

BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING
MINUTES 21st September 2017

Minutes of the Full Governing Body meeting held on Thursday 21st September 2017 at Broadwindsor School at 6.30pm.

PRESENT: Mr Nigel Arnold, Mr David Chumbley (DCh), Mr Mark Coghlan, Mrs Diana Coltart (DC), Mrs Lucie Goss, Mrs Jill Maguire (Chair), and Mrs Sally Dawson (Clerk)

JM welcomed everyone to the meeting.

	Prayer by Diana Coltart	Action
1.	<u>ACCEPTANCE OF APOLOGIES</u> Apologies were accepted from Rev Jo Neary and Mrs Lisa Walton	
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. Governors reviewed and re-signed their Register of Business Interest Forms.	JN and LW to re-sign at Oct mtg
3.	<u>APPROVE MINUTES OF MEETING 4th JULY 2017 – to accept as a true record</u> The minutes of the meeting held on the 4 th July 2017 were accepted as a true record. Proposed – DC; seconded – JM. All agreed	
4.	<u>MATTERS ARISING –</u> <u>Visit forms completed and filed?</u> – DC – Pupil Premium form filed. DC gave a brief overview of her visit with NA, gaining an understanding of how pupil premium money is received and how it is used for the benefit of identified children; looking at data and plans for the coming year. DCh asked if the funding goes directly to the children concerned or if it is amalgamated into the budget as a whole? NA explained the funding is used in the main for small group work for specific children – either for booster work or for pushing on the more able. Other non-pupil premium children can sometimes be included in these small groups. Other ways the funding is spent includes support for after school clubs, residential costs and transport. Discussion also took place to look at ways of encouraging parents to apply for pupil premium funding. A letter and form had been sent out in the early summer term and it was felt that this could be done again now. DC will also make visits this term to meet with the TA now responsible for First Aid; and for School Council. JN – copy of email report re Ethos/Spirituality has been filed; SEN report visit is not filed. LW – English visit report not filed yet. <u>Donation request to village Jubilee Committee – JM – letter of thanks</u> – JM confirmed that a cheque for £250 had been received and she had sent a letter of thanks on the schools' behalf.	NA to send out letter and form to all parents asap DC JN LW

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	<p>advised that writing was teacher assessed and felt that her marking was of a high standard. The figures also include a statemented child. There is however a trend upwards in attainment and writing remains a target for improvement in this year's School Development Plan.</p> <p>Average scaled scores also good against national figures with SPAG below by 1 point. MC asked about the trend and NA confirmed it is a positive trend.</p> <p>KS1 results show a downward trend overall. High SEN and lower ability to the cohort provide explanation here. DC asked what actions are being taken to support this group? NA advised that the new KS2 teacher has experience and ideas for support to offer.</p> <p>NA also advised that high prior attainers in KS1 continued to high achievement in KS2, an area that was previously a weakness.</p>	
8.	<p><u>HEADTEACHER'S REPORT ON SUMMER TERM 2017</u></p> <p>Everyone had read the report and were pleased to note that despite 6 children moving away at the end of July, 4 new pupils had been confirmed before the end of term, and a further 2 joined in September, so maintaining pupil numbers at 97. An additional pupil may join school but is at appeal currently.</p> <p>There were no further questions.</p>	
9.	<p><u>H & S AUDIT; CRITICAL INCIDENT TABLETOP EXERCISE (1.11.17 3.20pm – 5.00pm all staff and Governors)</u></p> <p>DCh and LG carried out a walking audit in July, giving NA a report on their findings.</p> <p>DCC came in September for a full audit. There are some areas for improvement, notably various risk assessments and NA will put these in place. JM offered support from Governors should that help.</p> <p>There will be a Critical Incident table top exercise on 1st November for all staff and Governors. This will help to inform the policy in the new section of 'Lockdown procedure'. This will be run by DCC.</p>	SD to send reminder nearer the time
10.	<p><u>FEEDBACK FROM MAT MEETINGS – JM/NA</u></p> <p>There is a meeting next week – 27.9.17, to look at the finances of the 2 preferred Multi Academy Trusts (MATs). Some research has been done already into the finances of these MATs. Two other MATs are to present to the collaboration. The plan is to visit schools within the preferred MATs this term with the aim still to make a decision by Christmas.</p>	
11.	<p><u>BUDGET MONITORING & VIREMENTS, if any</u></p> <p>Governors had received up to date monitoring reports of the current budget with explanatory notes. SD went through these. The budget is about on plan.</p> <p>Additional Sport funding of circa £8k is to be received, although the timing of this is not known. Governors discussed ways of spending the additional funding – update equipment, continue to subsidise extra-curricular sports clubs to enable greater access for more children. This was successful last year where more than 30% of children took part in clubs such as basketball and football. DCh suggested adding archery to the provision, a club school previously ran a few years ago.</p>	

