

BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING
MINUTES 4th JULY 2017

Minutes of the Full Governing Body meeting held on Thursday 4th July 2017 at Broadwindsor School at 3.30pm.

PRESENT: Mr Nigel Arnold, Mrs Diana Coltart (DC), Mrs Lucie Goss, Mrs Jill Maguire (Chair), Mrs Jade McGinty, Mrs Lisa Walton and Mrs Sally Dawson (Clerk)

JM welcomed everyone to the meeting.

	Prayer by Diana Coltart	Action
1.	<u>ACCEPTANCE OF APOLOGIES</u> Apologies were accepted from Mr David Chumbley (DCh), Mr Mark Coghlan and Rev Jo Neary	
2.	<u>DECLARATION OF BUSINESS/PECUNIARY INTERESTS</u> Governors were asked to state any business or pecuniary interest in any matter on the agenda. No interests were declared.	
3.	<u>APPROVE MINUTES OF MEETING 8TH JUNE 2017 – to accept as a true record</u> The minutes of the meeting held on the 8 th June 2017 were accepted as a true record. Proposed – JM; seconded – NA. All agreed	
4.	<u>PROGRESS WITH NEW CHRISTIAN ETHOS/MISSION STATEMENT – Emma Killick</u> Emma Killick joined the meeting at 3.38pm. Everyone had a summary sheet from Rev Jo and EK talked through the process so far and progress made. Words had been gathered from pupils, staff, governors and parents (from 2016 Questionnaire). From these, the idea is to change the mission statement and ethos to relate specifically to Christian values and to fit the school rules (which the pupils have formulated) to the new statements. The September INSET day will be used to finalise the statements and a launch will be done at Harvest Festival. Ideas were discussed to improve displays in the entrance hall and in each classroom using the eventually agreed displays and new statement. A 'Wordle' visual display has been formulated. The shape of the display can be changed to suit the school. Ideas were a heart, a cross or a school bell shape. EK also informed Governors that there will be a new RE syllabus – Understanding Christianity, commencing September which will link in with this work too. EK left the meeting at 3.48pm	
5.	<u>MATTERS ARISING –2017/18 Budget – Licensed Deficit Form- feedback from County; Collaboration update – Emotional Wellbeing Counsellor – feedback from other schools; Visits forms completed and filed – DC. MC; Donation request letter to Jubilee committee - JM</u> <u>2017/18 Budget – Licensed Deficit Form – feedback</u> – SD reported that a revised Licensed Deficit form and recovery plan had been submitted to County (SD read out the reasons for the deficit and explanation of how the school will recover from it), and advised that County had accepted the plan and will visit the school during the Autumn term to look at the budget.	

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	<p><u>Collaboration update – Emotional Wellbeing Counsellor – feedback</u> – JMc gave feedback to the GB regarding the Counsellor, who has been employed by the Collaboration. LG asked what the structure of the sessions was. JMc advised that each school has 6 weeks of 1/2 a day per week – 3 children have 1 hr each per week. JMc and NA reported that it is very beneficial and this has been echoed by the other schools who have already used her. JM asked if there has been a noticeable difference in the children following the sessions. JMc said there has been positive results. LG asked if parental consent is given – yes, and if there was any report given to parents – no, but parents can request a meeting with the counsellor.</p> <p>DC wondered if it might be an idea to set up a ‘Friend of the School’ mentoring/buddy system whereby adults from outside school give some of their time to an individual child, to offer time to play games, read together etc. LG suggested older pupils could mentor new children. LW advised that at Beaminster School, all Year 7 pupils are mentored by a Yr 10 in their first year. JMc thought that older children could listen to younger children read or read to them on a regular basis. NA advised that school has a buddy system in place already for play times.</p> <p><u>Visit forms completed and filed – DC and MC</u> – DC has completed a visit form for meeting with the First Aider at school, looking at Supporting Pupils with Medical Conditions. A visit to look at Pupil Premium is yet to be arranged, after the School Pupil Tracker has been updated. NA to contact DC. MC has filed his report following his Maths visit. LW has visited re: Literacy/English and is in process of writing up the report form.</p> <p><u>Donation request letter to Jubilee Committee – JM</u> – JM confirmed that this has been done and she is waiting their reply.</p>	<p align="center">DC/NA</p> <p align="center">LW</p> <p align="center">JM</p>
<p>6.</p>	<p><u>LATEST DATA DASHBOARD – review and ask questions; also 2017 Raw Results - NA</u></p> <p>NA explained that the latest Data Dashboard now contains 2016 data and so the front sheet has been revised, showing strengths and weaknesses and a comparison of the school with the national picture in regard to Floor Standards and Coasting Standards, both of which the school is above.</p> <p>In terms of weaknesses, low attendance (and persistent absence) is a weakness of FSM and SEN groups. NA explained the work done recently to address this situation. Following the initial low attendance letters sent earlier in the year, further analysis has been done and letters sent to those not improved. Some parental meetings have taken place also. Reasons behind absences are known.</p> <p>LW advised that Phonics was not included in her recent literacy visit but NA advised that in fact the weakness identified in the Dashboard has now been addressed. Those pupils who were below the expected standard had retaken the test and have now reached the standard. The current Yr 1 cohort have all achieved the standard.</p> <p><u>Raw Results 2017</u> – NA showed Governors the ‘DfE National Curriculum Assessments at KS2 interim release national figures’ and was able to provide interim raw results for our school. Overall the results are good and by removing 1 disapplied pupil from the average results, the picture is even more pleasing. In terms of reaching the expected standard, the results show: Reading 79 (71 national); Maths 79 (75 national), SPAG 64 (77 national) and Writing 64 (76 national) Average Scaled Scores show: Reading 100 (108 if disapplied child is removed from figures) against national 104 SPAG 98 (105 if disapplied child is removed from figures) against national 106 Maths 98 (106 if disapplied child is removed from figures) against national 104</p>	

