

**BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING**  
**MINUTES 7<sup>TH</sup> JUNE 2018**

<p>Minutes of the Full Governing Body meeting held on Thursday 7<sup>th</sup> June 2018 at Broadwindsor School at 9.00am.</p> <p><b>PRESENT:</b> Mr Nigel Arnold, Mr David Chumbley, Mrs Diana Coltart, Mrs Lucie Goss, Mrs Sue Hammersley, Mrs Jill Maguire (Chair), Rev Jo Neary (from 9.37am), Mrs Lisa Walton (from 9.04am) and Mrs Sally Dawson (Clerk)</p>		
	Prayer by Diana Coltart	<b>Action</b>
1.	<p><b><u>ACCEPTANCE OF APOLOGIES</u></b></p> <p>Apologies were accepted from Mr Mark Coghlan and Mr Michael Selhurst.</p>	
2.	<p><b><u>DECLARATION OF BUSINESS/PECUNIARY INTERESTS</u></b></p> <p>Governors were asked to state any business or pecuniary interest in any matter on the agenda.</p> <p>No interests were declared.</p>	
3.	<p><b><u>APPROVE MINUTES OF MEETING 26<sup>TH</sup> APRIL 2018 – to accept as a true record</u></b></p> <p>The minutes of the meeting held on the 26<sup>th</sup> April were accepted as a true record. Proposed – DC; seconded – LG. All agreed.</p>	
4.	<p><b><u>MATTERS ARISING – WRAP course for LG; re-submission of 2018/19 Budget; 2017/18 final figures; Fort; Whole school trip to Salisbury</u></b></p> <p><u>WRAP training</u> – SD advised that after speaking to County, it has been agreed that Broadwindsor will host a WRAP course in the Autumn term – 1<sup>st</sup> October, 6pm – 8pm. This will be publicised on Nexus and is open to all Governors in Dorset. JM suggested the course and date be advised to all Collaboration schools, highlighting the need for this training to be done 3 yrly.</p> <p><u>Re-submission of 2018/19 Budget</u>– SD advised that the re-submitted Budget had been accepted by County in part – for this current year only, and that further work on the subsequent years, plus an amended Licensed Deficit Application form, be re-submitted with a deadline of 31<sup>st</sup> October. This will need to be a priority for the new Headteacher in the Autumn term.</p> <p><u>2017/18 Final Figures</u> – Governors had sight of the Final BHMR (Budget Holder Monitoring Report) for 2017/18. SD advised that the final deficit was slightly higher than predicted in the Spring Outturn but very close. SD highlighted the c/fwd deficit, which had an impact on the 2018/19 budgeted figures initially submitted.</p> <p><u>Fort</u> – NA advised it is safe to use but quotes for the repair of vertical posts are still outstanding. The PTA are looking to fundraise for the cost of repairs – it has been suggested they apply to the village Jubilee Committee and the FMR Trust for grants. JM offered to help with letters. SD has asked for help – expertise, materials, time etc via the Broadwindsor News.</p> <p><u>Whole school trip to Salisbury</u> – the trip has been postponed until the Spring term 2019 as it is reported that ‘clean up’ operations will be continuing until Christmas.</p>	<p align="right"><b>Clerk</b></p> <p align="right"><b>Clerk – Sept Agenda</b></p>
5.	<p><b><u>CONFIDENTIAL ITEM</u></b></p> <p>See separate Confidential minutes.</p>	

