



Full Governing Body Meeting

Minutes of the Full Governing Body meeting held on Wednesday 18 September 2019 at 6pm

Present:	Appointed Parent	Joanne Wibley JW
	Elected Parent	Sophie Duke SD CHAIR
	Co-opted	Sandra Scott SS
	Staff	Tom Bracey TB until 7.45pm
	Headteacher	Catherine Smith CS
	Co-opted	Ruth Bettenson RB
	Authority	Margaret Moss MM

Apologies: None

Absent: Marian Zvara MZ Co-opted

In attendance: Moira Bearwish MB (DHT), Lesley Goldsack LG (prospective Co-opted Governor), Tom Amery TA (prospective Co-opted Governor), Rachel Nesbitt RN (AHT), Jan McKie JmK (Business Manager, Wessex MAT until 7.47pm) Natalie Green NG (Clerk)

Q/C - Question/challenge

1. Welcome

CS welcomed all present and made brief introductions.

2. Apologies for Absence

None.

3. MAT Update

JmK (Business Manager) provided an update on the conversion process, noting that the MAT was now known at the Wessex Multi Academy Trust. She referred to a paper on the financial impact of academy conversion which had previously been circulated and stressed that she was open to questions. She noted that the conversion date had now been set as 1 November 2019, and mentioned the change in financial year due to MAT financial arrangements and the tasks which needed to be completed.

She noted the central charge to the Trust of 5% of the school budget, giving a breakdown of items, noting that charges would cover 10 months in Year 1 due to the late conversion date. **Q/C Governors asked about the performance of central MAT functions and JmK said that trustees would review this annually. Q/C Governors asked about IT provision and JmK noted that schools would cover the cost of any IT functions over and above the central function.** JmK noted the income lines where the 5% calculation would not be applied. **Q/C Governors asked about SEN funding and JmK confirmed that the intention was never to apply a deduction to this.**

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JmK noted new expenses which the school had not had to cover before, these included contingency, contribution to CEO/IT support and Finance Director, Accountancy and Audit. This cost was £29,129, and JmK outlined how monies received from the school would be apportioned.

Central MAT Services were noted. **Q/C Governors asked whether people were attached to these roles - JmK confirmed this to a greater or lesser extent. Q/C Governors asked about Premises Management - JmK said that this would complement what was already provided. Q/C Governors asked about cleaning costs and JmK confirmed that this would be covered by the school.** She noted that the larger the MAT grew the greater the expected economies of scale. CS noted the positives of conversion outside financial considerations such as leadership support.

JmK noted items being removed from the school budget and the expected savings. **Q/C Governors asked about the direct costs to be agreed and JmK said that this could be for additional items such as assessment packages etc.** CS reminded governors that the additional notes and appendices linked with tonight's discussion were available in the shared folder. CS will include an item on the next Finance agenda to allow for further discussion / questions.

At 6.45 TB left the meeting.

At 6.47 JmK left the meeting.

4. Minutes of the Last Meeting

The minutes of the meeting held on 8 July 2019 were approved as an accurate record.

5. Matters Arising & Action Plan

1. CS/MC to discuss the HT pay range - **OUTSTANDING** and would need to be completed by the expected MAT conversion date. SD to discuss with NG/CS
2. TB to raise issue of childcare vouchers in Staff Consultation meeting - **CLOSED**
3. NG to write to governors inviting self nominations for Chair and VC - **COMPLETED**
4. CS to check to see if MAT had an SLA with Governor Services - **COMPLETED** and confirmed.

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

No declarations of interest were declared. Forms were re-signed for all but an absent governor and the Clerk would update the summary for the school website.

CS noted that she has been advised by Dorset Council (DC) that there appeared to be some subsidence on site and that DC or the construction company needed to assume liability for it as a latent defect before MAT conversion. The affected steps were currently cordoned off and JmK would be raising this with DC and the MAT legal team.

