

BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING
MINUTES 28th NOVEMBER 2017

Minutes of the Full Governing Body meeting held on Tuesday 28th November 2017 at Broadwindsor School at 3.30pm.

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

JM welcomed Mrs Sue Hammersley to the Governing Body as Staff Governor.

		Action
	Prayer by Diana Coltart	
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.	
3.	<u>APPROVE MINUTES OF MEETING 19TH OCTOBER 2017; APPROVE CONFIDENTIAL MINUTES OF EXTRAORDINARY FGB MEETING 15TH NOVEMBER – to accept as a true record</u> The minutes of the meeting held on the 19 th October 2017 were accepted as a true record. Proposed – MC; seconded – DCh. All agreed. The confidential minutes of the extraordinary meeting held on the 15 th November 2017 were accepted as a true record. Proposed - DCh; seconded - MC. Those present at that meeting – all agreed.	
4.	<u>MATTERS ARISING –</u> LG wanted the GB to know that a family friend, unconnected with the school, but who had visited an event with her, commented very positively about the Christian feel of the school. Epipen - SD reported back that Mrs Carstairs, First Aider at school, had sought advice from the School Nurse team regarding the school keeping an epipen on site for emergency use. The advice is not to do so as staff will not have been medically trained in its use. Previously, epipens have been held in school for specific children with specific conditions, and training has been given. <u>Visit forms completed and filed?</u> – LW – still outstanding; JN has had further visits re SEN and so form not yet done – to bring forward to next meeting. <u>MAT comparison</u> document – circulated. <u>Policies</u> – Trust Deed checked as discussed for Collective Worship policy. Behaviour and Anti-Bullying Policies – amendments made and put on website. <u>Progress with Co-Opted Governor vacancy</u> – the person who had expressed an interest has decided not to proceed; SD has forwarded details of another person from the village who has expressed an interest. JM to follow up.	LW SD JM
5.	<u>STAFF RECRUITMENT</u> This item was moved to the end of the meeting to enable NA and SH to leave, as they have an interest in discussions.	

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6.	<p><u>GOVERNING BODY IMPACT – EVIDENCE - JM</u></p> <p>JM asked Governors to consider what evidence there is to show improvements to outcomes for pupils. Governors discussed various ideas – pressed for Pupil Premium letter to be sent to parents more frequently than annually to enable more funding to be gained for eligible pupils; JN has led the review and change to the school's Christian ethos and mission statement; review and changes to Collective Worship; attendance management procedures improved by NA meeting with parents where attendance is low and not improving. JM asked Governors to give this agenda item further thought and to discuss further at the next meeting.</p> <p>In addition, JM mentioned actions following the Emergency Planning session (Item 10 on Agenda) – quotes have been sought for a gate to create an additional exit from the school site, in the case of an emergency evacuation. SD has received 1 quote so far and has chased for the second. Await second quote, then NA to go ahead. Monies from Devolved Formula Capital can be used to cover this cost. DCh added that the exit should be situated where the entrance to the MUGA is proposed. JM also proposed a new Reception sign over the main entrance door to further guide visitors.</p>	<p>ALL SD – next agenda</p> <p>NA/SD</p> <p>NA</p>
7.	<p><u>SEF REVIEW AFTER SEP MEETING/DATA REVIEW</u></p> <p>A revised SEF is to be circulated by NA, following the recent SEP visit. To be discussed at the January meeting.</p>	<p>NA SD</p>
8.	<p><u>COLLABORATION UPDATE – RECENT MAT MEETINGS</u></p> <p>NA/JM/DC reported back on their recent visit to the SAT (Southern Academy Trust) group of schools in the Shaftesbury area. This was a useful visit with groups of stakeholders visiting their counterparts in the SAT group. 26 people in total made the visit. Governors discussed the overall experience, with a mix of views. MC asked how old the SAT is? JM answered – about 2 yrs. old. If they were to take on our Collaboration of schools, it would double the size of the SAT. The next visit will be to the HAMWIC Academy group of schools in late January/early February. There is a debrief meeting for our Collaboration on Dec 6th at Salway Ash school – DC offered to attend.</p>	<p>DC</p>
9.	<p><u>PUPIL PREMIUM- REVIEW AND STRATEGIES FOR COMING YEAR</u></p> <p>Governors had a copy of the Pupil Premium strategy document. MC asked if 10% was average for schools nationally, i.e. 10% of pupils on roll eligible for Pupil Premium? NA answered yes. LG asked why there was only 1 pupil reported on in Current Attainment. NA replied there is only a requirement to report on the Yr 6 numbers in this section. MC asked if there was any progress shown with this 1 pupil. NA/SH answered yes. This was a pupil who joined the school in Yr 5 and who had a writing assessment higher than this school would have assessed at. Progress has however been made. NA will amend the document to show this. No further questions.</p>	<p>NA</p>
10.	<p><u>CRITICAL INCIDENT POLICY/EMERGENCY PLAN – update following planning session; quotes for additional gate</u></p> <p>See Item 6 above</p>	

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11.	<p><u>STAFF PERFORMANCE MANAGEMENT REPORT FROM NIGEL</u></p> <p>The document had not been a part of the meetings pack as it had not been available until the day of the meeting. NA explained the format of the document to the new Governors, with appraisal being undertaken for the 2016/17 academic year.</p> <p>JM encouraged Governors to read the information and ask questions under Matters Arising at the next meeting.</p> <p>NA and SH to carry out appraisals for Support Staff.</p>	<p>SD</p> <p>NA/SH</p>
12.	<p><u>OUTTURN REPORT – to be submitted by 30th November; include budget monitoring and any virements</u></p> <p>SD distributed the spreadsheet showing the forecasts for the current year and a further 4 years, based on known information at this moment in time.</p> <p>DCh asked how many schools are in deficit currently? NA thought about a third of Dorset schools. NA hopes that the new Funding Formula will provide a positive impact on the income stream. DCh commented that there are some very small budget figures in areas of important curriculum resource.</p> <p>LG wondered if renewal energy installations might help the high energy costs of the school. NA replied that this had been considered in past years but the structure of the school roof, for example, would not support solar panels without a costly change. Grants and support for renewable energy have now been withdrawn by Government, making the idea more unlikely.</p> <p>SD went through the Outturn Declaration form, outlining the supporting comments. SD also asked for agreement to a virement, moving 2016/17 SEN funding from Other Income to Unallocated, reducing the deficit brought forward in 2017/18.</p> <p>Governors agreed to the Autumn Outturn and the virement.</p>	
13.	<p><u>AUDIT OF VOLUNTARY FUNDS – to be submitted by 31 Dec</u></p> <p>SD explained the need for auditing any voluntary fund accounts and outlined the 2 accounts used by school for in/out monies, separate to the main Delegated bank account.</p> <p>The main current account was audited by Mr Bugler, an Accountant parent of the school, and found to be correct. The other unofficial account did not need to be audited as there was not an income greater than £1k during the year. This account holds donated monies from a benefactor some years ago. It is used for special projects or to pay for volunteer gifts.</p>	
14.	<p><u>SDP – progress so far</u></p> <p>Following the SEP visit, the SDP is to be updated, circulated to Governors and discussed at the next meeting in January.</p>	<p>NA</p> <p>SD</p>
15.	<p><u>ATTENDANCE – figures for year to date – DC/SD; DCC Register Check</u></p> <p>NA reminded Governors that Attendance is part of the current SDP. The attendance figure for the whole school is currently 95.4%, due to a series of illnesses amongst some children.</p>	

