

**BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING**  
**MINUTES 24<sup>th</sup> OCTOBER 2019**

Minutes of the Full Governing Body meeting held on Thursday 24<sup>th</sup> October 2019 at Broadwindsor School at 6.00pm.

**PRESENT:** Mr Philip Smith, Mr David Chumbley (Chair), Mr Mark Coghlan, Mrs Tracey Fooks, Mrs Lucie Goss, Ms Jill Mohiki and Mrs Sally Dawson (Clerk)

		<b>Action</b>
	Prayer by Mrs Goss	
1.	<b><u>ACCEPTANCE OF APOLOGIES</u></b>  Mrs Val Johnson, Rev Jo Neary	
2.	<b><u>DECLARATION OF BUSINESS/PECUNIARY INTERESTS</u></b>  Governors were asked to state any business or pecuniary interest in any matter on the agenda. No interests were declared.	
3.	<b><u>APPROVE MINUTES OF MEETING 18<sup>th</sup> SEPTEMBER 2019 – to accept as a true record</u></b>  The minutes of the meeting on 18 <sup>th</sup> September 2019 were accepted as a true record of the meeting. Proposed – TF; seconded – LG. All agreed.	
4.	<b><u>MATTERS ARISING FROM MINUTES – new Delegation planner to attach to S/Os; dedicated folder in OneDrive for GB plan; Terms of Reference – Term Time Leave; HT Appraisal/Pay Panel – amendment and signing</u></b>  <u>Delegation planner</u> - Governors reviewed the proposed document, resourced from the NGA website. Governors agreed this was a useful tool and reflected, in a practical way, the work of the GB and Headteacher.  The <u>dedicated folder</u> for the GB Plan has been created in OneDrive.  <u>Terms of Reference</u> – formally agreed by the FGB and with an amendment to the Term Time Leave panel, all agreed. Proposed – DC; seconded MC. Governors discussed Term Time Leave and issues that affect attendance; <b>a Governor asked</b> what the split in figures was for unauthorised absence for holiday and illness – figures were not to hand but can be reported back at next meeting under the Attendance item; PS advised that the Collaboration Heads have this week discussed creating a Collaboration Attendance Policy. PS requested a meeting with the Term Time Leave Panel to discuss criteria and the process.  A Governor asked if a Staff Governor had been elected. PS advised the staff are still discussing.	<b>Clerk – attach to Standing Order document</b>  <b>Clerk – note for next meeting</b>  <b>PS to arrange</b>
5.	<b><u>HT REMARKS</u></b>  PS reported a very busy half term concluding with a meeting with the School Evaluation Partner (SEP) today. This was a positive meeting, looking at the progress being made following the outcomes reached in the Summer term.  The meeting with the SEP concentrated on a deep dive into the Curriculum, what was the rationale for it, it's intent; looking at Maths in particular, a Learning Walk took place, talking to pupils to see what skills were being used and why; asking the Teacher about the teaching plan. The SEP felt good progress is being made, was complementary about staff; good use of equipment; excellent feedback from Teachers to children. There is however still work to do, for example, how best to	

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	<p>deal with misconceptions. Staff will continue to discuss pedagogy, possibly review Marking &amp; Feedback policy. A Governor mentioned a positive change in children's books – signing by the pupil to acknowledge the feedback given.</p> <p>PS informed the GB that he had received a letter from the Local Authority advising that the school would continue with the Category 3 Risk Assessment. This will mean continued support from the LA. The letter also recognised that concerns are already being addressed, that there had been a successful SIAMS Inspection and an acknowledgement of a change in Teaching staff.</p> <p><b>A Governor asked</b>, if the school continues to be categorised at this level, how long would it be before further action would be seen or taken? PS advised that the school would be in the Ofsted window of Inspection next Academic year. As progress is being made, it is anticipated that movement out of Category 3 could be expected this time next year.</p> <p>A Governor reported back on a meeting with the Eco Lead – Mrs Taylor. He wanted to feedback that the school is working towards Silver Award with the goal of Green Flag in 2 years. Thanks to Mrs Taylor for her continued efforts in this role.</p> <p>PS added thanks to all staff this half term who have worked incredibly hard. He also thanked the GB for allowing the change in his teaching commitment (to 1 day p.w) and the positive impact from Mrs Taylor working 4 days now from 3 previously.</p>	
6.	<p><b><u>REVIEW SCHOOL MEALS PROVISION</u></b></p> <p>Governors were given up to date figures on take up of hot school meals – approx. 60% on average; a slight drop – 10% - year on year (figures from Local Food Links). The additional cost of providing meals delivered cooked is approx. £50 per month.</p> <p>Confidential minute.</p>	
7.	<p><b><u>REVIEW PUPIL PREMIUM FUNDING AND SPORTS FUNDING</u></b></p> <p>Governors had a copy of the Sports Premium report that has been published on the school website. A Governor asked if all after school provision is subsidised? PS replied that no, not all – the current after school clubs on a Monday and Friday have not been subsidised but would consider this in the future. The Monday club had small numbers and it is not clear why. The club was offered to Year 1 -3 only as feedback from the Annual Parental Questionnaire was a request for more clubs for KS1. No further questions.</p> <p>Pupil Premium report – PS gave out the report showing analysis of last year's spending and plans for this current academic year. Last year saw funding for 15 pupils; the 2 pupils at Year2 did not reach the expected standard in all three core areas both these pupils did not attend the school in EYFS. This year there is funding for 5 pupils.</p> <p>Reviewing last years strategy, the PP pupils' progress at KS2 was better than non-PP pupils but it was a marginal difference and the progress of the cohort overall was poor.</p> <p>Barriers to future attainment were discussed e.g. pupils on entry at EYFS are not at age appropriate skills and so are at risk of not achieving the Good Level of Development at the end of EYFS. Methods to tackle the gaps in learning include using the Read Write Inc system of synthetic phonics teaching approach and Accelerated Reader for older PP children. Other barriers were outlined from the document and ways to overcome these discussed.</p>	

