

Minutes Of Governors Full Governing Body Meeting
held on Wednesday 4th February 2020, 6.30pm at Parrett and Axe Primary School

Present:	Simon Smith	Headteacher	SS
	Richard Dodson (Vice Chair)	Foundation Governor	RD
	Martyn Gillingham	Foundation Governor	MG
	Andrew Kindness	Local Authority Governor	AK
	Sue Pakes (Chair)	Foundation Governor	SP
	Ben Bailey	Parent Governor	BB
	Nick Harris	Staff Governor	NH
	Emma House	Foundation Governor	EH
	Lisa Raison	Parent Governor	LR
	Joy Edwards	Foundation Governor	JE
	Allison White	Staff Governor	AW
	Liza Caddy	Parent Governor	LC
	Bev Coleberd	Foundation Governor	BC
Apologies:	Rev Fiona Beale	Foundation Governor	FB
	Rev David Baldwin	Foundation Governor Ex Officio	DB
	In Attendance:		
	Karen Lovering	Clerk	KL

		Action
	<u>Opening Prayer</u>	
20/001	<u>Apologies & Welcome</u> Apologies were received and accepted from the above. The Chair welcomed Bev Coleberd as her appointment to Foundation Governor has now been finalised and it was agreed that LR would buddy up with her.	
20/002	<u>Register of Business interests</u> There were no pecuniary interests declared for any items on the agenda.	
20/003	<u>Minutes of meeting held on 4th December 2019</u> The minutes were reviewed, agreed and signed.	
20/004	<u>Matters Arising from minutes of meeting held on 4th December 2019</u> 19/092 a) Ratification of Policies – The Chair clarified the ratification of policies, FGB need to ratify Resources Budget, final document of the SFVS and Pay Policies – the DFE have a rolling program on their website which states clearly how often policies need reviewing and most of the Curriculum policies can be agreed at Curriculum Meetings. 19/097 SEN Visit – The Chair met with Julia Ives and some of the parents from the SEN register, she reported back that this was a very informative meeting and showed a good rapport with parents. 19/098 Parking – Chair had emailed lady re the complaint about parking but has not had a reply as yet. The Headteacher often stands outside the school to slow down traffic but drivers speed up if they can't see him. We have had no further complaints but parking is still a	

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	problem with inconsiderate parking. A sign has been placed on the front gate to ask parents to think about how they have parked.	
20/005	<p><u>SEP A Visit Report</u></p> <p>This was discussed at the Curriculum meeting. Main focus for the Governors is trying to improve effectiveness and raising standards and Headteacher is happy to be challenged. Behaviour is exemplary, both SEP A and Chair made mention to this. Governors were reminded to ask children about their learning when coming in to school for learning walks. This was a positive SEP A report.</p>	
20/006	<p><u>Year 6 Mock SATS Results</u></p> <p>The Y6 mock SATS Results are looking good for 2020, there are boosters and interventions in place and we are at similar levels as last year with percentages. There are 4 PP children and their achievements are at the moment all quite low, this is going to be a challenge to get to age related expectations. However, they are all in booster and intervention groups and we are addressing the issue.</p>	
20/007 a)	<p><u>Committee Updates</u></p> <p><u>Resources Committee meetings</u></p> <p>The committee met on Tuesday 22nd January. The minutes were circulated prior to this meeting and questions were invited. One point raised is that the Breakfast Club is losing money. It was decided that it will be kept running for a year but may have to stop in July 2020. This has been documented in the newsletter. The minutes were agreed and then signed by RD.</p>	
20/007 b)	<p><u>Curriculum Committee</u></p> <p>The committee met on Wednesday 22nd January 2020 and the minutes were circulated prior to this meeting. Questions were invited. One point to be raised that all minutes of committees must go to Headteacher for approval prior to being circulated on website. One amendment to be made: greater depth figures are a little disappointing – this is not correct and should read: pupils on target. We now have mental health first aiders in children and the prayer space is to be developed. A Humanities Governor (which includes Art) needs to be appointed as the Governor is leaving. As this is part of the school development plan, the new Governor needs to commit to a couple of visits this year, BC will consider taking this on and she will discuss this with the Headteacher. SDP priorities are now no longer numbered. Thank you to Headteacher for FFT training, all Governors can now access it and it is very helpful. The minutes to be amended were approved and signed by EH.</p>	KL/EH
20/008	<p><u>Heads Report</u></p> <p>The Head's report was circulated prior to the meeting. From today there are a couple of slight changes.</p> <p>a) Attendance & Numbers on Roll – Y3 application from today which would take that year group up to 14. The child would go into Kimmeridge Class and then a total of 135 pupils would be on roll.</p> <p>Governors asked about the 7 children on the waiting list? – The children on the waiting list are in oversubscribed year groups and are not in our catchment area. The Headteacher will be</p>	

