

**BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING**  
**MINUTES 20<sup>th</sup> JANUARY 2020**

<p>Minutes of the Full Governing Body meeting held on Monday 20<sup>th</sup> January 2020 at Broadwindsor School at 6.00pm.  <u>PRESENT:</u> Mr Philip Smith, Mr David Chumbley (Chair), Mr Mark Coghlan, Mrs Tracey Fooks, Mrs Lucie Goss, Ms Jill Mohiki, Rev Jo Neary and Mrs Sally Dawson (Clerk)</p>		
	<p>The Chair welcomed Sheila O'Donnell to the meeting, as an observer.</p> <p>Prayer by Rev Jo.</p>	<b>Action</b>
1.	<p><b><u>ACCEPTANCE OF APOLOGIES</u></b></p> <p>Apologies were accepted from Mrs Val Johnson.</p>	
2.	<p><b><u>DECLARATION OF BUSINESS/PECUNIARY INTERESTS</u></b></p> <p>Governors were asked to state any business or pecuniary interest in any matter on the agenda. No interests were declared.</p>	
3.	<p><b><u>APPROVE MINUTES OF MEETING 3<sup>rd</sup> DECEMBER 2019 inc. Confidential minutes – to accept as a true record</u></b></p> <p>The minutes of the meeting on 3<sup>rd</sup> December 2019 were accepted as a true record of the meeting. Proposed – MC; seconded – TF. All agreed.  Governors viewed the Confidential minutes and asked a follow up question – confidential minute under Matters Arising.  Proposed to accept – JN; seconded – MC. All agreed</p>	
4.	<p><b><u>MATTERS ARISING FROM MINUTES – HT meeting with Term Time Leave Panel; Subject Leader plans distributed; H&amp;S checks – coherent checklist; Governor question – number of PP pupils taking part in after-school clubs; electronic gate system – progress; SFVS – 2020 document - progress</u></b></p> <p><u>Confidential minute.</u></p> <p><u>HT meeting with Term Time Leave panel</u> – PS, DC &amp; LG have met. Discussed adding more info into the assessment sheet from the HT before going to the Governor panel; the criteria were reviewed; look at historical data and to review annually at the end of the academic year. Governors wish to add a paragraph in the HT's monthly newsletter to reiterate the importance of attendance, to describe the term time leave request process, and to highlight the impact of leave on a pupil's learning and their social relationships.</p> <p><u>Subject Leader plans distributed</u> – PS had forwarded these to all Governors. A Governor commented on the different headings in one subject plan compared to the others and wondered if there could be some standardisation across all the plans. Sheila O'Donnell offered to look at all the plans and provide some help on this.</p> <p>PS encouraged Governor involvement to make sure milestones are clear.</p> <p><u>H&amp;S Checks – coherent checklist</u> – the Governors responsible for Health &amp; Safety, together with PS, have now put together a checklist covering all aspects required. They are clear on the responsibilities.</p> <p><u>Governor question – number of Pupil Premium pupils taking part in after-school clubs</u> – the Clerk provided information for the last academic year when there were 15 PP pupils - on average 50% took part in after-school clubs. Of those, 2 were provided with financial support to enable participation. This current year, of 5 PP pupils, just under 50% are taking part in after-school clubs. None of these have been financially supported.</p>	<p align="center"><b>Term Time leave panel</b></p> <p align="center"><b>PS to email subject plans to SO'D</b></p>

