haven't yet received them, and PL's lanyard shows him as a staff member. SS agreed to look into this. SP reported that the Single Central Register is all up to date. VR suggested that perhaps another governor other than the designated Safeguarding Governor should occasionally check the Single Central Register in addition to the safeguarding governor. SS reported that the planned staff safeguarding training was postponed once again yesterday due to the snow and will be rescheduled for the summer term.</p> <p>b) Swimming Lessons – SS reported that these have been booked for Years 5 &amp; 6, at Crewkerne Swimming pool, due to the closure of Beaminster Pool. SS reported that the coach costs are higher than going to Beaminster pool.</p> <p>c) Rise to The Challenge – VR reported that the Rise to the Challenge conference organised by the LA was a good opportunity for governors and chairs to network.</p>	SS
18/022	<p><b>Committee Reports</b></p> <p>a) <b>Finance &amp; Personnel Committee Meeting</b> The committee met on 20<sup>th</sup> February 2018 to agree the outturn report, and the minutes were circulated prior to this meeting. Questions were invited. The minutes of the meetings held on 20<sup>th</sup> February were signed by SP.</p>	
	<p>b) <b>Resources Committee Update including approval of Terms of Reference and review of the 2018-2019 Budget, and approval of the SFVS.</b></p> <p>The committee met on 6<sup>th</sup> March, and the minutes were circulated prior to this meeting. Questions were invited. The revised Terms of Reference for the Resources Committee were circulated prior to this meeting, it was noted that item D11 still made a reference to the Finance Committee. AW agreed to amend this. It was noted that when they meet the Curriculum Committee will need to revise their Terms of Reference accordingly.</p> <p>At the Resources meeting the Financial Risk and Control Checklist, School Financial Efficiency Policy, Teachers' Pay Policy and Contract Review and Value for Money Review were reviewed, and it was agreed that these should be ratified by the FGB. The FGB agreed to ratify the above policies, subject to them being provided to the clerk and circulated along with the minutes of this FGB meeting. One governor abstained from the ratification as he has not had sight of the policies.</p> <p>It was agreed that in future any policies which need to be ratified by the FGB will be sent to the clerk for circulation prior to the FGB meeting.</p> <p>The FGB reviewed the proposed school budget for the year 2018-2019, which was circulated prior to this meeting. The budget is currently forecast to be balanced for the year 2018-2019, but beyond that present estimates indicate a gradually rising deficit.</p> <p>SS reported that the figures for the 2019-2020 are based on partial Fair Funding figures. It was noted that Disadvantaged Pupil funding (previously known as Pupil Premium Funding) has increased, but overall funding per pupil has gone down. This may change once the schools</p>	

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	<p>deprivation rating has been finalised. SS reported that it is hoped that the funding position will improve once the Fairer Funding formula is fully implemented. SS noted that pupil numbers are critical to the funding position of the school. Overall the school is looking at a budget increase of £1000, but the increased costs for the forthcoming year must be met from a largely frozen budget.</p> <p><b>Governors asked</b> about the projected budget against the current year spending: why is there an increase in admin staff costs and a decrease in educational support staff costs for the forthcoming year? It was noted that the admin staff have increased their hours, and that some support staff will be leaving within the forthcoming year and are unlikely to be replaced.</p> <p>Governors noted that the increase in the proposed budget under the heading of school maintenance premises costs was due to the necessary adjustments to the office area to make the area more secure in light on the new GDPR regulations.</p> <p>It was also noted that the Catering supplies budget is increasing as the school is planning to change its hot school meals supplier and has also budgeted for the maintenance of catering equipment.</p> <p>SP noted that the school is just above the recommended target of lower than 80% staffing costs vs income, and that in future years staffing levels will have to be closely monitored, based on the current assumptions of future income.</p> <p><b>Governors asked</b> if the school is happy with the staff absence insurance cover it purchases? SP reported that it provides good cover for both maternity and long term sick leave. The current insurance claim for maternity cover will not be settled until the new financial year.</p> <p>Following the above discussion, the budget was approved, proposed by BB and seconded by AK.</p> <p>The SFVS was circulated prior to this meeting, and was approved and signed by PL. Questions were invited. SP reported that benchmarking hasn't been completed, as training was cancelled due to bad weather. This has now been rescheduled for April 26<sup>th</sup>.</p> <p>SS reported that he is working on preparing the Critical Incident report.</p> <p>Governors noted that the Beaminster pyramid fund the sports co-ordinator, rather than the West Dorset Collaboration as Beaminster St Marys is included in the pyramid, but not the collaboration.</p> <p>Lisa Raison agreed to join the Resources Committee. The minutes of the meeting held on 6<sup>th</sup> March were signed by RD.</p>	
	<p><b>c) Curriculum Committee Update</b></p> <p>The committee has not met since the last FGB meeting. Emma House, Liza Caddy and Nick Harris agreed to join the committee.</p>	
<p><b>18/023</b></p>	<p><b>Head's Report</b></p> <p>SS's report was circulated prior to the meeting, and questions were invited.</p> <p><b>a) Attendance &amp; Numbers on Roll</b></p> <p>SS reported that there are no changes to the circulated report, however there is one potential new pupil.</p> <p><b>b) Staffing Update</b></p> <p>SS reported that he has observed Katy Charlton delivering a very good lesson. <b>Governors asked</b> about the next steps for disadvantaged pupils in the school? SS reported that as Disadvantaged</p>	

