

BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING
MINUTES 20TH SEPTEMBER 2018

<p>Minutes of the Full Governing Body meeting held on Thursday 20th September 2018 at Broadwindsor School at 6.30pm.</p> <p>PRESENT: Mr Philip Smith, Mr David Chumbley, Mr Mark Coghlan, Mrs Diana Coltart, Mrs Lucie Goss, Mrs Sue Hammersley, Mrs Jill Maguire (Chair), Mr Michael Selhurst, Mrs Lisa Walton and Mrs Sally Dawson (Clerk)</p>		
	Prayer by Diana Coltart	Action
1.	<p><u>ACCEPTANCE OF APOLOGIES</u></p> <p>Apologies were accepted from Rev Jo Neary.</p>	
	The Chair welcomed everyone to the first meeting of the year and to Philip Smith, the new Headteacher. Everyone introduced themselves.	
2.	<p><u>DECLARATION OF BUSINESS/PECUNIARY INTERESTS; REVIEW AND RE-SIGN INDIVIDUAL SHEETS</u></p> <p>Governors were asked to state any business or pecuniary interest in any matter on the agenda. No interests were declared.</p> <p>The Clerk distributed the individual sheets for Governors to review and re-sign. All those present completed their forms.</p>	JN – next mtg
3.	<p><u>APPROVE MINUTES OF MEETING 3rd JULY 2018 – to accept as a true record</u></p> <p>The minutes of the meeting held on the 3rd July were accepted as a true record. Proposed – LG; seconded – JM. All agreed.</p>	
4.	<p><u>MATTERS ARISING – WRAP training course re-publicised - SD; Health & Safety – blinds in Reception class; Data Protection Officer appointed?; ideas for visibility of Governors to parents; letter to parents re Questionnaire results; survey re PV Solar Cells</u></p> <p><u>WRAP training course re-publicised</u> – SD confirmed that the course had been re-publicised directly to Collaboration schools; a Governor added that in the new Child Protection Policy, all Governors are expected to either attend WRAP training or complete an online course. 4 more Governors asked to be booked onto the course.</p> <p><u>Health & Safety – blinds in Reception class</u> – a Governor repeated the need for these blinds to be removed, also mentioning again the need for the windows to be replaced. Budget is an issue here regarding the windows but in the meantime, a Governor offered to take the blinds down.</p> <p><u>Data Protection Officer appointed?</u> – the Clerk advised that an updated guidance document had been received that day, yet to be read; the issue is also to be discussed at a Collaboration Heads meeting; a Governor added that the Parish Council has also been looking in to the matter for themselves, an outside business offering DPO services for approximately £500 p.a. Again budget does not allow for such a cost for an individual school.</p> <p><u>Ideas for visibility of Governors to parents</u> – a Governor suggested coloured lanyards with ‘Governor’ depicted on them (an idea also for visitors); PS suggested presence of a Governor or two at parents’ consultations – this has been done in the past with success. Governors offered to contribute to the cost of the Governor lanyards.</p>	<p>Clerk to book</p> <p>Blinds to be removed</p> <p>Discuss again at October meeting</p> <p>SD to order</p>

