

BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING
MINUTES 8th JUNE 2017

Minutes of the Full Governing Body meeting held on Thursday 8th June 2017 at Broadwindsor School at 9.00am.

PRESENT: Mr Nigel Arnold, Mr David Chumbley (from 9.00am), Mrs Lucie Goss, Mrs Jill Maguire (Chair), Mrs Jade McGinty, Rev Jo Neary, Mrs Lisa Walton and Mrs Sally Dawson (Clerk)

The meeting commenced at 8.55am. JM welcomed and introduced Lucie Goss, new Co-Opted Governor.

	Prayer by Rev Jo.	Action
1.	<u>ACCEPTANCE OF APOLOGIES</u> Apologies were accepted from Mr Mark Coghlan and Mrs Diana Coltart.	
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>APPOINTMENT OF AUTHORITY GOVERNOR</u> JM reminded the GB of the process of nominating and approving an Authority Governor. All Governors had sight of the letter from DCC approving our nomination of Mr Chumbley – all that remained was for the GB to formally appoint him. All agreed. Mr Chumbley (DCh) joined the meeting at 9.00am. JM welcomed DCh and all Governors introduced themselves.	
4.	<u>APPROVE MINUTES OF MEETINGS – 22nd MARCH 2017 and 25th APRIL 2017 – to accept as a true record</u> JM pointed out a couple of errors in recording. With these amendments agreed, the minutes of the meetings held on the 22 nd March and 25 th April 2017 were accepted as a true record. 22.3.17 - Proposed to accept – JN; seconded – LW 25.4.17 – Proposed to accept – JM; seconded – JN All agreed.	
5.	<u>MATTERS ARISING –2017/18 Budget – feedback from County; Instrument of Governance; Chairs/Heads’ meeting with Diocese – JM feedback; Visits forms completed? – DC/MC</u> JM asked if the Pupil Premium exercise had been carried out (reference Minutes 22.3.15 Item 5). NA/SD reported that it had been carried out – a letter to parents with form attached. A good number of replies were received with one eligible for Pupil Premium. It was easy to process via the DCC webpage. Further thought was given to maintaining parental consideration of applying for this funding. Letter and form to be included in New Parent Packs. Then half way through year, carry out exercise again with all parents.	NA/SD Helen Crabb SD