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	<p>Pupil (DP) champion he is ensuring that all DPs are identified on lesson planning to ensure they are receiving the necessary support. <b>Governors asked</b> <i>what the criteria for being classed as DP is?</i> It was noted that it applies to pupils who have been awarded free school meals now or at any point in the past six years, and that the school is tasked with ensuring that they progress no less well than non-disadvantaged pupils. <b>Governors asked</b> <i>what extra support DP and their families receive?</i> SS reported that the pupils receive targeted individual interventions as required to support their learning, and that the families can access funding towards the costs of school trips, uniform PE kit, as well as ELSA support if appropriate, amongst other support for the pupil and their families. SS reported that the DP attendance is now 95.5%, which is just 0.1% below national expectation.</p> <p><b>Governors asked</b> <i>if teaching assistants are currently receiving any training?</i> SS reported that Jayne Harris is having ICT training, Jane Stott is having ELSA training, and all TAs will receive Safeguarding training, once rescheduled. TAs also attend some staff meetings.</p> <p><b>c) Sports Update</b>  <b>Governors asked</b> about cross country. SS reported that the school is very well represented in all the various local races. SS reported that both the dance festival and tag rugby tournaments went ahead.</p> <p><b>d) Pupil Premium/ Disadvantaged pupils update</b>  SS reported that the full assessment data will be available for the next FGB. <b>Governors asked</b> <i>about communication for new starters regarding the uptake of Disadvantaged Pupil funding?</i> SS reported that the school will be actively talking to all new starters about the matter.</p> <p><b>e) Statutory reporting</b>  SS reported that there has been 1 fixed term exclusion, which lasted for half a day.</p> <p><b>f) Category 3 update</b>  SS reported that the LA visit took place on 30<sup>th</sup> January. The report was circulated prior to this meeting. SS noted that the LA advisor is very happy with the progress being made by the school. It was noted that there were some inaccuracies in the report provided by the LA, but that some of this may be down to reporting of actions which are being reported as new, but in fact have been taking place for some time.  <b>Governors asked</b> <i>about the phonics review session?</i> SS reported that this is taking place on 30<sup>th</sup> April, and that all governors are welcome to attend.  It was agreed to review the link governors at the next FGB meeting.  It was noted that the Somerset literary network scheme has now been purchased by the school.</p>	
18/024	<p><b>Parent Surveys and Actions</b>  The data from the Parent Survey was circulated prior to the meeting. Governors noted that there were no comments included in the report, and that some of the “Don’t Know” responses seemed strange. The school received 46 completed surveys back, about a 50% response rate. SS agreed to remind teachers about the need for consistency in handing out dojos linked to the Good to be Green scheme.</p>	SS
18/025	<p><b>Collaboration Update</b></p>	

