

**BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING**  
**MINUTES 26<sup>th</sup> APRIL 2018**

Minutes of the Full Governing Body meeting held on Thursday 26<sup>th</sup> April 2018 at Broadwindsor School at 6.30pm.

**PRESENT:** Mr Nigel Arnold, Mr Mark Coghlan, Mrs Diana Coltart, Mrs Lucie Goss, Mrs Jill Maguire (Chair), Rev Jo Neary, Mr Michael Selhurst and Mrs Lisa Walton and Mrs Sally Dawson (Clerk)

		<b>Action</b>
	Prayer by Rev Jo Neary	
1.	<b><u>ACCEPTANCE OF APOLOGIES</u></b> Apologies were accepted from Mr David Chumbley and Mrs Sue Hammersley.	
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 23<sup>rd</sup> MARCH 2018 – to accept as a true record</u></b> The minutes of the meeting held on the 23 <sup>rd</sup> March were accepted as a true record. Proposed – MC; seconded – JM. All agreed.	
4.	<b><u>MATTERS ARISING – WRAP course for LG; JM meeting with Salway Ash re reciprocal arrangement; letter sent to parents re new HT – JM/SD</u></b>  <u>WRAP training</u> – JM advised there is a WRAP training course on 5.7.18 from 6.00pm – 7.30pm in Blandford. LG is happy to attend but would prefer a course located in the West of the County. SD will check with Governor Services as to the likelihood of a course in early Autumn term this side of the County and report back to LG.  <u>Reciprocal arrangement with Salway Ash school</u> – JM reported that she had met with a Governor from Salway Ash School and they had discussed and agreed Terms of Reference for our reciprocal arrangement regarding Complaints. All Governors had sight of these to review. It was felt appropriate to add these to the policy as an Appendix. Governors also felt these should be added to the Exclusions Policy. JM proposed acceptance of the Term of Reference, seconded by JN. All agreed.  <u>Letter sent to parents re new HT</u> – JM confirmed this had been done.  A Governor asked if there had been any progress with recruiting new volunteers to listen to readers. SD advised that there had been interest from 3 people from the village community, 2 of which were having a DBS check carried out. Their interest came from the school article in the Broadwindsor News. A Governor asked if former volunteers could return after a break, would their DBS still be valid? SD will check with DCC.  It was confirmed that a Domestic Violence poster had been placed on the school noticeboard.	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>

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5.	<p><b><u>FINAL STEPS RE NEW MISSION STATEMENT AND VALUES - JN</u></b></p> <p>JN reported that she had had a brief meeting with Mrs Killick. The new school values are included in the Collective Worship planning for the summer term and further work is being done in school to embed the values – there is a wooden tree in the school reception area which is being used to display Bible Stories linked to the new values – currently displaying self-control, other values will be included here over time; other steps to be taken include updating school headed paper with mission statement and values; updating the school website; all classrooms to have values and mission statement.</p> <p>A Governor asked what Governors specifically need to do, bearing in mind a SIAMS inspection in Spring 2019? JN felt it was prudent to have the values displayed at every meeting. DC, as Foundation Governor, needs to know the impact of the values in school, looking at Collective Worship and awareness of pupils.</p> <p>The new Headteacher will need to attend the Diocese training on the new guidelines – JM to advise PS</p> <p>Governors agreed to discuss this further at the next FGB meeting in June.</p>	<p><b>JN/SD</b></p> <p><b>Clerk</b></p> <p><b>DC</b></p> <p><b>JM</b></p> <p><b>Clerk - Agenda</b></p>
6.	<p><b><u>REVIEW STAFFING STRUCTURE</u></b></p> <p>Governors had sight of the current school staffing structure, showing all teaching and non-teaching staff. SH had asked to make Governors aware that the TA and other support staff work various part-time hours.</p> <p>No other comments.</p>	
7.	<p><b><u>HT REPORT ON SPRING TERM 2018</u></b></p> <p>All Governors had sight of the Headteachers Report for the Spring term. One Governor <b>asked</b> for more information on the Allsorts Club. NA explained this was run by a TA one lunchtime a week and was a club focussing on fun activities for quieter pupils who might not join the other extra-curricular clubs available. Another Governor <b>asked</b> if there was scope to fundraise for another canopy like the one recently installed in the Mary Anning outside classroom area. NA felt it unlikely as there were urgent costly repairs required on the fort. A Governor <b>asked</b> about the progress on the MUGA (Multi Use Games Area). The Parish have secured enough funding now to go ahead. It is likely to be started soon. This will now negate the need for an additional exit being installed in the fencing as previously discussed by Governors after the Emergency Planning session. The contractor chosen to do the additional exit has been informed.</p>	
8.	<p><b><u>2017/18 BUDGET – FIGURES AT YEAR END</u></b></p> <p>There was no information from DCC regarding the end of year figures yet. However, SD advised Governors that DCC had rejected the 2018/19 budget that had been submitted. They were looking for a couple of corrections and a higher in-year surplus than had been calculated. DCC are looking for at least £5k. SD advised she had looked at the budget again and has made some initial amendments to some budgets, reducing each by £100-£200, which has enabled a change in the in-year surplus. Further time to be spent on this before re-submitting. JM asked for this to be reported back next meeting.</p>	<p><b>Clerk - Agenda</b></p>
9.	<p><b><u>SDP – PROGRESS SO FAR - NA</u></b></p> <p>Everyone had sight of the SDP, updated with current progress. Governors discussed whether the postponed whole school Salisbury trip might be postponed further, due to the discovery of more 'hot spots'. JN's experience of visiting</p>	

