

# SHILLINGSTONE CE VA PRIMARY SCHOOL

## *Minutes of Full Governing Board Meeting*

Held on Thursday 14th September 2017 at 7.00pm

### **Present**

Mr K Pitt-Kerby (KPK) Chairman

Mrs J Barlow (JB)

Mrs R Oakley (RO)

Mrs S Vail (SV)

Mrs S White (SWh)

Mrs J Whitehouse-Sharpe (JWS) Headteacher

Mr P Clark (PC)

Mrs A Powell (AP)

Mrs S Weedon (SWe) Vice-Chairman

Mrs K Willey (KW)

**In attendance:** Mrs K Drake (KD) (by invitation – prospective new Foundation Governor)  
Mr C Whitfeld, Clerk (CW).

1.	<b>Opening of meeting:</b> Welcome to new academic year by KPK, and prayer led by AP.	
2.	<b>Apologies:</b> None.	
3.	<b>Election of Chairman:</b> <i>(Clerk took chair for this item.)</i> Mrs Weedon nominated for Chairman by JWS, JB, RO, SV, SWh. <b>On secret ballot Mrs Weedon elected unanimously.</b>  Taking the chair, SWe thanked KPK for all he had done as Chairman over many years – it was hugely appreciated, she said. It had been both fun and challenging, KPK replied, and SWe was more than capable of taking on the role.	
4.	<b>Election of Vice-Chairman:</b> Mrs Powell and Mrs White nominated for Vice-Chairman (AP by JWS, SV; SWh by JB, SWe). Mrs Powell agreed to stand down, and <b>on secret ballot Mrs White elected unanimously.</b>	
5.	<b>Any other urgent business:</b> (i) Admission arrangements for 2019-20. (ii) Dorset Schools Forum SEN funding consultation.	
6.	<b>Committee structure for 2017-18</b> <i>(See detailed list below):</i>  <b>Finance &amp; Resources:</b> AP re-appointed Chairman; KPK Clerk.  <b>Pupil &amp; Curriculum:</b> SWe re-appointed Chairman; SWh Clerk.  <b>Christian Ethos Group:</b> Rev Lydia Cook appointed Chairman; AP re-appointed Clerk.  <b>Head's Performance Review:</b> SWe, SWh, KPK appointed.  <b>Head's Pay Review:</b> PC re-appointed, AP appointed.  <b>Nursery Group:</b> JWS, RO re-appointed, KW appointed.  <b>Conveners of Emergency Committees:</b> SWe re-appointed, SWh appointed.  <b>Committee structure for 2017-18 approved unanimously.</b>	<b>All Governors to note</b>

	<i>[NB to committee Chairmen: Set dates, in consultation with JWS, for all meetings in coming year, and advise Clerk of these dates for inclusion on GVO calendar. At first meeting, check and approve Committee's Terms of Reference. And need item on every agenda "Declarations of Interest" relating to that meeting.]</i>	<b>All Committee Chairmen</b>
	<i>[7.20pm – KW arrived.]</i>	
7.	<p><b>Appointment of Link Governors for 2017-18 (See detailed list below):</b></p> <p>Link Governors rescheduled, taking into account need to avoid Parent Governors with children in school being linked to their children's classes.</p> <p>KD added as Year 6 Link Governor in anticipation of her appointment as a Foundation Governor.</p> <p>Governors with special responsibilities:</p> <p>Safeguarding &amp; Looked After Children – PC re-appointed.  Special Educational Needs – SWh re-appointed.  Equality &amp; Diversity – PC re-appointed.  Health &amp; Safety – RO appointed.  Pupil Premium – KW re-appointed.  PE Grant Money supervision – AP appointed.</p> <p><b>Full list of Link Governors for 2017-18 approved.</b></p>	<b>All Governors to note</b>
8.	<b>Declarations of interest:</b> SV for item 14.	
9.	<p><b>Reviews of [See GVO at FGB&gt;Library&gt;Governance]:</b></p> <p>(a) <u>Standing Orders</u>  (b) <u>Code of Conduct</u> (signed by all Governors)  (c) <u>FGB Terms of Reference</u>  (d) <u>Emergency Committees Terms of Reference</u></p> <p><b>All approved unanimously.</b></p> <p><i>[Items (e) and (f) see GVO at Headteacher&gt;Library]</i></p> <p>(e) <u>School Development Plan (SDP)</u> – Self-evaluation an ongoing target for Governors. SWE noted that all Governors had worked very hard in the past year. And, added JWS, they had been praised by SEP Jo Hicks for the depth of their knowledge about the School.</p> <p>(f) <u>Self-Evaluation Form (SEF)</u> – Summary sheet updated by JWS with latest (as yet invalidated) data and will be put on GVO – data will not be validated until mid-October.</p> <p>While Progress Measures were down on the previous year, Attainment figures were slightly improved. Maths results were below the national average, Writing was slightly below and SPaG and Phonics were slightly down as well, but the combined score met the national average. As expected higher attainers achieved very well and middle attainers did less well.</p> <p><b>2017 Progress Measures for KS1 to KS2 (at present unvalidated):</b>  Reading – all children 1.2 (92% of eligible pupils included in reading Progress Measure)  Writing – all children -0.1 (92% of eligible pupils included in reading Progress Measure)</p>	