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	<p><b>A Governor asked</b> if links with parents had been made to look at generational learning issues? PS felt this was something to consider.</p> <p>Plans for this current academic year include a focus on Quality First Teaching to improve and accelerate access to learning e.g. use of Accelerated Reader, the Birmingham Toolkit tracking tool and CPD training; timely intervention using booster groups and pre-teaching sessions; training for an Emotional Learning Support Assistant (ELSA); new and targeted resources for reluctant readers; ICT equipment &amp; personalised apps for pupils; and financial support for extra-curricular activities.</p> <p><b>A Governor asked</b> if having only 5 PP pupils meant it was harder or easier to support those pupils? PS felt it enabled a focus on those particular children, but the approaches would benefit a wider group.</p> <p>The report will be put on the school website.</p>	<p><b>PS</b></p> <p><b>SD</b></p>
8.	<p><b><u>SDP UPDATE</u></b></p> <p>PS advised the SEP is happy with the format and content so far of the SDP. Dates for Learning Walks, book scrutinies, pupil interviews etc are all included – Governors should refer to the document and arrange convenient dates with the subject leaders and use the document as a working tool.</p> <p><b>A Governor asked</b> how Governors might best feedback to parents the work of the GB? Governors discussed including a paragraph in the Head’s monthly newsletter.</p> <p><b>A Governor asked</b> how best to evidence question and challenge? The GB minutes must reflect strategic challenge.</p> <p><b>A Governor asked</b> when the Subject Leader plans will be distributed? PS advised they are ready and will be sent to Link Governors.</p> <p>A Governor asked for clarification on CLPE? PS advised this was a set of resources that gave ideas for teaching sequences to inspire writing and to create ideas around a text.</p> <p>The January INSET day is focussed on Maths – see Priority 2. The new Subject Leader will receive CPD through the Jurassic Maths Hub. Maths is a West Dorset Collaboration priority and data from all schools, looking at target pupils (those on the edge of expected standard/greater depth), will be reviewed for impact.</p>	<p><b>Link Governors</b></p> <p><b>GB/PS to note.</b></p> <p><b>Clerk PS to distribute</b></p>
9.	<p><b><u>GOVERNOR TRAINING – planned and required; VISITS/LEARNING WALKS – planned and required</u></b></p> <p>LG will be attending new Foundation Governor training in March 2020. DC, as Chair, needs to book onto a Safeguarding 2 course.</p> <p>It would be useful for another Governor, other than 2 existing Governors, to complete the Safer Recruitment training.</p> <p>At a recent Collaboration meeting it was proposed that the Chair and Vice-Chairs of each school meet.</p> <p>Sheila O’Donnell from the Local Authority has offered to support Governors with their strategic plan.</p> <p>As there are training needs from our school and others within the Collaboration, it was suggested that a Collaboration School could host training for everyone – e.g Safeguarding, Finance.</p> <p>LG reported back on her recent visit to school regarding Safeguarding. MyConcern has been bought and training will be provided. LG will visit again next term.</p> <p>JM has attended Welcome to Governance and HT Performance Management; TF has attended Welcome to Governance.</p>	<p><b>DC to check NEXUS</b></p> <p><b>WDSC administrator to organise. PS to contact SO’D</b></p> <p><b>Clerk to contact WDSC Administrator</b></p>

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10.	<p><b><u>POLICY REVIEWS – Child Protection Policy; Pay Policies; Data Protection Policy; Dorset Finance Policies – (Scheme for Financing Schools; Finance Efficiency Policy (hold until next mtg – Schools Forum discussing) &amp; Contract Procedure Rules): for re-adoption</u></b></p> <p>The following policies were reviewed: Child Protection Policy, Teachers Pay Policy, Dorset’s Scheme for Financing Schools, Contract Procedure Rules. Proposed for adoption/approval – DC; seconded – TF. All agreed.</p> <p>The Data Protection Policy is still not ready. TF offered to push this forward and liaise with Mrs McGinlay at school who is the DPO.</p>	TF
11.	<p><b><u>COLLATED GOVERNOR SKILLS AUDIT FORMS</u></b></p> <p>Governors reviewed the collated skills audit forms. Training needs, as identified in Item 9, were confirmed. There is a broad range of skills in all sections of the audit.</p>	
12.	<p><b><u>TEACHER TRAINING &amp; DEVELOPMENT NEEDS</u></b></p> <p>See SDP document for CPD requirements. One of the new Deputy Designated Safeguarding Leads is to attend training after half term.</p>	
13.	<p><b><u>2018-19 SCHOOL ACCOUNTS FOR WEBSITE</u></b></p> <p>Governors accepted the School Accounts for publication on the school website.</p>	Clerk
14.	<p><b><u>REVIEW CRITICAL INCIDENT PLAN</u></b></p> <p>Following recommendations for amendment at the last meeting, the plan was ready for adoption. Proposed – DC, seconded – MC. All agreed.</p>	
15.	<p><b><u>CLERK MATTERS – NGA Membership; Governospace; Open Morning</u></b></p> <p>The Clerk advised the GB about membership of the National Governor Association which has many useful resources; Governospace is another useful resource (free). The school’s Open Morning will be Thursday 7<sup>th</sup> November. Governors were invited to join in the morning activities to meet prospective parents.</p>	Govs to note
16.	<p><b><u>DATE &amp; TIME OF NEXT MEETING:</u></b></p> <p>Tues 3<sup>rd</sup> Dec 4.00pm – 6.00pm</p>	

The meeting finished at 8.03pm