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	<p>NA and SD had had a visit from the DCC Attendance Officer for a Register Check. NA reported that she was pleased with the comparisons with last year's attendance figures and actions being taken to improve certain pupils' attendance rates. Explanations could be given on individual pupils' circumstances and to show that actions taken had improved attendance.</p> <p>DCh asked what evidence was there to support this? NA replied that the Attendance Officer is to send a report. SD to chase.</p> <p>MC left the meeting at 4.25pm</p>	SD
16.	<p><u>SAFEGUARDING – update from Nigel</u></p> <p>The Audit is ready to be completed. JM and NA to do that after Christmas. NA is booked to do a Level 3 update course in February.</p>	NA/JM
17.	<p><u>BENCHMARKING – use online tool</u></p> <p>Using the online tool, Governors chose to compare similar sized, VC and VA schools including those in the Collaboration. In most areas, Broadwindsor sat half way between the top and bottom figures for income and expenditure. It was interesting to note that in terms of workforce – FTE Teachers, Broadwindsor has 1 less teacher, but compared to those schools above, they had approx. 20 more pupils, giving them more income than cost.</p> <p>The general opinion was that the income/expenditure/balance/workforce of our school compares favourably with other similar schools.</p> <p>The data used was for 2015/16.</p>	
18.	<p><u>GOVERNOR VISITS & TRAINING – DCh – Visit feedback re ICT; LG – Safeguarding 1 course</u></p> <p>DCh has not been able to contact Mr Harris regarding an ICT visit. SD to forward Mr Harris' email. The focus of the visit will be on high prior achievers and support. JM offered to support DCh on his first visit.</p> <p>LG attended Safeguarding 1 training. It was a useful and interesting course, although there was a lot of content in a short amount of time. JM is to attend Safeguarding 2 training on 30th November.</p> <p>JM suggested organising Understanding Data training for Governors within the WDSC (West Dorset Schools Collaboration). NA to talk to the other Heads at their next meeting.</p>	SD NA
19.	<p><u>POLICY REVIEWS – Health & Safety Policy; Governors' Allowances; Equality Information (annual update for website); amendment to Child Protection Policy</u></p> <p><u>Health & Safety Policy</u> – DCh asked if regular reports were given to the Governing Body? At present no but it was felt these should be termly and written in to the policy; putting it on the school website was also felt to be prudent to provide access for parents and pupils; the checking of First Aid kits to be done on a termly basis by Mrs Carstairs, First Aider; the Equality strapline was added to the policy.</p> <p><u>Governors' Allowances</u> – Governors discussed costs for taxi journeys and care arrangements. It was agreed that taxi journeys should be agreed by FGB and Care costs limited to £10 per hour. The Equality strapline was added to the policy.</p>	

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	<p><u>Amendment to Child Protection Policy</u> – SD advised the GB that an additional line regarding the placing of mobile phones in the school office, was added to Section C – ‘Information for Visiting Professionals’, as this had been in last years’ policy.</p> <p>Policies approved with amendments as detailed – proposed – JM, seconded – DC. All agreed.</p> <p><u>Equality Information – annual update</u> – Governors had the document from Nigel detailing the annual update of equality information, which will be published on the school website.</p>	
20.	<p><u>CLERK MATTERS – dates for diary; info from Clerks briefing</u></p> <p><u>Info from Clerks briefing</u> - SD updated the Governors on information received at the last Clerks briefing – a presentation on Exclusions and the support provided; termly reporting of number of exclusions and support being provided; annual review of Exclusions Policy.</p> <p>A presentation was also given by Annie Hargreaves from Active Dorset which detailed the actions required and the support available for the strategy and provision of activities under the PE & Sport Funding. SD will forward the information received to the Link Governor for Sport funding – MC.</p> <p>SD advised Governors about a Conference for Governors and Clerks, to be held at Kingston Maurward on 14th March 2018. There will be a charge but more details on the speakers and activities will follow.</p> <p>Dates for diary – Christmas Fair 29.11.17; Christmas Show 6.12.17; Christmas Church Service 15.12.17 at 9.00am</p>	SD
21.	<p><u>DATE & TIME OF NEXT MEETING</u></p> <p>Monday 22nd January 2018 at 3.30pm</p>	
	<p>NA and SH left the meeting at 5.04pm</p>	
5.	<p><u>STAFF RECRUITMENT</u></p> <p>The meeting was now not quorate as only 4 Governors remained. Only discussions could take place.</p>	