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	<p>meeting the new Head at Beaminster St Mary's next week.</p> <p>Governors asked if we are working with families to improve attendance? - Letters have been sent to those parents who have under 95% attendance, education welfare will be brought in to deal with very low attendance, there are 2 cases of genuine sickness. The Headteacher informed all that the whole school attendance has dipped since stopping the prize each week for attendance.</p> <p>The Headteacher informed the Governing body about a letter to be sent out which states how many sessions pupils can take off as unauthorised before they are fined eg 10 consecutive sessions. We can give special permission to certain pupils still, eg service families. The letter will be put on the website and see what Governors think, to discuss at next FGB meeting.</p> <p>Governors asked about the fine from authority, has it changed and where does the money go to? The fine is from the authority but we can send out fine letters and the money goes back to the council. The school does send out information about attendance in the newsletter. Attendance officers can be called in by the school and we have done this recently for a pupil who was under 85%. This child is now at 93% and making massive progress in school.</p> <p>b) Staffing Update As per report.</p> <p>c) Sports Update As per report.</p> <p>d) Pupil Premium Update As per report.</p> <p>e) Statutory Reporting A Governor pointed out that in last meeting there was a case of bullying and would be mentioned in the next Headteacher's report but can only see one about racism? There was a racist incident that happened in an outside sporting event the school attended. An allegation was made that of one of our pupils commented on the skin colour of another school's pupil. It has been dealt with and parents informed. The bullying incident has been dealt with internally.</p>	ALL
20/009	<p>Safeguarding There has been a report made today to Social Services and this is being dealt with. The audit has now been completed. The Headteacher would like to thank EH for her input with this as it was a long session.</p> <p>All safeguarding training is up to date except BC, Safeguarding 1, as the only training days have been Thursdays and she can't make that day. We are looking at a September course when they become available.</p> <p>A Governor asked what we are planning on doing if a previous pupil/parent comes into school asking about a teacher who has been found guilty of having indecent pictures? He was a supply teacher who was at our school over 14 years ago for a few days' supply and he was a Headteacher of another local school. The Headteacher reported that he has spoken to the</p>	

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	<p>current Head of that local school and at the moment no action is being taken and we will follow her lead. The understanding is that the police would have been in contact if there were any children affected from this school. As a school we have not allowed teachers to take pictures of children in school.</p> <p>LC Joined the meeting – 7pm</p>	
20/010	<p><u>Policies for review/adoption</u></p> <p>Schools Support Staff Pay Policy – Section 3 Full Acting Up in Appendix 1 has been cut and Section 4.10 kept in and Governors will approve any honoraria payments. The FGB ratified this policy.</p>	
20/011	<p><u>Governor Recruitment, Training & Visits</u></p> <p>Training booked:</p> <p>FB: Safeguarding for Governors 1 – 16 Jan</p> <p>FB: Welcome to Governance – 13 Feb</p> <p>SP: Safeguarding for Governors 2 Update – 2 Mar</p> <p>EH: Safeguarding for Governors 2 – 4 Mar</p> <p>KL: Clerks Briefing – 12 Mar</p> <p>KL completed Governor Minute Taking Course – 15 Jan.</p> <p>LR completed a Literacy Learning walk, she informed the group that the behaviour of the children was amazing and all appeared to be having a good time and well behaved. This was her first learning walk and was just an introduction and looked across the whole school, Lexia and Pupil Progress process. She will set up a meeting shortly and move further in depth.</p> <p>EH got together with PHSE lead for a quick chat to see what was being hoped to achieve and she will book in a PHSE meeting.</p> <p>LC completed a Maths learning walk, she looked at internal data and pupils' progresses. She recorded this to show where the school is going, all teaching staff can see very effective.</p> <p>The Headteacher is trying to get together a working party for Governors to help each other within the collaboration.</p> <p>The clerk will chase the Diocese about the new recruitment process as we are shortly losing one Foundation Governor and extending another term for Foundation Governor.</p>	<p>LR</p> <p>EH</p> <p>SS</p> <p>KL</p>
20/012	<p><u>Staff Wellbeing</u></p> <p>The Headteacher's focus on staff wellbeing to reduce staff anxiety and he reminded Governors to be respectful of teachers' time by being supportive although still must challenge but understand they work hard.</p>	
20/013	<p><u>Correspondence</u></p> <p>The school has received a letter from the Rt Hon Nick Gibb, an amazing letter that we are in the top 1% of primary schools in the country for writing in KS2, this will be put in the team news and to be sent out with the next newsletter.</p>	
20/013	<p><u>Dates of Future Meetings</u></p> <p>Resources Committee Monday 23rd March – 6.15pm in school</p>	

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	Curriculum Committee Full Governing Body	Thursday 25th June - 6.30pm in school Tuesday 31 st March - 6.30pm in school Tuesday 19 th May – 6.30 pm in school	
20/015	<u>A.O.U.B.</u> No other business.		

The meeting closed at 7.20 pm.

PARRETT AND AXE SCHOOL

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