7. Election of Chair & Vice-Chair for 2019/20

The Clerk assumed the chair and noted that only one nomination had been received for the Chair, from SD. SD was duly unanimously elected. No nominations had been received in advance for the

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Vice-Chair position so the Clerk asked for nominations from the floor of the meeting. MM was duly unanimously elected as Vice-Chair.

8. Formal Co-option of Governors

CS proposed the co-option of LG and TA to the GB and this was agreed unanimously.

9. Correspondence

CS noted that a formal complaint following the Complaints Procedure had satisfactorily concluded at Stage 1.

10. Headteacher's Report (to include summary of PP SEP visit and Impact of Intervention Report 18/19)

CS referred to the Learning Development Plan (LDP) and showed headlines in terms of RAG ratings on HT report. She noted that the LDP was always a work in progress. **Q/C Governors asked about the impact of MAT conversion on Ofsted and CS said that the school would be subject to the usual cycle. (Post meeting note for clarity - on conversion the school opens as a new school officially and new schools would normally be inspected within 3 years of opening, usually this is in the third year but is subject to other factors. The Ofsted cycle remains the same - for schools rated as 'good' re-inspection is currently within 4 years)**

For the benefit of new governors, CS explained the format of her report and accompanying documents and referred to the questions raised in advance by governors:

Q/C on the core subject leader work for literacy. CS explained that the role had been divided into 2 to allow Lisa Keys to play a more strategic role in the classrooms alongside focus children and teaching staff.

Q/C on targeted book looks. CS said that 4-6 books would be selected, half would be pleasing performers, and half presenting a challenge in terms of progress, termed as 'non movers'. She added that Disadvantaged Pupil (DP) non movers would always be selected for book looks in addition to these children.

Q/C on teacher interventions. CS explained that the school was moving towards teachers delivering interventions for non-movers rather than TAs and that this was already showing progress. A key barrier was time constraints and teachers had some latitude in terms of how they carried out the work, such as in Assembly time, with some support provided to enable it. CS noted that teachers were excited about it, and RN added that they were very motivated by the work. Governors noted the benefits for TAs and for teachers in terms of understanding of targeted work and precision teaching. **Q/C Governors asked about the balance of not devaluing Assembly due to interventions - CS explained that teachers received follow up email noting the key messages delivered in Assembly so that this could be followed up if they had missed it and were being encouraged to vary groups so that the same children weren't missing the same slot each week.**

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Q/C on the cost of targeted extracurricular activity. CS said this was delivered at no cost.

Q/C on satellite provision around Eco-Club work which CS outlined, noting that this work would connect with the Eco-Club such as gardening and pond work.

Q/C on the cost of the assessment module. CS said that this was free but proving to be ineffective so the school was currently using a simpler paper based system.

Q/C on teachers setting targets. CS said that this work was done as a year team.

Q/C on coaching take up. CS said that this was not as successful as had been hoped and some of the reasons why were discussed, mainly due to teachers seeing it as a luxury and preferring to focus on the children rather than themselves. An alternative approach to this will now be planned following routine self-evaluation.

Q/C on non-negotiables regarding targeted interventions. There was a discussion on the transition towards continual improvement as business as usual.

Q/C on the cost of ‘no more marking’. CS noted that there was a cost of around £300 involved in terms of national moderation and she explained the process.

Q/C on the percentage of SEND and DP compared to the national average. CS said that this was slightly below national for DP could be due to some changes in the demographic or in parents’ understanding of / willingness to engage in the application process, whereas SEND was in line with national, adding that Base children were included in this.

Q/C on focussed book looks. CS said that any current Y3 children who were working towards the standard at the end of KS1 would be be looked at.

Governors noted praise for RN on the monitoring and evaluation audit of the Base by DC colleagues.

Q/C on unauthorised absences. CS noted higher incidences of this, and a significant number of families had been referred for fixed penalty notices. Overall attendance percentage had dropped slightly last year from 96.7% to 96.4%.