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	<p>Governors were pleased with the interim results. LW felt it important to point out that progress will be important over the next 2/3 years if future cohorts were lower attaining groups.</p>	
7.	<p><u>FEEDBACK FROM MAT MEETINGS – JM/NA</u></p> <p>JM and NA gave feedback on 4 meetings with different Multi Academy Trusts (MATs) that the Collaboration had organised. Presentations have been received from Acorn, Hamwic, DSAT and Southern Academy Trust (SAT). The plan is to agree on 2 of the 4 to look at further. Details of each MAT in terms of current set up – number of schools, number of pupils, ethos and vision, have been compared in a document. 2 MATs appear to have a better fit with the Collaboration – Hamwic and SAT. DC asked if visits to schools within these MATs is likely. JM advised that the idea is to decide on 2 MATs, visit schools within those, the Collaboration to decide by Christmas 2017 then start the process for the hub to be incorporated by Sept 2018. NA said that the immediate idea is to further secure the current Collaboration and join as a hub into a MAT. This is an attractive idea for existing MATs. There would be few changes to current working practices. LW stated she was still unclear of the benefits of becoming an Academy. After further discussion, it was agreed that Hamwic and SAT should be investigated further.</p>	<p>JM/NA to report back to the Collaboration</p>
8.	<p><u>BUDGET MONITORING & VIREMENTS, if any; APPROVE OUTTURN REPORT FOR SUBMISSION</u></p> <p>SD went through the final 2016/17 Budget Holder Monitoring Report, showing a carry forward of -£9412. This was in part due to SEN funding not received for 2 pupils in the financial year (approx. £7k) plus slight overspends on Sport budget and PPA budget. SD also went through a recent report on the current financial year which is in line with the budget submitted. The Outturn report was discussed showing an in-year surplus but cumulative deficits in future years. The Outturn accounts for the SEN funding to be received but also now accounting for deficit carry forward and Apprenticeship Levy which had been omitted from the original budget submission. This is approx. £1700 per annum. In addition, a replacement teacher starting in Sept has had an impact on Teaching costs. The GB agreed to the Outturn – proposed – JM; seconded – DC together with the submission form. Virements also agreed - £1700 Apprenticeship Levy to Indirect Employee Expenses from deficit; £1700 from Sports budget to reduce deficit.</p>	
9.	<p><u>GOVERNOR VISITS – Pupil Premium – Diana Coltart; School Council – DC; Writing/English – LW; British Values/Spirituality – Jo Neary; Collective Worship Policy</u></p> <p>In part, this item has been reported on in Item 5. In addition, DC reported that the School Council is progressing well. Enthusiastic discussions are had by all pupils, with the older children taking on advisory roles to the younger ones when explaining why some ideas might not be practical. All children are displaying thoughtfulness to others. DC to restate that ideas are to be encouraged for Governors to consider. Rev Jo’s visit to discuss the school’s ethos and mission statement can be used as evidence for a Spirituality visit. Collective Worship Policy to be carried forward to September meeting.</p>	<p>DC</p> <p>SD</p>

