

Minutes of Governors Full Governing Body Meeting held on Monday 16th July 2018
6.30pm at Parrett and Axe Primary School

Present:

Peter Larkman (Chair)	(PL)	Foundation Governor
Richard Dodson (Vice Chair)	(RD)	Foundation Governor
Ben Bailey	(BB)	Parent Governor
Andrew Kindness	(AK)	Local Authority Governor
Simon Smith	(SS)	Headteacher/Ex Officio Governor
Allison White	(AW)	Staff Governor
Liza Caddy	(LC)	Parent Governor left during item 18/058
Lisa Raison	(LR)	Parent Governor
Emma House	(EH)	Foundation Governor
Canon Rev David Baldwin	(DB)	Foundation Governor Ex Officio

In Attendance:

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

Lesley Holloway	(LH)	Associate Governor
Martyn Gillingham	(MG)	Foundation Governor
Sue Pakes	(SP)	Foundation Governor
Joy Edwards	(JE)	Foundation Governor
Nick Harris	(NH)	Staff Co-opted Governor

		Action
	<u>Opening Prayer</u>	
18/047	<u>Apologies & Welcome</u> Apologies were received and accepted as above.	
18/048	<u>Register of Business Interests</u> VR reported that all Registration of Business Interests forms have been completed. There were no pecuniary interests in the current agenda declared.	
18/049	<u>Approval of minutes of meeting held on 23rd May 2018</u> The minutes were approved and signed by PL.	
18/050	<u>Matters Arising from minutes of meeting held on 23rd May 2018</u> <ul style="list-style-type: none"> a) 18/038 Breakdown of absence data to include late arrivals – SS SS reported that these figures have now been included in his headteacher’s report. The late marks make up 0.5% of the 0.5% unauthorised absence – a very small figure. b) 18/038 Help sheet of education acronyms – SS The document has been uploaded to the governors’ page of the school website. c) 18/039 – DT and Art link teacher – SS reported that this area does not currently have a staff member allocated as the link for DT & Art. It is hoped that there will be a staff member allocated from September 2018. d) 18/040 – Update on DCC position on appointing headteachers – PL PL read out the notes from the Dorset County Cabinet council report in which Mr Jarman had presented his recommendations regarding this matter. PL spoke to Lynn 	

	<p>Gaudreau at the Chair's Briefing, who reassured PL that the situation is not a threatening one, but that governing bodies need, on the resignation or retirement of a headteacher, to consider whether or not the school wishes to appoint a new headteacher. The change in position is that governing bodies need to prove that they require a new headteacher, rather than a replacement headteacher being the default position. The document has been presented to the WDSC, one of whose Heads is the Chair of the Dorset Primary Schools Association (DPSA) who has circulated it to her members. They are now seeking clarification on the matter, as there are a high number of Voluntary Aided schools within Dorset, who may fall outside of the LA remit for enforcing federation. PL reported that Andy Reid (the new Assistant Director of Childrens' Services) will hopefully come to the next Chairs briefing to explain the position. The governors remain unsure whether or not the DCC cabinet approved Mr Jarman's proposals or not.</p> <p>e) 18/038 - Prospectus Review meeting – PL reported that AW has started the review. It was agreed that AW, PL and LC will meet to review the prospectus at 3.15pm on Monday 23rd July.</p>	
18/051	<p><u>Appointment of Local Authority Governor</u> VR reported that the local authority has approved the appointment of Andrew Kindness as Local Authority governor of the school. All governors present also agreed the appointment Andrew Kindness with immediate effect.</p>	
18/052	<p>Committee Reports</p> <p>a) Curriculum Committee Meeting The committee met on 27th June 2018 and the minutes were circulated prior to this meeting. Questions were invited. It was noted that the minutes needed minor amendments prior to signing, to note that LIZA (not Lisa) Caddy was present, and to remove the reference to the amount of funding the school receives per pupil. <i>Governors asked if SS had received any negative feedback on changes planned for the curriculum and for class groups for the new school year?</i> SS reported that there has been no negative feedback, and that parents seem to be trusting the judgement of the teachers. SS noted that the plan is to hold the meeting annually to inform parents of the reasons for class allocation. SS reported that a draft policy for this will go to the Curriculum Committee in September. The minutes were signed by LC in EH's absence, subject to the above amendments.</p>	
	<p>b) Resources Committee Meeting The committee met on 26th June and the minutes were circulated prior to this meeting. Questions were invited. It was noted that the school has a carry forward of £0 forecast at the end of the school year yet has still to pay for the governors 10% SCA bid, at around £3,000. It was noted that the school hopes to save enough funds to pay the first year's worth of SCA bid from the Premises budget, and possibly other areas of the school budget.</p>	
18/053	<p><u>Head's Report</u> SS's report was circulated prior to the meeting, and questions were invited.</p> <p>a) Attendance & Numbers on Roll including prospective numbers for September 2018 SS reported that it is likely the school will have 122 on roll from September 2018 forecast, with more families interested and visiting the school. The pupil attendance reporting now includes late marks. SS noted that Pupil premium lateness is greatly affected by one family, who struggle to get the pupils to school on time. It was noted that Lulworth will have be a mixed year 5 and year 6 class form the year 2018-2019.</p> <p>b) Staffing Update It was noted that it is Mrs Hall who has resigned, not "Hunt" as indicated in the report.</p>	