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	<p>Discussion continued on making sure participation in clubs is made available to all; Governors expressed a wish to include a paragraph in the HT's monthly newsletter to ensure all parents are aware of the school's willingness to support pupils with participation, without there being a barrier from any financial issue. Talking to pupils, particularly PP pupils, will help to understand needs and desires and inform future offerings and support that may be needed.</p> <p><u>Electronic gate system – progress</u> – no progress as yet; have tried to obtain an additional quote but no response; awaiting testimonials from other schools with regard to one of the quotes we have received; funding support from Dorset County needs to be followed up again to see if it is still available.</p> <p><u>SFVS – 2020 document – progress</u> – TF has begun looking at the document after SD had provided the raw data. To move forward, it was agreed that TF, PS and SD would meet to finish the document, ready for consideration at the February GB meeting.</p>	<p><b>Governors/PS</b></p> <p><b>PS/SD</b></p> <p><b>TF/PS/SD</b></p>
<p>5.</p>	<p><b><u>GOVERNING BODY PLAN - progress</u></b></p> <p>Governors met in early January to discuss their GB Strategic Plan. The draft plan was tabled at the meeting and discussed. Using the School Development Plan (SDP) and the School Evaluation Partner (SEP) report, Governors have drawn up their plan focussing on Priority 1 – To improve leadership and management, sections 1.1 and 1.2 from the SDP. Governors have included focussed achievements/evaluative statements as a means of demonstrating meeting the individual objectives. The GB will review the plan at the end of the cycle and evaluate progress termly, the first time to be at the March meeting. Thanks were given to JM for pulling together the discussions of the GB into this plan.</p> <p>The Chair shared points from a meeting with PS where the following were agreed – provision of data, informal talks with staff, Learning Walk sheet to be updated, Collaboration Governors to meet.</p>	<p><b>Clerk – March agenda, then July.</b></p>
<p>6.</p>	<p><b><u>SCHOOL DEVELOPMENT PLAN UPDATE</u></b></p> <p>Governors discussed progress with the SDP priorities. Governors to add some commentary to milestone 1 for Autumn term in objective 1.1. In objective 1.2, further detail is required with regard to the impact of subject leader plans. A Governor <b>asked</b> how they might know that the subject leader plans are showing impact/progress? PS replied that examples can be given within for example, the Read, Write Inc system, or using Accelerated Reader data - progress of both pupils with an EHC plan is good against similar ability pupils; scaled scores for end of year can be seen to demonstrate progress. It was suggested that an Agenda item be included for subject leaders to feedback to Governors.</p> <p>Priority 2 – Marking &amp; Feedback policy to be reviewed this first half term (Spring term); the English subject leader reports the positive impact of introducing Read, Write Inc system into EYFS and Yr 1. Governors commented positively about the re-organisation of the beginning of the day – pupils are well engaged, ready to go and punctuality has improved.</p> <p>PS reported close monitoring of pupils in Year 2 and 6 with targeted sessions, where required, to support more accelerated progress. In Maths, a mock test before Christmas was a little disappointing, so action has been taken to provide morning warm-ups and a split of year 5 and 6 pupils 3 times a week. This is being used to enable focussed support. A Governor <b>asked</b> what action is being taken to support boys who are not making progress in reading? PS replied that Accelerated Reader helps to identify the gaps and enable a focus on those.</p> <p>PS reported that the January INSET day was successful with the Collaboration teachers and teaching assistants focussing on Maths. Outcomes were to reinforce familiarity of equipment use and the use of language and question stems. A Governor <b>asked</b> how teachers might know that confidence was improved. PS</p>	<p><b>DC</b></p> <p><b>Clerk/PS</b></p>

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	replied that conversations with pupils will demonstrate this both informally and through pupil interviews.	
7.	<p><b><u>VISITS/LEARNING WALKS FEEDBACK – MATHS – MC; GOVERNOR TRAINING</u></b></p> <p>MC gave feedback on his Maths Learning Walk. In March, data will be looked at to assess progress. PS added that resources from White Rose were being used positively. MC reported that pupils were confident and able to speak positively about what they were having to do, what the system was. MC felt it would be useful to have 10 minutes with the subject leader after a Learning Walk. Sheila O'Donnell added that it would be beneficial to make a note of the values seen/demonstrated during Learning Walks.</p> <p>Other training booked – JM will be attending the EYFS – Guidance for Governors, in February.</p> <p>PS will provide some data training for Governors.</p>	<b>PS/Govs to organise</b>
8.	<p><b><u>BRITISH VALUES STATEMENT - REVIEW</u></b></p> <p>The British Values statement was reviewed. PS had added more recent examples e.g. the mock general election within school, praise assemblies recognising diverse talents and achievements and pupils managing their own behaviour through the new Going for Green behaviour management system.</p> <p>A Governor <b>asked</b> what impact could be seen from the BV Statement? Governors felt that questions could be asked of pupils during Learning Walks or any other visit. Governors to include this in future visits and to amend the Visits form.</p> <p>JN to be Link Governor for School Council.</p>	<b>Amend Learning Walk/Visit form</b>
9.	<p><b><u>CURRICULUM UPDATE – NATIONAL PICTURE AND IMPLICATIONS; BREADTH OF OUR CURRICULUM; WEBSITE</u></b></p> <p>PS explained one of the points of focus in the new Ofsted framework – the breadth of the Curriculum. Teachers are focussing on the core subjects currently, but work is being done in the background on other subjects e.g. for history and geography - training courses have been attended in order to look at the progression of skills. The medium- and long-term plans on English are nearly ready to go on the school website; the SEP is to help develop work on the curriculum and the information on the website in order to evidence a broader curriculum and a richer learning environment.</p> <p>A Governor <b>asked</b> what work is being done on environmental sustainability? PS highlighted the continued work of the eco schools team led by Mrs Taylor. The school is going to be used as a case study with regard to the tree and hedging plan linked with the Woodland Trust.</p>	
10.	<p><b><u>SEN REPORT – JN/SENCO</u></b></p> <p>JN and Mrs Morgan have met recently, planning Learning Walks and future visits. Mrs Morgan has updated the information report and it is ready to go on the website. The Accessibility Plan has been looked at and more work is required to bring it up to date, with input from class teachers and the Health &amp; Safety group. JN offered to take the lead on this and to progress to an updated Plan by the end of the Spring term.</p> <p>The SEN report and SEND Information report to be added to Matters Arising at next meeting, to be approved.</p>	<b>JN Clerk – Feb mtg</b>