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	<p>Salisbury recently, on Diocese business, was that it is 'business as usual' in Salisbury and there seemed no reason to cancel the trip in June. Governors will keep an eye on progress leading up to the trip and make a decision nearer the time.</p> <p>One Governor <b>asked</b> if there was any new data on boys reading. NA advised that at the next meeting in June, data will be available following SATs week, year group tests and the SEP C meeting with Lyn Gaudreau. EYFS data is to be moderated by DCC this year. All other year groups have had moderation from within the Collaboration, with an LA advisor during the Spring term.</p> <p>A Governor <b>asked</b> if the SPAG (Spelling, Punctuation and Grammar) system of setting across school was still being run. NA replied yes.</p>	<p>GB – next meeting</p> <p><b>Clerk - Agenda</b></p>
10.	<p><b><u>SAFEGUARDING UPDATE – amend policies to include LG as Designated SG Governor</u></b></p> <p>No Safeguarding information to report.</p> <p>All agreed that the policies should be updated to show LG as the Designated Safeguarding Governor.</p> <p>SH, as Deputy Designated Safeguarding Lead, is to attend an update course. NA has attended update training recently.</p>	<p><b>Clerk</b></p> <p><b>SH to feedback at next meeting</b></p>
11.	<p><b><u>MUSIC TUITION – set fees for Sept 2018</u></b></p> <p>SD advised the GB that music fees are now set according to the fees charged by Dorset Music Service (or part hour thereof). Parents are aware that any group tuition costs are shared and that this can change if the group numbers change. No real change in take-up of tuition. Large numbers of pupils do take up lessons not provided by DMS – drums, guitar and piano.</p>	
12.	<p><b><u>ANNUAL INVENTORY CHECK; MINUTE ANY WRITE-OFFS</u></b></p> <p>SD confirmed that the inventory has been done and advised the GB of 3 items for writing off – 2 x sail shades (broken by high winds – new hard canopy structure now installed) and parasols previously used for shade at lunchtimes – they had been damaged by a rat infestation and in fact no longer required so no replacement necessary.</p> <p>The Chair signed the write-off sheet.</p>	
13.	<p><b><u>COLLABORATION UPDATE</u></b></p> <p>Charmouth Primary School have expressed an interest in joining the WDSC. Initial discussions have already taken place with more to come. That would make 9 schools in the collaboration.</p> <p>No other information to report.</p>	
14.	<p><b><u>HT INTERIM PM REVIEW – date set?</u></b></p> <p>NA, JM, DC and DCh to set a date in May for NA's interim review.</p>	
15.	<p><b><u>GB SELF REVIEW – REVIEW GOVERNOR INDUCTION PROCESS</u></b></p> <p>Governors reviewed the Governor Induction sheet together with the 'Where to find things' document. Everyone, including recently inducted Governors, agreed the process worked well. No changes needed.</p>	

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16.	<p><b><u>POLICY REVIEWS – SPECIAL EDUCATIONAL NEEDS POLICY; ACCEPTABLE USE POLICY – STAFF &amp; VOLUNTEERS; ACCEPTABLE USE – PUPILS; ATTENDANCE POLICY – PUPILS; GOVERNOR VISITS POLICY</u></b></p> <p>All policies were reviewed and agreed for adoption or re-adoption. Clerk to ensure equality strapline added where necessary. Proposed – JM; seconded – JN. All agreed.</p> <p>NA to display Acceptable Use Policy – pupils in library/ICT suite and by computers in classrooms.</p>	<p><b>Clerk to make amendments</b></p> <p><b>NA</b></p>
17.	<p><b><u>GOVERNOR VISITS AND TRAINING – Pupil Premium visit feedback – DC; Maths – MC; PE/Sport Premium – MC; Writing/English feedback – LW</u></b></p> <p>No visits to report back from – all to be done for the June meeting. LW clarified the Learning Walk description and how she would like to do her visit differently to last year. LW to liaise with SH as to the content of her visit.</p> <p>JN reported back on her Exclusions training session 17.4.18. There is a statutory policy to adhere to and a clear role for Governors. Because of a reduction in funding at County level for support for children with behaviour difficulties, the services such as Pupil Referral Units are stretched, meaning a lack of spaces. This in turn is leading to an increase in exclusions at school level.</p> <p>It was agreed to look at the Exclusions Policy at the next meeting and to add in the Terms of Reference regarding our reciprocal arrangement with Salway Ash School. In addition, the Behaviour Policy needs to be reviewed carefully in Autumn term to make sure the expected behaviours are clear, as exclusions are made against a breach of an expected behaviour.</p>	<p><b>DC/MC/LW</b></p> <p><b>Clerk - Agenda</b></p>
18.	<p><b><u>CLERK MATTERS</u></b></p> <p>None</p> <p>JM advised she had received a toolkit for schools re: GDPR. School has also received the document and Mr Hales from Beaminster School has kindly precised it for the benefit of the Collaboration schools.</p> <p>JM asked if the GB should consider subscription to the National Governance Association (NGA). It was felt an unnecessary cost at this time.</p> <p>JM advised the GB she had received a letter of complaint. Governors discussed the matter at length and as a result JM is to send a reply by letter. Some positive outcomes of the discussion will be discussed further at a meeting in the Autumn term.</p>	<p><b>Clerk – Agenda, Autumn</b></p>
19.	<p><b><u>DATE &amp; TIME OF NEXT MEETING -</u></b></p> <p>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 8.05pm