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6.	<p><b><u>FINAL STEPS RE NEW MISSION STATEMENT AND VALUES – JN/ALL; new SIAMS INSPECTION FRAMEWORK</u></b></p> <p>JM spoke about the new SIAMS (Statutory Inspection of Anglican &amp; Methodist Schools) Inspection Framework. Philip Smith has attended training at the Diocese and there is additional training for the Chair and a Foundation Governor in Bridport in October. LG was also interested to attend. JM advised there was a SEF (Self Evaluation Form) and an Evaluation Form to utilise ahead of an inspection, which for our school is expected in early Summer term 2019.</p> <p>A Governor asked for clarification on the extent of a SIAMS inspection and how it might differ from an Ofsted Inspection.</p> <p>Final Steps re new Mission statement etc to be discussed later in meeting when JN present.</p>	<p><b>Clerk to book places for Chair, Foundation Gov and LG</b></p>
7.	<p><b><u>REVIEW DATA FOLLOWING SATs WEEK AND OTHER TESTS; SEP C REPORT</u></b></p> <p>There was no data yet to discuss. NA said raw initial data on KS1 Maths &amp; Reading was looking positive. Phonics is to be tested in the following week. SH reported SATs went well.</p> <p>No SEP C report has been received yet following the meeting last term but it was a positive meeting, particularly as it closely followed the Ofsted Inspection with the 'Good' outcome.</p>	<p><b>July agenda NA to chase report.</b></p>
8.	<p><b><u>SAFEGUARDING</u></b></p> <p>Policies are up to date with LG mentioned as Designated SG Governor. Audit will arrive early Autumn term for the Head and LG to go through. Philip Smith has asked for an additional member of the teaching team to be Deputy SG Lead – Emma Killick, as the only other full time member of staff, has been given training dates.</p> <p>LW is booked on to the SG1 course on 25.6.18. MS needs to book – Clerk to chase.</p>	<p><b>Clerk</b></p>
9.	<p><b><u>AGREE ANNUAL QUESTIONNAIRE TO DISTRIBUTE</u></b></p> <p>JN joined meeting at 9.37am Governors discussed the annual questionnaire, making some amendments to last year's document. The PTA wish to distribute a questionnaire to all parents so it was suggested and agreed that it be sent with the Governor one. The covering letter was amended to reflect this.</p> <p>Deadline for return – 25.6.18. JM to collate answers (DCh offered to help) ready for July FGB meeting.</p>	<p><b>Clerk</b></p>
10.	<p><b><u>SDP – progress so far</u></b></p> <p>No updates to report.</p>	

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6.	<p><b><u>FINAL STEPS RE NEW MISSION STATEMENT AND VALUES – JN/ALL</u></b></p> <p>As JN now present at the meeting, this item was returned to. Governors had sight of the initial document that JN and Emma Killick had put together, with the mission statement and values linked to Bible stories. Further discussions are to take place, to include the new Headteacher, in order to fine tune; make any tweaks felt necessary; publicise with parents etc.</p> <p>JN felt the hall display was an excellent tool for embedding the values; DC mentioned that the School Council pupils were already very familiar with them. The tree in the reception hallway was a vehicle for displaying and visualising the values – currently displaying self-control, links with a Bible story and an object.</p> <p>Plans to further embed the new values and mission statement are to update communication materials, e.g. letterhead, with the tag line; link values into Behaviour Management and Time to Think forms. Reviewing progress will be key to evaluating success/strengths/weaker elements.</p>	
11.	<p><b><u>HEALTH &amp; SAFETY WALKING AUDIT – LG/DCh</u></b></p> <p>LG and DCh had carried out a Health &amp; Safety walking audit recently and fed back a summary of findings. Main areas for consideration include the future replacement of windows in Mary Anning classroom which are currently non-opening apart from small vents at the very top; blinds are broken and the cords need securing; the back gate, which secures the outside play area from the steps to the main playground, requires repair; desks in Thomas Hardy class need thought as to placing so that exits are not obstructed; window grooves in William Barnes class need cleaning; COSHH assessments to be completed (with the help of DCC H&amp;S team) in Autumn term.</p>	<p>Contact <b>contractor to repair gate; cleaners to address windows in WB class; future consideration of DFC money for MA class windows</b></p>
12.	<p><b><u>CRITICAL INCIDENT PLAN - review</u></b></p> <p>Everyone had sight of the plan which was put together last year following a planning session with DCC. One Governor <b>suggested</b> that in order for it to be effective, there needs to be a test situation, not unlike a test fire drill. Another Governor <b>added</b> that this had been carried out at her school and will need careful planning. Governors agreed to look again in Autumn term.</p> <p>An additional exit from the school grounds had been an action point from the planning session and quotes had been sought and accepted, but with the commencement of the MUGA (Multi Use Games Area) set to take place this summer, there is no need for this expenditure. There will be an exit incorporated through the games area.</p>	<p><b>Autumn term</b></p>
13.	<p><b><u>COLLABORATION UPDATE</u></b></p> <p>NA advised that Charmouth Primary School has been accepted into the Collaboration group of schools. For information, JN mentioned that a small MAT in Somerset has been allowed to form – one secondary and 3 primary schools.</p>	
14.	<p><b><u>GB SELF REVIEW – REVIEW FGB STRUCTURE AND EFFECTIVENESS; CONSIDER APPOINTMENT OF ASSOCIATE MEMBERS</u></b></p> <p>After a full calendar year of operation as FGB with no committees, it was timely to review the success or otherwise of this structure. All Governors felt they had benefited from this approach, feeling more informed about all aspects of Governor business. Slightly fewer meetings would be normal going forward. Governors agreed to continue in this way.</p>	

