

**Minutes Of Governors Full Governing Body Meeting**  
**held on Tuesday 19<sup>th</sup> March 2019, 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
Nick Harris	Co-opted Staff Governor
Ben Bailey (Chair)	Parent Governor
Lisa Raison	Parent Governor
Joy Edwards	Foundation Governor
Sue Pakes	Foundation Governor
Lesley Holloway	Associate Governor
Liza Caddy	Parent Governor

**In Attendance:**

Vicky Reed	Clerk
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**Apologies were received and accepted from:**

Emma House	Foundation Governor
Andrew Kindness	Local Authority Governor
Rev David Baldwin	Foundation Governor Ex Officio

**Other Governors:**

		Action
	<b><u>Opening Prayer</u></b>	
<b>19/018</b>	<b><u>Apologies &amp; Welcome</u></b> Apologies were accepted as above.	
<b>19/019</b>	<b><u>Register of Business interests</u></b> The register of business forms have all been completed for the current year. There were no pecuniary interests declared for any items on the agenda.	
<b>19/020</b>	<b><u>Minutes of meeting held on 13<sup>th</sup> February 2019</u></b> The minutes were reviewed, agreed and signed.	
<b>19/021</b>	<b><u>Matters Arising from minutes of meeting held on 13<sup>th</sup> February 2019</u></b> a) High Needs Block Funding – SS reported that the Secretary of State agreed to DCC’s request for a transfer of 1.34% from the schools to the High Needs Block. b) LC will resend her visit report.	LC
<b>19/022</b> a)	<b><u>Committee Updates</u></b> <b><u>Curriculum Committee</u></b> The committee has not met since the last FGB meeting.	
<b>19/022</b> b)	<b><u>Resources Committee meetings</u></b> The committee met on 12 <sup>th</sup> March 2019 and the minutes were circulated prior to this meeting. RD gave a summary of the meeting. The governors agreed that they would write to the diocese to express their	

	<p>dismay that the extra funding allocated by the government has been given to the diocese and held within the DFC budget, hence attracting a compulsory 10% governor's contribution from the school in order to access the funds. SS will draft a letter from governors to sign and send.</p> <p>The SFVS was approved and signed, and the FGB approved the Teachers Pay Policy.</p>	
<p><b>19/023</b></p>	<p><b>Review and Approve 2019-2020 Budget</b></p> <p>The proposed budget was circulated prior to the meeting</p> <p><b>Governors asked</b> why the budget shows a 10% increase in teaching costs this year, and then falls then back down to an inflation rate increase in future years? SS explained that some teachers are due to cross the threshold from main Scale to Upper Pay Scale, with the associated increase in salaries.</p> <p><b>Governors asked</b> what funds comprise grant funding? It was explained that this is made up of lots of pots including pupil premium and sports funding. It was noted that the school cannot forecast future Pupil Premium funds we don't know how many Pupil Premium children will join in the new school year.</p> <p>It was noted that the £7040 carry forward at the end of the 2018-2019 financial year is pupil premium funding which was received late in the financial year.</p> <p>It was noted that all support staff will receive pay rises in the new financial year as a result of a new paygrade structure introduced by the local authority.</p> <p>There is an increase in the training budget in the forthcoming year, as Julia Ives will be completing her SEN course.</p> <p>The school has booked for the gold SEP visit package this year, as it will receive 4 visits for the price of three. It was agreed that this would be prudent with an Ofsted inspection pending.</p> <p>It was asked why the % of the budget allocated as leadership team is 0%. SS noted that this is because he was incorrectly allocated to lead teacher rather Headteacher when originally set up. SS will speak to KC to get this corrected.</p> <p>It was noted that in September 2019 there would be 132 pupils on roll, but the budget would be based on the previous census figure of 122 on roll.</p> <p>The assumptions behind the budget were reviewed and approved.</p> <p>The Resources committee, having reviewed the budget in detail at their last meeting recommended the budget to the FGB for approval. All present agreed and approved the budget for the 2019-2020 financial year.</p>	<p>SS</p>
<p><b>19/024</b></p>	<p><b>Heads Report</b></p> <p>The head's report was circulated prior to the meeting. SS reported on any changes since the report was circulated.</p> <p><b>Attendance &amp; Numbers on Roll</b></p> <p>SS reported there are 20 new children coming into Reception in September with 3 pupils currently on the waiting list.</p> <p>Governors asked about the reason behind the low attendance figures for SEND pupils? SS noted that this is one particular child affecting the figures. SS noted that a letter has been sent to one family to advise that they are close to be fined.</p>	

