



**BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING**  
**MINUTES 23<sup>rd</sup> MARCH 2018**

	<p>Governors took a vote on whether to remove individuals' initials from minutes. All present (except one happy either way) voted to remove initials from minutes.</p> <p>The Chair also raised a point about data protection and the Single Central Record. It is a requirement that all records on the register should be deleted within 6 months of a staff member leaving. No archived records should be kept. In addition, pupil files should be retained in a locked cupboard.</p>	<p><b>Clerk to note</b></p> <p><b>Clerk to note</b></p>
5.	<p><b><u>OFSTED VISIT AND REPORT</u></b></p> <p>Everyone had access to a copy of the Ofsted report. NA was very pleased with the report; it reflected accurately the day the Inspector spent at school. The Chair expressed thanks to NA, staff and Governors that were spoken to on that day. The Governors expressed thanks to the Headteacher and staff on their excellent work in achieving the 'Good' outcome and maintained 'Good' category over the years through 4 Ofsted Inspections.</p>	
6.	<p><b><u>RECRUITMENT/STAFFING</u></b></p> <p>The Chair confirmed to the Governing Body that they were nearing the end of the recruitment process for a new Headteacher. The Clerk confirmed that the Disclosure &amp; Barring Check had come through that morning, completing the checks and enabling a letter to parents to be sent out and the non-teaching staff to now be advised.</p> <p>Other staffing news – the new Admin/Sch Secretary is now in place and settling in; a new TA starts after Easter and will be in the Yr5/6 class; additional hours for an existing TA have been put in place for a pupil recently given an EHCP (Education, Health &amp; Care Plan).</p> <p>Governors confirmed that the value added to those pupils who struggle is critical and a success of this school. The School has 6 pupils with EHCPs out of a total roll of 100.</p>	<p><b>Chair/Clerk</b></p>
7.	<p><b><u>DATA – Pupil Premium and SEND pupils</u></b></p> <p>Everyone had sight of the data looking at the progress of Pupil Premium (PP) pupils and pupils with Special Educational Needs (SEN), comparing with non-PP/SEN pupils. NA gave an overview of the data showing that these pupil groups have progressed at or above those non-PP/SEN pupils, apart from Maths (PP pupils). It is good evidence of closing the gap.</p> <p>Governors also looked at the Projected Pupil on Roll Figures document. Governors noted a lower Reception class figure for Sept 18 – all schools are finding lower figures for this coming September's intake. Future events to consider – 22 new homes have been approved today on a site in Broadwindsor and Drimpton planning approval already exists for more homes, both of which could lead to more places being required at our school.</p> <p>Governors also looked at Reading Age Progress data for all pupils in Yr2 – Yr6 and Pupil Premium pupils. The data was broken down into a period of 6 mths – Oct 2017-March 2018 and a 12 mth period – April 2017 – March 2018. The 6 mth period data shows all year groups making good progress in average reading age and age related expectations (ARE), apart from PP pupils (ARE only). The Ofsted Inspector included Reading progress in one of his lines of enquiry and the School Development Plan (SDP) includes this.</p> <p>Looking at the 12mths progress data, excellent progress is made in all year groups.</p>	

