

**BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING**  
**MINUTES 22<sup>nd</sup> JANUARY 2018**

Minutes of the Full Governing Body meeting held on Monday 22<sup>nd</sup> January 2018 at Broadwindsor School at 3.30pm.

**PRESENT:** Mr Nigel Arnold, Mr David Chumbley (DCh), Mr Mark Coghlan, Mrs Diana Coltart (DC), Mrs Lucie Goss, Mrs Sue Hammersley, Mrs Jill Maguire (Chair), Rev Jo Neary, Mrs Lisa Walton (from 3.35pm) and Mrs Sally Dawson (Clerk)

		<b>Action</b>
	Prayer by Rev Jo Neary	
1.	<b><u>ACCEPTANCE OF APOLOGIES</u></b> All Governors present.	
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 28<sup>th</sup> NOVEMBER 2017 – to accept as a true record</u></b>  The minutes of the meeting held on the 28 <sup>th</sup> November 2017 were accepted as a true record. Proposed – DCh; seconded – JM. All agreed.	
4.	<b><u>MATTERS ARISING –</u></b>  <u>Visit forms completed and filed?</u> – LW advised that her English/Literacy visit is typed up and ready to be filed.  <u>Progress with Co-Opted Governor vacancy</u> – JM reported on her meeting with an interested member of the village who has experience of teaching and music. He is very keen to support the school. Governors discussed the need for this long-standing vacancy to be filled and the qualities of this person for the Governor role. All agreed to appoint Mr Selhurst to the Co-Opted Governor category.  <u>2<sup>nd</sup> exit from school grounds</u> – SD advised that the chosen contractor had been informed prior to Christmas and he is to start the work as soon as possible  <u>New Reception sign</u> – NA/SD to organise  <u>PP document updated</u> – NA is to update this document with the SEP at their next meeting  <u>Staff Performance Mgt report – questions</u> – no questions.  <u>Support Staff Appraisals</u> – Governors asked if Support Staff Appraisals had been completed. SH and NA are currently carrying these out.  <u>Register Check report</u> – SD – a copy of the Register Check had been circulated as requested and discussed at the last meeting.  <u>Data training for WDSC Governors</u> – NA is to raise this at this week's WDSC meeting (24.1.18) and report back. If it is felt not to be possible then Governors should book onto the Governor Services course.  DCh raised the issue of minute recording and the inclusion of Governors' initials	<b>LW</b>  <b>SD to organise start of work</b>  <b>NA/SD</b>  <b>NA</b>         <b>NA</b>

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	<p>against points raised and discussion points. There had been an article in the most recent Dorset Governor magazine advising that initials should not be recorded. SD pointed out that in previous years it had been encouraged to include initials to evidence <u>all</u> Governor involvement in the GB. Governors discussed this and all agreed they were happy for initials to be included. SD to clarify with Governor Services best practice.</p>	<p align="center"><b>SD</b></p>
<p>5.</p>	<p><b><u>NEW ETHOS &amp; MISSION STATEMENT – final steps</u></b></p> <p>JN reported to the GB that the new values are being embedded in worship, assemblies, classes and behaviour management and will continue to do so across all aspects of school life. The website will need to be updated to reflect the values and new mission statement together with ‘re-branding’ of letterheads, displays etc in school.</p> <p>JM suggested an action plan to follow. JN agreed she and Emma Killick will produce a plan to be discussed with staff then the GB at the March meeting. JN reiterated that pupils and staff will need to be clear what the values are and how they link to Christian values.</p>	<p align="center"><b>JN/EK</b></p>
<p>6.</p>	<p><b><u>SEP REPORT AND REVISED SEF - NA</u></b></p> <p>All Governors had copies of the latest SEP report and the updated SEF. NA went through various aspects showing how the data had informed the priorities in the updated SDP. <b>JN asked</b> how clear is school on the issues, the explanations of those issues and the actions being taken, e.g. the fact that there are 30% SEN in Yr 2 (2017) (present Yr3); how are we engaging boys in reading? NA responded by showing Governors the detailed plans that Karen Taylor and Emma Killick have in place to target specific children, assessment and attendance data; plans for intervention.</p> <p>SH added that there are plans to promote a summer reading challenge (school designed and led).</p> <p><b>JN asked</b> if there was a correlation between Pupil Premium children and reading. NA replied yes, the PP children have below age related attainment (ARE) at this time.</p> <p>It was suggested that more volunteers are needed to help with listening to readers. Governors are encouraged to take this on if available. Teaching Assistants are focussing their time with SEN pupils. Another suggestion was to have a ‘reading week’.</p> <p><b>DCh asked</b> if the reading weakness was a cohort issue and if so what was being done in the early years to address this? SH confirmed that issues are picked up in Reception year; professionals may be invited to make assessments; it takes time for diagnoses and sometimes to obtain parental support.</p> <p><b>JN asked</b> if progress can be shown, that actions being taken are having an impact? NA confirmed this. SH added that progress is relative for each individual child.</p> <p><b>DC asked</b> if teachers engage with parents early on to gain support. SH confirmed this is done e.g. Reception parents are invited to sessions early in the first year to explain what is expected, whole school information sessions on specific topics is also provided.</p> <p>DC suggested a parent/child event to help boost parents’ confidence in school life and expectations.</p> <p>SH advised reading is being highlighted in all aspects of class work.</p> <p>LG cautioned that some parents of SEN children might find the increasing demands of supporting their children challenging.</p> <p><b>JN asked</b> about the discrepancy between boys/girls attainment in writing. NA advised that 12 out of the 19 SEN pupils are boys and this goes some way to explaining the results here. SH commented however that behaviour amongst the SEN children is good.</p>	