	<p>SS noted that the school did very well in the recent cross country races.</p> <p><b>Disadvantaged Pupils/Pupil Premium Update</b> – SS noted that the governors will need to review and consider what the Pupil Premium funds will be spent on. The matter will be discussed at the next Resources Committee meeting. SS noted that current system of allocating funds for the purchase of school uniform may not be giving good value for money.</p> <p><b>Other matters</b></p> <p>SS reported that he has carried out a learning walk and that attitude and behaviour were good, as were teaching and learning. The school will be looking at the deployment of teaching assistants as part of the collaboration’s focus on SEN.</p> <p><b>Site management</b> SS reported that the fire doors were all inspected, and there are currently no leaks in the roof.</p> <p>It was noted that currently 100% of Year 6 are reported to be working at ARE for writing.</p>	
19/025	<p><b><u>West Dorset Schools Collaboration Update</u></b></p> <p>SS reported that the teachers have recently attended a lesson study meeting and the feedback was very positive. Headteachers are also giving positive feedback on the impact of the collaboration. Lesley Holloway is attending the next collaboration meeting and will prepare a short report.</p>	
19/026	<p><b><u>Safeguarding</u></b></p> <p>SP reported that the school is working through the Safeguarding audit and this will be completed ahead of the submission deadline.</p>	
19/027	<p><b><u>Policies for Review</u></b> – policies circulated prior to the meeting</p> <p>Anti-Bullying Policy – this was agreed subject to the removal of the word “at” in the second sentence. Governors asked what happens to written records of bullying incidents? SS reported that these are retain whilst the student is attending the school, and then passed onto any subsequent schools they move to.</p> <p>Behaviour Policy – This was approved.</p>	
19/028	<p><b><u>Governor Training, Visits, Recruitment &amp; Succession Planning</u></b></p> <p>LH agreed to be reappointed as Associate Governor for term of six months but noted after that time she would like to stand down as Literacy Governor.</p> <p>MG recently attended a Chairs Briefing and circulated a report prior to the meeting. VR will circulate the date of the next Chairs Briefing once available.</p> <p>VR attended the recent Governor Services Conference.</p> <p>SP attended a recent collective worship and noted that the school has lots to do before a SIAMS visits. The school is purchasing the PSA credits for support this year.</p> <p>SP reported that she has carried out a SEN focussed learning walk with Julia Ives and Susan Dienhardt. SP noted that lots of improvements have already been made since the SEND review.</p> <p>SP noted that in her visits to the school, the pupils have been calm and purposeful, with IPPs in evidence, and excellent teaching and teaching assistant support for pupils. SP will circulate a brief report of her visit.</p>	VR

19/029	<p><b><u>Correspondence</u></b> None</p>	
19/030	<p><b><u>Dates of Future Meetings</u></b> Resources Committee      Tuesday 7<sup>th</sup> May at 6.00pm Curriculum Committee      Tuesday 4<sup>th</sup> June at 6.30pm Full Governing Body      Tuesday 21<sup>st</sup> May at 6.30pm</p>	
19/031	<p><b><u>A.O.U.B.</u></b> SS encouraged governors to come into school for learning walks, and to focus on a variety of different areas and themes, and could include looking at books, planning and marking and the use of different resources in class. Governors noted that in one recent visit literacy difficulties were hampering on pupil in a maths lesson.</p> <p>Governors asked when the proposed Maths evening for parents will be taking place? It was agreed this would not take place until the Autumn term due to the focus on SATs currently. It was hoped that the evening could tie in with school focus on Maths mastery.</p> <p>It was noted that the school already offers a parents' session on phonics for parents of children in Year 1 and those re-taking the phonics test in Year 2.</p> <p>It was suggested that a SPAG session for parents of KS2 children be arranged.</p>	

The meeting closed at 7.21pm.