11. Office Report

Attendance was referred to and CS gave some background. There were no further questions. Governors noted a thank you to Nina Grimmett for producing the report and for ensuring that their request for further data had been accommodated.

[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](#)

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-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

12. Safeguarding

MB gave an update on changes to Keeping Children Safe in Education and stressed that governors needed to be aware of Part 1 which had been shared in the pack prior to the meeting. Relevant policies were being updated alongside the Staff Code of Conduct.

MB outlined the major changes:

- Upskirting was now a criminal offence.
- There was a section on serious violent crime.
- Multi agency working replaces Safeguarding boards. These were now called Safeguarding partnerships and 4 organisations lead them, these being Dorset Council, Bournemouth CPC, Dorset Police and NHS Dorset CCG.
- Relationships, Sex and Health Education (RSHE) guidance - MB noted that the school was an 'Early Adopter' of this before it becomes mandatory in September 2020.
- Safer Recruitment - MB noted the need to carry out section 128 checks on all governors and any SLT members. **Q/C Governors asked how this would be done and MB said that it would be picked up automatically.**
- Online safety changes.

The new Safeguarding Policy and Child Protection Policy would be presented for adoption at the next FGB. CS also noted safeguarding training for all governors taking place on 30 September at the Thomas Hardy School.

***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*

13. Impact of Intervention Report

Rachel Nesbitt (Inclusion Leader) - this item was deferred to the next Finance, Staffing & Environment and NG would update the agenda.

***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*

14. DASP

No report.

15. Clerk's Notices

- A. NG noted that the Parent Governor election process was in progress with a closing date of 20 September 2019 and CS said that one expression of interest had been received. If only one

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parent applied, they would be elected uncontested. If more than one, ballot papers would be issued.

***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*

16. Governor Visits/Training/Activity

- A. Governor Code of Conduct - review and update if needed - this was unanimously agreed.
- B. Governor Monitoring Activity Update - a Maths learning walk was requested. It was noted that the monitoring plan needed work and a more structured plan in place.
- C. Governor Visits and Learning - no further comments.
- D. Training and Skills Audit – Latest Training Update
It was agreed that the Clerk would initiate the Skills Audit process.
- E. Link Governor Roles for 2019/20 - this required detailed work and would be on hold in the main until new governors settled in - these roles were agreed:
 - Pupil Premium and SEN - LG
 - Literacy - MM
 - Maths - SD on an interim basis

***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*

17. Current Issues of Committees and Group

- A. Report of Curriculum & Policy Committee – Minutes of meeting on 9 July 2019 - no further questions.
- B. Agree Committee Terms of Reference 2019/20 - these were devolved to committees.

LG would join the Curriculum & Policy committee and TA the Finance, Staffing & Environment Committee.

***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 SDP, the development of the new curriculum and the embedding of the new assessment system
Quality of Teaching, Learning and Assessment Objective To revisit non-negotiable elements of outstanding teaching using revised Ofsted criteria and the Teaching Standards*

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17. Any Other Urgent Business

CS noted that the FGB set for 14 May 2020 clashed with the Leeson House visit. It was agreed that this would be changed to Monday 18 May 2020 at 6pm and the Clerk would amend the meetings calendar.

There being no further business the meeting closed at 8.03pm.

18. Date and time of next meeting: Thursday 5 December 2019 6pm

Items for Next Meeting: Policy Adoption - Safeguarding and Child Protection.

Action Plan following the Full Governing Body meeting held 18 September 2019

Action to be Taken	Minute No.	Members Involved	Suggested Completion Date
1. Discuss the HT pay range	4	SD	Before MAT conversion
2. Update Summary of Business Interests for school website	6	NG	ASAP
3. Set up monitoring schedule	16	SD	ASAP
4. Initiate Skills Audit process	16	NG	ASAP
5. Agree Link Governor Roles	16	ALL	ASAP
6. Finalise TORS	17	Committee Chairs	ASAP

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