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	<p>One Governor <b>asked</b> if work is done with parents of PP pupils to encourage good practice at home. Many strategies have been tried without much success but support at school is provided, particularly by volunteers who come in to listen to readers.</p> <p>A drive for more volunteers has seen 2 enquiries this week. Governors suggested more advertising for this need.</p> <p>The Staff Governor highlighted the need for readers for some pupils in this years' SATs tests.</p>	
8.	<p><b><u>SEN REPORT and POLICY REVIEW - JA</u></b></p> <p>This item was postponed to later in the meeting, until JN was present.</p>	
15.	<p><b><u>GOVERNOR VISITS &amp; TRAINING – ICT feedback - DCh</u></b></p> <p>The Chair brought this item forward as DCh had to leave the meeting early. DCh read his report on his subject visit, looking at ICT in school with Mr Harris. His visit was very fruitful giving him an understanding of both the academic and administrative requirements of the subject. Many aspects of the curriculum content were looked at. He found pupils to be attentive and involved. High achievers were spotted and encouraged with more challenging tasks. DCh felt the key issue was one of space in delivering ICT. Ideally, one room for delivering ICT would be required but currently the subject is delivered across 2 rooms and the library, swapping with a PE provision also. There are of course issues of funding and space for a separate room. Governors discussed the future possibility of using Devolved Formula Capital for ICT purchases to enable the mezzanine to be used for ICT delivery.</p> <p>NA added that Mr Harris provides excellent expertise for the ICT curriculum. It is testament to the children that they can work across several rooms and that expectations of behaviour are high.</p>	
9.	<p><b><u>SDP – progress so far – NA; final steps re ETHOS &amp; MISSION statement - JN</u></b></p> <p>SDP - Nothing further to report at this stage.</p> <p>Ethos &amp; Mission Statement – final steps – to be discussed at the April meeting.</p>	<b>Clerk</b>
10.	<p><b><u>CONTRACT REVIEW INC PURCHASING SERVICES FROM LA; VALUE FOR MONEY REVIEW; BUDGET 2018/19 – receive plans and approve if possible; REVIEW AND AGREE STAFFING STRUCTURE</u></b></p> <p>JN joined the meeting at 9.58am.</p> <p>The Clerk (as Finance Officer) went through the detailed <u>Contract Review</u> schedule showing the services purchased through County and the comparison with last year's costs. Grounds Maintenance is still to be finalised – NA has asked for a competitive quote for the WDSC schools. Absence Insurance is showing a saving this year as the cover has been changed to Teaching Staff only. There may be scope for other savings in the future for WDSC schools under categories such as photocopying and absence insurance but each school has their own requirements and needs.</p> <p><u>Value for money review</u> – Governors looked at the document and confirmed that, during the year, they had reviewed CFR benchmarking data, conducted a Value for Money review – looking at contracts with LA and external suppliers, ensured 3 quotes for purchases over £5000 (new canopy for outside area by MA class),</p>	

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	<p>considered opportunities to collaborate with other schools, and at this meeting looked at suppliers list to check where total expenditure in the last 3 years might reach £50k or more and the top 10 supplier list was reviewed.</p> <p><u>Budget 2018/19</u> – The Clerk showed the Governors the Data &amp; Assumptions sheet for the Budget 18/19. Pupil numbers were discussed and how they impact on the main funding and the other income streams of UIFSM (Universal Infant Free School Meals), PE &amp; Sports Funding. Pupil Premium figures were also looked at. Salary costs as a percentage of total income look favourable over the years with the next 3 years showing 76%, 77% and 77% - all within the 80% threshold.</p> <p>Overall the in-year bottom line figures show a small surplus for18/19 with subsequent years showing increasing deficits. This is due to increasing staff costs (2% on teachers and 4% on non-teaching staff) but a declining income due to falling numbers and consistent or increasing expenditure costs. SEN income had fallen due to a restructuring of funding for pupils with EHCPs. Our high percentage of pupils with EHCPs did not help with the funding issues.</p> <p>A Governor added that at a recent SEN course, the difficulties at LA level with SEN funding were outlined. The LA have a large deficit.</p> <p>A Governor <b>asked</b> for more detail on the Other Income line as this appears to decline sharply over the next 5 years. SD/NA explained that this is due to the current cohort of pupils with EHCPs moving on to Secondary School so funding would be reduced. There is no allowance included for further pupils with EHCPs.</p> <p>Governors discussed future ways of reducing expenditure – Music Tuition subsidy has been reduced/removed in recent years making a saving to the school; other possible thoughts were to consider removing the provision of hot school meals, saving the cost of a cook and associated costs with providing hot school meals; removing all non-1:1 TAs. None of these options are preferred or desired but Governors felt it necessary to discuss options.</p> <p>Supporting comments to the Budget submission were read out. Governors approved the budget as it stands – proposed – JM; seconded – JN. All agreed.</p> <p>DCh left the meeting at 10.30am</p>	
11.	<p><b><u>OUTTURN REPORT – submit by 28<sup>th</sup> Feb; virements</u></b></p> <p>SD explained that these had been submitted to DCC without approval by the GB as the Feb meeting had been cancelled. Vanessa Eddey and her team had received them. For the purposes of audit, the GB approved them – proposed – JM; seconded – JN. All agreed.</p>	
12..	<p><b><u>SCHOOLS FINANCIAL VALUE STANDARD (SFVS) to LA by 31.3.18 - APPROVE</u></b></p> <p>SD explained the purposes of the document. Everyone had read the document. There were no questions. The only real change to the information from the previous year was a change in admin team. The new person will need training in order to effectively support the use of the finance system – FMS.</p> <p>JM proposed acceptance of the SFVS form; MC seconded. All agreed.</p>	
13.	<p><b><u>ATTENDANCE – review figures for year to date; PLANS FOR LETTERS TO PARENTS EARLY IN SUMMER TERM; REVIEW TERM TIME LEAVE CRITERIA AND PAPERWORK</u></b></p> <p>Attendance has dropped slightly since last reporting, to 95%. This has been due to illness (2 incidences of Scarlet Fever). The drop in rate is not due to</p>	

