

**Minutes Of Governors Full Governing Body Meeting**  
**held on Tuesday 27<sup>th</sup> November 2018, 6.30pm at Parrett and Axe Primary School**

**Present:**

Simon Smith	Headteacher
Allison White	Staff Governor
Richard Dodson (Vice Chair)	Foundation Governor
Martyn Gillingham	Foundation Governor
Sue Pakes	Foundation Governor
Nick Harris	Co-opted Staff Governor
Emma House	Foundation Governor arrived during item 18/095
Ben Bailey	Parent Governor
Lisa Raison	Parent Governor
Liza Caddy	Parent Governor
Lesley Holloway	Associate Governor

**In Attendance:**

Vicky Reed	Clerk
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Apologies were received and accepted from:

Andrew Kindness	Local Authority Governor
Rev David Baldwin	Foundation Governor Ex Officio
Joy Edwards	Foundation Governor

		Action
	<b><u>Opening Prayer</u></b> Read by Allison.	
<b>18/088</b>	<b><u>Apologies &amp; Welcome</u></b> Apologies were accepted as above. The clerk reminded governors that when sending apologies they need to state why they are unable to attend meetings. The reason won't be recorded in minutes but will help governors to decide whether to accept apologies or not.	
<b>18/089</b>	<b><u>Register of Business interests</u></b> The register of business forms were circulated at the last meeting. One Register remains to be signed. There were no pecuniary interests declared for any items on the agenda.	
<b>18/090</b>	<b><u>Election of Chair of FGB</u></b> The clerk invited nominations for the role of Chair of the Full Governing Body, for a term of two years. There were no nominations.  The clerk invited nominations for the role of Chair of the Full Governing Body, for a term of one year. Ben Bailey agreed to become Chair of Governors until the next AGM in October 2019. This was proposed by SP and seconded by SS, with all present in agreement.	
<b>18/091</b>	<b><u>Minutes of meeting held on 1<sup>st</sup> October 2018</u></b> The minutes were reviewed, agreed and signed.	
<b>18/092</b>	<b><u>Matters Arising from minutes of meeting held on 1<sup>st</sup> October 2018</u></b> a ) 18/077 2018-2019 SDP - Greater Depth Target - SS reported that he has covered this matter in his headteacher report, by embedding the writing and maths targets in the SDP.  b) 18/084 - Committee minutes on website – VR reported that having checked with Governors Services	

	<p>there is no requirement to publish committee minutes on school websites, just FGB minutes. Some schools do choose to publish committee minutes. The governors agreed to continue publishing just the FGB minutes for the time being.</p> <p>c) 18/087 – SS confirmed that he has spoken with PCSO Bishop who has confirmed that unless there is a breach of the peace the police are unlikely to become involved in parking issues. PCSO praised school for continuing to raise the matter in school newsletters. This approach will continue.</p>	
18/093 a)	<p><b>Curriculum Committee</b> The committee has not met since the last FGB meeting.</p>	
18/094 b)	<p><b>Committee Updates</b> <b>Resources Committee meetings</b> The committee met on 15<sup>th</sup> November of the meeting. The minutes of both the meetings were approved, and signed by SP.</p> <p>SS reported back on the School’s Forum meeting which discussed the School Funding Consultation. The resolution for mainstream schools to pay back 1% of their budgets to plug the shortfall in the High Needs Block funding was voted down, and the matter will now be referred to the Secretary of State for Education to make a decision on. SS noted there are a number of online campaigns to fight schools funding which governors may choose to join.</p>	
18/095	<p><b>Heads Report</b> The head’s report was circulated prior to the meeting.</p> <p>a) Attendance &amp; Numbers on Roll SS reported that the school can take up to 140 pupils in total, with 20 pupils in each year group. There are currently 29 pupils in Kimmeridge 29. There has been no news on the SCA bid for a new classroom. The results are usually announced in February. SS reported that he will have to take physical classroom sizes into account when splitting the classes for 2019 onwards. The school could also consider potentially move the classes around if some classes are bigger. SS reported that it is difficult to write a Statement of Intent describing the criteria for allocation of pupils to classes due to the class size restrictions. The forecast number on roll for September 2019 is 132 next year, including a potential large Reception Year intake. SS reported that there are currently 8 pupils waiting for places in the school, 4 for places in Year 3, 1 for a place in Year 4, and two for places in Year 1. The school could be forced to accept these pupils should their parents decide to appeal for places. <b>Governors asked</b> if DCC currently have anyone employed whose job it is to look at forecast pupil numbers and plan for future demands for school places? It was reported that this function no longer seems to exist.</p> <p>b) Staffing Update - as per report</p> <p>c) Sports Update – Governors congratulated SS and the staff on the school receiving the Sports Platinum Award for the second year in a row.</p> <p>d) Pupil Premium Update - Governors asked if the school had applied for the Pupil Premium Awards. SS will look into this and report back.</p> <p>e) Statutory Reporting – Governors asked about the 1 racist incident included in the report. SS confirmed that this matter had been dealt with.</p>	SS