	<p>Maths – all children 0.5 (92% of eligible pupils included in reading Progress Measure)</p> <p><b>In 2017 Attainment in KS2 (at present unvalidated) was:</b></p> <table border="1" data-bbox="272 315 1236 568"> <thead> <tr> <th></th> <th><u>School</u></th> <th><u>National</u></th> <th><u>Higher standard school</u></th> <th><u>National</u></th> </tr> </thead> <tbody> <tr> <td><b>Reading</b></td> <td>85%</td> <td>71%</td> <td>31%</td> <td>25%</td> </tr> <tr> <td><b>Writing</b></td> <td>69%</td> <td>76%</td> <td>23%</td> <td>18%</td> </tr> <tr> <td><b>Maths</b></td> <td>69%</td> <td>75%</td> <td>31%</td> <td>31%</td> </tr> <tr> <td><b>R, W and M</b></td> <td>62%</td> <td>61%</td> <td>23%</td> <td>9%</td> </tr> <tr> <td><b>SPaG</b></td> <td>77%</td> <td>77%</td> <td>38%</td> <td>31%</td> </tr> </tbody> </table> <p>AP questioned whether Writing problems were with content, vocabulary, expression or the physical task of handwriting.</p> <p>JWS said it was a bit of all that. She added that the writing framework had been changed for this year – but had not yet been received. Year 6 children’s spelling had let them down, she said. They were given a list of words they HAD to use in their independent writing – but that was changing as well.</p> <p>The latest SEF is ready, but awaiting new data. When this is received it will go on the GVO.</p> <p>(g) <u>FGB attendance (2016-17)</u> – Average attendance at the main termly FGB meetings was 93.33% compared to the previous year’s 91.21%. Attendance at <b>all</b> meetings, including those called at short notice, was 88.19%. Details + attendance at Committee meetings will be posted on School website.</p>		<u>School</u>	<u>National</u>	<u>Higher standard school</u>	<u>National</u>	<b>Reading</b>	85%	71%	31%	25%	<b>Writing</b>	69%	76%	23%	18%	<b>Maths</b>	69%	75%	31%	31%	<b>R, W and M</b>	62%	61%	23%	9%	<b>SPaG</b>	77%	77%	38%	31%	<p style="text-align: right;"><b>CW</b></p>
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10.	<p><b>Review of Governors’ terms of office:</b></p> <p>SV’s term as Teacher Governor ends on 15th March 2018, requiring a Staff election.  KPK’s term as Local Authority Governor ends on 21st May 2018.  RO’s term as a Parent Governor ends on 17th June 2018, requiring a Parents election.</p> <p>There are at present two Foundation Governor vacancies, which are in the process of PCC consideration and nominations to the Diocese. When these vacancies are filled, the Rector (Rev Lydia Cook) intends to step away again from her ex-officio Foundation Governor role at Shillingstone (she has three Church schools in the Okeford Benefice, one of whose governing boards she currently chairs). AP will then resume her stand-in role as Shillingstone’s ex-officio Foundation Governor to comply with the School’s Instrument of Government.</p> <p>RO, SWH and JB have offered to prepare an aide memoire to assist with the induction of new Governors. This was accepted with thanks.</p>	<p style="text-align: right;"><b>AP to liaise with CW on these appointments</b></p> <p style="text-align: right;"><b>RO, SWH, JB</b></p>																														
11.	<p><b>Review of governor training:</b></p> <p>Governors’ training record is impressive, including completion by everyone of compulsory Safeguarding courses.</p> <p>All Governor Services courses are listed on the Nexus website and described in The Dorset Governor magazine, and details of many up-coming courses are posted on the GVO’s Discussion Zone. These courses are included in the School’s subscription fee paid to Governor Services so Governors are encouraged to take advantage of them. They should be booked through the Clerk and certificates of attendance sent to him for the training record to be kept up to date.</p>	<p style="text-align: right;"><b>All Governors to note</b></p>																														

