

SHILLINGSTONE CE VA PRIMARY SCHOOL

Minutes of Full Governing Board Meeting

Held on Thursday 30th November 2017 at 7.10pm

Present:

Mrs S Weedon, Chairman (SWe)	Mrs S White, Vice-Chairman (SWh)
Mrs J Whitehouse-Sharpe, Headteacher (JWS)	Mrs S Baines (SB)
Mrs J Barlow (JB)	Mr P Clark (PC)
Mrs K Drake (KD)	Mrs R Oakley (RO)
Mr K Pitt-Kerby (KPK)	Mrs A Powell (AP)
Mrs S Vail (SV)	Mrs K Willey (KW)

In attendance: Mr C Whitfeld, Clerk (CW)

		ACTION
1	Opening of meeting: Tribute was paid by JWS to the late Mrs Rosie Watts, who was a friend and amazing supporter of the school, and taught generations of children to cook – they had a wonderful time with her. A Governor for many years, she was one of the main advocates for the School. Thoughts are with Tony and family. Further tribute was included in AP’s prayers.	
2	Apologies: None.	
3	<p>Governing Board changes: New Foundation Governors Sarah Baines and Kirstin Drake were welcomed. Anne Powell has been reappointed as ex-Officio Foundation Governor in place of Rector the Rev Lydia Cook.</p> <p>SB agreed to serve on both Finance & Resources and Pupil & Curriculum Committees. KD agreed to serve on Finance & Resources Committee. Both, as Foundation Governors, are automatically members of Christian Ethos Committee. Both also need, as soon as possible, to attend Safeguarding Level 1 training and undertake online Prevent training.</p>	<p>CW to update Committee structure</p> <p>SB, KD</p>
4	Declarations of interest: None declared for this meeting.	
5	Any other urgent business: None.	
6	Minutes of previous meetings (Full Governing Board>Minutes): 29th June 2017, 14th September 2017 – Approved and signed.	
7	<p>Matters arising: From 29th June – Road safety on A357 – RO reported equipment has been bought by Parish Council but training needed for use of it and as yet no one has taken this in hand. PC called for warning in Parent letters from School as he claimed some of them are among culprits speeding through the village. And, said JWS, into the School grounds.</p> <p>KPK confirmed he has undertaken Prevent training.</p> <p>After-school provision appears to have had good take-up. But SWh reported one feedback comment: It is geared too much to younger children so the older ones get bored.</p>	<p>JWS to include in Parent letters</p>
8	<p>Headteacher’s report (Head Teacher>Library>Headteacher’s Reports>Autumn Term 2016): SWe praised and thanked JWS on the successful outcome of the Ofsted inspection in October – “we are so pleased and proud for you,” the Chairman said. JWS said she was proud too, of all the staff and teamwork in School.</p> <p style="color: green;">Referring to the Head’s report, AP noted one teacher’s Performance Management was rated</p>	

	<p>“not good.”</p> <p>JWS: That teacher is no longer a member of staff and follow-up action has been taken where necessary to remedy the children’s educational progress. With the current staff all teaching and learning are now “at least good.”</p> <p>SWe thanked JWS for her very comprehensive report.</p>	
9	<p>Headteacher’s Performance Management review: KPK reported on meeting of Head’s Performance Review Committee with Jo Hicks. The three objectives set the Head last year have been by and large met. Objectives set for the coming year relate to educational attainment and management of the School. JWS’s performance merited a salary increase but in view of the School’s financial situation she declined to accept this.</p>	
10	<p>Learning monitoring: SWe thanked Governors who had joined in Learning Walks on Creation, Literacy and Science. JWS hoped, as a result, Governors had a better insight into what goes on in classrooms, particularly with reference to the new curriculum and, with mixed-ability classes, catering for every individual child’s needs. SB asked if Governors’ recommendations following Learning Walks were helpful. JWS: Yes, as “critical friends” Governors’ comments are welcomed. Staff are very open, and willing to listen to ideas. JB: It would be a useful comparison to see children in Woodland Class. KW: It would be good to see the whole teaching spectrum. SWh: It helped to see children’s finished work at the end of a Learning Walk. SV: A “book scrutiny” is planned for Governors next term. AP: Praised children’s levels of concentration and application to their learning, in the company of adults they didn’t know. They were unphased by such intrusions. SWe: Praised the wonderful way lessons were conducted, so that for the children they were genuinely enjoyable. KW: Was impressed by the way children with Special Needs and on Pupil Premium were treated in class – it was lovely to see.</p>	
11	<p>Academy/Federation status: Following the failure of the Blackmore Vale Learning Trust’s Academy status application, SWe said of the alternative possibility of some kind of Federation, the Diocese was opposed to “hard federation” for Church schools and “soft federation” was not worth pursuing. No other possible Multi-Academy Trust options are available locally at present.</p> <p>JWS: While schools support from County is not increasing, it is “very difficult to see where we go from this point.”</p> <p>KPK: Criticised in the BVLt meetings “lack of consistency and direction” from the Diocesan officer.</p> <p>With the Government’s loss of interest in schools switching to Academy status, Governors agreed with JWS to “continue as we are” and let things rest for now.</p>	
12	<p>Pupil Premium: Pupil Premium has been set up for this term, interventions put in place and costings done. The impact will be assessed at the end of term. JWS will share this review with PP Governor KW and any other interested Governors, and report back to the next FGB meeting.</p>	<p>JWS, KW CW – agenda item</p>
13	<p>Safeguarding case study: JWS reported in detail on the case study she had prepared as an example for Governors (<i>GVO>Head Teacher> Library</i>).</p> <p>SB said JWS’s input into the case was extraordinary and second to none. The family concerned was very fortunate in the care and attention it received.</p>	