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	<p>unauthorised absence. There have been far fewer requests for term time leave this year. The Term Time Leave criteria was reviewed by Governors. Everyone thought they were fine as they were.</p>	
8.	<p><b><u>SEN REPORT and POLICY REVIEW – JN</u></b></p> <p>JN, as Link Governor, has met several times with Mrs Whittick, SENCO, this year so far. The report had been read by all and data reviewed earlier in the meeting. JN reported some concerns over the deployment of TAs as there was no uniform distribution of pupils with EHCPs across the classes meaning some classes had a high number of TAs in the class whilst others had none. There is confidence however that reviews are taken of staffing and that creativity is used to spread the TA support available. RW had reported that regular tracking of SEN pupils would lead to improvement in closing the gap data, as a result of interventions. It should be noted that the SENCO is present in school only 1 day per week. Governors discussed succession planning, reviewing future requirements in staffing and how best to use a strengthening team, and training required. Staff meetings could take place on a Monday to include RW so that communication amongst staff could be improved further. JN suggested a review of SEN staff structure be reviewed in September.</p>	Clerk
14.	<p><b><u>POLICY REVIEWS – Attendance Management Policy; Financial Procedures Policy; Social Networking/Social Media Policy; new Complaints Policy</u></b></p> <p>Policies had been read and reviewed. No amendments to Attendance Management, Social Media or Financial Procedures Policy. The new Complaints Policy includes paragraphs on complaints against the Chair of the GB and a member of the GB. The Chair suggested including another sentence to include complaints against an entire GB. In addition, a sentence regarding our reciprocal arrangement with Salway Ash should be included. All agreed. All policies, with amendments above, and including the Equality strapline, were approved. Proposed – JN; seconded - JM</p>	Clerk to make amendments
15.	<p><b><u>GOVERNOR VISITS AND TRAINING – Writing/English feedback – LW; ICT feedback – DCh; Science feedback – LG; Maths - MC</u></b></p> <p>DCh had provided his feedback re: ICT, earlier in the meeting.</p> <p>LG reported back on her meeting with Mrs Russell, Science Co-Ordinator. LG was very grateful to Mrs R for the comprehensive paperwork and examples of work provided for discussion. LG was impressed with the progress evident from the younger to the older pupils. It was suggested that Sex &amp; Relationships Education could be a part of the Biology aspect of Science but this is now included in the PHSE curriculum.</p> <p>LW was absent from the meeting so could not report on English/Writing. MC is to arrange a meeting with Mrs Hammersley regarding Maths.</p> <p>JN has completed Safer Recruitment training as well as attending the SEN training course.</p> <p>LG has completed Safeguarding 2 training so is now the designated Safeguarding Governor.</p>	Clerk – next meeting

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	<p>LG asked whether the school uses 'My Concern'. The school does not but has other methods of recording concerns without the added cost of this software. LG asked if a Domestic Violence poster/contact details could be placed on the school noticeboard for parents. NA confirmed this would be ok.</p> <p>MC has attended Understanding Data 1 &amp; 2. He thanked NA for all the data provided by him to enable him to make best use of the course materials. Other attendees were not so well prepared.</p>	
16.	<p><b><u>CLERK MATTERS – Terms of Ref for reciprocal arrangement with Salway Ash re Complaints, Pupil Discipline, Exclusions; dates for diary</u></b></p> <p>Terms of Ref already discussed earlier in the meeting.</p> <p>SD advised Governors that the school website is being moved onto another platform by Mr Harris shortly and that there had been difficulties recently with accessing the website to update information. The new platform will also mean a different 'look' and it should be easier to manage content by SD.</p> <p>Dates for diary:  Easter Service – Tues 27.3.18  Parish Annual Meeting – 8.5.18 – DC to attend and speak on behalf of the school.  Sports Day – Thursday 21.6.18  Salisbury trip - Monday 25.6.18  Governors hosted Tea &amp; Cake for all staff, volunteers and Governors – 18.7.18</p>	
17.	<p><b><u>DATE &amp; TIME OF NEXT MEETING -</u></b></p> <p>Thursday 26<sup>th</sup> April     6.30pm - 8.30pm  Thursday 7<sup>th</sup> June        9.00am – 11.00am  Tuesday 3<sup>rd</sup> July         3.30pm – 5.30pm</p>	

The meeting finished at 11.05am