

Minutes Of Governors Annual General Meeting & Full Governing Body Meeting
held on Wednesday 1st December 2021, 6.30pm via Zoom

Present:

Sue Pakes (Chair)	Foundation Governor	SP
Simon Smith	Headteacher	SS
Allison White	Staff Governor	AW
Richard Dodson (Vice Chair)	Foundation Governor	RD
Andrew Kindness	Local Authority Governor	AK
Emma House	Foundation Governor	EH
Lisa Raison	Parent Governor	LR
Liza Caddy	Parent Governor	LC
Nick Harris	Co-opted Staff Governor	NH
Rev Fiona Beale	Foundation Governor	FB
Ben Bailey	Parent Governor	BB
Rev David Baldwin	Foundation Governor Ex Officio	DB
Bev Coleberd	Foundation Governor	BC

In Attendance:		
Karen Lovering	Clerk	KL

		Action
	<u>Opening Prayer</u>	
21/084	<p><u>Apologies & Welcome</u> The Chair welcomed all members, there were no apologies. Special thanks to the Headteacher for attending this meeting while ill with Covid. The Chair informed the FGB of Joy Edwards resignation last month and both DB and the Chair had expressed their gratitude to her for all her hard work as her time as Governor. This is also Karen Lovering's last meeting as clerk and we give our sincere thanks for all her dedication. The Head will contact Governor services and see if they can provide a temporary clerk.</p>	SS
21/085	<p><u>Register of Business Interests</u> There were no pecuniary interests declared for any items on the agenda.</p>	
21/086	<p><u>Minutes of meeting held on 6th October 2021</u> The minutes were reviewed and agreed.</p>	
21/087	<p><u>Matters Arising from minutes of meeting held on 6th October 2021</u> 21/071 b – LTS update – A new LTS has been appointed however the lunchtimes are still short staffed and after the new year we need to push for a new LTS. 21/073 – Curriculum part of the key priorities and Topics in subjects – Bev Coleberd agreed to take on these roles. Many thanks to her for taking on these extra responsibilities.</p>	
21/088 a)	<p><u>Committee Updates</u> <u>Resources Committee meetings</u> The committee met on 23 November 2021. The minutes of the meeting were discussed and approved, and will be signed by RD. There is a query on Teachers Pay Policy and so this will be held over to next time. The</p>	

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	rest of the policies were ratified.	
21/088 b)	<p><u>Curriculum Committee Meetings</u> The committee met on 29th September 2021.</p> <p>The minutes of the meeting were discussed and approved and will be signed by EH. She informed the FGB that there will only now be 3 members of the curriculum committee who aren't teaching staff. It was agreed that Bev Coleberd will move across to curriculum committee to make the balance more even.</p>	
21/088 c)	<p><u>Headteacher's Performance Management Meeting</u> The committee met on 3rd November 2021. They were very impressed with Simon's performance this year and it was agreed that he would move up one point on his pay scale.</p>	SP/ST
21/089	<p><u>Heads Report</u> The Head's report was circulated prior to the meeting.</p> <p>a) Attendance & Numbers on Roll Attendance is down at the moment due to colds and the massive outbreak of Covid in Lulworth.</p> <p>A Governor asked 'Why unauthorised absences are so high?' This is due to siblings of children who have tested positive not following Government guidelines so are not coming into school and parents who are scared of catching Covid not sending in their children.</p> <p>b) Staffing Update Karen Lovering has resigned and is going to work at Mountjoy. We wish her all the best and thank her for all her hard work and patience. Interviews for her replacement will take place on Wednesday via Zoom. Megan Ffoulkes will be returning as a 0.6 teacher, 3 days a week after February half-term and the 0.4, 2 days a week teacher post has been advertised. Staff wellbeing survey has been distributed and the results will be analysed and shared at FGB meeting.</p> <p>c) Training Stuart Copping has commenced his SENCO training qualification and the Finance Administrator has been on various finance training to get herself up to speed.</p> <p>d) Sports Update We were doing very well but unfortunately after the Kenway Cup 5 players from another school tested positive to Covid and this is where we believe our Covid outbreak came from.</p> <p>e) Pupil Premium Update As per report. When school led tutoring starts in the Spring term, this will go to Pupil Premium children.</p>	SS/SP/KC