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	<p>PP and SS reported that at the recent West Dorset Collaboration (WDC) meeting, attended by headteachers and Chairs of Governors, the interest has switched from academisation and now the focus appears to be on maximising the benefits of the collaboration. This is partly due to the fact that one of our two favoured MAT options has not yet obtained agreement with the DfE to plan for further expansion, and also as a result of the reduced political focus on schools becoming academies. It was reported that the Minerva Learning Trust (MLT) has been in touch with the collaboration to discuss the changes they would consider making in order to allow the WDC to join MLT. However, at the current time, with the WDC growing with the possible addition of Charmouth Primary School, academisation seems on the back-burner. The benefits of the WDC continue to include regular moderation visits for all teachers. NH commented on how valuable these sessions are. A senior LA advisor attends some of these sessions, funded through the levy paid by the schools included in the WDC. The WDC has a carry forward at the end of the financial year, and so will be purchasing a writing scheme for early years and KS1 for each school. The WDC have agreed to retain the levy per pupil at last year's rates, and all the headteachers involved agreed the WDC is providing good value for money. SS reported that he is in charge of the WDC's Development Plan for the forthcoming year.</p> <p>It was noted that the WDC has been mentioned positively in 3 local Ofsted inspection reports, and the LA seems happy with how the collaboration is working.</p> <p>SS reported that he will also be joining the Dorset Schools Forum as a representative for the WDC. This will entail SS being out of the school one Friday afternoon per month. There was a discussion about the impact of this on the school, which SS assured the governors would be minimal and the FG agreed that having a representative on the Schools Forum would be beneficial to Parrett and Axe as well as the WDC.</p>	
18/026	<p><b>Safeguarding</b></p> <p>SS reported that there are no open cases currently. <b>Governors asked</b> <i>how the new start of day procedures are working and what is stopping students from exiting the gate to the school playground once it has been opened?</i> SS reported that once the gate has been opened it is supervised by a staff member, apart from very occasionally. SS noted that the school does not open until 8.40am, and that some younger children are being dropped off and left unsupervised earlier than the school had anticipated. It was agreed that a higher gate may prevent smaller children from opening it and exiting the school grounds.</p>	
18/027	<p><b>Policies for Review &amp; Policy Review Process</b></p> <p>Complaints policy – This is a Dorset County Council policy. It was approved and will be added to the school website.</p> <p>Governor Allowance Policy – SS circulated a draft policy, which the governors approved. This will also be added to the school website.</p>	
18/028	<p><b>Governor Training, Visits, Recruitment &amp; Succession Planning</b></p> <p><b>Governor Training Attended:</b></p> <p>PL is booked to attend the Chair's Briefing on 27<sup>th</sup> March</p> <p>VR attended the "Rise to the Challenge Conference" on 14<sup>th</sup> March</p> <p>SP attended SEN training on 25<sup>th</sup> January</p> <p>NH attended Welcome to Governance training on 20<sup>th</sup> February</p> <p>LH attended Understanding Data Parts 1 and 2 training</p> <p>PL is booked to attend Benchmarking Training on 26<sup>th</sup> April</p> <p>It was noted that the school needs a governor to have completed the Exclusion training. SP agreed to attend this training when a suitable course has been found.</p>	

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	<p>MG noted there are currently no Financial Planning and Monitoring courses planned at present.</p> <p><b>Recruitment</b> The governing board has 2 vacancies for Foundation governors currently.</p> <p><b>Visits</b> SP attended an SEN meeting and is liaising with Susan Dienhardt and Julia Ives about SEN provision.</p> <p>VR highlighted the end of terms of office for some governors within 2018: SP - May AK – June PL – August AW – August</p> <p><b>Succession Planning</b> It was noted that so far no one has expressed an interest in taking on the role of Chair of Governors once PL’s term of office ends in August.</p>									
18/029	<p><b><u>Correspondence</u></b> None.</p>									
18/030	<p><b><u>Dates of Future Meetings</u></b></p> <table data-bbox="268 994 1310 1133"> <tr> <td>Curriculum Committee</td> <td>Tuesday 24<sup>th</sup> April 6.15pm</td> </tr> <tr> <td>Resources Committee</td> <td>Tuesday 8<sup>th</sup> May 6.00pm</td> </tr> <tr> <td>Full Governing Board</td> <td>Wednesday 23<sup>rd</sup> May 2018 6.30pm</td> </tr> <tr> <td>Full Governing Board</td> <td>Wednesday 11<sup>th</sup> July 2019 6.30pm</td> </tr> </table> <p>It was agreed to hold SS’s mid-year review on Tuesday 24<sup>th</sup> April at 5.00pm</p>	Curriculum Committee	Tuesday 24 <sup>th</sup> April 6.15pm	Resources Committee	Tuesday 8 <sup>th</sup> May 6.00pm	Full Governing Board	Wednesday 23 <sup>rd</sup> May 2018 6.30pm	Full Governing Board	Wednesday 11 <sup>th</sup> July 2019 6.30pm	
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18/031	<p><b><u>A.O.U.B.</u></b> SS noted that there are a large number of proposed new housing developments in the area, which could lead to large increase in number of pupils applying for places at the school.</p>									

Meeting closed at 8.40pm

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