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11.	<p><b><u>FINANCIAL BENCHMARKING – exercise to take place at the meeting</u></b></p> <p>Governors looked at benchmarking information online, comparing the financial information of similar sized schools to Broadwindsor. Caution was raised as there can quite often be anomalous reasons for some aspects each year. Broadwindsor School regularly appears in the middle or towards the bottom of the data comparison both for income and expenditure figures. There were no figures that required immediate investigation, but the Clerk suggested that Governors could take a look at the benchmarking website and compare data in more depth, at their leisure. Any questions raised to be brought back to a future meeting.</p>	<b>Governors</b>
12.	<p><b><u>COLLABORATION UPDATE</u></b></p> <p>No additional information to that discussed in agenda items above.</p>	
13.	<p><b><u>ATTENDANCE – figures for Autumn term and letters sent</u></b></p> <p>Overall attendance as at 20<sup>th</sup> January is 95.84%. Close monitoring of individual pupils is being made, letters were sent out before Christmas and further assessment to be done this week with additional follow up letters or contact from class teacher and/or PS. A Governor <b>asked</b> if lateness of a small number of pupils has improved. PS replied yes – the new start of day organisation has led to pupils wanting to be on time and as a result lateness has declined.</p> <p>PS reported an exclusion for 2 days. PS advised the GB that the Behaviour Policy was followed.</p>	
14.	<p><b><u>POLICY REVIEWS – Behaviour Policy; Data Protection Policy; Health &amp; Safety Policy; Accessibility Plan; Annual Equality Information</u></b></p> <p>Behaviour Policy – reviewed and approved. Copy to be placed on the school website and mentioned in the next newsletter.          Data Protection Policy – TF reviewing this policy; not yet ready for adoption. To be brought to next meeting.          Health &amp; Safety Policy – not yet reviewed by the Health &amp; Safety group. Any changes to be sent to SD to amend the policy.          Accessibility Plan – see Item 10 above.          Annual Equality Information – PS has reviewed and amended the information for this year. JN noted as Governor responsible for Equality.</p> <p>Proposed to accept Behaviour Policy and Annual Equality Information – JN; seconded – DC. All agreed.</p>	<p><b>Clerk – put on website</b>  <b>Clerk – Feb mtg Agenda</b></p> <p><b>H&amp;S group/SD</b></p> <p><b>Clerk – put on website</b></p>
15.	<p><b><u>CLERK MATTERS – Forward Planning Agenda</u></b></p> <p>The Clerk re-issued the Forward Planning Agenda to enable all Governors to look ahead and plan reports and visits.</p> <p>DC advised the recruitment of a new Clerk is progressing with a job advert to be placed shortly.</p>	
16.	<p><b><u>DATE &amp; TIME OF NEXT MEETING:</u></b></p> <p>Thursday 27<sup>th</sup> February 2020 at 6pm – 8pm</p> <p>Governors briefly discussed changing FGB meeting dates to a fixed day (e.g. a Monday) each month throughout the year. Further discussion to be had.</p>	<b>Clerk – Feb mtg</b>

The meeting finished at 8.20pm