



Parrett & Axe CE VA Primary School

Minutes of:

Minutes of the Full Governing Body Meeting held in school on 6 February 2024 at 6.00pm

Present:

Simon Smith	Headteacher	SS
Lisa Raison	Co-Chair	LR
Emma House	Co-Chair	EH
Alison White	Staff Governor	AW
Antoinette Howard Gardner	Parent Governor	AHG
Stuart Copping	Co-opted Staff Governor	SC
Tanya Cox	Parent Governor	TC
Megan Hill	Parent Governor	MH
Reverend David Baldwin	Ex-Officio	DB
June Jach	Clerk to Governors	JJ
Jenny Fry	Foundation Governor	JF

Full Governing Body Meeting

		Action
	Opening Prayer SS said the opening prayer.	
23/072	Apologies & Welcome SS welcomed all present. Chairs welcomed new Governors Megan Hill and Tanya Cox. No apologies received	
23/073	Stuart Copping was voted in as co-opted Staff Governor. Proposed LR and Seconded JF	
23/074	Register of Business Interests No new business interests were declared. New Governors to sign before next meeting.	Clerk
23/075	Minutes of meeting held on 10/10/23, which were not ready in time for November meeting, and 21/11/23. The minutes were reviewed, agreed and approved as an accurate record.	
23/076	Matters arising from minutes of meeting held on 21 November 2023 <u>School windows</u> – The survey has been completed and we are now waiting for the report to come through.	

	<p><u>Governor training</u> – EH distributed a copy of mandatory training guidance for all governors which was obtained from Dorset Council. JJ explained that many of the courses available on Nexus are e-learning and can be done at times convenient to individual governors. LR also recommended Welcome to Governance as a good course for new governors to take.</p> <p><u>New bank account</u> – LR asked if there had been any progress with a new bank account. SS said that school continues to work with the Local Authority on this and will confirm when information is received.</p>	
23/077	<p>Heads verbal report</p> <p>a) <u>Attendance update</u> – SS advised that attendance is currently at 95.47%, which is above Dorset as a whole, and almost at national expectation which is at 96%. SC has been working with the SEN parents in to improve attendance and this positive approach seems to be working well.</p> <p>SS has attended his 3rd Attendance Hub and continues to lead this at the collaboration.</p> <p>Number on rolls for next year are looking good compared to other local schools and include 17 definite. Years 6,5,4,3 & 2 are full. There are 3 spaces in year 1 and 3 spaces in reception.</p> <p>There are 134 pupils currently in the school.</p> <p>b) <u>Staffing update</u> – The new teacher in Chesil class is now settling in well. MF is currently off sick until April. We have cover in place which is being split between 2 regular supply teachers to keep continuity. SS confirmed that the cost will be claimed back through the insurance.</p> <p>c) <u>Sports update</u> – There have been 2 cross country competitions since the last meeting. The most recent one was won by P and A again making it 3 consecutive years.</p> <p>We took part in the Futsal cup Final, and we lost 2-1 to Bridport Primary School.</p> <p>SS confirmed that sports coaches are still attending school for PE, cricket, football, handball and hockey clubs after school with more sports planned in the future.</p> <p>d) <u>Disadvantaged Pupils/Pupil Premium update</u> – SS advised that at the moment 32 children are pupil premium with the highest number in Year 6 at 40%, and the lowest in Reception/Year 1.</p> <p>e) <u>Statutory reporting</u> –</p> <p>Exclusions - 0 Child in need - 1 family Team around Family – 2 families Drugs incidents – 0</p>	

	<p>f) <u>ASP review</u> – SS displayed data for 22/23, which were a very small cohort, these results showed above average in writing and Maths with some above the national average. In reading, test results were average and close to being above average both local and national. Overall, a good set of results.</p>	
23/008	<p>Staff questionnaire</p> <p>EH informed the FGB that she and LR had attended a COG collaboration meeting at which Stickland informed the group that they use a free service called QDP for their staff questionnaires. The results are anonymous, and they go back to the COG rather than the HT. A Governor asked if this needs to be carried out every year. SS explained that it was not obligatory, but it is good practice. It was agreed that more information would be obtained by SS and examples to be emailed to LR EH to review.</p>	SS
23/009	<p>Parent questionnaire</p> <p>Once Staff Survey has been agreed will roll out QDP for Parent Survey.</p>	SS
23/010	<p>Staff Governor feedback</p> <p>Staff are exhausted and the half term rest is needed. A Governor commented that there have been many challenges, but all staff seem to have just got on with it. A Governor said that in their 40 years of experience it does seem to be the most challenging at present. Post covid continues to have an impact on behaviour. A Governor asked if more Teachers and TA can attend Worship assemblies to help with Child behaviour. SS to ask all Staff to attend where possible, even if on rotation.</p> <p>SS emphasised that children in the school are generally well behaved and so an occasional challenging child can have a greater impact and be more noticeable. A Governor said that they didn't think it was good to continue to use covid as a reason and that sometimes, some children are just more challenging. EH asked if there is anything that needs to be done. SS confirmed they are taking all necessary action.</p> <p>SS said that the Homeschool Agreement needed to be reviewed and amended due to a number of occasions where parents are confrontational and rude towards staff. FGB agreed to the slight amendment on the Homeschool Agreement. SS and FGB will not tolerate this kind of behaviour. Parents will be called in if necessary. SS confirmed that the letter will need to be signed by the co-chairs and that he will send copies to LR and EH once ready. Then will be issued to all Parents and Pupils to read, sign and return to school.</p>	SS SS
23/011	<p>Inclusion report – read by all in advance. All agreed and approved.</p>	
23/012	<p>Review Autumn term data.</p>	