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<p>The SEP visited school on INSET day after half term to focus on English/writing moderation. It was agreed that LW will meet with Mrs Hammersley, subject co-ordinator, once the report from the SEP is received.</p> <p><u>2017/18 Budget</u> – feedback from County – SD read out the letter from County whereby the budget as submitted had been accepted subject to a Licensed Deficit Recovery Plan being received by 30th June. NA/SD will complete the required form and send to County</p> <p><u>Instrument of Governance</u> – The Diocese have now produced the amended IoG and it has been sealed by order of the DCC. All Governors were given a copy.</p> <p>JM asked whether a letter had been sent to parents outlining the current situation re: funding/budget. Discussion took place regarding this year’s cuts being from DCC and next year’s cuts being due to the National Funding Formula. NA had felt it inappropriate for the National Headteachers Association letter to be sent but LW felt it important that parents were made aware of how changes in funding have an impact on school provision. JMc and DCh agreed. JN felt there was some mileage in advising parents that we are in a deficit budget this year but LW cautioned about being too inflammatory. It was agreed that JM will draft a letter for circulation amongst Governors for input, ready for sending before the end of half term. It was further thought that it may be possible to incorporate it into the feedback letter to parents following distribution of the Questionnaire.</p> <p><u>Chairs’/Heads’ meeting with Diocese</u> – JM reported back on the meeting she attended with the Diocese regarding Multi Academy Trusts (MATs). NA was unable to attend as he was accompanying the Year 4 pupils on their Residential trip.</p> <p>The main points to note were: Government have decreed that there will be no new MATs; no single school conversions; small MATs are considered ineffective; encouragement is to be made for schools to join existing MATs, creating larger MATs. With regard to the Salisbury Diocese (DSAT), there is an 18 month wait time until conversion/joining their MAT; 50% of Governors would have to be Foundation Governors; the Grant of £25k available to schools does not cover the actual costs involved. Our West Dorset Schools Collaboration (WDSC) could be a hub within an existing MAT – this is an attractive proposition to existing MATs particularly as there is already some structure in place between the schools.</p> <p>JM advised it was agreed that all schools in the WDSC would provide a profile of their school. 5 existing MATS have been invited to present their ethos and strategy to the WDSC. The GB agreed that the profile could be shared. Information from these presentations will be fed back to each GB. It is for each GB to decide what kind of MAT they might wish to go with, as a hub, to go it alone with an existing MAT or not at all. NA added that his view was that the GB should choose to go with a MAT that has the pupils at the heart of what they do rather than profit driven. DCh asked for clarification on the drive for Academisation. NA explained the historic and current Government view and the decision to come together as a Collaboration. JN explained the Salisbury Diocese involvement at St Mary’s Academy.</p> <p><u>Visit forms completed</u> – DC/MC? – DC to be reminded; MC has completed a Visits form but needs to put in the Visits file.</p>	<p>NA to advise LW once report received.</p> <p>NA/SD</p> <p>JM/JN/ALL</p> <p>JM/NA to feedback to GB</p> <p>DC and MC</p>
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6.	<p><u>REVIEW DATA – Pupil Premium pupils and SEN pupils – look at dashboard</u></p> <p>The data dashboard report was available on screen to review the front page. DCh asked for some clarification/explanation on the terms. NA explained what Pupil Premium is and how the school uses it for the benefit of individual pupils; explanation was also given as to how Ofsted use the data before inspection. NA went on to explain the positive prediction of the high prior attainers' progress in this year's KS2 SATs which will respond to last year's data weakness on the dashboard.</p> <p>On the next weakness – fewer than 70% met expected progress in phonics, NA was confident that this year will see a reversal of this.</p> <p>Regarding attendance/persistent absence, LG asked why attendance might be low for PP and SEN pupils? NA explained the background to many of the PP/SEN pupils and how medical conditions can affect attendance. LG asked if attendance amongst non-PP/SEN children was better? NA confirmed it was.</p> <p>JN asked if there was more school could do to support pupils who are vulnerable to absence; LW asked if there should be specific meetings arranged to discuss attendance issues. NA agreed in some cases yes.</p> <p>PP/SEN attendance figures to be included in next meeting's attendance item.</p>	SD
7.	<p><u>AGREE FORMAT AND QUESTIONS FOR ANNUAL QUESTIONNAIRE TO BE DISTRIBUTED TO PARENTS</u></p> <p>Governors reviewed the 2016 questionnaire and with a couple of amendments agreed the 2017 survey. It was felt useful to include a parents' information session on Spelling, Punctuation and Grammar (SPAG) and to include a question on positive messages about the school.</p> <p>The accompanying letter was also amended slightly.</p> <p>Questionnaire to go out asap with a return date of 12-14 days. JM offered to collate the results and JN offered to draft the feedback letter to parents.</p>	SD JM JN
8.	<p><u>GOVERNOR VISITS – Pupil Premium – DC; Writing/English – LW; British Values/Spirituality – JN; Collective Worship Policy</u></p> <p>It was not known if DC had done a Pupil Premium visit form. To be carried forward to next meeting.</p> <p>Writing/English – once the SEP has sent her report on the INSET day meeting with teachers, LW can meet with Mrs Hammersley to discuss.</p> <p>JN and Mrs Killick are meeting soon to push forward the work on spirituality/ethos/mission statement review - JN has drafted a revised Collective Worship Policy and a new Spirituality Policy; the 'wordles' are to be collated and can then be fed back to the GB at the next meeting. Following that, staff can review the new statements which will lead to the new ethos and mission statement being launched in September.</p>	DC NA to let LW know once received Mrs Killick to be invited to talk this through with the GB at the July meeting
9.	<p><u>HEADTEACHER'S REPORT ON SPRING TERM 2017</u></p> <p>Everyone had a copy of NA's report on the Spring term. JN asked if the new medical room was working well. NA confirmed it was.</p> <p>NA reported that unfortunately in the recent high winds and rain, the sails used to provide shade had blown down, with 2 of the supporting posts falling over due to being rotten at the base. The GB is hopeful that a donation from the village Jubilee Committee may help towards the cost of replacing these. JM to write a request letter.</p> <p>NA advised that all the minor repairs around school have recently been completed including the swing repairs.</p>	JM

