

**BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING**  
**MINUTES 19<sup>th</sup> October 2017**

Minutes of the Full Governing Body meeting held on Thursday 19<sup>th</sup> October 2017 at Broadwindsor School at 9.00am.

**PRESENT:** Mr Nigel Arnold, Mr David Chumbley (DCh), Mr Mark Coghlan (acting Chair until 9.48am), Mrs Diana Coltart (DC), Mrs Lucie Goss, Rev Jo Neary (acting Chair from 9.48am), Mrs Lisa Walton and Mrs Sally Dawson (Clerk)

MC welcomed everyone to the meeting.

	Prayer by Diana Coltart	Action
1.	<b><u>ACCEPTANCE OF APOLOGIES</u></b> Apologies were accepted from Mrs Jill Maguire. It was noted that Rev Jo Neary would be joining the meeting later.	
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.  LW reviewed and re-signed her Register of Business Interest Forms. JN completed hers at the end of the meeting.	
3.	<b><u>APPROVE MINUTES OF MEETING 21<sup>st</sup> SEPTEMBER 2017 – to accept as a true record</u></b>  The minutes of the meeting held on the 21 <sup>st</sup> September 2017 were accepted as a true record. Proposed – MC; seconded – DCh. All agreed	
4.	<b><u>MATTERS ARISING –</u></b>  <u>Visit forms completed and filed?</u> – LW – visit report has been done but LW needs to bring to school to file and report back. DC – School Council visit and form completed (reported back in Item 14); visit re Supporting Pupils with Medical Conditions – DC met with Mrs Carstairs (First Aider) – form completed (reported back in Item 14). JN to do visit form for SEN but in fact is to have an additional meeting with the SENCO shortly to discuss changes in the already prepared SEN report.  <u>Code of Conduct Forms</u> – LW re-signed, JN re-signed at the end of the meeting.  <u>Parents' Subject Support Session agreed?</u> – NA advised that the teaching staff had agreed on a Maths session for parents to take place on 15 <sup>th</sup> November at 3.20pm. Governors welcome to attend to raise understanding of the way in which Maths is taught in school.  <u>Additional pupil joining school – any news?</u> – NA advised there is a new pupil in Yr. 1 with another child also having joined Yr. 5, which now makes total numbers 98. Additional TA support is required and an advert has been placed.  <u>Pupil Premium letter sent out?</u> If so, any responses? – NA confirmed the letter was sent out but no further responses received. It is included in the New Parent pack given to parents, and a further exercise carried out usually in the Summer term.	<b>LW</b>  <b>JN</b>

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5.	<p><b><u>LAUNCH OF NEW ETHOS &amp; MISSION STATEMENT - JN</u></b></p> <p>JN had not yet arrived at the meeting so this item was postponed to later in the meeting.</p>	
6.	<p><b><u>SEF REVIEW AND UPDATE ON PROCEDURES (IF REQ'D)</u></b></p> <p>NA explained to the Governors that the School Evaluation Partner (SEP) had just recently arranged a meeting for the 21<sup>st</sup> November, to discuss data for the first SEP meeting. NA has provisionally updated the SEF to reflect recent results and he will make this available to Governors.</p> <p>The SEP may also be able to attend a HT Appraisal meeting on this day. NA to confirm with HT Appraisal panel.</p>	<p><b>NA to email SEF to all Governors</b></p> <p><b>NA</b></p>
7.	<p><b><u>PUPIL PREMIUM AND SPORTS FUNDING – review &amp; strategies for coming year</u></b></p> <p>Governors discussed the Sports Funding strategy document that had been circulated and which is on the school website. NA explained that a further £8k is expected this year, doubling the amount of sports funding money received annually by school. MC suggested meeting with NA, as link governor to discuss strategies for using that extra funding. NA explained about our share of costs towards the cluster Sports Co-Ordinator, who organises many events and tournaments for our pupils. Examples are Cross Country events, Tri golf tournaments, Dance Festival and KS1 Skills sessions. She has already organised some new Skipping workshops which we have signed up to.</p> <p><b>MC asked</b> how long this increased funding is expected to last and can it be carried forward over financial years? NA advised it is anticipated that funding at this level continues until the next Olympics and although ring-fenced any 'underspend' can be carried forward.</p> <p>The money has been funded from the sugar tax and the aim of reducing obesity/encouraging healthy lifestyles.</p> <p><b>LG asked</b> in what ways are nutrition and healthy eating encouraged in school? Cooking sessions are included in curriculum topics and healthy eating is encouraged and demonstrated amongst pupils.</p> <p><b>DC asked</b> what progress is being made with the proposed MUGA (Multi Use Games Area)? Disappointingly, funding difficulties have occurred with Sport England, who are no longer able to support the project. This has left a funding hole of 10s of thousands of pounds.</p>	
8.	<p><b><u>REVIEW SCHOOL MEALS PROVISION &amp; FUNDING</u></b></p> <p>SD outlined the costs involved in the provision of hot school meals. UIFSM grant income covers the cost of providing meals to KS1 children and consumables for the kitchen through the year. The main cost remains as the salary cost of the cook at £6k - £7k p.a. Bridport Food Links have announced a price increase of 10p to make the cost of a meal £2.40. NA said school continues to serve approx. 66 meals per day on average. As has been discussed in previous years with Governors, now that providing a hot meal is not compulsory, should UIFSM grant funding disappear, school may not be able to sustain a hot meal provision.</p>	