	<p>A Governor asked why 1 child doesn't follow the curriculum. SS confirms this is due to their EHCP.</p> <p>KS1 there are no real concerns at present. It is early days as just started the national curriculum moving on from Early Years. The end of term will provide the full picture.</p> <p>Y2 are on track.</p> <p>Y3 Progress is good so far. ARE low as didn't achieve high in KS1 results.</p> <p>Y4 doing well even though ARE is low. They are a low performing class. They are making progress. In some case, it's better to record progress rather than achievement.</p> <p>Y5 are on target.</p> <p>Y6 The results are OK. SS confirms they are having booster sessions and interventions to support the children as they approach SATs. A Governor asked why writing was lower. SS confirmed due to some children working at GD in KS1 and its hard to achieve GD in KS2.</p> <p>On the whole, the situation is good.</p>	
23/013	<p>Safeguarding review update</p> <p>The Safeguarding audit required by the Local Authority has been completed by SS and EH. EH also completed all the checks on the Central Register – which is required annually.</p>	
23/014	<p>School improvement plan</p> <p>SS said that the SIP is a constantly rolling work in progress and will be reviewed at every FGB. It is on the school website if anyone would like to see it. SS also said that if anything isn't clear or if there are areas that Governors feel they can help, please contact him.</p> <p>A Governor asked where we were currently with the SIP. SS confirms looking at as of now our current progress is good in all areas.</p>	
	<p>DB left the meeting at 18.56</p>	
23/015	<p>Policies</p> <p>The following 7 policies had been updated and were agreed and approved by FGB:-</p> <ul style="list-style-type: none"> Health & Safety Performance management (staff) Drugs Special Educational Needs First aid in school Cyber incident plan Use of reasonable force. 	

	Critical Incident Recovery Plan - same as before just undated the contact numbers- approved by FGB.	
23/016	<p>Financial review</p> <p>LR reported on the finance report. There were some areas that were slightly raised (Staffing), however there are not any areas of concern. These raised areas like staffing are due to high staff sickness and is unavoidable and will be claimed back ASAP. High maintenance costs are due to all the work completed this year, which will not be replicated in the next year. LR confirms Training is high but not over budget due to ELSA training course completed by KG. LR confirms SP is not concerned and we will finish with a good carry over figure.</p> <p>SS confirmed that any reasonable underspend is carried forward to the next budget year. SS and SP will attend Budget Training soon and a clearer picture of the next year will be brought to the next FGB.</p> <p>The financial report at the next meeting will be more crucial.</p>	
23/017	<p>Capital projects and future bids.</p> <p>SS said there is not much planned for the next year. It will be too expensive to build new toilets in Corfe class, so he proposes to put in a new urinal and then do some painting instead. A Governor asked whether small, local tradespersons can be approached. SS explained that suppliers/providers need to be from the council approved supplier list. A Governor asked if parents could be asked for donations for paint. SS agreed that would be fine.</p>	
23/018	Best value statement – Value for money Review Stmt – same as last year. FGB reviewed and approved.	
23/019	<p>Contract Review schedule – SP reviews annually. A Governor asks if we have flexibility to change suppliers when contracts come to an end. SS confirms SP shops around and where possible we get the best price. Some suppliers for things like IT we have little flexibility (e.g. Lexia, Little Wandle) until contracts come to an end. A Governor asked about HR costs. SS confirms is a great and well utilised service.</p> <p>AW confirms IT support is correct on this document but on the Financial Risk and Control Checklist it is incorrect and needs updating. AW to check and confirm to SP.</p>	AW
23/020	<p>Review progress on SFVS.</p> <p>Inventory Checklist – SP and AW completed the list and confirm nothing to be written off this year. 2 I-pads are currently unaccounted for but will be returned soon so no concern.</p> <p>Benchmarking – we are broadly in line with other similar schools same as last year. Staffing is high but we are a small school and should expect to spend the most of that.</p>	