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	<p>NA also advised the Governors that there is a plan to organise a whole school trip to Salisbury Cathedral with activities to enhance pupils' knowledge and understanding of Christianity, the Magna Carta and feeding in to British Values. It was felt appropriate to utilise the Jubilee Committee donation towards transport costs.</p>	SD to note
12.	<p><u>GOVERNOR VISITS AND TRAINING – any visits other than those in Item 4; plan visits into Forward Planning Agenda; DCh feedback on Safeguarding 1 course; courses available</u></p> <p>DCh gave feedback on his Safeguarding 1 training, which he found very interesting and useful. He asked how does school ensure <u>all</u> staff know Child Protection procedures? NA explained that there is mandatory whole school staff training every 3 years. DCh also asked about Safer Recruitment training and whether there was a Governor suitably trained. NA and JM advised they were both trained to enable Governor involvement in staff recruitment interviews. DCh is booked onto Welcome to Governance in September.</p> <p>LG has not been able to book onto a Safeguarding 1 and 2 course yet – there have been no courses local to West Dorset but this in hand.</p> <p>SD took the opportunity to demonstrate Dorset Nexus to search for and book courses. All Governors can now book their own courses.</p> <p>The Forward Planning Agenda was updated for the academic year ahead, with visit feedback planned as follows – ICT (DCh) - November meeting; Writing/English (LW) - January meeting; Science (LG) - February meeting; Maths (MC) - March meeting; Sports (MC) - April meeting; Pupil Premium (DC) – April meeting; British Values/Spirituality (JN) – June meeting</p>	
13.	<p><u>SDP – review 2016-17; PLAN FOR CURRENT YEAR INC FUNDING</u></p> <p>2016-17 SDP is complete, with some areas carried forward to 2017-18.</p> <p>Governors had a copy of the draft 2017-18 SDP which details areas for Improvement – to consider Academy status, to improve attendance rates, to improve writing standards, to improve SPAG standards, to renew principles of RE, spirituality and ethos, to embed new PHSE scheme across school.</p> <p>Governors added the new RE scheme which needs to be embedded across school.</p> <p>NA welcomed further input from Governors. The SEP will also have input.</p>	ALL
14.	<p><u>FINALISE 2016-17 SCHOOL ACCOUNTS FOR PUBLICATION ON SCHOOL WEBSITE - SD</u></p> <p>SD explained the format of the school accounts and how the figures tie in with the final 2016-17 report Governors saw at the July meeting. These figures are also used in benchmarking the school against other similar schools in the country.</p>	SD – put on school website
15.	<p><u>DECIDE SUBJECT SUPPORT SESSION FOR PARENTS – SPAG?</u></p> <p>NA advised that staff are yet to decide the topic but it is likely to be SPAG.</p>	NA

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16.	<p><u>GB SELF-REVIEW – distribution of Governor Skills Audit forms; Appoint Link Governor for Science, Equality and HT Appraisal whilst reviewing other links</u></p> <p>Skills Audit forms distributed – Governors can complete either a hard copy or online copy (in meetings pack online). Return forms in time for next meeting.</p> <p>Link Governors: Science – LG; Equality – JM; HT Appraisal – DCh; Sport – MC; ICT - DCh</p>	ALL
17.	<p><u>POLICY REVIEWS – Teachers’ Pay Policy – 1% or 2% rise to bandings, plus staffing structure to be attached; non-Teaching Staff Policy; Capability of Staff; Appraisal Policy; Home-School Agreement; Collective Worship Policy; Child Protection Policy; Critical Incident Policy – to include section on ‘lockdown’ procedures; Equality Policy</u></p> <p>Policies available for review and approval: Appraisal Policy – proposed – MC; seconded – JM Home-School Agreement and Equality Policy (with amendment to Equality Act date to 2010) – proposed – JM; seconded – MC</p> <p>Teachers’ Pay and non-Teaching Pay Policies not ready yet for review. The consideration of either a 1% or 2% increase on bandings of the Mainscale rates was not required by this Governing Body as there are no teachers currently on this scale.</p> <p>The Capability Policies need to be considered at the October meeting. JN had asked a question by email about support staff appraisals. NA to look into this.</p> <p>Collective Worship Policy, Child Protection Policy, Critical Incident Policy – not ready for this meeting.</p>	<p>SD – October agenda</p> <p>NA</p> <p>SD – October agenda</p>
18.	<p><u>CLERK MATTERS – vacancies – Co-Opted Governor, Staff Governor</u></p> <p>It was decided to carry out the Skills Audit, review skills needed for the GB before renewing efforts to appoint a Co-Opted Governor. Staff are yet to appoint a Staff Governor.</p>	October agenda
19.	<p><u>DATE & TIME OF NEXT MEETING</u></p> <p>Wednesday 18th October at 3.30pm – 5.30pm. Please note change of time</p>	

The meeting finished at 8.32pm