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	<p><u>Letter to parents re Questionnaire</u> – SD confirmed the letter had been sent to parents before the end of term.</p> <p><u>Survey re PV Solar panels</u> – the original promotion has changed with the company contacted only surveying schools with large roofs; another company will do a desktop survey before advising whether it is worth pursuing; JM will contact one of the other companies.</p>	JM
5.	<p><u>CONFIRM SCHOOL AIMS AND LAUNCH OF NEW ETHOS & MISSION STATEMENT; CHANGES TO PROSPECTUS, WEBSITE, LETTERHEAD ETC</u></p> <p>The new ‘strapline’ can be included on letterhead and website but an understanding of what is the aim, what is the mission statement and what is the ethos needs to be clearer. PS commented that work on the Broadwindsor School vision was done during the Inset day in September with staff and Governors; elements of the existing aim are liked by staff; other suggestions to be included in the objectives – family environment; inclusion of the word diversity in the statement ‘to promote self-esteem and recognition of individuality and equality’; PS would like to see a focus on learning and achievement and excellence in the classroom; Governors also felt that a press officer would be useful to promote the schools ideals and achievements.</p> <p>PS suggested creating a sub-group of Governors to look at pulling together all the ideas and to clarify the school aim, objectives and ‘strapline’ alongside a focus on Church distinctiveness – suggested members of the group – PS, JM, DC, JN and Emma Killick. To meet half termly.</p> <p>PS to photograph sheets from the Inset Day and circulate to Governors.</p> <p>Many photos have been taken during the first week of school, ready for a display in the entrance hall; prospectus to be updated to match in with website; for the upcoming Open Day – 1st November, a handout could be produced ahead of the Prospectus being updated.</p>	<p>PS to suggest a date for first meeting</p> <p>PS</p>
6.	<p><u>STANDING ORDERS inc Head’s Financial and non-Financial delegated powers; Governors’ Code of Conduct – renew; review roles & Link Governor responsibilities</u></p> <p>The Standing Order document was reviewed. With a small amendment, the GB proposed to adopt the document – proposed – JM; seconded – DC. All agreed. Financial delegation to Head - £1000. All agreed.</p> <p>Code of Conduct – those present renewed their documents by re-signing.</p> <p>Roles & responsibilities were reviewed. All were happy to continue with responsibilities as detailed. PS suggested having a high/low priority system of links and to have a Governor linked to the priorities on the School Development Plan.</p>	JN – Oct mtg
7.	<p><u>DISCUSS KS1 AND KS2 RESULTS</u></p> <p>Everyone had seen and read the detailed document showing progress and attainment in all Year groups.</p> <p>PS gave a summary of the data by Year group. Some areas highlighted for focus include ensuring consistency of assessment across school, clarity of standards, looking at support within classrooms and how best to deploy staff. It would be useful to show data for pupils that had started in Reception, their school journey continuing through Broadwindsor, alongside data for pupils who joined Broadwindsor part way through their primary school life, as there are often joiners from other schools mid-way through their Primary school life. Writing is also a focus for development to ensure gains in progress are achieved across the school.</p>	

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8.	<p><u>SDP – review 2017/18 and plan for this year</u></p> <p>The School Development plan will mirror the Self Evaluation Form. PS put forward the idea that the SDP will be a 2 yr plan to incorporate the following themes –</p> <p>Leadership – a focus on teaching, learning & assessment and how it affects pupils progress; improve safeguarding records and procedures; establish assessment cycle; develop further leadership skills of subject leaders; develop Governor understanding of school development activities and to assess impact.</p> <p>Improve outcomes for all learners – in EYFS to focus on Early Learning Goals and to improve good overall development; raise achievement in phonics; improve outcomes in Reading, Writing & Maths.</p> <p>Develop quality of teaching and assessment – particularly Pupil Premium children and boys; establish in Yr1 and embed in Yr2; develop teaching in Maths in Yr2.</p> <p>School ethos – embed the school ethos across school, new RE scheme to be rolled out across school; Church Distinctiveness group to form.</p> <p>The plan will be detailed with milestones; responsibilities etc. Further discussions to take place at next meeting.</p>	Oct mtg
9.	<p><u>BUDGET MONITORING; 2017/18 AND PLAN FOR NEXT YEAR</u></p> <p>Governors had sight of the latest budget spreadsheet with accompanying notes. SD explained the budget was very tight and further discussions are needed with Vanessa Eddey at DCC regarding carrying forward a deficit over a further 2 years; there is pressure on the Support Staff budget with a high number of pupils with EHCPs and little funding to cover the costs; some good news is that there will be some funding for the proposed Teachers Pay rises.</p> <p>The 2017/18 School Accounts were reviewed and noted.</p> <p>An idea was floated for a 'Finance Task Group'.</p>	<p>SD to arrange a visit from Vanessa Eddey</p> <p>SD to place on school website</p>
10.	<p><u>SEN SUPPORT STAFF STRUCTURE</u></p> <p>Support staff timetabling has been reviewed in conjunction with the SENCO, linked to pupils with needs and subject based expertise. TAs are having regular meetings with the SENCO to review the new timetable and to discuss any issues that arise so that they can be dealt with promptly.</p>	
11.	<p><u>DECIDE SUBJECT SUPPORT OR INFORMATION SESSION FOR PARENTS</u></p> <p>Classes have had open sessions already for parents to come in and see what, and how, learning is undertaken in class. JM had reviewed the questionnaire results on the question of subject support – phonics and writing were topics highlighted.</p>	
12.	<p><u>DISTRIBUTE GOVERNOR SKILLS AUDIT FORMS</u></p> <p>Skills audit forms were distributed to all Governors. SD requested all be returned before the next meeting so she could collate the skills information</p>	Clerk – report back in Oct mtg

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13.	<p><u>GOVERNOR TRAINING AVAILABLE; VISITS – PLAN LINK GOVERNOR VISITS FOR YEAR AHEAD – SEE FORWARD PLANNING AGENDA</u></p> <p>JM highlighted the Course booklet in the meeting pack for Governor Services courses. It was agreed to look at the priorities in the SDP at the next meeting and to link in Governor visits with those priorities.</p>	Oct mtg
14.	<p><u>GOVERNOR VISITS & TRAINING FROM LAST YEAR – PUPIL PREMIUM VISIT FEEDBACK – DC; MATHS – MC; PE/SPORT PREMIUM – MC; ENGLISH/Writing – LW; BRITISH VALUES/SPIRITUALITY – JN</u></p> <p>DC to arrange PP visit; MC had met Nigel Arnold in the Summer term to discuss PE/Sport Premium – report form to be filed. MC gave a summary to Governors of the funding provided to school; one new idea was a lunchtime club targeting pupils who have not historically joined extra-curricular clubs. Further ideas this term are for Play Leaders at lunchtime to support Sports Leaders; TAs supporting sports lessons in order to support children especially more vulnerable and less active pupils.</p> <p>No other visits to report.</p>	
15.	<p><u>TEACHER TRAINING AND DEVELOPMENT NEEDS INC ADDITIONAL DEPUTY DSL TRAINING</u></p> <p>Discussions have taken place between PS and Teaching staff to break down Safeguarding into smaller areas for staff to take on specialisms. PS' Somerset training is acceptable and transferable. He will do an update training course soon.</p>	PS
16.	<p><u>POLICY REVIEWS – Appraisal Policy; Home-School Agreement; Child Protection Policy; Pay Policies (Teaching and Non-Teaching); Capability; Staff Code of Conduct</u></p> <p>Appraisal & Capability Policy for Teachers; Appraisal & Capability Procedure for Teachers; Appraisal & Capability Policy for Support Staff; Appraisal & Capability Procedure for Support Staff – model policies/procedures from DCC, reviewed and agreed.</p> <p>Home-School Agreement – whilst not a statutory requirement, the school continues to produce this annual document for the school, parent and pupil to sign up to. Admin officers to follow up the distribution of these to make sure as many as possible are returned.</p> <p>Child Protection Policy – reviewed and agreed. Staff Code of Conduct – a new Staff Code of Conduct was reviewed and agreed.</p> <p>All above policies and procedures – proposed to adopt – DCh; seconded – JM. All agreed.</p> <p>The Pay Policies will be available at the October meeting.</p>	Clerk
17.	<p><u>CLERK MATTERS – Fort</u></p> <p>Governors had seen an email from a member of the village community who had seen our article in the Broadwindsor News asking for help with repairs to the fort on the school playing field. Governors discussed the content and had the following action points: SD to liaise with DCC Insurance contact regarding indemnity</p>	Clerk

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	<p>Review inspection company documents and quote for repairs Ask other companies to quote for repairs.</p> <p>The PTA have some funds earmarked for the repairs – they have received grant funding from the FMR Trust and the Jubilee committee. Discuss further at the Oct meeting.</p>	<p>DCh/JM JM/MC</p> <p>Oct mtg</p>
	<p><u>DATE & TIME OF NEXT MEETING – review meeting dates</u></p> <p>Wednesday 17th October at 9.00am – 11.00am</p> <p>An amendment to a Summer term meeting date was made – Tuesday 30th April – change of time from 6.30pm start to 3.30pm start.</p>	

The meeting finished at 8.30pm