

Minutes Of Governors Annual General Meeting & Full Governing Body Meeting
held on Wednesday 6th October 2021, 6.30pm in School

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

Apologies:

Joy Edwards	Foundation Governor	JE
Bev Coleberd	Foundation Governor	BC
Ben Bailey	Parent Governor	BB
Rev David Baldwin	Foundation Governor Ex Officio	DB

In Attendance:

Karen Lovering	Clerk	KL
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		Action
	<u>Opening Prayer</u>	
21/058	<u>Apologies & Welcome</u> Apologies were received and accepted from Rev David Baldwin, Ben Bailey, Bev Coleberd and Joy Edwards.	
21/059	<u>Register of Business interests</u> The register of business forms was circulated, updated and re-signed by all present. KL will ensure governors not present sign their forms.	KL
21/060	<u>Election of Chair of FGB</u> The clerk invited nominations for the role of Chair of the Full Governing Body, for a term of one year. SS nominated Sue Pakes for the role. The remaining governors voted unanimously for SP. This will take her to the end of her term.	
21/061	<u>Election of Vice Chair of FGB</u> SP invited nominations for the role of Vice Chair of the Full Governing Body, for a term of one year. Richard Dodson agreed to stand again for the role, and the Full Governing Body voted unanimously for RD to be elected as Vice-Chair of the FGB with the intention of standing for Chair next year.	
21/062	<u>Review of Committee Structure</u> The governors reviewed the existing committee structure. Curriculum committee were concerned that they are a very small committee and as such is difficult to take minutes. Recording may make this easier and it was decided that these would remain the same.	

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	The Chair will attend these meetings if she is available.	
21/063	<u>Review of Committee Membership</u> NH asked if he would be allowed to be a member of both committees for his professional development and this was agreed by all. Everyone else was happy to stay on their Committees.	
21/064	<u>Review Appointments for Special Responsibilities</u> Special responsibilities were discussed and Art/DT/Humanities were put together under Topics and FB agreed to take Modern Foreign Languages. SP agreed to take on Exclusions Governor and EH agreed to take on the role of Drugs Governor.	
21/065	<u>Review Standing Orders, Code of Conduct and Terms of Reference for FGB</u> The FGB reviewed the Terms of Reference for the FGB, Code of Conduct, Keeping Children Safe in Education and Standing Orders for the FGB. The governors fund stands at £3401.45 The pizzas that were purchased for the last day of school which was a thank you to the staff for their hard work during the year needs to be refunded from the Governors Fund.	SP
	The AGM closed at 6.45pm, the ordinary Governors meeting followed	
21/066	<u>Minutes of meeting held on 6th July 2021</u> The minutes were reviewed and agreed. Has any member of staff taken their duvet day? A Governor enquired. The Headteacher informed the group that a number of members of staff are beginning to book their duvet day. A Governor asked, Why has the SRE policy not gone to parents yet? This is an important policy that needs to be agreed by the Curriculum Committee, then the FGB and then more importantly by parents. Can we also make sure that all finalised policies go to AW so she has the latest copy.	FGB
21/067	<u>Matters Arising from minutes of meeting held on 6th July 2021</u> a) 21/047a – Leak Durdle Door – this is all sorted. b) 21/055 - Parking – constant issues with parking but we send out a reminder to park considerately in the newsletter and if an incident occurs we send out another reminder to parents.	
21/068 a)	<u>Committee Updates</u> <u>Resources Committee meetings</u> The committee met on 22nd September 2021. The minutes of the meeting were discussed and approved, and have been signed by RD. Dolmans have been to look at the kitchen and we are awaiting an update. The surveyor from the Diocese came and looked at what requirements were needed in respect of	