	LR and SP to complete the SFVS report for Dorset Council. This is due on the 31 st of March and will need to be emailed round to FGB to be approved before the next meeting.	LR SP
23/021	<p>Approve outturn – approved by FGB.</p> <p>LR explained the cycle/process of reviewing finances. A governor asked what an outturn is. SS used the screen to explain and display some of the data, including last year’s carry forward and projection for this financial year. Basically, this shows the under and overspends. As previously stated, there is no penalty for underspends. This year’s outturn looks ok. Last year we had a large C/F, and we spent a lot on Building works so looks like a deficit on actual spending, however we still have a good C/F for next year. The future looks more difficult, but we will be fine. SP and SS have no concerns.</p> <p>LR to sign off the outturn for SP.</p>	LR
23/022	Premises review, repairs and maintenance required – covered in previous section.	
23/023	Review part of governance self – audit – SP entered all the information into the NGA dashboard, and we are mostly 3’s which is really good for a small and inexperienced team.	
23/024	<p>Succession planning and recruitment</p> <p>DB had covered some of the recruitment issues before he had to leave the meeting.</p> <p>DB provided an update on recruitment of Foundation Governors. He has advertised twice in Team News and online. Only one person came forward, but they did not proceed. He has spoken to two parents, one of which was initially interested but has since withdrawn. Many people believe they have to have regular involvement with a church. A Governor asked if there is a particular advert that is used by the Diocese. There is not. DB said that if someone comes forward, he will speak to them and try to encourage them to come onboard. It could be raised at the Parish Council. SS said that when he does his speech to the Council he will emphasise the need.</p> <p>SS is trying hard to recruit. EH reminded everyone that there used to be many committees but that all business is now amalgamated into one. That should make recruitment easier. LR explained that succession planning is ensuring that there are plans in place for governors to take on roles e.g. vice chair, safer recruiting, safeguarding, SEN. A Governor asked what is involved in taking on a specific responsibility and this was explained that it’s working with the subject lead, not be there to be critical or assess. It is not a class observation. It’s good to have someone with a little knowledge looking out for things like how the school is looking, look at workbooks</p>	

	etc. There was interest from some governors present and LR or EH will follow this up after they have visited each subject and can provide a benchmark for moving forward. To be discussed again at next FGB.	
23/025	Premises walk – to take place spring/summer when light is better for external walks	
23/026	Health and safety action plan SS working through the plan. A Governor asked if most of the Red Action Points have been addressed. SS confirms Yes most have been addressed and the action and dates are now marked against those points.	
23/027	Fire safety action plan. Visit was held in July 2023 but due to new regulations a new visit will be required. This inspection is planned for Friday 9 February 2024. A Governor asked if all the action points on the original plan have been dealt with. SS confirms working through the points and will recheck when the new report comes in from the Feb 2024 visit.	
23/028	HPPP Review. LR and EH met with Lisa Crew on 28 th November 2023 to review the targets that were set for SS last year. EH and LR were satisfied that all targets were met and there is no issue moving him up. FGB agreed to move him up and backdate the pay to September 2023. New targets were set for this year to be reviewed at the next HPPP review Nov 2024.	
23/029	Governor training and visits. The two new governors had a walk around the school prior to the FGB meeting. LR completed the following training courses - Safeguarding level 2, Safer Recruitment, Succession Planning, Co-Chairing, Governor Visits to schools, how to question and challenge, and how to ask and conduct courageous conversations. All Certificates supplied to Clerk to file,	Clerk
23/030	Correspondence Resignation letter had been received by EH and LR from the Clerk to the Governors. EH thanked JJ for her service over the last few months and wished her well. No other correspondence had been received	
23/031	Dates of future meetings – 6pm start on school premises. 16 th April 2024 18 th June 2024 9 th July 2024	
23/032	AOB	SS

	<p>Buttercup Childminding sent a letter to the school regarding them providing wrap around childcare on behalf of the school. But due to unforeseen circumstances this is no longer an option. The school does not intend to restart the breakfast clubs at this time due to the lack of financial viability and lack of need at this time.</p> <p>A Governor asked about extracurricular activities such as STEM. SS said it would be great if there were any opportunities for children to be involved in things such as farm machinery, car workshops, though this could be challenging in terms of fitting in with the curriculum and timing. A Governor asked is it possible to fit in some extracurricular activities around the curriculum. SS confirms always open to new experiences for children where possible.</p> <p>A Governor asked about music. SS said that years 4 & 5 do ukulele. Year 6 takes part in the Big Sing. There used to be piano and guitar lessons, but these are no longer offered. A Governor asked about paying for the lessons, but SS said that it's difficult to get teachers in but if someone was willing to come in then that would be fine.</p>	
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Meeting ended at 19.54.