



Minutes of:

a) The Governing Body Annual General Meeting 2022-23

b) The Full Governing Body Meeting

Held in school on 12 October 2022 at 6.30pm

Present:

Simon Smith	Headteacher	SS
Allison White	Staff Governor	AW
Richard Dodson (Vice Chair)	Foundation Governor	RD
Emma House	Foundation Governor	EH
Lisa Raison	Parent Governor	LR
Nick Harris	Co-opted Staff Governor	NH
Ben Bailey	Parent Governor	BB
Jenny Fry	Foundation Governor	JF

Annual General Meeting 2022-23

		Action
	Opening Prayer AW said the opening prayer.	
23/001	Apologies & Welcome RD welcomed all present. Apologies were received and accepted from Rev. David Baldwin DB, Rev. Fiona Beale FB, Bev Colberd BC, John Alexander JA (Clerk).	
23/002	Register of Business Interests No new business interests were declared for 2022-23. Governors were asked to double-check that this was the case and notify JA of any changes.	All Governors
23/003	Chair and Vice Chair Elections SS assumed the Chair for this item. RD offered to stand as Chair for 2022-23. Support for this was proposed by AW and seconded by NH. He was duly elected as Chair of Governors and assumed the Chair. LR offered to stand as Vice Chair on an interim basis.	
23/004	Review of Committee Structure The existing structure of a Resources Committee and a Finance Committee was retained for 2022-23.	

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23/005	<p>Review of Committee Members</p> <p>Governors discussed the need for succession planning, as five Governor vacancies either existed or were imminent – one Parent Governor, three Foundation Governors and one Local Authority Governor. Governors agreed to advertise for a Parent Governor and Foundation Governors, to be actioned by SS. SS was in discussions with Dorset Council about filling the Local Authority Governor vacancy. EH proposed that succession planning should be an agenda item. Governors agreed that once appointments had been made, the new Governors should be encouraged to take committee roles, so that fresh ideas could be brought to the discussions. RD also pointed out that the Resources committee needs to appoint 2 leads one for Finance and one for Premises. SS proposed that this be discussed at the next meetings of the Resources committees.</p> <p>Notwithstanding the above, the following committees were agreed:</p> <p>Resources Committee: RD, AW, BB, NH, SS, LR, DB.</p> <p>Curriculum Committee: EH, JF, FB, SS, NH, DB.</p> <p>Headteacher Performance Management: BB, LR, RD.</p> <p>Teachers' Pay would continue to be part of the remit of the Resources Committee.</p>	SS SS
23/006	<p>Mission Statement</p> <p>Governors agreed that the existing Mission Statement of “One education, many opportunities” should be retained. The Statement had been shown to have strong currency and was embedded in a number of ongoing workstreams.</p>	
23/007	<p>Standing Orders; Code of Conduct; FGB Terms of Reference</p> <p>These were unanimously approved.</p>	
23/008	<p>Governors' Fund</p> <p>LR reported that three signatories were required for making Governors' Fund transactions. Governors agreed that these should be RD, BB and LR.</p>	LR

The Annual General Meeting closed at 6:50pm.

Full Governing Body

		Action
23/009	<p>Minutes of meeting held on 13 July 2022</p> <p>The minutes were reviewed. <i>EH asked that they be amended as they wrongly showed her to have been in attendance when she had been at another meeting at the time.</i> Otherwise, the minutes were agreed as an accurate record.</p>	JA
23/010	<p>Matters Arising from minutes of meeting held on 18 May 2022</p> <p>i) <i>22/050 SDP review and update:</i> SS reported that this would be discussed with FB during the October half term.</p> <p>ii) <i>22/055 School email addresses for Governors:</i> AW confirmed that these were in place. <i>Governors reported that they had not received anything on them yet, and questioned why they were necessary. AW replied that this was to facilitate accessing NGA online training. JA would return to this issue at the next meeting.</i></p>	JA

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<p>23/011</p>	<p>Committee Reports</p> <p>a) Resources Committee 5-10-22</p> <p>The minutes were received and noted. RD and SS highlighted the following:</p> <p><i>Finance Officer:</i> Because the Finance Officer post was now vacant, there had been an anticipated problem with preparing the data required for the Outturn figures for November. However, SS had spoken to the headteacher at Greenford school and he had offered the services of their school finance officer for this one specific task. She had completed work on the outturn and this would be shared with the Resources Committee. The data showed the school to be in a strong and healthy financial position. Following advice from SAFSO, SS was readvertising the Finance Officer post at a slightly higher grade. Other available options were to bring in short term consultancy support from SAFSO or other agencies during pinch points in the annual financial review cycle.</p> <p><i>Staffing:</i> SS reported that Julia Ives had led on Phonics and Early Years for the last two years and had contributed a great deal to the school's recent successful OFSTED inspection. SS recommended that she move to the Upper Pay Scale in recognition of her excellent work at the school. This was agreed.</p> <p><i>Premises:</i> The committee had visited the area outside Corfe. The jungle mulch had been laid the equipment had been ordered. Some trees and hedges would be planted in the near future. However, one of the trees may be a rowan, the berries of which were poisonous. Governors asked what would be done about this. SS replied that a tree surgeon had been asked to investigate. The children were regularly warned against eating anything the found in the school grounds.</p> <p>b) Curriculum Committee 5-10-22</p> <p>The minutes were received and noted. LR and SS highlighted the following:</p> <p><i>OFSTED report:</i> The committee had spent some time discussing the school's highly encouraging OFSTED report, and had looked at some of the recommendations arising from it.</p> <p><i>SEN:</i> The committee had received a presentation from a teacher, Stuart Copping, on the school's approach to SEN. They had very much appreciated getting the chance to talk to one of the teachers not on FGB, to gain a broader perspective on life at the school.</p>	
<p>23/012</p>	<p>Headteacher Report</p> <p><i>The written report was included in the pack on the Governors' area of the school website, and SS focused on the following:</i></p> <p><i>Numbers on Roll:</i> SS reported that the school currently had 134 children on roll, slightly fewer than previously. Two further children would be arriving soon. SS predicted that during the course of the year the number would rise to 138 – 140. Governors asked which cohorts the two new arrivals would be joining. SS said they would be in Years 2 and 5.</p> <p><i>Pupil attendance:</i> This was currently 95% overall, which was a very good figure considering the amount of viral illness still in circulation. Poorest attendance was 91.4% in Kimmeridge class, as a result of Covid, scarlet fever and 12 days of unauthorised absence for a term-time holiday. One pupil at the school was currently subject to an attendance support plan.</p>	