	<p>SS reported that future staff training will involve lesson studies with staff from the WDSC including lesson observations.</p> <p>SS and PL received the Middle Leader review report from our SEP Sarah Patterson today which is very positive. The report will be shared with the governors at the next meeting.</p> <p>c) Sports Update</p> <p>SS reported that Parrett & Axe won the regional gymnastics competition for the second year in a row.</p> <p>d) Pupil Premium/Disadvantaged pupils update</p> <p>SS reported that there are no changes to his published report. The school has not yet got all the Pupil Premium pupils data. It was noted in respect of the SATs results, that there are no Pupil Premium pupils in the current Year 6 group. In view of the important effect which Parental Engagement has on the progress of PP children, Governors asked if the parents of pupil premium pupils are difficult to engage with? SS reported that this is not the case at Parrett & Axe School, although it is a recognised problem in other schools. The school will continue to review level of parental engagement for pupil premium pupils.</p> <p>SS reported that the current SDP will be signed off at the next FGB meeting and the new draft SDP will be available by then for governors to review.</p> <p>e) Statutory reporting</p> <p>SS reported that he attended a serious case review for a pupil in this school last week.</p> <p>f) Category 3 update</p> <p>SS reported that in the next SEF, the school will be graded as Good across the board, based on the advice of Sarah Patterson.</p> <p>g) Link Governors</p> <p>SS reported that Sheila O'Donnell has recommended that a link governor is allocated to each of the 3 key priorities in the next SDP, in an effort to move the school's governance from Good to Outstanding. There were concerns raised by governors that this again increases the workload for the FGB who are all volunteers. It was agreed to discuss the matter again at the next FGB meeting in October.</p>	
18/054	<p><u>Moderation Feedback and Initial SATS results feedback</u></p> <p>Early Years Results</p> <p>GLD (Good Level of Development) means that the pupil has achieved Age Related Expectation (ARE) in all 15 areas – 67% of Parrett & Axe pupils achieved this, which is very close to the national result.</p> <p>Reading 80% of Parrett & Axe Pupils achieved ARE Writing 67% of Parrett & Axe Pupils achieved ARE Maths 74% of Parrett & Axe Pupils achieved ARE Writing is still an area of weakness, despite an upwards trend, with the school still having results below the expected standard in Writing.</p> <p>Phonics – 85% of Parrett & Axe Pupils achieved ARE. This is an upward trend. Of the pupils in Year 2 who last year failed the Phonics screening, 94% passed this year.</p> <p>Key Stage 1 Results</p> <p>ARE for Reading, Writing and Maths – 57%, up from 43% in 2017. Reading 69% of Parrett & Axe Pupils achieved ARE, up from 57% in 2017 Writing 61% of Parrett & Axe Pupils achieved ARE, up from 50% in 2017 Maths 74% of Parrett & Axe Pupils achieved ARE, up from 71% in 2017</p>	