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<p>9.</p>	<p><b><u>SDP – FINALISE 2017/18; ANY FURTHER INPUT FROM GOVERNORS?</u></b></p> <p>No further input has been received from Governors. NA went through the SDP again highlighting the areas for school improvement – to become an Academy or not, improve attendance, improve writing &amp; SPAG standards and to embed new PHSE and RE schemes.</p> <p>Regarding attendance, <b>DCh asked</b> how can NA prove that measures will be/have been taken to address this issue. What evidence is there? NA responded by explaining what is in place – the Governor panel for approving/refusing applications for term time leave, letters to parents, having meetings with parents where necessary, praising pupils and parents where attendance improves.</p> <p><b>LW added</b> that NA and Governors need to know the story behind individual attendance issues. <b>DC also</b> stated that children missing in education is an important part of the attendance process.</p> <p>NA talked about the new RE and PHSE scheme of work. The new main hall display is to be based around ‘Creation’, the new entrance hall display is based on the values from Galatians 5:22-23.</p> <p><b>LW asked</b> if the PHSE scheme of work includes resilience and emotional wellbeing of pupils? Mrs Killick is leading staff on this area and is something that has been bought in as it is not part of the curriculum. <b>LW continued</b> to ask what the process might be in identifying pupils in need of support? NA explained that teachers and staff are quickly able to identify such situations and able to keep an eye on individual pupils to make sure the situation is not lost; the West Dorset Collaboration has employed a counsellor which is being continued this year; outside services are also used e.g. bereavement counselling. <b>DCh asked</b> if NA is confident of the actions needed to be taken to support pupils and to source support both within school and outside school. NA confirmed yes.</p> <p>Governors formally approved the SDP 2017/18 – proposed – MC, seconded –DCh All agreed.</p> <p>NA added that there will be a whole school trip to Salisbury Cathedral in March 2018. Governors are welcome to join the trip.</p>	
<p>10.</p>	<p><b><u>FEEDBACK FROM MAT MEETINGS – JM/NA</u></b></p> <p>MC and NA attended the last meeting of the Headteachers and Chairs. MC reported back. MC confirmed how much work has already been done to identify and to research Multi Academy Trusts (MATs) that might suit the West Dorset Collaboration of Schools. Hamwick and SAT (Southern Academy Trust) are the main 2 up for consideration. Both may offer financial stability and are led by experienced people from education. They have confirmed there would be no immediate changes to staffing. <b>LG asked</b> if teaching staff are aware and included in these discussions; do they feel comfortable with the potential change? NA advised yes staff are included – there are to be visits made by Headteachers, staff including Finance Officers and Governors to individual schools within each MAT to ask questions and view school atmospheres. The aim is for a decision to be made by Christmas.</p> <p>JN joined the meeting – 9.36am.</p> <p>JN mentioned the comparison document that has been produced by the Collaboration.</p> <p>Governors discussed the risk of remaining as a maintained school with no collaboration or intention to join a MAT.</p> <p><b>LW asked</b> whether staff feel vulnerable to change post MAT change? NA repeated the fact that the MAT leadership teams have stated there will be no changes to staff immediately.</p> <p><b>DCh asked</b> how much control would the Governing Body have post MAT change. JN advised that the existing GB structure would change. NA added that the current</p>	<p><b>SD/NA to circulate document to all Governors</b></p>