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	JN asked whether the play equipment is safety inspected – NA confirmed it is and was only recently done. All reports have been sent to DCC as required and confirmed as acceptable.	
10.	<u>SDP – update on progress made</u> No comments made – the SDP is progressing well.	
11.	<u>COLLABORATION UPDATE – Strategic Plan and Impact Review</u> Everyone had sight of the WDSC Strategic Plan, Flyer and Impact review documents which are available on the school website. It was clear that the WDSC has made fast progress in its first year. Schools will be contributing the same per pupil amount for 2017/18 at £17 pp. NA confirmed that a Speech & Language therapist has been engaged to work in schools, an Emotional Health counsellor is contracted to provide 6 weeks of 3 hours per week at each school and has been welcomed by pupils/families in need. There will be opportunity to receive feedback from schools who have already received these hours.	Agenda item next meeting - SD
12.	<u>DISASTER RECOVERY PLAN - review</u> The plan was reviewed and it was suggested by JMc and LW that an additional section be included regarding 'Lock Down' procedures, given recent national events. It was agreed that this section be included and the plan brought back for approval at the next meeting.	SD
13.	<u>GB SELF REVIEW – consider FGB structure and recommendations for next academic year</u> The current structure of meetings – FGB only, no committees, was considered. NA felt it was working well. JN felt there was less duplication and greater understanding of all aspects of the GB. JM noted that there may still be a requirement for additional meetings but with specific one-item agenda. SD added that at certain times of the year, the meetings are close together which does not leave much time between minute writing and agenda setting. However, it was still worth continuing for a whole academic year with review again in 2018. All agreed to continue with the 'FGB meetings only' structure. SD to draw up schedule of meeting dates for 2017/18. A review of subject co-ordinator links to be done in September. JN also mentioned the Office365 system of emails and document sharing. She felt it worked well but needed to set up email forwarding to avoid missing important emails.	SD SD Mr Harris to help?
14.	<u>POLICY REVIEWS – Financial Risk & Control Checklist, Complaints Policy, E Safety Policy, Supporting Pupils with medical conditions</u> Financial Risk & Control Checklist – proposed to accept – JN; seconded – JM Complaints Policy – after amendment, to include a line regarding sharing of Governors on Complaints panels with Salway Ash school, the policy was approved – proposed – JN; seconded – JM E Safety Policy – proposed to accept – JN; seconded – JM Supporting pupils with medical conditions – carry forward to next meeting for DC's input.	SD/DC

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15.	<p><u>CONSIDER APPOINTMENT OF ASSOCIATE MEMBERS</u></p> <p>There is no requirement for Associate Members at this time.</p>	
16.	<p><u>TEACHER TRAINING & DEVELOPMENT NEEDS</u></p> <p>Training within the WDSC is going well. JMc has recently undertaken some SPAG training and will share this with the other schools at their next phase meeting.</p> <p>JN offered to provide some input at the September INSET regarding the new ethos/mission statement.</p>	
17.	<p><u>CLERK MATTERS – SW Audit Partnership – periodic audits; Dates for diary</u></p> <p>SD outlined the recent SW Audit Partnership document in which audits were done on Governors’ minutes and in respect of the Intermediaries Legislation change. Governors’ minutes – SD confirmed that all areas highlighted as weakness are not features of our systems. We have everything in place.</p> <p>Intermediaries Legislation – SD explained that the burden of proving that individuals providing services through businesses are accounting for PAYE/NI now rests with the public body contracting them so we must follow a process to determine this. This is being done with the small number of service providers we engage.</p> <p>Dates for diary – Governors invited to attend: Yr 6 Informal Leavers Show – Friday 16th June 2pm Sports Day – Thursday 29th June 1.30pm Governors Tea & Cake for Staff & Volunteers – Wednesday 12th July 3.30pm Leavers Service – Friday 21st July 9.15am</p> <p>E Safety day – Monday 19th June – Parents session at 2.30pm – Governors invited to attend.</p>	
18.	<p><u>DATE & TIME OF NEXT MEETING</u></p> <p>Tuesday 4th July at 3.30pm</p>	

The meeting finished at 10.50am