	<p>ARE+ Reading, Writing and Maths 9% of Parrett & Axe Pupils achieved ARE+, up from 7% in 2017 Reading 30% of Parrett & Axe Pupils achieved ARE+, up from 14% in 2017 Writing 13% of Parrett & Axe Pupils achieved ARE+, up from 7% in 2017 Maths 17% of Parrett & Axe Pupils achieved ARE+, up from 7% in 2017</p> <p>Key Stage 2 results Each pupil is worth 6% of the overall results.</p> <p>ARE for Reading, Writing and Maths – 82%, up from 35% in 2017. Reading 88% of Parrett & Axe Pupils achieved ARE, up from 59% in 2017 Writing 94% of Parrett & Axe Pupils achieved ARE, up from 71% in 2017 (1 child didn't get ARE in Writing) Maths 82% of Parrett & Axe Pupils achieved ARE, up from 59% in 2017 Grammar & Punctuation 94% of Parrett & Axe Pupils achieved ARE, up from 53% in 2017</p> <p>ARE+ Reading, Writing and Maths 6% of Parrett & Axe Pupils achieved ARE+, up from 0% in 2017 Reading 35% of Parrett & Axe Pupils achieved ARE+, up from 18% in 2017 Writing 18% of Parrett & Axe Pupils achieved ARE+, up from 6% in 2017 Maths 6% of Parrett & Axe Pupils achieved ARE+, <i>down</i> from 12% in 2017 Grammar & Punctuation 35% of Parrett & Axe Pupils achieved ARE+, up from 24% in 2017</p> <p>As the school has been extensively moderated, and there are no appeals against this year's results, these results will remain unchanged.</p> <p>PL noted that these figures have been consistently forecast by the teachers, with the exception of Maths, where one pupil forecast to did not achieve ARE. Conversely, in Reading one pupil more achieved ARE than forecast.</p> <p>PL noted that these results are a huge improvement on last year's data and asked that his and the whole governing board's recognition and appreciation be passed to Nick Harris, Fiona Nash and all the staff team for all their hard work. PL agreed to write a formal letter of thanks to all the staff for their efforts. The children have been advised of their results and are off on a trip to Weymouth next week as a reward for their hard work.</p> <p>It was noted that the Grammar and Punctuation result of 94% of pupils achieving ARE puts the school in the top 5% of the country. Governors asked when the school will know where it sits in relation to other Dorset Schools? SS reported this will be announced around October. SS reported that he hopes the school will be rated as a Category 2 school when reviewed in October. Progress data will be available in October.</p> <p>The governors agreed to retain Sarah Patterson as the school's SEP, for just the HTPM visit next year, as the school will still receive an LA advisor visit in the autumn term.</p>	PL
18/055	<p><u>West Dorset Schools Collaboration (WDSC) Update</u></p> <p>SS reported that lesson studies amongst WDSC staff will take place from the Autumn term, and that the last two days of the summer term in 2019 will be teacher training day. However the time will be disaggregated, so the teachers will work the hours at twilight and evening teacher training sessions, and not be required to be in school on the two Inset days. Charmouth School has now joined the WDSC, and the WDSC is offering support to them post-</p>	