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	<p><i>Sports:</i> A number of competitions were currently being entered, including futsal, cross country and netball. There was an after-school hockey club. A new shed had been erected for the safe and dry storage of sports equipment.</p> <p><i>Pupil Premium:</i> There were now 32 pupils in receipt of Pupil Premium, 24% of the school roll, a figure that was growing and predicted to grow further because of the rapidly increasing cost of living. As always, the school provided them with help that included uniform support, free school trips and after-school trips, and specialist 1-1 learning support.</p> <p><i>Staffing:</i> The school was currently recruiting a replacement Finance Officer. There were two new members of staff, a TA in Chesil and a one-to-one TA in Corfe. There was also a long-term supply teacher in Kimmeridge. Covid remained a significant issue for the school, and SS praised the flexibility and commitment of all the staff. Governors echoed this and expressed their warmest appreciation for the staff group.</p> <p><i>Statutory reports:</i> There had been no incidents of bullying or racist abuse, no Fixed Term Exclusions and no drug related incidents.</p> <p><i>Safeguarding:</i> There were currently no Looked After Children at the school and one family on a Child in Need plan. Another Governor was needed for Safer Recruitment Training. LR volunteered. Governors asked when they were due to do safer recruitment training. SS said he would check.</p>	SS
23/013	<p>SIP Review and Update</p> <p>SS presented the 2022-23 School Improvement Plan, which was included in the pack. The Plan was headed “Our Journey to Outstanding”, reflecting the view that although the school had received a “Good” rating from Ofsted, there was still an aspiration to continue improving.</p> <p>The Plan was structured around three core priorities, each of which were based on the Action Plan that had emerged from the Ofsted inspection. These were:</p> <ul style="list-style-type: none"> • To strengthen existing systems in the foundation subjects, so we have a deeper understanding of impact the curriculum is having on pupils’ learning over time; • To further develop leadership (inc. governors), at all levels, in order to ensure a sustained and strategic approach to school improvement; • To improve outcomes in all areas with a particular focus on early reading and phonics whatever the starting points, so that pupils are ready for the next stage in their education. <p>The Plan had been shared with Sheila O’Donnell, the Education Challenge Lead at Dorset Council who had very much approved of it.</p>	
23/014	<p>Assessment Update</p> <p>SS reported that Fisher Family Trust data had still not been provided to the school. Governors asked if he could explain the purpose of Fisher data to the next Curriculum Committee. SS agreed to this.</p> <p>Overall, all assessment results were strong, and had been praised by Dorset Council. Baseline assessments were now complete.</p>	SS

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23/015	Safeguarding and KCSiE Safeguarding had been covered in the Headteacher report. SS would circulate the September 2022 update of Keeping Children Safe in Education. Governors were required to read the introductory pages and inform JA they had done so.	SS All Governors
23/016	WDSC Update SS reported back from the recent Collaboration meeting. Collaboration training for History leads had been organised. The Maths Hub was recommencing, and work with the Somerset Literacy Network would continue. The situation with MATs remained unclear, particularly as a change of Government may lead to a shift in emphasis away from academies. If forced into a MAT, the Collaboration still wanted to demonstrate 'strength in numbers' by all joining the same one, but currently there was no local MAT sufficiently well-resourced to take on such a large number of high performing schools.	
22/040	Governor Training, Visits and Recruitment SS asked all Governors to inform SS when they intended to conduct monitoring visits.	All Governors
22/041	Correspondence RD had received confirmation from NASUWT that they would be balloting for industrial action in support of a 12% pay claim. SS confirmed that NEU were also balloting.	
22/042	Dates of Future Meetings Governors agreed that SS should send November outturn data to Resources Committee Governors by email for their comments, questions and approval prior to the November deadline. The committee would therefore not meet in person until December. Resources Committee – Wednesday 7 December 2022 at 6:00pm in school Curriculum Committee – Wednesday 18 January 2023 at 4:15pm in school Full Governing Body – Wednesday 25 January 2023 at 6.00 pm in school	
22/043	A.O.U.B. None	

The meeting closed at 8:00pm

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