	The Diocese is urging Church Schools to subscribe to its scheme under which many of its courses are now free. And the Salisbury Diocesan Board of Education policy now includes a compulsory requirement for both new and renewing Governors to attend Foundation Governor training (only provided by the Diocese). The annual subscription fee is over £500, which the School cannot afford. It was therefore agreed that when Foundation Governors are due for such training it will be paid for on an individual basis at the cost of about £100 per course.	
12.	<b>Monitoring of teaching and learning</b> ( <i>GVO&gt;FGB&gt;Library&gt;Governor information&gt; Link Governors&gt;Teaching and learning monitoring timetable Autumn 2017</i> ):  JWS has prepared a timetable of her autumn term lesson observations and subject leaders' learning walks. She asked Governors to book in with her (maximum of two per session) to attend – it would be useful if Link Governors were able to attend those relevant to their links.	
13.	<b>Child Protection policy:</b>  This policy has been updated to comply with actions arising from last year's Safeguarding audit. <b>The revised policy was approved with a one-year review date.</b>	<b>JWS, CW to update on GVO</b>
14.	<b>School teachers' pay update:</b> ( <i>SV declared an interest</i> )  Schools have been asked, at short notice and urgently, to choose between two options for teachers on the main pay range, one with seven points, one with six (both with half points as well, which Shillingstone School prefers not to use). After discussion, <b>Option 2 was agreed</b> , with changes to be backdated to 1st September 2017.	<b>JWS to action</b>
15.	<b>Blackmore Vale Learning Trust:</b>  JWS and KPK updated Governors from the latest meeting of the BVLTL Steering Group, leading to a lengthy and confidential discussion, with further considerations and comments to follow via the GVO Discussion Zone arising from documents to be posted there.	<b>All Governors</b>
16.	<b>Clerk's briefing:</b>  Governors' Register of Business Interest forms for 2017-18 completed by all Governors.	
15.	<b>Any other business:</b>  (i) Admission arrangements for 2019-20 – Nothing new in this policy apart from change of dates, so no consultation needed. <b>Policy approved.</b>  (ii) Dorset Schools Forum re SEN funding – Changes to the banding system of funding SEN children will potentially mean a loss of some £28,000 to Shillingstone on that funding. Arrangements to counter this additional expenditure have upset some parents and their expectations for their children. As an "inclusive" School, said JWS, Shillingstone was being penalised. It was a no-win situation for children, parents and staff. A consultation paper is going to the Schools Forum tomorrow, and the decision will be backdated to 1st September 2017. So, as soon as the full details are known the School will have to act immediately.	<b>JWS/CW to update policy on GVO</b>

