

**Minutes Of Governors Annual General Meeting & Full Governing Body Meeting  
held on Wednesday 4<sup>th</sup> December 2019, 6.30pm at Parrett and Axe Primary School**

**Present:**

Simon Smith	Headteacher	SS
Rev David Baldwin	Foundation Governor Ex Officio	DB
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

**Apologies:**

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

In Attendance:

Karen Lovering	Clerk	KL
Bev Coleberd	Prospective Foundation Governor	BC

		Action
	<b><u>Opening Prayer</u></b>	
<b>19/088</b>	<b><u>Apologies &amp; Welcome</u></b> Apologies were received and accepted from the above. SP expressed her thanks and gratitude to BB for stepping up to the Chairs position last year.	
<b>19/089</b>	<b><u>Register of Business interests</u></b> The register of business forms were circulated at the last meeting and all have been signed. There were no pecuniary interests declared for any items on the agenda.	
<b>19/090</b>	<b><u>Minutes of meeting held on 15<sup>th</sup> October 2019</u></b> The minutes were reviewed, agreed and signed after adding in the date of the Pay Panel meeting.	
<b>19/091</b>	<b><u>Matters Arising from minutes of meeting held on 15<sup>th</sup> October 2019</u></b> 19/072 - The FGB reviewed the Code of Conduct and Standing Orders and agreed the personalisation's and were signed as approved by SP. 19/074 - Critical Incident Plan is to stay the same. 19/074 - The children have designed posters for Aspiration and Challenge to demonstrate the learning powers which tie in with the school's Christian values. These have been laminated and displayed around the school and the children are now working on Collaboration and this will shortly be on display. 19/084 - SS has arranged a FFT training session on Wednesday 22 <sup>nd</sup> January at 6.15pm.	SS

Signed.....Date.....

	<p>19/083 - Prospectus has now been updated successfully and is on the website.</p> <p>19/087 - Blueprint for Change, the Chair had written to Sarah Parker (Head of Children's Services) voicing our concerns and the Chair has now received a letter from Stuart Riddle informing us that we won't lose any services, that they are not proposing to give less help to schools and that it is just a HR process. The services will be based in 6 localities and we will come under West Dorset. Sarah Parker has now resigned and will be leaving at the end of the month. They will be launching Blue print for children soon.</p>	FGB
19/092 a)	<p><b><u>Committee Updates</u></b></p> <p><b><u>Resources Committee meetings</u></b></p> <p>The committee met on 19<sup>th</sup> November 2019. RD invited questions on the minutes which had been circulated.</p> <p>The Teachers Pay Policy has been personalised and this was ratified by all.</p> <p>The Scheme for Financing Schools was also ratified by all.</p> <p>SP explained that not all Policies which had been delegated to Committees for reviewing needed to be ratified by FGB. She will be investigating this further.</p> <p>The minutes of the meetings were approved, and signed by RD.</p>	SP
19/092 b)	<p><b><u>Curriculum Committee</u></b></p> <p>The committee has not met since the last FGB meeting.</p>	
19/092 c)	<p><b><u>Headteacher's Performance Management</u></b></p> <p>AK reported that they had met with Lynn Gaudreau (SEP). Following a very successful Performance Management Review for SS it was agreed that he move one point up his pay scale.</p>	
19/093  Change from here??	<p><b><u>Heads Report</u></b></p> <p>The head's report was circulated prior to the meeting.</p> <p>a) Attendance &amp; Numbers on Roll</p> <p>SS reported that there are 133 pupils on roll, as of today. The school is full in some year groups but Dorset Council have informed us that the school is take up to 140 on roll and can be in any year group, although cannot go over 60 children in KS1. One new housing development is now completed and another prospective housing development is under discussion in the village. Attendance is good.</p> <p><b>Governors asked why the attendance is lower in Pupil Premium?</b> SS reported that one child has been in hospital and that's why there is a gap.</p> <p><b>Governors asked why Corfe Class looks down in unauthorised absences?</b> SS informed all that children under 5 do not have to be in full time education.</p> <p>b) Staffing Update</p> <p>as per report.</p> <p>c) Sports Update</p> <p>SS reported that Parrett and Axe had won their group stage of the Kenway Cup and are now in the quarter finals.</p>	