	<p>f) Other matters SS reported that the SEND review is ongoing, and that SP attended a recent SEND review.</p> <p>SS reported that there are still issue with the school roof, despite significant repairs being carried out over the summer holidays. SS is in regular communication with the surveyor and a site visit is planned for next week.</p> <p>SS shared the letter recently received from DCC advising that the school is currently considered a Category 1 School, which is a school which is currently giving the LA no cause for concern. SS reported that Parrett &amp; Axe is only the second school to go from receiving a Category 3 to a Category 1 letter in one school year. SS reported that the school is in a good place, due to lots of work being carried out by the staff.</p> <p>SS reported that Lynn Gaudreau at a recent meeting suggested a shortened SEF be produced. SS is working on this and it will come to the next FGB meeting. The SDP has also been shortened and a link to the document will be published on the governor's page of the website.</p> <p>SS confirmed that the SEP A visit has taken place and the report will be discussed at the next FGB meeting.</p> <p>The data report in SS's headteacher's report was reviewed and discussed. The governors noted that the results showed the school was down 6% in reading. SS noted that this equates to 1 pupil who narrowly missed achieving ARE.</p> <p><b>Governors asked</b> <i>what is being done to improve the outcomes in Maths progress?</i></p> <p>SS noted that the issue of value added progress is an issue throughout Dorset, and for the schools within the West Dorset Schools Collaboration (WDSC), therefore the collaboration meetings have been focussing on higher achievers in Maths as the results stem from high achieving girls who missed Greater Depth by a few marks. It was noted that the mark for achieving Greater Depth in KS2 was 20% higher this year than last year.</p> <p>The progress of pupils in Maths is part of the school's SDP and the target for SS within his HTPM is for pupils to receive a progress score of zero.</p> <p>Governors noted that the schools results within KS1 are still below Dorset in all areas, but the results were a marked improvement on 2017 results.</p> <p>SS reported that the conversion results were better than raw data. Progress was therefore good. SS also noted that the teachers make conservative and accurate assessments at KS1 now.</p>	<p>AW</p> <p>SS</p>
<p>18/096</p>	<p><b><u>Headteacher's Performance Management feedback</u></b></p> <p>SS left the room for this item of the agenda.</p> <p>SP reported that SS had a successful HTPM, with Lynn Gaudreau as the SEP. SS has achieved all the targets he was set for last year. The FGB agreed to a one point move up the pay scale for SS.</p>	
<p>18/097</p>	<p><b><u>West Dorset Schools Collaboration Update</u></b></p> <p>SS reported that the third round of lesson study meetings have taken place, and that both the meetings and lesson sessions are proving worthwhile. These are looking at Greater Depth Maths and Early writing. The meetings cover both observing and delivering lessons, with the WDSC teaching also planning lessons collaboratively. The idea is to follow the lesson cycle throughout the year, then collate data as collaboration to measure the impact of the collaboration meetings and input. Data from reception, Years 2 and years 6 are collected and reviewed.</p> <p>SS reported that the recent Inset day included joint collaboration training at Salway Ash, including training on how to support children with attachment difficulties, and handling difficult conversations training.</p>	

	SS reported that the lesson studies are being covered through disaggregated time to cover for the two Inset days in July.	
18/098	<p><b><u>Safeguarding</u></b> Governors have all been sent the link to the new 2018 Keeping Children Safe in Education documents, and a hardcopy is available for governors to take to read. Governors present all signed to confirm they acknowledge receipt of the document.</p> <p>SS reported that the recent Child Protection case has been closed, following a Professionals meeting, and that he has fed back the outcomes from the meeting to the relevant staff.</p>	
18/099	<p><b><u>Policies for Review</u></b> Homework Policy - subject to amending to say “parents and carers” not just “parents” the above policy was approved.</p>	
18/100	<p><b><u>Governor Recruitment, Training &amp; Visits</u></b> LR carried out a Maths visit, and the report was circulated prior to the meeting EH is attending New Foundation Governor training Financial Planning &amp; Monitoring training was attended by AK, SP, AW, BB and MG SP has attended a SEND REVIEW</p> <p>SP attended a Chairs briefing. SP reported that one of the speakers talked about the School Funding Consultation and asked what plans the local authority has put in place to prevent the overspend from happening again. It seemed that little has been put in place yet to prevent this. SP reported that £100,000 has been made available by the local authority in order to set up a new Dorset school improvement board with the remit of improving results and outcomes for pupils in Dorset. It was noted that there are no maintained primary headteacher on the board, and that primary schools are only represented via MATs. SS reported that the DPLA are unhappy and are asking that representatives from all the geographic areas be included. Governors asked what is likely to be the long-term effect of the board? SS noted that if schools are not able to be represented and engage with the board, there may be no benefit in the long run. SP reported that Lynn Gaudreau spoke about the Dorset Pupil Premium awards which SS agreed to investigate.</p>	SS
18/101	<p><b><u>Correspondence</u></b> None</p>	
18/102	<p><b><u>Dates of Future Meetings</u></b> Resources Committee      Tuesday 22<sup>nd</sup> January 2019 6.00pm Curriculum Committee      Tuesday 8<sup>th</sup> January 2019 6.00pm Full Governing Body      Wednesday 13<sup>th</sup> February 2019 6.30pm ***NEW DATE</p>	
18/103	<p><b><u>A.O.U.B.</u></b> SS invited governors to attend the Christmas Carol service at 1.30pm on Friday 21<sup>st</sup> December at St Mary’s Church, but reminded governors that there is no parking available at the pub.</p> <p>SS reported that he has found a useful document giving a description of governors’ role. The document has been published on the school website and all governors are asked to read it prior to the next FGB meeting.</p> <p>SS reminded governors he asked them at the last meeting to consider how they had supported school improvements and asked them to asked them to share their thoughts at this meeting. It was noted that governors had submitted input to the School Funding Consultation.</p>	

	<p>SP noted that she has attended both a Chair’s Briefing, a SEND review and the SEP A visit. EH reported that she has liaised with the local police and Highways departments and will be meeting with Miss Humphries to review the PSHE policy and learning. LH reported that she has been working to support more able pupils with their reading LR reported that she has carried out a Maths visit. BB reported that he was supporting the school through agreeing to become Chair of the FGB.</p>	
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The meeting closed at 7.33pm.