	<p>Ofsted inspection. Nigel Arnold will be leaving Broadwindsor School at the end of the school year, and is being replaced by (another) Mr Smith.</p> <p>PL reported that he is receiving good feedback from DCC officers about the WDSC, which is gaining benefits from collaborative working, without the down sides of academisation. The WDSC has been noted in several recent Ofsted visit reports as being a strength to schools involved.</p>	
18/056	<p><u>Safeguarding</u> VR reported that all governors have now completed their Safeguarding Level 1 training. It was noted that the recent Safeguarding Level 1 training was of a poor quality.</p> <p>SP recently undertook a Safeguarding visit around the school. Her report was circulated prior to the meeting. SS agreed to investigate whether or not the school's peripatetic teachers have received Safeguarding training or not, and report back at the next meeting. It was noted that this is not a legal requirement but is considered good practice.</p>	SS
18/057	<p><u>Policies for Review/Ratification</u></p> <p>Complaints Policy</p> <p>Charging Policy</p> <p>Medicines Policy</p> <p>It was agreed that all the above policies be approved. Date of approval and dates of next review to be added prior to publishing on the school website.</p>	
18/058	<p><u>Agree election process for appointment of Chair and Vice-Chair of Governors in Autumn term</u> There was a discussion about the responsibilities of the Chair of Governors. PL reported that in his time as chair he has visited the school roughly once a fortnight, to make contact with the headteacher and staff. The Chairs briefings take place on a termly basis, but the notes are made available for downloading should attendance not be possible. It was suggested that perhaps one Chair of governors from the WDSC could attend the Chair's briefings, and feedback to all the other Chairs.</p> <p>SS asked if any governors are interested in taking on the role of Chair, they contact him or VR by email. PL noted that he is happy to offer support for the new Chair although he will no longer be a governor.</p> <p style="text-align: right;">LC left the meeting</p>	
18/059	<p><u>Governor Training, Visits, Recruitment & Succession Planning</u></p> <p>Governor Training Attended: JE & LR have attended Safeguarding Level 1 training. VR has attended Clerk's Briefing.</p> <p>PL has attended Chairs' Briefing, with the slides shared prior to this meeting. PL reported that he felt there was a significant increase in the quality of the people running education in DCC, with the new officers having relevant experience. PL also reported that the Regional Schools Commissioner role has been significantly reduced, as it will not become involved with "coasting" schools anymore; only schools deemed as "Inadequate". PL reported that areas of particular interest in recent Ofsted inspections include safeguarding,</p>	

	<p>particularly site security, the safety of pupils whilst off-site, and interest in pupils off-rolled or deemed as “Out of education”. PL noted that improvement in the achievement of Pupil Premium Pupils may take up to three years, and that a frequent barrier to the improvement can be lack of parental engagement (although this is not seen at Parrett & Axe school) PL highlighted the EEF website, and asked if the school is maintaining Pupil Premium case studies? SS confirmed that it is. PL noted that the key issue around Pupil Premium is that the school and governors must monitor to see the impact of how the Pupil Premium funding is spent.</p> <p>PL also suggested that Lisa Winscroft (member of the LA team with responsibility for pupil premium) be invited to join in the PP training day for WDSC. SS agreed to look into.</p> <p>Governor Training booked: Financial Assurance training booked for SP, MG and LR. Financial Planning and Monitoring training booked for BB, MG, AW and LR. Foundation Governor training booked for Eh, and possibly SP.</p> <p>Visits LC carried out a Maths visit.</p> <p>Governor Recruitment The governing board has 2 vacancies for Foundation governors currently.</p> <p>VR highlighted the end of terms of office for some governors within 2018: PL – August. AW – August. A notice has been displayed in the staff room, but there have been no nominations to date. Rev DB noted that the appointment of a new curate means that one foundation governor vacancy will be filled once the new curate starts in post.</p>	SS												
18/060	<p><u>Correspondence</u> None</p>													
18/061	<p><u>Dates of Future Meetings</u></p> <table border="0"> <tr> <td>Resources Committee</td> <td>To be agreed</td> <td></td> </tr> <tr> <td>Curriculum Committee</td> <td>To be agreed</td> <td></td> </tr> </table> <p><u>Dates for FGB’s 2018-2019</u></p> <table border="0"> <tr> <td>Monday 1st October 2018</td> <td>Tuesday 27th November 2018</td> <td>Monday 21st January 2018</td> </tr> <tr> <td>Tuesday 19th March 2018</td> <td>Monday 20th May 2018</td> <td>Monday 8th July 2018</td> </tr> </table>	Resources Committee	To be agreed		Curriculum Committee	To be agreed		Monday 1 st October 2018	Tuesday 27 th November 2018	Monday 21 st January 2018	Tuesday 19 th March 2018	Monday 20 th May 2018	Monday 8 th July 2018	
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18/062	<p><u>A.O.U.B.</u> PL expressed his grateful thanks to all his governor colleagues for their help and support over the past years. SS expressed his thanks to PL for his support as chair of governors in his first year as headteacher, and all his support for the school prior to SS’s appointment.</p>													

Meeting closed at 8.03pm