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10.	<p><u>REVIEW RESPONSES FROM ANNUAL QUESTIONNAIRE TO PARENTS – JM: AGREE A FEEDBACK LETTER – JN TO PREPARE</u></p> <p>JM had collated the results from 40 responses out of 96. Overall, the results were very positive and all respondents would recommend the school to other parents. Some answers discussed further included comments regarding after-school clubs and dealing with poor behaviour. As the questionnaires were not anonymous, NA felt he would approach certain parents to discuss their comments further. LW suggested further work could be done in building resilience and emphasising how to behave at school. JMc offered the idea of having an assembly to focus on kindness/consideration for others. LG suggested this could also be done in a Parents Assembly to share practice with parents.</p> <p>Regarding after-school clubs, LG asked about putting in place a ‘hub’ type arrangement. NA replied that previous after-school provision had a poor experience and eventually folded because of too few numbers.</p> <p>JM will redraft a feedback letter for parents. LW suggested including a paragraph on after-school clubs and whether there were any volunteers who could run them.</p>	JM
11.	<p><u>ATTENDANCE FOR YEAR TO DATE (inc PP and SEN pupils) – DC/SD</u></p> <p>SD reported that attendance for the whole school to date is 96.1% with persistent absence (less than 90% attendance) at a figure of 11.3% (national figure is 8.2%)</p> <p>See Item 6 for details of action taken.</p> <p>Attendance for PP children is 94.4% (8 pupils) and for SEN is 86.9% (1 pupil). Reasons behind figures are known.</p>	
12.	<p><u>SDP – review and consider priorities for next year</u></p> <p>Ideas for SDP 2017-18 discussed: Improving attendance, improving SPAG results. Other ideas can be sent to NA</p>	ALL
13.	<p><u>SAFEGUARDING – update from Nigel</u></p> <p>Nothing to report from NA LG will take on the responsibility for Safeguarding – course 1 and 2 to be taken and the Audit in the Autumn term with NA</p>	LG
14.	<p><u>GB SELF-REVIEW – GOVERNOR VISITS – REVIEW LAST FEW MONTHS UNDER NEW STRUCTURE; APPOINT LINK GOVERNOR FOR SCIENCE; TERM TIME LEAVE AND EQUALITY</u></p> <p>Term Time Leave – DCh Science – next meeting; Equality – next meeting; in addition, HT Appraisal – next meeting. Also, Health & Safety responsibility is to be taken on by LG and DCh. A ‘Walking Audit’ is to take place this week.</p> <p>At this point in the meeting, JM reported to the GB that congratulations were in order, to NA for receiving a long service award from Dorset CC – for 25 years’ service. JM also recommended a salary review for NA in September, following a successful HT interim appraisal recently.</p>	SD SD

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15.	<p><u>POLICY REVIEWS – Supporting pupils with medical conditions – DC; Critical Incident Policy – to include a section on ‘lockdown’ procedures; Data Protection Policy; Single Equality Policy</u></p> <p>Data Protection Policy and Supporting pupils with medical conditions – reviewed and approved – proposed – JM; seconded – DC. All agreed.</p> <p>Critical Incident Policy – the Emergency Planning team is to meet with NA to help put together an appropriate ‘lockdown’ procedure. They will also review the current plan. Review new plan at the next meeting.</p> <p>Equality Policy – SD highlighted some parts of the policy that need addressing before adopting the policy. This needs more time. Hold over until next meeting.</p>	<p>SD</p> <p>SD</p>
16.	<p><u>CLERK MATTERS</u></p> <p>SD reported on her recent Clerk’s briefing where the new Competency Framework for Clerks document was discussed, highlighting the framework under which Clerk’s operate, in a professional, advisory manner.</p> <p>Also, SD suggested that a Skills Audit be carried out in September (in addition to the Financial Skills Audit) to assess skills across the GB.</p> <p>Finally, SD reminded Governors about the Tea & Cake event on the 12th July.</p>	<p>SD</p> <p>ALL to attend if possible</p>
17.	<p><u>FINALISE MEETING DATES FOR NEXT ACADEMIC YEAR</u></p> <p>Everyone had seen the proposed dates and times for the meetings over the next academic year – 2017/18. No alterations made. Accepted.</p>	
18.	<p><u>DATE & TIME OF NEXT MEETING</u></p> <p>Thursday 21st September at 6.30pm</p>	

The meeting finished at 5.34pm