14	<p>Safeguarding audit: JWS has booked a date in January for a safeguarding audit with staff and Governors. The verdict on last year's Safeguarding audit was "at least good" with outstanding areas.</p>	JWS, PC
15	<p>E-Safety report: No incidents to report. The Ofsted inspector had questioned children and been satisfied by their answers. SV has undertaken her Safeguarding update.</p>	
16	<p>Chairman's report: Chairs Briefing this term looked at Dorset and national SATs results – Shillingstone's are broadly in line. Also some heated demands as to why education in Dorset is so poorly funded; and been hit a year ahead of other counties. Two applications for clerk's job (none from village), to be considered by SWe, SWh and AP with view to interviewing on 11th December. Massive thanks to Governors involved in School lunchtime supervision rota on Thursdays and Fridays. JWS had slight concern over dealing with a first-aid incident and wondering about liability insurance cover if there was a complaint or something went wrong. PC hoped this voluntary help could continue but the role needed to be clearly defined. <i>SV: It had made such a difference, freeing staff from lunchtime duties.</i> KW agreed to take over from SWe organising the governors' rota for next term. A report is awaited following a risk-assessment survey of the School's boundary fences and hedges. In some areas the need for new 6ft fences and security gates has been suggested, but the report with specific recommendations is awaited. SWe reported on a letter from neighbours complaining about a row of maple trees that have grown up resulting in a loss of view and the blocking of sunlight from their house and garden, and calling for either severe pruning, cutting them down or moving them to elsewhere in the School grounds. Advice on this is to be sought from the North Dorset Tree Officer. It was agreed that SWe should reply saying the Governors had discussed the matter, were taking advice and would then talk to the complainants. Ideas were sought to alleviate a recent issue over non-availability of supply cover for a class of 30 children which JWS, although off sick, had to return to deal with personally. An emergency plan is needed to be put in place, possibly involving TAs setting the children straightforward tasks. JWS will discuss with TAs, and, if they agree, see how this idea works. JWS added that Friday afternoon supervision of two classes by two TAs was working really well. In general, SWe said Governors needed to be thinking continually about ways of finding funding for the School and how to spend it most effectively.</p>	<p>SWe, SWh, AP</p> <p>KW</p> <p>JWS</p> <p>SWe</p> <p>JWS</p>
17	<p>Committee reports: (a) Christian Ethos Committee: Minutes on GVO. No comments or questions. (b) Finance & Resources Committee: Minutes on GVO. AP reported on Dorset County Council changes in funding support for SEN children, providing significantly less money for each child and severely impacting on "an inclusive School that lives out its Christian values." As a result the School was at risk of moving swiftly into deficit</p>	

	<p>– from a maximum annual carry-forward (£36,700 last April) to a carry-forward next April of about £12,000 and, on current spending patterns, to a £50,000 overspend in 2018-19 and around £40,000 in each of the following three years. The F&R Committee is waiting until next year’s budget is clear “before taking the difficult decisions necessary to deal with this funding shortage.” Advice will then be taken from Human Resources at County about what is likely to need to be a major review of staffing.</p> <p>The School’s overall budget is around £450,000 so the savings needed amount to around 10% a year. Because staffing costs use 80% of the budget, “no amount of economies in the non-staff budget can save that much money.”</p> <p>A business/recovery creative plan is needed to plot the way forward, but next year’s budget figures (not due until February) are essential before this process can begin.</p> <p>“At this point you need to be aware of this grim situation,” AP told Governors. “It is going to impact on staff who are all working very hard to keep up the quality and standards and morale in the school and showing tremendous goodwill and team spirit.”</p> <p>Creative new ideas need to be sought by Governors, and consideration given to explaining clearly the situation to parents.</p> <p>AP agreed to convene a brainstorming session for all Governors in the near future. Ideas will also be sought via the Discussion Zone on the GVO.</p> <p>(c) Pupil & Curriculum: Minutes on GVO. No comments or questions.</p>	<p style="text-align: right;">JWS/AP</p> <p style="text-align: right;">AP CW</p>
18	<p>School Council (GVO>Head Teacher> Library): The School Council was commended for all its activities – and for showing “democracy in action.”</p>	
19	<p>Link Governor reports: Covered by Learning monitoring (<i>item 10 above</i>).</p>	
20	<p>Policy reviews:</p> <p>Policies reviewed by <u>Finance & Resources Committee</u> and recommended for approval (<i>GVO>Finance & Resources> Library>SFVS Documents</i>):</p> <p>Dorset Scheme of Financial Management Financial & Administrative Regulations Standing Orders for Contracts & Sub-Contracts</p> <p>(<i>GVO>Policy Maintenance>Current Policies</i>):</p> <p>Allegations of Abuse Appraisal (Teachers) Attendance Management (updated September 2015) & Toolkit Complaints Criminal Records Checking Financial Efficiency Financial Procedures Health & