



Full Governing Body Meeting

Minutes of the Full Governing Body meeting held on Monday 8 July 2019 at 6pm

Present:	Appointed Parent	Joanne Wibley JW
	Elected Parent	Sophie Duke SD CHAIR
	Co-opted	Sandra Scott SS
	Staff	Tom Bracey TB
	Headteacher	Catherine Smith CS
	Co-opted	Ruth Bettenson RB
	Authority	Margaret Moss MM
	Co-opted	Terry Putnam TP

Apologies: Claire Angell (CA) Elected Parent, Michelle Cheeseman (MC) Elected Parent

Absent: Marian Zvara MZ Co-opted

In attendance: Moira Bearwish MB (DHT), Natalie Green NG (Clerk)

Q/C - Question/challenge

1. Welcome

SD welcomed all present.

2. Apologies for Absence

Apologies were received and accepted from CA and MC.

3. Minutes of the Last Meeting

The minutes of the meeting held on 23 May 2019 were approved as an accurate record.

4. Matters Arising & Action Plan

1. CS/MC to discuss the HT pay range - **OUTSTANDING** and would need to be completed by the end of term.
3. Teacher led briefing by TB on the impact of his TLR role so far - on agenda for Curriculum meeting 9.7.19 **CLOSED**
4. CS to approach MZ about Web Compliance Link Governor role - an initial discussion had taken place. **COMPLETED**
5. MC to coordinate Safer Recruitment training with MB - MB had arranged this and two governors would complete the training. **COMPLETED**
6. Set up workplan to check current SIMS data and professional assessment mismatches with a view to moving to a matched picture - discussed at SIG. **CLOSED**
7. Circulate Link Governor list - **COMPLETED**
8. Annual Safeguarding Report to Governors on next FGB Agenda - on Agenda **CLOSED**
9. Contact Caroline Caretta to check what the school needed from its own solicitor in terms of due

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diligence - CS reported that a MAT update had been received that day and would be reviewed shortly in a smaller working group. She added that the HR team at DC was fulfilling the HR role fully and the DC HR Advisor would attend the forthcoming staff meeting to lead the TUPE section. **COMPLETED**
10. Arrange thank you for TP and MG at the end of term - **COMPLETED** and would take place on Monday 22 July 2019.

5. Declaration of Any Other Urgent Business & Declaration of Interest

No declarations of interest were declared.

No urgent business.

6. Correspondence

One formal complaint was in progress following the Complaints Procedure.

7. Chair's Report

No report.

The SEP C Final Report had previously been circulated and CS invited questions.

Q/C Governors asked about follow up SEP D visit focused on Pupil Premium and CS said that this had been postponed and that she would meet with the SEP in early September 2019 to discuss.

Q/C Governors asked about the Phonics Screening prediction compared to the actual outcome. CS said that the prediction had been 81% and final result was 80% so this was very close. **Q/C Governors asked if there were comparisons with local schools or just nationally.** CS said that this was at national only. She noted that the DASP annual review would include a comparison of DASP schools. **Q/C Governors asked about the passmark and the national comparison, and CS noted that there were a number of pupils who would just miss the pass if this was to change.** For small schools this was more challenging. CS outlined the bell curve issues.

Q/C Governors asked about Attendance, noting that SEND and DP were lower in this regard. CS said that this had plateaued for some time though had been pulled up to the current scores. However, the scores had not lifted recently and CS said that she felt that the ceiling had been reached. **Q/C Governors asked about DP and SEND attendance nationally, and CS replied that the school was broadly in line with this.** **Q/C Governors noted issues affecting families running coastal- based businesses and whether this was a concern.** CS said that this was not really an issue and it was more one of persistent absenteeism. A concerning trend in Reception was noted. **Q/C Governors asked if absence was cyclical.** CS said that the school treated each family individually in terms of patterns, noting some issues relating to particular families. CS said that a big push in terms of attendance would take place again in September 2019.

CS confirmed that she would be happy to take questions and comments on any document, such as the

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process followed on recent HT Reports.

LDP link: Effectiveness of L and M objectives – To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children
-Ensure that all Governor actions are tightly linked to the evaluation and monitoring of the LDP, the development of the new curriculum and the embedding of the new assessment system

8. Safeguarding

The Annual Safeguarding Report to Governors had previously been circulated and MB provided an overview, noting the following: training for DSLs, whole school training since December 2018; induction; Recruitment & Selection; Single Central Record in place and maintained; Safer Recruitment training and policy review dates. She noted a couple of actions from the Safeguarding Audit for staff to have Serious Case Reviews (SCR) shared with them and the learning discussed, as well as undergoing SCR training.

The online safety section contained the most changes and actions and MB noted that this was reviewed at the last Curriculum meeting. MB noted new DFE guidance on teaching online safety in school and the Online Safety Group led by Tim Oram would inaugurate shortly. The Action Plan from this group would be monitored by the GB.

E-safety training had been completed and Prevent would be completed in the Autumn term 2019. NSPCC and PANTS training was noted alongside other activity in relation to Safeguarding. **Q/C Governors asked about comparisons to last year for MyConcern records.** MB noted that all records were matters of concern which required some form of action. She noted the main focus on early intervention in terms of children on child protection plans. **Q/C Governors noted that they needed to see the impact of support work in this regard. Q/C Governors asked for an example of what a teacher might record on MyConcern.** TB noted some examples saying it could be anything he would speak to a parent about after school such as behaviour issues, family issues, disclosures etc. CS noted the forthcoming DASP termly safeguarding governor training from One Team Logic which would enable governors to engage in scenario-based training and to carry out an analysis from an anonymised example, using My Concern. **Q/C Governors asked if the MyConcern record transferred with children to middle school.** CS confirmed that it did, alongside any relevant paper files. **Q/C Governors asked about instances of reporting and MB noted that no concern was too small and acknowledged that some staff used it more, mainly due to the children they had in their care.** Training was noted as scenario based. MB noted some future actions and plans, such as bringing in Relationships Education earlier than the compulsory start date of September 2020.

LDP link: Effectiveness of L and M objectives – To further develop and strengthen the role of governance in monitoring the implementation of statutory safeguarding duties

9. Office Report

This had been circulated previously. Governors noted the number on roll and pupil movements including the boy/girl mix. Attendance was commented on as it often dipped at this time of year due to

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early summer holidays taken in term time. **Q/C Governors asked if there were persistent families in terms of term time absence.** CS noted that there were, and they would incur a Fixed Penalty Notice if removing children from school for 5 days and over. SEND attendance by gender was a notable difference with 96.1% for girls 95.1% for boys. CS mentioned a smaller group of children who were persistently absent, relating to 1 day a week out of school.

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10. MAT Update

CS noted that there was a significant amount of work involved in the due diligence process and the Chair of Governors MC had recently been unable to assist her due to other commitments. SD agreed to step up to assist CS as there needed to be a check and balance as well as support. CS said that she was comfortable with the process to date but noted the volume of work involved. She noted the trust demonstrated by staff and parents whilst the process was ongoing.

The TUPE consultation would take place on 9 July 2019 after school with all unions attending. SD would attend to represent governors. Questions for staff with some answers would be distributed beforehand. **Q/C Governors asked about childcare vouchers for staff and noted that one MAT had terminated the use of the vouchers.** TB would raise the question in the meeting.

CS reported that contracts had now been handed over and documentation relating to site and buildings were now in place. Financial arrangements were also in place to set an 11 month budget from October 2019. CS noted that it had been helpful to be part of the appointment of the new HT at Bere Regis and to begin working together as a MAT.

LDP Link Effectiveness of L and M objectives – To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children
-Establish a clearly defined role for all governors in securing accountability across the school

11. Policy Review

None.

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12. DASP Update

CS reported that the DASP Annual Review would be ready by the end of that week and would give a summary of all DASP activity, outcomes and planned developments for next year. The successful

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Schools Partnership Programme was noted which would continue for another 2 years, with TB's involvement. CS noted her achievements over the last 2 years and confirmed that she would step down as Chair of DASP at the end of the school year.

***LDP link: Effectiveness of L and M Objective** – To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children
- Ensure that all Governor actions are tightly linked to the evaluation and monitoring of the SDP, the development of the new curriculum and the embedding of a new assessment system*

13. Clerk's Notices

- A. Preparation for the Autumn 1 2019/20 Business Meeting - Chair and Vice-Chair elections. NG said that she would write to governors inviting nominations for both posts and added that SD had already stated her intention to stand as Chair. She would delay looking at issues such as terms of reference for committees until she had receipt of the Scheme of Delegation from the MAT.
- B. NG noted the contents of the recent Clerks' Briefing and in particular the GDPR issues raised.

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14. Governor Visits/Training/Activity

A. Governor Monitoring Activity Update

B. Governor Visits and Learning - SD and CS thanked governors who had submitted reports. SD noted that teacher comments should be completed in order for governors to be able to measure impact. Some strategies were discussed, and reflection time prior to a GB meeting was felt to be a good way to address this. Governors further noted the linkage between reports. A discussion followed on girls football activity, noting that some girls were put off playing football with boys. CS noted that lunchtime arrangements had now changed and that there were further improvements. JW would visit to observe that week. CS reported that food waste had reduced significantly given the new mixed-age sittings.

C. Training and Skills Audit – Latest Training Update - NG asked governors to review the training record in the pack and noted that Governor Services were appealing to governors to take up more training opportunities as attendance had been reduced recently. She asked for views on behalf of Governor Services on the Dorset Governor magazine which was not well read in the main. **Q/C Governors asked if the SLA with Governor Services would still be in place after conversion, which CS would check on.**

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16. Current Issues of Committees and Groups

A. Report of Finance, Staffing and Environment Committee – Minutes of meeting on 20 June 2019 - no further questions.

B. SIG – Notes of meeting held on 15 May 2019 - CS updated governors on final outcomes in terms of KS1 data, which was very pleasing. In Reading, the target had been exceeded for Expected and at Greater Depth, and was above National for DP. Writing was also higher than target at Expected and Greater Depth. CS also noted the achievements of three teachers who had retained the same class for two years in different year groups and the impact that this had had on standards. **Q/C Governors asked if this was a strong year group in comparison to last year.** CS referred to evidence from one class that had kept the same teacher for 2 years and the standard achieved in writing which had been very high and strongly evidenced. Maths had risen for all but DP, which were 12% below National. However, the overall figure was up by 13% and 3% above National. CS noted Natasha Wray's (NW) work on a Teaching Research Group focussed on Mastery in Maths alongside the NCETM, which she described as very exciting. **Q/C Governors asked if NW was getting release time to do this which CS confirmed. Q/C Governors noted the benefits for the classes retained by the same teacher for 2 years and asked if this could be done more.** CS said that planning for staffing is always tailored to the needs of individual classes and forms part of the overall picture. There was no opportunity to do this in 2019/20.

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***Quality of Teaching, Learning and Assessment Objective** To revisit non-negotiable elements of outstanding teaching using revised Ofsted criteria and the Teaching Standards*

17. Any Other Urgent Business

CS said that there was a need to either move the FGB set for October 2019 forward or to hold an extraordinary FGB in September. NG would send CS some suggested dates. **Q/C Junior governors were noted and governors asked if any governors were working with them.** CS confirmed that MC had been involved and that the Junior Governor presentation at the Community Twilight in April had proved to be a more effective way to share their work and impact and would therefore form an annual slot on the calendar from this point on.

There being no further business the meeting closed at 7.50pm.

18. Date and time of next meeting: Wednesday 18 September 2019 6pm

Items for Next Meeting: Attendance of MAT solicitor.

Action Plan following the Full Governing Body meeting held 8 July 2019

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Action to be Taken	Minute No.	Members Involved	Suggested Completion Date
1. Discuss the HT pay range	4	MC	By end of Summer Term
2. Raise issue of childcare vouchers in Staff Consultation meeting	10	TB	9.7.19
3. Write to governors inviting self nominations for Chair and VC	13	NG	By end of term
4. Check to see if MAT had an SLA with Governor Services	14	CS	ASAP
5. Suggest change of date for next FGB	17	NG/CS	ASAP

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