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	<p>NA commented that the updated SEF had been influenced by the SEP report. JN suggested looking at data for Pupil Premium pupils and SEN children in more depth at the next meeting. The SEF needs to be put on the website.</p> <p>JN asked about the reference to bullying in the Register Check. NA advised there have been no recorded instances of bullying.</p> <p>MC left the meeting at 4.20pm</p>	<p align="center"><b>SD</b></p>
<p>7.</p>	<p><b><u>REVISED SDP FOLLOWING SEP MEETING - NA</u></b></p> <p>Everyone had a copy of the updated SDP, revised after the SEP meeting and showing progress of actions taken so far. NA noted that writing moderation was taking place this week.</p>	
<p>8.</p>	<p><b><u>GOVERNING BODY IMPACT - ALL</u></b></p> <p>Governors discussed GB impact following items listed at the last meeting. In addition to those mentioned Governors added Governor involvement in School Council, safety for pupils with actions taken following Emergency Planning session, and HT recruitment. SH suggested that, as discussed in Item 6, Governors offer their time to support reading in school. SD to highlight need for reading volunteers in Broadwindsor News</p>	<p align="center"><b>ALL to consider SD</b></p>
<p>9.</p>	<p><b><u>COLLABORATION UPDATE – RECENT MAT MEETINGS</u></b></p> <p>NA/JM advised that the HAMWIC academy group had reported that any expansion plans they are considering have not been approved at this stage – they have been advised to put back any plans for another couple of years.</p> <p>The GB agreed the way forward was to continue to develop the West Dorset Schools Collaboration (WDSC) and cement the good work already achieved. <b>JN asked</b> if the teachers felt the WDSC was useful? SH commented that the moderation work within the collaboration of schools is helping to cement good practice. NA added that the Headteachers find the value in the collaboration. <b>JN asked</b> if it was good value for money? NA replied yes. Support services for schools, which individually would have been cost prohibitive, have helped to provide additional support for pupils e.g. emotional wellbeing counsellor, speech &amp; language support, TA training, able writers session. NA added that the new Headteacher will find support amongst the collaboration Heads. JM commented that there is further training to be arranged and that the collaboration should consider larger/expensive pieces of equipment or learning materials whose use could be shared by schools. The contribution for this year will remain at £17 pp.</p> <p>MC will attend the Collaboration meeting on 24<sup>th</sup> Jan. In the future, the Gryphon group and Thomas Hardye group of schools are to be invited to present to the WDSC.</p>	

