



Minutes of:

a) The Governing Body Annual General Meeting 2023-24

b) The Full Governing Body Meeting

Held in school on 21 October 2023 at 6.30pm

Present:

Simon Smith	Headteacher	SS
Allison White	Staff Governor	AW
Emma House	Foundation Governor	EH
Lisa Raison	Parent Governor	LR
Nick Harris	Co-opted Staff Governor	NH
Ben Bailey	Parent Governor	BB
June Jach	Clerk to Governors	JJ

Annual General Meeting 2022-23

		Action
23/001	Opening Prayer AW said the opening prayer.	
23/002	Apologies & Welcome A warm welcome was given to our new Clerk to Governors. Apologies were received and accepted from Jenny Fry but SS had not received any from David Baldwin.	
23/003	Register of Business Interests No new business interests were declared.	
23/004	Chair and Vice Chair Elections LR and EH offered to be joint chair of the FGB as long as serious thought was given to their succession. Proposed: A White Seconded: B Bailey	
23/005	Review of Committee Structure SS pointed out that a new Complaints committee would need to be convened. LR, EH agreed to be on this and SS suggested Jenny Fry when she was better. A Head Teachers Performance Management committee is also required. BB, LR will be on this along with EH who will be a quiet observer. SS will contact Lisa Crew.	

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

23/006	Review of Committee Members It was agreed that the existing committee structure be amalgamated to one FGB Committee. Proposed by SS Seconded by LR	
23/007	Mission Statement Governors agreed that the existing Mission Statement of “One education, many opportunities” should be retained.	
23/008	Standing Orders; Code of Conduct; FGB Terms of Reference SS confirmed that these did not need to be amended and were unanimously approved.	
23/009	Governors’ Fund LR confirmed that the Lloyds bank account has now been cleared of funds and the account will be closed by the bank once it has been dormant for a while. A new account will need to be opened to receive funds from the CofE deposit fund, currently standing at £3,513.42. SS agreed to ask Sophie to look into setting up another Governor’s Account with the Chairs as signatories.	SS

The meeting finished at 6.50 pm

Full Governing Body

		Action
23/037	Minutes of meeting held on 12 July 2023 The minutes were reviewed and agreed	JA
23/038	Matters Arising from minutes of meeting held on 12 July 2023 AW confirmed that she still needs to go through the inventory with Sophie 23/028 SS reported that he had attended his first attendance hub at which it was suggest that a non-fined approach should be adopted and that fining should be a last resort. There will be a staff meeting on attendance next week and SS will be leading the WDSC as well 23/035.6 SS confirmed that he had asked Parents, David Baldwin and Nicky Diment regarding the lack of people on the Governing Board. He shared the new annual meeting cycle which amalgamates all the committee meetings into 6 meetings a year which will be on a Tuesday. EH suggested that SS talks to parents at Harvest Nativity and Carol services to try and attract more people on to the FGB. LR suggested advertising of Facebook and social media.	SS

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

23/039	<p>Head Teacher's Report Whole School Attendance 95.55% - improving Corfe 96% Chesil 94% Kimmeridge 95% Durdle Door 93% Lulworth 98.85% SEN 92.4%</p> <p>Some holidays have been taken but SS has not fined due to the new approach and special circumstances. SS confirmed that the SEN number is a problem and along with Mr Copping he is going to try and find out why children don't want to come to school and then see if we can help.</p> <p>Staffing We have appointed a new teacher for Corfe; Mrs Naomi Simmons. We have 2 new lunchtime supervisors. Bringing the total to 4. Mrs Hyde is on maternity leave and Mrs Laws is covering her role. Antoinette was appointed as a Teaching Assistant for Corfe Class in September. Her Governor role will stay in place until the end of her term. Oliver Dodson-House is a trainee teacher in Kimmeridge</p> <p>Statutory Reporting Bullying incidents 0 Drug related incidents 0 Racist incidents 0 Pupil Premium has stayed the same at around 20% 1 family on Child in Need</p> <p>SS reminded Governors to read Keeping Children safe in Education and confirm that it has been read to the office.</p>	
23/040	<p>Assessment Update Governors were shown the assessment dashboard, preferred by the Local Authority, which shows that in most results we are around the Dorset and National Levels. Interventions have been put in place for the year 1s who failed their phonics test last year and it is hoped that they will be fine this year. SS confirmed that he would give all governors the login details for this website.</p>	SS
23/041	<p>School Improvement Plan This was placed on the Governors area to look at before the meeting. All governors confirmed that they were happy with this. A governor asked if the targets in the plan were achievable by the end of the year. SS confirmed that with everything we have in place we should do. This will be placed on the website.</p>	AW
23/042	<p>Census Update SS confirmed we have 132 on roll at the moment. He also confirmed that there have been a couple of enquiries.</p>	
23/043	<p>Policies</p> <ol style="list-style-type: none"> 1. Confidentiality Policy is to be reviewed and signed 2. Child Protection Policy 	

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	<p>3. Admissions Policy 4. Governor Visits Protocol 5. Standing Orders and Financial Admin Regs</p> <p>All policies were on the Governors' area of the website for review before the meeting. All policies were agreed.</p> <p>Proposed by EH</p> <p>Seconded by AG</p> <p>Additional notes</p> <p>The Health and Safety water risk assessment was done in August and the date should be changed.</p> <p>EH pointed out that there is a conflict of wording on the Governor's visits policy (SDP for SIP)</p>	<p>SS</p> <p>AW</p>
23/044	<p>Register of Business Interests</p> <p>There were none.</p>	
23/045	<p>Review Finance Account</p> <p>The finance officer was not able to do this as her child had been ill. It will be forwarded to Governors when it has been done.</p>	
22/046	<p>Succession Planning</p> <p>SS confirmed that he had spoken to Nicky Diment from Governor services and she was going to try and help find us additional governors</p>	
22/047	<p>Skills Audit</p> <p>Governors have been reminded to fill in the skills audit form which Sophie will then analyse and get back to us.</p>	
23/048	<p>Health and Safety Audit:</p> <p>Governors reviewed the Health and Safety report from the visit in March last. SS confirmed that all actions in green have been done. A governor asked if the PTFA has got someone to help them with the risk assessments required for their events. SS confirmed that he would do this.</p>	SS
23/049	<p>Fire Safety Action Plan:</p> <p>Governors reviewed the plan. SS confirmed that he will ensure that all items in red will be worked through and confirmed that document will in future be brought before the Governors at every meeting.</p>	
23/050	<p>Governors visits for the Academic Year</p> <p>EH has been in for Therapeutic Thinking training. SS suggested that because there are not many Governors we could link any future visit to the SIP. EH will look at SEND LR will look at</p>	

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	Early Reading/Phonics and JF will be asked to do the Foundation subjects to work with Mrs Ffoulkes.	
23/051	<p>Correspondence</p> <p>A complaint has been received from a parent. The complaint was reviewed at by the Governors and the following outcome was suggested in line with the current Complaints Policy:</p> <p>A letter be sent to the complainant from the Chair of Governors' Complaints Panel explaining what the school has in place and what the school can do in the future, including ELSA support and a teacher buddy for her child.</p>	
23/052	<p>Set Dates for future meetings</p> <p>The next FGB will be on 21st November 2003</p>	
23/053	<p>AOUB</p> <p>There was no AOUB</p>	

The meeting closed at 7.39pm

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