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	<p>structure might continue but be under an Executive Board.</p> <p>MC mentioned the positive fact that both MATs are interested in the West Dorset Collaboration of Schools as a group, not individual schools. The Collaboration is an attractive strong proposition.</p> <p><b>DC asked</b> why the Collaboration cannot become a MAT? NA and JN answered – the group is too small to make it economically viable. The DfE would not approve it.</p> <p>NA said that he and other Collaboration Headteachers will be speaking to other Headteachers at the Primary Heads Association (PHA) Conference next month who have been through this process of change.</p> <p><b>LW asked</b> what really is the benefit of joining a MAT? NA/JN/MC replied that economies of scale make it financially viable by way of economies of scale.</p> <p>MC left the meeting at 9.48am</p>	
5.	<p><b><u>LAUNCH OF NEW ETHOS &amp; MISSION STATEMENT</u></b></p> <p>As JN was now present at the meeting, the GB returned to this agenda item. Governors looked at the letter that had been sent to parents recently regarding the new mission statement, asking parents to select their preferred statement. A total of 16 responses had been received including a couple of additional comments.</p> <p>The idea of the statement is to be clear to children what Broadwindsor School stands for and for it to be measured against the SDP. JN outlined the work done so far in getting to this point. The 3 suggested statements were arrived at by teachers and JN at their INSET day in September, reflecting the idea of ‘growth’, linking to the values stated in Galatians 5:22-23 and that can be agreed by people with or without faith.</p> <p>After discussion, governors agreed a combination of the statements and comments made, resulting in the following, to take back to staff:          “A place for each of us to grow in learning, friendship and faith”</p> <p>This statement will be displayed in the entrance hall alongside the values display, asking for comments to be made from parents and pupils and other stakeholders. After half term, assemblies and after-school Church Club will aim to finalise the process.</p>	
11.	<p><b><u>BENCHMARKING</u></b></p> <p>Governors looked at the Benchmarking Report Card, based on 2015-16 data, of our school compared with 5 other similar schools across the country. There were no major differences, either positive or negative, within the data. Governors felt it would be useful to look at the online tool at the next meeting.</p>	<b>SD – next meeting agenda</b>
12.	<p><b><u>COLLABORATION UPDATE</u></b></p> <p>See item 10. above</p>	
13.	<p><b><u>GOVERNOR SKILLS AUDIT – collated results</u></b></p> <p>SD showed Governors the results so far in a matrix collating individual responses in a coloured code way.</p> <p>It was visually clear from the results that the GB is strong in the sections of People, Structures, Compliance and Evaluation and in many areas of Strategic Leadership. In the section of Accountability, there is a more mixed overall assessment. JN commented that Governors should remember that many</p>	

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	<p>Governors are skilled at financial management within the home or in previous jobs/roles.</p> <p>The GB felt it may be useful to recruit a Governor for the Co-Opted vacancy with some financial background, but also acknowledged that that does not necessarily mean they would be able to quickly understand school funding. It was more important to have someone committed to the school and willing to devote time.</p>	
14.	<p><b><u>GOVERNOR VISITS &amp; TRAINING – School Council – DC; meeting with First Aider re Supporting pupils with medical conditions – DC; Welcome to Governance course - DCh</u></b></p> <p>DC had completed 2 visit forms – she had attended another School Council meeting – very successful, and will discuss the new values and mission statement at the next meeting. She had also met with Mrs Carstairs, the First Aider. DC was very impressed with the efficient and comprehensive systems in place. Mrs C was receptive to an idea put forward by DC to make sure Supply Teachers are aware of the system and process for assisting pupils with medical conditions and/or requiring medication during the day. DC also raised the question of the need/requirement for an epipen in school. School has had epipens in school when required for specific children and staff were trained in their use but there are no children requiring epipens currently.</p> <p>JN has talked with Mrs Whittick, SENCO, regarding new requirements for SEN reporting. A report produced in September is already out of date and Mrs W will update that. JN and Mrs W will meet to discuss. Mrs W had raised concerns over TA support in KS1. NA added that staff are to discuss TA provision and seek out a solution to a better spread of support throughout school. Some additional hours have already been put in place for the KS1 class.</p> <p><b>LG asked</b> if there has been an increase in the numbers of children requiring support? NA replied yes and LW added that there are now fewer places in ‘Special Schools’ and more emphasis on inclusion in mainstream schools. Also, improved identification of needs at an earlier stage.</p> <p>NA and JN both emphasised the fact that Broadwindsor is committed to providing the best care for its pupils but there were recognised difficulties with funding.</p> <p>DCh attended ‘Welcome to Governance’ course which he found useful.</p>	Mrs Carstairs to look into this
15.	<p><b><u>POLICY REVIEWS – Teachers’ Pay Policy – with staffing structure attached; non-Teaching Staff Policy; 1%/2% rise in Mainscale bandings; Capability of Staff; Collective Worship Policy; Child Protection Policy; Dorset Finance Policies (4); Behaviour Policy; Anti-Bullying Policy</u></b></p> <p><u>Teachers Pay Policy</u> – NA explained the creation of an M7 pay point on the Mainscale and the 2% increase at the top and bottom of the scale. Headteacher pay bandings changed to L9 – L15 following GB agreement and approval of increment at last meeting 21.10.17. Agreed.</p> <p><u>Non-Teaching Employees Policy</u> – Agreed.</p> <p><u>Capability of Staff</u> – NA will carry out performance reviews with support staff. Agreed.</p> <p><u>Collective Worship Policy</u> – contingent on the confirmation of the paragraph regarding the Trust Deed, Governors agreed this policy.</p> <p><u>Child Protection Policy</u> – agreed. To be distributed to all staff and volunteers.</p> <p><u>Dorset Finance Policies (4)</u> – all to be re-adopted.</p> <p><u>Behaviour Policy</u> – the policy was discussed with the only addition to link the school rules to the new values. With this amendment, all agreed.</p> <p><u>Anti- Bullying Policy</u> – with an addition of reference to gender discrimination in the first part of the policy, it was agreed.</p> <p>All above policies – proposed to approve – JN; seconded - DCh</p>	SD to check SD SD SD

