

BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING
MINUTES 2ND MARCH 2020

<p>Minutes of the Full Governing Body meeting held on Monday 2nd March 2020 at Broadwindsor School at 6.00pm. <u>PRESENT:</u> Mr Philip Smith, Mr David Chumbley (Chair), Mr Mark Coghlan, Mrs Lucie Goss, Ms Jill Mohiki, Rev Jo Neary and Mrs Sally Dawson (Clerk)</p>		
	Prayer by Rev Jo.	Action
1.	<p><u>ACCEPTANCE OF APOLOGIES</u></p> <p>Apologies were accepted from Mrs Tracey Fooks. The Chair informed the GB that Mrs Val Johnson had resigned as a Governor due to ill health.</p>	
2.	<p><u>DECLARATION OF BUSINESS/PECUNIARY INTERESTS</u></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><u>APPROVE MINUTES OF MEETING 20th JANUARY 2020 inc. Confidential minutes – to accept as a true record</u></p> <p>The minutes of the meeting on 20th January 2020 and the Confidential minutes of that meeting were accepted as a true record of the meeting. Proposed – JN; seconded – LG. All agreed. PS offered an update to the confidential minutes.</p>	
4.	<p><u>MATTERS ARISING FROM MINUTES – SEND visit report & SEND Information report – to formally approve; electronic gates – update on funding availability; SDP commentary updated by DC; Learning Walk/Visit form updated as discussed; any Governors looked at Benchmarking website?</u></p> <p><u>JN talked through her visit reports</u> from the 14th January (planning & preparing for future visits) and an additional visit on 30th January. In summary, the visit focussed on the impact of intervention strategies e.g. pre-teaching, how best for the GB to support PS, the SENCO and TAs - to make sure resources are deployed in the most effective way. JN felt the visit was useful to both Governor and Teacher/SENCO. Tracking progress and methods of assessment for the Maths intervention group has enabled a re-assessment of its effectiveness, with a positive outcome. A Governor asked on average how much below the standard are the pupils in the intervention groups? On average they have been a year behind. Using resources such as the Sandwell test has enabled a clear plan for steps to be taken to enable progress to be made and seen. PS explained how teacher planning is detailed to include the intervention group for TAs to implement. Governors accepted the SEND Information report prepared by the SENCO.</p> <p><u>Electronic gates – update on funding availability</u> – no further contact has been received from Dorset County on this. PS to contact again in the new financial year.</p> <p><u>SDP commentary updated by DC</u> – completed.</p> <p><u>Learning Walk/Visit form updated as discussed</u> – Governors are happy with the format currently although felt a staff acknowledgement section at the bottom would be beneficial.</p> <p><u>Benchmarking</u> – a Governor had looked at various income and expenditure lines.</p>	<p>Clerk – SEND Information report to go on website PS</p>

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	Governors had read through the document and three action points were recorded in the summary.	SD to send to County
9.	<p><u>OUTTURN REPORT – to submit to County by 28 Feb; virements; any info relevant to impending Budget setting</u></p> <p>SD outlined the Spring Outturn report, showing payback of the remaining deficit and a small surplus to carry forward, not including unspent sports funding and Pupil Premium funding. A Governor asked why there was a year on year projection of reduced spending on Educational Support Staff. SD explained this was due to fixed term contracts for some Teaching Assistants expiring; another Governor asked whether Pupil Premium was ring-fenced to be spent in-year or could there be a carry forward? SD informed Governors that a carry forward was permitted.</p> <p>Governors accepted the outturn for submission to County. Proposed – DC; seconded – JN.</p> <p>A virement from Sports funding to Lunchtime Supervisor costs was approved to cover a lunchtime football club.</p> <p>Governors went on to discuss the funding statement for 2020/21 and a pupil numbers forecast obtained from County. PS detailed the increases in funding lines along with reduced figures compared to last year.</p> <p>Governors also discussed ideas around re-configuring classroom spaces to enable pre-schooling and wrap around care. The Chair will arrange a separate meeting to explore and discuss these issues.</p>	<p>SD to submit Outturn to County</p> <p>Chair</p>
10.	<p><u>CONTRACT REVIEW SCHEDULE – to review and discuss ahead of budget setting</u></p> <p>No services yet available to purchase. SD informed Governors of the plan to use the DfE Framework for the renewal of the photocopier contract.</p>	Clerk – add to next meeting
11.	<p><u>VALUE FOR MONEY REVIEW</u></p> <p>Add to next meeting agenda.</p>	Clerk – add to next meeting
12.	<p><u>SAFEGUARDING AUDIT – annual report to Governors – PS/LG</u></p> <p>LG informed Governors that the Audit had been completed, within the timescale given (by end January), meaning that no immediate audit was triggered. PS has prepared an Action Plan which together with the audit, will be circulated.</p>	PS
13.	<p><u>ANNUAL INVENTORY CHECK AND MINUTE ANY WRITE OFFS</u></p> <p>SD advised Governors the inventory check had not yet been fully completed but that there were no write offs to record.</p>	SD to complete inventory and report back
14.	<p><u>POLICY REVIEWS – Data Protection Policy; Health & Safety Policy; Confidentiality Policy; Financial Procedures Policy</u></p> <p>The Confidentiality Policy was not available for review – the other three policies had been reviewed. After a couple of suggested amendments to the Financial Procedures Policy, the following were approved for adoption: Data Protection Policy, Health & Safety Policy, Financial Procedures Policy. Proposed – DC; seconded – MC. All agreed.</p>	
15.	<p><u>CLERK MATTERS – Governor vacancies</u></p> <p>After LG becomes the Foundation Governor there will be 2 outstanding vacancies for Co-opted Governors. Existing Governors were asked to consider</p>	

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	<p>recommending individuals; SD to place ads in appropriate places in the village and a piece in the Broadwindsor News. The Chair advised the closing date had passed for the Clerk position and he will look to see if there were any applications.</p>	
16.	<p><u>REVIEW DATES/DAYS/TIMES OF FUTURE MEETINGS</u> <u>DATE & TIME OF NEXT MEETING</u></p> <p>Date of next meeting – Tuesday 31st March at 6pm – 8pm.</p>	

The meeting finished at 8.10pm