	The meeting closed at 9.10pm.	
	<b>Dates of next meetings (all in School at 7pm):</b> <u>Thursday 30th November 2017</u> Thursday 26th April 2018 (Budget approval)	Thursday 8th March 2018 Thursday 5th July 2018

**Shillingstone CE VA Primary School**  
**Committee Structure and Membership for 2017-18**

<b>Finance &amp; Resources</b> – Budget/SFVS/Best Value/Staff pay & performance management, personnel, buildings maintenance, health & safety, etc. ( <i>Quorum 3</i> )	
Anne Powell (Chairman) Kerry Pitt-Kerby (Clerk) Rachel Oakley (Jane Stickland, Finance Officer)	Jane Whitehouse-Sharpe (Headteacher) Paul Clark Sally White
<b><u>Pupil &amp; Curriculum</u></b> – Teaching & Learning/Curriculum/Assessment/SEN/Equality & Diversity, and relevant policies. ( <i>Quorum 3</i> )	
Sarah Weedon (Chairman) Sally White (Clerk) Katrina Willey	Jane Whitehouse-Sharpe (Headteacher) Sarah Vail
<b><u>Christian Ethos Group</u></b> ( <i>Quorum 3</i> )	
Rev Lydia Cook (Chairman) Anne Powell (Clerk) All Foundation Governors	Jane Whitehouse-Sharpe (Headteacher) Nicky Bray (RE Co-ordinator)
<b><u>Head's Performance Review</u></b> ( <i>Quorum any 2</i> )	
Sarah Weedon Sally White	Kerry Pitt-Kerby
<b><u>Pay</u></b> (Head's pay review) ( <i>Quorum 2</i> )	
Paul Clark	Anne Powell
<b><u>Nursery Group</u></b>	
Jane Whitehouse-Sharpe (Headteacher) Katrina Willey	Rachel Oakley
<b><u>Pupil Discipline</u></b> ( <i>At least 3 governors with no previous knowledge of, and not known personally to the pupil or their parents/carers. The headteacher may NOT be involved.</i> )	
<b><u>Pupil Discipline Appeals</u></b> ( <i>2 governors, 1 independent member.</i> )	
<b><u>Staff Dismissal</u></b> ( <i>At least 3 governors, excluding those with an interest.</i> )	
<b><u>Staff Dismissal Appeals</u></b> ( <i>At least 3 governors, excluding those with an interest and any on Staff Dismissal Committee.</i> )	
<b><u>Admissions</u></b> ( <i>At least 3 governors.</i> )	
<b><u>Admissions Appeals</u></b> ( <i>County Authority to appoint members.</i> )	
<b>Governors appointed to convene any of these committees as necessary:</b> Sarah Weedon, Sally White. ( <i>Paul Clark has had experience of pupil appeals.</i> )	

## **Link Governors for 2017-18**

	<b><u>Teachers</u></b>	<b><u>Governors</u></b>
<b>Reception (Jungle)</b>	Nicky Bray/Victoria Panther	Sarah Weedon
<b>Year 1 (Woodland)</b>	Sharon Hillier	Rachel Oakley
<b>Year 2 (Woodland)</b>	Sharon Hillier	Sally White
<b>Year 3 (Ocean)</b>	Charlotte Swaffield	Julie Barlow
<b>Year 4 (Ocean)</b>	Charlotte Swaffield	Anne Powell
<b>Year 5 (Desert)</b>	Sarah Vail	Katrina Willey
<b>Year 6 (Desert)</b>	Sarah Vail	Kirsten Drake*

### **Governors with Special Responsibilities**

<b>Safeguarding &amp; Looked After Children</b>	Paul Clark
<b>Special Educational Needs</b>	Sally White
<b>Equality &amp; Diversity</b>	Paul Clark
<b>Health &amp; Safety</b>	Rachel Oakley
<b>Pupil Premium</b>	Katrina Willey
<b>PE Grant Money supervision</b>	Anne Powell

\*Pending appointment as a Foundation Governor