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	<p>d) Statutory Reporting None</p> <p>e) School Improvement Plan Key priorities – pupil support meetings have taken place and identified all the children who need additional support. Pupil conferencing has started and learning walks are progressing. Megan Ffoulkes has started her keeping in touch days and is making sure all the planning and books are adhering to the correct procedures for the non-core curriculum. The Head will be meeting with Governors about the SIP.</p> <p>f) Safeguarding As per report.</p> <p>g) Statutory reports. None.</p> <p>h) Health and Safety Covid Outbreak Cases are reducing however, last week I had to contact Dorset Public Health and Dorset Education due to the outbreak and the report returned saying that we were showing exemplary care for our Covid measures. The bubble system seems to have worked. On Monday we will try and reverse that if the Covid cases allow us to. The Christmas Fayre has been cancelled amid the new advice from Public Health Dorset which asks us to limit mass gatherings. I would like Governor’s approval to cancel the Panto due to another school attending, enclosed space and the high cases in South Somerset and I don’t want to put staff and parents at risk. The Governors unanimously agreed to cancel the Pantomime. Christmas service may have to change and instead perform an outside carol concert. Head will speak to staff about their thoughts and get back to Fiona. All nativity plays to be recorded. A governor asked if We can do a spreadsheet with the covid cases especially for OFSTED?’ This is already in place and kept updated daily. A big thank you to the parents for being very supportive testing children. OFSTED Head reported that he spoke to OFSTED today. The Head called the Head of Childrens Services to say that due to Covid it was not advisable. OFSTED agreed this and the inspection was deferred. It will be better when we aren’t in internal bubbles and have staff missing.</p> <p>i) Site management Chesil class had a skylight blown off during the storm, this has now been sealed until it can be repaired properly.</p>	<p>SS/FB/ LR/BC</p> <p>SS</p> <p>SS</p>
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	<p>A Governor asked When are School assemblies happening again?’, The Head will look at numbers of cases and will discuss when he is back in. We are now having Zoom celebration worship assemblies on a Friday afternoon.</p>	SS
21/090	<p>Safeguarding Safeguarding audit has been completed by Emma & Simon and all Governors should now complete the Prevent training. The Headteacher will send the link. When signing in to the school there is a new Child Protection Summary laminated page for all visitors to read. Nick Harris will now do the Safer Recruitment Training as Karen Caile has left.</p>	SS
21/091	<p>Staff Well Being Staff wellbeing is struggling at the moment although it is better than it was a week ago but staffing is very stretched now, to the point if Nick is off we will have to shut a bubble as we do not have enough adults to keep the class open. A rota has been organised to enable lunch and break times to be covered, however, this is being filled with existing staff to keep the children safe and to keep the school running. There is no time for teachers to prepare lessons or even to have a break and quality of teaching has reduced because of this. This is not just something that has happened in the last week because of Covid, this situation has been creeping in, in the last 12 months. As a staff we need to see some changes for our wellbeing and that pupils deserve better from us and the Head can't keep covering. The staff want to see changes or things on the horizon that things will improve starting asap.</p> <p>A Governor wanted to know ‘do we have enough cover for this week?’ Yes, but we can't keep asking people to cover as they have been doing, it will improve as people return to work but other people will probably go off as well.</p> <p>A Governor enquired ‘What do you think the solution is?’ We need more people especially on a Friday, hardly any staff are in and we need more LTS to cover the lunch breaks. Staff have liked the current rota which is a definite plan on how to get around things. This can't be maintained for a long period of time and financially staff are taking overtime. Teachers are also cleaning classrooms as one of the cleaners are off. Alison Dickinson is doing an amazing job keeping up the cleaning. Karen Laws should be back on Monday. Head advised that we have been trying to recruit LTS but we need to be more proactive and maybe employ another TA to cover Fridays or see if one of the existing TAs will do a Friday. The school has advertised 3 times for LTS but unfortunately no one wants the position. It is extremely difficult to get staff to work for 6 hours a week on minimum wage. The reason that cleaners haven't gone over to Churchills is due to County being slow with the pensions. It is in-hand but waiting for County.</p> <p>The Headteacher and Chair sent out a staff wellbeing survey, 7 replies returned so far. At the staff meeting it was encouraged to hand these in.</p> <p>There is also a major obstacle that Fiona Nash has not had hardly any coordinator time, this will cause a problem when it comes to OFSTED.</p> <p>OFSTED called today and would have come in tomorrow but it has been deferred due to Headteacher being off with COVID and that the classes are in bubbles. This brings to a</p>	SS/SP

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	<p>head that the teachers need more time to have co-ordinator time. This needs to be looked at asap.</p> <p>A governor asked 'Can we have supply TAs or administrators to cover these classes?' Headteacher will look into this but this has been difficult due to the Covid situation and class bubbles.</p> <p>In addition to the 3 members of staff who have been off with Covid we have had other members of staff of with other illnesses. The kitchen lady will be off on Maternity from 3rd January 2022. The budget is quite healthy and we will now have to look at recruiting more staff. We do have a teacher who works 0.4 who would like to do more hours, we could pay her overtime to cover Wednesday afternoons to cover Fiona Nash for the next 2 Wednesdays. We need more staff in and if we can offer another ½ day this will help. It was agreed that Caroline will cover Fiona for the next 2 Wednesday afternoons. When Jayne Harris is back in and the bubbles have gone she can cover 2 Thursday afternoons for Fiona Nash as well. This is a short-term fix and we will need to look at what could be put in place in the long term.</p> <p>The deferral with OFSTED could be a very short deferral, we have no idea how long it will last. There is no guarantee that they won't be in next week.</p> <p>Whatever solution is put in it needs to be more than for the next few weeks. In the finance position we should be able to fund this. The Headteacher will ask the finance administrator to run a budget to look at different scenarios to see what the costings will be. The staff need to know that by the start of next term something has been put in place.</p> <p>In summary we need an extra TA on Friday, extra LTS and flexible cover for the teachers.</p> <p>Looking at phased return for Simon Smith and Jayne Harris.</p> <p>The Chair thanked all the staff for all their hard work and everything they are doing.</p>	<p>SS</p> <p>Resources Committee</p> <p>SS/ST</p>
21/092	<p>Governor Recruitment, Training & Visits Sue Pakes - Chairs Briefing – 17th November Literacy Learning Walk Lisa Raison – 3rd November Emma House – Governor Visit</p>	
21/093	<p>Correspondence None</p>	
21/094	<p>Dates of Future Meetings Resources Committee – Wednesday 9th February 2022 at 6 pm in school Curriculum Committee – Tuesday 26th January 2022 at 6.45 pm Full Governing Body - Wednesday 16th February 2022 at 6.30 pm in school</p>	
21/095	<p>A.O.U.B. The Head reported that there is not so much of a pressure to academize and are going to continue under LA control as a collaboration.</p>	

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	Replacement for Joy Edwards has been assigned by Mosterton PCC and the process has been started electronically. Winter weather procedure was agreed and to be circulated to parents.	KL
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The meeting closed at 7.45pm

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