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	<p>d) Pupil Premium Update As per report.</p> <p>e) Statutory Reporting SS informed all that there was a bullying incident during the week, this has now been dealt with and logged. This will be reflected in the official figures for next meeting.</p> <p>f) SEP A Visit SS confirmed that the SEP A visit had taken place and he has received the draft back today. This will be available at the next FGB meeting.</p> <p>g) DATA Summer 2019 SS had circulated the data for the rest of the Year groups (Yr2 &amp; Yr6)</p> <p><b>Governors asked what was being done to address areas where ARE was below national average?</b> SS informed that Yr2 writing would be a focus this year. Maths is not an issue but NH will be working with Chesil Class. Y5 boys reading is lower due to 2 boys in that cohort who won't reach age related expectations due to one boy having an EHCP and the other significant delays and processing problems.</p>	SS
19/094	<p><b>Quality First Teaching</b> SS shared the Quality First Teaching document with the governors and explained how it works.</p> <p><b>Governors asked how do you measure it?</b> SS informed all that it is measured by pupil progress reports, looking at books and the impact on standards.</p> <p><b>A Governor asked SS to explain mind mapping</b> SS explained that mind mapping is a way of organizing information in diagram form from one central point.</p> <p>The governors thanked SS for this information which they found very interesting.</p>	
19/095	<p><b>Safeguarding</b> Governors have all been sent the link to the new 2019 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>	KL EH LR JE LC AW
19/096	<p><b>Policies for review/adoption</b> <b>Performance Management Review</b> This LA policy had been circulated and the school does not propose any amendments to it so the policy was approved unchanged.</p> <p>Winter Weather Policy document was reviewed and approved with no changes. This will now be circulated to parents.</p>	KL
19/097	<p><b>Governor Recruitment, Training &amp; Visits</b> RE – DB completed a visit on 2<sup>nd</sup> December where he met with the RE coordinator (SS) who explained the marking system as they looked through a number of books. DB was very</p>	

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	<p>impressed with depth of knowledge and writing and with the displays in the classrooms.</p> <p>SP attended the Chairs briefing. She was advised that it is good practise to have committee meetings clerked by someone not on the committee but as this is not a legal requirement we will continue with our present system especially as our committee minutes follow the FGB minutes format. She informed the group that when OFSTED calls we will have 30 minutes from the warning call to receive the main OFSTED call which will last 90 minutes and the next day there will be the inspection. Curriculum committee have studied the new inspection framework.</p> <p>SP informed Governors of the SEN review of the review. Miss Ives came out very well from it. Tomorrow she will study this review with JI after which she will attend the meeting JI has arranged for parents with SEN children.</p> <p>SP is booked on Safeguarding Level 2 (Updated) on 2<sup>nd</sup> March 2020. EH is booked on Safeguarding Level 2 on 4<sup>th</sup> March 2020.</p> <p>BC and Rev Fiona Beale's Foundation Governor applications are in progress and will hopefully be finished by the end of the year. RD's Foundation Governor will need to be renewed in March and MG will step down at the end of his term in April and will need replacing.</p>	<p>SP/JI</p> <p>SP EH</p>						
<p><b>19/098</b></p>	<p><b><u>Parking</u></b>  SP has received a letter from a resident about the problems of parking and child safety which she read out. SP has replied to her and informed the resident that her concerns would be brought up at the Governors meeting. SS has contacted police three times and they have informed him that unless there is an incident they will not get involved. SS has been out at dropping off and collection times to monitor the situation and he observed the speeding is more a problem at these times. The school has emailed parents about this problem and put it in the newsletter. The Police come into school once a year to discuss road safety and road safety is taught during Bikeability for the Y6s. BB suggested a sign on the gate to remind parents to park responsibly, drive slowly and be careful. In the next newsletter parents will be asked to park in other places in the village and walk to school. SP would write a further reply to the resident.</p> <p><b><u>Governors asked if we can change speed limit to 20 as other schools have done?</u></b> All Somerset Schools have 20 mph but this isn't the case in West Dorset and it would be a highway issue which would have to go through the Parish Council. We will advise residents if they have an issue to contact the Parish Council.</p>	<p>SS/KL</p> <p>SP</p>						
<p><b>19/099</b></p>	<p><b><u>Correspondence</u></b>  None</p>							
<p><b>19/100</b></p>	<p><b><u>Dates of Future Meetings</u></b></p> <table border="0"> <tr> <td>Resources Committee</td> <td>Wednesday 22<sup>nd</sup> January to follow on after FFT training</td> </tr> <tr> <td>Curriculum Committee</td> <td>Tuesday 14<sup>th</sup> January - 6.30pm in school</td> </tr> <tr> <td>Full Governing Body</td> <td>Tuesday 4<sup>th</sup> February - 6.30pm in school</td> </tr> </table>	Resources Committee	Wednesday 22 <sup>nd</sup> January to follow on after FFT training	Curriculum Committee	Tuesday 14 <sup>th</sup> January - 6.30pm in school	Full Governing Body	Tuesday 4 <sup>th</sup> February - 6.30pm in school	
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19/101	<p><b>A.O.U.B.</b> The Governors were informed of the dates for the Christmas activities in the coming month.</p>	
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The meeting closed at 7.40pm.

PARRETT AND AXE PRIMARY SCHOOL

Signed.....Date.....