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10.	<p><b><u>HEADTEACHERS REPORT ON AUTUMN TERM (to include paragraph on H&amp;S); quotes for Mary Anning class canopy; clothing bank request</u></b></p> <p>Everyone had a copy of the Headteachers report on the Autumn term. DCh noted that the Emergency Planning session for all staff and Governors had been omitted from the Events list.</p> <p>DCh also asked about the exclusion mentioned in the report and asked for information on the process for exclusions. NA explained the exclusion process, Headteacher powers, provisions for reporting to Governors and their responsibilities.</p> <p>No further questions on the report.</p> <p>NA provided 3 quotes for a fixed canopy to cover the Mary Anning class outside area, to replace the temporary structure which has been damaged beyond repair. Taking into consideration the materials, size and guarantee, the GB agreed on a middle price. Funding to be used – Devolved Formula Capital and some of the Sport funding. DCh asked that other clients of the company are contacted prior to agreeing terms to check satisfaction with the product and work.</p> <p>The PTA have requested consideration of a clothing bank to be sited on school grounds. After consideration, The GB felt it was a good idea but would be better sited outside the main school boundary fence but still on LA owned grounds, just outside the gate, behind the bike shelter. NA to liaise with the PTA.</p>	<p align="center"><b>NA/SD</b></p> <p align="center"><b>NA</b></p>
11.	<p><b><u>SEN REPORT – JN; REVIEW NEW REQUIREMENTS; REVIEW SEND POLICY</u></b></p> <p>JN requested review of the report and SEND data be taken forward to the Feb meeting. Mrs Whittick will be asked to review the current report (dd. Sept 2017 on website) prior to this.</p>	<p align="center"><b>JN/RW</b></p>
12.	<p><b><u>SAFEGUARDING AUDIT AND UPDATE – JM/NA</u></b></p> <p>JM advised that the Safeguarding Audit has been completed. It was worth noting that training requirements are:</p> <p>Safeguarding 2 – every 2 years for the Designated Governor          Safer Recruitment – every 5 years          WRAP – every 3 years. It was suggested that perhaps the WDSC could organise training for all Governors. NA to raise at next meeting.          Requirement for a H&amp;S Risk Assessment on Prevent.</p>	<p align="center"><b>NA</b></p>
13.	<p><b><u>CURRICULUM UPDATE – National picture and any implications</u></b></p> <p>Nothing to report</p>	
14.	<p><b><u>ATTENDANCE – figures to date; any actions to be taken – letters/parental meetings</u></b></p> <p>Overall attendance figure stands at 95.2%, a little lower than last reported, mostly due to illness. The Register check highlighted good practice linked to the SDP; letters have been sent to parents whose children have less than 95% attendance. NA has met and spoken to some parents who have taken exception to the letter.</p>	
15.	<p><b><u>BRITISH VALUES STATEMENT – review - NA</u></b></p> <p>Governors had all had a copy of the statement. No changes were felt necessary.</p>	

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16.	<p><b><u>POLICY REVIEWS – Sex Education Policy; Confidentiality Policy</u></b></p> <p>Sex and Relationships Policy and Confidentiality Policy – teaching staff had reviewed these policies, made a couple of amendments; JM also asked for an amendment to the Confidentiality Policy and the adding of the equality strapline to each policy.  Proposed to accept – NA; seconded – JM. All agreed</p>	
17.	<p><b><u>GOVERNOR VISITS AND TRAINING – Writing/English feedback – LW; ICT feedback - DCh</u></b></p> <p>Writing/English – LW has completed last year’s report and will email to the office for filing; LW will arrange to meet SH for this years’ review/visit.</p> <p>DCh will meet Mr Harris re ICT w/c 29<sup>th</sup> January.</p> <p>LG will arrange to meet Mrs Russell to review/visit re: Science</p>	<p><b>LW</b></p> <p><b>DCh</b></p> <p><b>LG</b></p>
18.	<p><b><u>CLERK MATTERS – dates for diary</u></b></p> <p>SD reminded Governors that they had an updated copy of the Forward Planning Agenda which will enable them to see when their Link Governor visits need to be reported back to the FGB.</p> <p>SD reminded Governors of the Governor Conference being held on the 14<sup>th</sup> March at Kingston Maurward. Many Governors felt it was cost prohibitive to attend.</p> <p>Dates for Governors:  Parental Consultations are being held on Monday 5<sup>th</sup> and Wednesday 7<sup>th</sup> February. Governors are very welcome to attend, to offer refreshments and to meet with parents informally.  Easter Service – Tuesday 27<sup>th</sup> March at 9.15am  SD also reminded Governors that they are welcome to join Parents’ Sharing Assemblies on the last Monday of every month at 2.30pm.</p>	<p><b>ALL</b></p>
19.	<p><b><u>DATE &amp; TIME OF NEXT MEETING -</u></b></p> <p>Tuesday 27<sup>th</sup> February at 6.30pm</p> <p>JM added at this point that she had received a letter of resignation from Helen Crabb, School Secretary. She will be leaving at half term – 9<sup>th</sup> February. Recruitment for her replacement is already underway.</p>	

Meeting finished at 5.15pm