

BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING
MINUTES 3rd JULY 2018

Minutes of the Full Governing Body meeting held on Tuesday 3rd July 2018 at Broadwindsor School at 3.30pm.

PRESENT: Mr Nigel Arnold, Mr David Chumbley, Mrs Diana Coltart, Mrs Lucie Goss, Mrs Jill Maguire (Chair), Mr Michael Selhurst and Mrs Sally Dawson (Clerk)

		Action
	Prayer by Diana Coltart	
1.	<u>ACCEPTANCE OF APOLOGIES</u> Apologies were accepted from Mr Mark Coghlan, Mrs Sue Hammersley, Rev Jo Neary and Mrs Lisa Walton	
	The Chair acknowledged that this was NA's last Governors meeting before retiring at the end of the summer term. She expressed huge thanks to NA on behalf of all the Governors, for his openness, helpfulness and support to the Governors over 18 years of Headship; as governors can change every 2 to 3 years NA had seen many governors come and go. The Chair thanked NA for his continued commitment, energy and enthusiasm to the school, maintaining very high standards of teaching and learning in the school and achieving a good Ofsted result yet again. She gave thanks on behalf of the governors and wished him all the best for the future. All Governors agreed; all applauded.	
2.	<u>DECLARATION OF BUSINESS/PECUNIARY INTERESTS</u> Governors were asked to state any business or pecuniary interest in any matter on the agenda. No interests were declared.	
3.	<u>APPROVE MINUTES OF MEETING 7th JUNE 2018 – to accept as a true record</u> A Governor suggested a small amendment to the minutes regarding identification of a Governor on a certain point discussed. Governors agreed to the amendment. The minutes (including the confidential minute) of the meeting held on the 7 th June were accepted as a true record, after amendment. Proposed – DCh; seconded – JM. All agreed.	
4.	<u>MATTERS ARISING – WRAP training course publicised; SIAMS training re new Inspection Framework; MS attended SG1 course; Health & Safety priorities as identified by H&S walking audit; E Safety and Social Media Policies issued to all staff & volunteers</u> <u>WRAP training course</u> – SD confirmed that the course has already been publicised directly to Collaboration schools and could be done again in the Autumn term. <u>SIAMS training</u> – The Chair reported back to Governors that although 3 Governors were interested in attending this training, the cost would be prohibitive at £270 per delegate. After discussion with the new HT, it was agreed that he would disseminate the information to Governors in the Autumn term. <u>SG1 course</u> – MS reported that unfortunately neither he nor another Governor could attend the training as there had been miscommunication at the host school resulting in no one being available to open the school that evening. (Subsequent note to minutes – course rearranged for 11.7.18 – MS booked to attend; LW unable to attend)	Clerk

BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING
MINUTES 3rd JULY 2018

	<p><u>Health & Safety priorities</u> – The Clerk advised that the repairs to the gate outside the Reception classroom had been repaired by a parent; the issue with the Reception class window and blinds was not yet resolved – the blinds should be either fixed or removed; the issue regarding William Barnes classroom window runners needs to be advised to the cleaners.</p> <p><u>E Safety and Social Media Policies issued to all staff & volunteers</u> – NA confirmed that the policies had been distributed and some confirmation reply slips have been received.</p>	NA to ask Reception teacher if she would like the blinds removed
5.	<p><u>OUTTURN REPORT – June 2018 for submission</u></p> <p>NA/SD explained the Outturn report and how it has differed from the original submitted budget to DCC for this year – absence insurance has been removed for future years but to be discussed at renewal as to whether it is a cost effective expense measured against future risk of expense. A Governor asked about the low budget figures for curriculum resources – this has been a necessary cutback due to strains on the budget; another Governor asked why the ‘Supply’ budget reduces dramatically over the next 3-4 years – this is due to the predicted reduction in pupils in receipt of Pupil Premium, although this may change. There is an improvement in the budgeted cumulative deficit over the next 3 years but further work will be required in Autumn term. Governors agreed to the Outturn report – proposed – DCh; seconded - JM</p>	
6.	<p><u>SEP C REPORT plus any other data available</u></p> <p>Governors had seen the SEP C report as completed by Lyn Gaudreau after meeting with NA. Governors felt it was a positive report drawing on Ofsted comments and statements. The SEP will continue with the school for the next academic year.</p> <p>Governors asked if there was any other data received yet – NA advised it was too early for KS2 data but Phonics and Yr 2 results were good. NA felt that ‘writing’ should continue to be prioritised in next year’s SDP.</p>	
7.	<p><u>GDPR documentation</u></p> <p>The Clerk showed Governors the table for identifying data processed in school, which is a work in progress document currently; privacy notices for pupils and workforce are complete apart from identifying a Data Protection Officer – some advice had been given at a recent Clerks briefing that the DPO should not be the Headteacher, anyone from the Senior Leadership Team, the Finance Officer nor a Governor (although other advice has been that it could be a Governor). A Governor asked if an outside organisation could be used but this was felt to be cost prohibitive. Further advice needs to be sought in order to be able to finalise the privacy notices and issue them.</p>	NA to discuss at Collaboration Heads mtg
8.	<p><u>ANNUAL QUESTIONNAIRE RESULTS; AGREE LETTER TO PARENTS</u></p> <p>Governors had seen the collated anonymised results and detailed comments from parents. The Chair reported that there had been 43 returned questionnaires. There were many positive, thoughtful comments including on teachers and support staff, and regarding trips and clubs. There was a small number of comments regarding behaviour and bullying. These were known issues and Governors were reassured that these were being dealt with.</p> <p>A small number of comments focussed on Governors not being known to parents. Governors felt that they had been present at many events, information evenings, new parents meeting, parents evenings etc but perhaps they were not as visible as they could be.</p>	ALL

BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING
MINUTES 3rd JULY 2018

	<p>The PTA received 30 returns of their questionnaire. There were many useful comments, offers of help, new ideas for fundraising, comments regarding sweets, sugar content etc.</p> <p>Governors agreed a letter to parents summarising the results of the Gov-School Questionnaire including a paragraph to acknowledge action on suggestions going forward.</p>	Clerk to send out
9.	<p><u>SDP – review progress so far- NA; discuss areas to include as priorities for next year</u></p> <p>NA has had some discussion with the new Head regarding the current SDP and priorities for next year. A couple of priorities are likely to be writing and preparation for the SIAMS inspection. Early September, further discussion and the finalising of the SDP will take place including asking staff for contributions. Governors were invited to put forward suggestions between now and then.</p>	ALL
10.	<p><u>APPOINT GOVERNORS TO HT APPRAISAL PANEL; highlight any training available</u></p> <p>The current panel of JM, DCh and DC were happy to continue – all Governors agreed. Training is available in Blandford on 11th July in the evening.</p>	
11.	<p><u>ATTENDANCE</u></p> <p>The Clerk advised that attendance stands at 95.5% as at 29.6.18. There has been some illness and some unrequested, unauthorised holiday taken in the last half term at short notice.</p>	
12.	<p><u>SAFEGUARDING</u></p> <p>Nothing to report. Mrs Killick has some dates for training as a Deputy DSL. This can be re-visited in Autumn term once new Head started.</p>	Sept agenda
13.	<p><u>PV SOLAR CELLS ON SCHOOL ROOF - JM</u></p> <p>The Chair had been sent information by the DCC Sustainability Officer regarding the installation of PV Solar Cells under a grant scheme. Governors discussed the suitability of the school roof for such an installation with concerns over damaging a currently stable roof. Governors agreed to a free survey at this stage and to be cautious about over-enthusiastic survey results.</p>	JM to organise survey; JM/DCh to be present at survey
14.	<p><u>POLICY REVIEWS</u></p> <p>None</p>	
15.	<p><u>GOVERNOR VISITS & TRAINING – Pupil Premium visit feedback – DC; Maths – MS; PE/Sport Premium – MC; English/Writing – LW; British Values/Spirituality - JN</u></p> <p>DC (Pupil Premium) will visit after results received.</p> <p>MC has met with NA for PE/Sport and will report at next meeting.</p> <p>No other visits have taken place.</p>	<p>DC/NA</p> <p>MC – report on PE</p>

BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING
MINUTES 3rd JULY 2018

		LW – English; MC – Maths; JN – BV/Spirituality
16.	<p><u>ELECTION OF CHAIR AND VICE CHAIR; CHECK GOV TERM EXPIRY DATES</u></p> <p>The Clerk took the Chair at this point to discuss the election of the Chair. No other nominations were received/given for Chair apart from JM who had a caveat to re-election – that the Vice Chair would take the position in the knowledge that they would become Chair in a year’s time. As discussed at the last meeting, this would allow for succession training/planning. At this point DCh said that he would be willing to put himself forward on this understanding.</p> <p>JM left the meeting to enable discussion amongst the remaining Governors. JM re-joined the meeting – Governors agreed to re-elect JM as Chair for a further year. Proposed – DC; seconded – MS. All agreed.</p> <p>JM took the Chair and discussions continued regarding Vice Chair, as above. It was proposed – JM, that DCh be elected Vice Chair; seconded – MS. All agreed.</p>	
17.	<p><u>CLERK MATTERS – agree meeting dates for Sept '18 – July '19</u></p> <p>The Clerk had been asked to mention by MC that Mrs Taylor had suggested a new role be included in the Governing Body – Eco Governor. MC was happy to be given this responsibility. All agreed.</p> <p>Meeting Dates – The Clerk presented the Governors with meeting dates and times for the new academic year. There were no amendments and all agreed.</p>	Clerk
	<p><u>DATE & TIME OF NEXT MEETING</u></p> <p>Thursday 20th September at 6.30pm – 8.30pm</p> <p>Other dates to note – Monday 23rd July 2.30pm – Parents Assembly Tuesday 24th July 9.15am – Leavers Service in Church</p>	

The meeting finished at 5.00pm