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	<p>modifications to the building for two children in Corfe and one in Kimmeridge. We are also looking at modifying Chesil to future proof the school. This is being done after a hearing risk assessment completed by a specialist teacher from Dorset Council. The Diocese has said that SCA / DFC funding should be available for this.</p> <p>The groundsman has looked at the Forest School area and can't see any problems, there wasn't a noticeable smell and that part of the ground has always been spongy surface.</p> <p>What happens if unvaccinated member of staff, keeps having to be off? A Governor asked. The Headteacher reported that staff can work from home but sometimes it is a little bit difficult if they have multiple roles in the school. It was confirmed that our unvaccinated member of staff will need to be paid if she is off self-isolating in any further outbreaks. The Governors expressed their thanks to other members of staff for covering.</p>	
21/069 b)	<p><u>Committee</u> The committee met on 29th September 2021.</p> <p>The minutes will be discussed at the next meeting.</p>	
21/070 c)	<p><u>Pay Panel</u> The committee met on 21st September 2021.</p> <p>The Teachers Pay Progression decisions were ratified by FGB. Lisa Crew has been appointed to assist with the Headteachers Performance Management this year.</p> <p>The minutes were approved and signed by AK.</p>	SS/ST
21/071	<p><u>Heads Report</u> The Head's report was circulated prior to the meeting.</p> <p>a) Attendance & Numbers on Roll The attendance of SEND children is showing a gap with their peers and this will be closely monitored. There are 2 children who are causing concern and if their attendance doesn't improve they will be referred to the West Locality team. Unauthorised attendance is quite high but this is due to holidays being rescheduled due to pandemic.</p> <p>b) Staffing Update The new members settled in well and we have reports back that the cleaning is much better. We have one LTS signed off sick until January and then she will go on maternity leave. This means that the school is now 2 LTS down. This week we have hopefully recruited a LTS and she is having a trial run. There will need to be advert via weekly update/newsletter for another LTS.</p> <p>c) Pupil Premium Update As per report</p>	KL /SS

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	<p>d) Statutory Reporting Three families in our school are now designated as Children in Need.</p> <p>e) Health and Safety The school are in the process of obtaining quotes for a new PE storage building. This is due to the cost for repairing the old shed being very high.</p> <p>f) Back to School/Catch Up The school has been awarded £4400 towards school led tutoring. This will be used to target pupil premium children who are at risk of falling behind due to the pandemic. The Government has estimated it will cost £18 an hour for tuition, they will fund £13.50 of this and the balance will be funded through the Recovery Premium and Pupil Premium budgets. We will be using PP children and TAs will do the tuition as overtime. Ten children who we are most worried about (4 children in Y6, 6 children in Y1) went on to SIMS today for census.</p> <p>What is happening with Children who should be at Greater Depth and are not? A Governor enquired. NH/SS explained that initial monitoring shows they are working at the standard they should be at. However, these children will be closely monitored and interventions planned for if needed.</p>	
21/072	<p>Assessment Update –Early Years, KS1 and KS2 Teacher Assessment, Baseline September 2021</p> <p>A Governor enquired that, Y1 reading seems very low? This is a direct result of the pandemic as their children have missed a lot of school. School led tutor funding will help increase ARE. Other areas of concern will be helped with well-established quality first teaching.</p> <p>School intervention will help with some of the lower percentages.</p> <p>Is this mainly down to Covid? A Governor wanted to know. Yes. The data shows which year groups have been hit hard by Covid. Further up the school had a good base of learning before the pandemic so has recovered well but Y1 have struggled. The next data collection should show better results.</p> <p>Do we know how much Covid Catch Up money we will have? Governors asked. We should know soon hopefully by mid-November and released to schools by 1st December.</p> <p>Y2 has a discrepancy between reading 75% ARE and writing 45% ARE. It was explained that children’s writing usually catches up with their reading. Also 10 of the Y2 children were in Corfe class last year. These were low achieving children who missed a large amount of school during the first lock-down. Some of the girls in Y2 are also being monitored for social/emotional/behavioural problems. It was also explained that children can be on the SEND register in early years due to speech and language issues and not due to academic issues.</p> <p>Why isn’t the school using the money for Y3 children as their results are down? A Governor wanted to know. This cohort has been closely monitored for 2 years now, unfortunately due to Covid the interventions and support that was planned could not take place. This means this class is now a priority year group and will be closely</p>	