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	No requirement for Associate Governors at this time.	
15.	<p><b><u>POLICY REVIEWS – EXCLUSIONS POLICY; FINANCIAL RISK &amp; CONTROL CHECKLIST; E-SAFETY POLICY; SOCIAL MEDIA POLICY</u></b></p> <p><u>Exclusions Policy</u> (Guidance document) – JN confirmed it was an official document for guidance use. No amendments to be made although the GB wish to add an Appendix of Terms of Reference regarding the reciprocal arrangement with Salway Ash School.</p> <p><u>Financial Risk &amp; Control Checklist</u> – one Governor had some questions regarding the document – was IT backup documented to show frequency of checking; remove words in Q2 XII re LA insurance.</p> <p><u>E Safety Policy</u> – reviewed, no amendments.</p> <p><u>Social Media policy</u> – reviewed, an amendment made.</p> <p>Both e-Safety and Social Media Policy to be issued to all staff and volunteers with a signing declaration to be attached and returned to the Headteacher.</p> <p>All policies/guidance document, with amendments - proposed to accept/adopt - JM, seconded - JN</p>	<b>Clerk</b>
16.	<p><b><u>GOVERNOR VISITS AND TRAINING – Pupil Premium visit feedback – DC; Maths – MC; PE/Sport Premium – MC; Writing/English feedback – LW; British Values/Spirituality – JN; SH re DSL update session</u></b></p> <p>No visits have taken place.</p> <p>JN has a meeting planned with Emma Killick re Spirituality.</p> <p>SH – Safeguarding training has been updated.</p> <p>JM is to attend Complaints Handling training as part of a Chairs briefing.</p>	
17.	<p><b><u>CLERK MATTERS – Audit of SFVS return processes &amp; production; advise &amp; agree the process for election of Chair &amp; Vice Chair for the July meeting</u></b></p> <p><u>Audit of SFVS return process</u> – the audit document listed areas of the process which were weak in some schools. JN felt we could show that these did not apply to our school. One area the Clerk highlighted was the inclusion of all stakeholders in the process of producing the document. It was agreed that a Governor will assist the SD next year.</p> <p><u>Advise &amp; agree process for election of Chair and Vice Chair</u> – The Clerk outlined the process of receiving nominations for the role of Chair and Vice Chair and that the election and appointment will take place at the July meeting.</p> <p>At this point, JM advised the GB that she would be willing to continue into another term as a Co-Opted Governor at the time of expiry – November 2018. She was also willing to continue as Chair for 1 year but would like to ensure that the Vice Chair would be willing to step up at the time of her resignation. This will allow for training/succession planning.</p>	
19.	<p><b><u>DATE &amp; TIME OF NEXT MEETING -</u></b></p> <p>Tuesday 3<sup>rd</sup> July      3.30pm – 5.30pm</p> <p>The Clerk issued dates for the diary for the rest of this term.</p>	

The meeting finished at 10.55am