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	<p>monitored by the Headteacher and subject leaders.</p> <p>Y4 boys attainment is low, however, there are 3 boys who have signification learning needs. They go out each morning to our specialist teaching assistant, Mrs Deinhardt for precision teaching. These children are in Kimmeridge but spend time with their friends in Durdle Door at lunchtimes and PE.</p> <p>The Y6 children are on track to hit their FFT 20 targets. Extra support will be given to help high achieving children exceed age related expectations. This is a high ability year and therefore the percentage of children who have to reach greater depth is significant. SATs results should be good and NH will report back to Curriculum after the mock exams.</p>	
21/073	<p><u>SIP - Key Priorities for 2021-22</u></p> <p>This was worked on by Governors and TAs and they came up with 3 main areas that need to be worked on. The following areas with the Governors who have agreed to take on these roles are:</p> <p>Data – Lisa Raison Curriculum –Bev Coleberd will be asked if she is willing to take this on. Leadership - Rev Fiona Beale</p>	
21/074	<p><u>SEF</u></p> <p>All Governors have read and understood the SEF, there was an error with the number of children on the ECHP register and this will be changed. Attendance will be added later in the term. The SEF is continually monitored and updated by the HT.</p>	
21/075	<p><u>Safeguarding</u></p> <p>The annual audit from the local authority will be completed in next month. This audit will be completed by the HT (DSL) and Safeguarding Governor. The PCSO Alex Bishop will come in and talk to the Y6 pupils. He had looked in the park to see any evidence of drug use but did not see any when he visited. All staff/Governors to do Prevent Training and SS will send the link to all Governors.</p>	SS/EH
21/076	<p><u>Collaboration Update</u></p> <p>Lisa Crewe is the Headteacher at Greenford School for a term. In January she is leaving the collaboration but will be working closely with the school as an advisor, helping out the Governors with HT performance management. As such a new co-ordinator is needed and it was decided that it will be done on a rotation basis. Sticklands and Symondsburry Heads will do the first year.</p> <p>The Somerset literacy project has now been adopted by the Collaboration so we will be refunded the cost of our subscription. Headteacher at Beaminster St Marys has resigned and they are advertising for a new Headteacher. It was explained that once a school has become an academy it cannot go back into maintained status.</p>	
21/077	<p><u>Prospectus Working Party</u></p> <p>AW will update aims on the prospectus and early years.</p> <p>A Governor enquired, Should the photos on the website be changed due to GDPR issues? This was thought not necessary as the parents gave permission at the time and we do not have good photos at present due to the lack of activities for the children due to the</p>	AW

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	pandemic.	
21/078	<u>Governor Recruitment, Training & Visits</u> Governor visits will be welcomed and link Governors will now be able to contact staff to arrange a suitable time. These visits will focus on interviewing Pupils throughout the school to discuss their learning. The HT will give the link governors generic questions if they are needed,	
21/079	<u>Admissions Policy 2023-4</u> Standard policy. Ratified by FGB.	
21/080	<u>Financial Procedures Policy</u> This was ratified by FGB	
21/081	<u>Correspondence</u> None	
21/082	<u>Dates of Future Meetings</u> Resources Committee – Tuesday 23 November 2021 at 6 pm in school Curriculum Committee – Wednesday 26 January 2022 at 6.45 pm Full Governing Body - Wednesday 1 December 2021 at 6.30pm in school	
21/083	<u>A.O.U.B.</u> The Xmas Pantomime and KS2 meal at Beaminster School may see a deficit if a class etc has to go into isolation. The finance officer will look to see if there is any insurance for the theatre.	ST

The meeting closed at 8.15pm

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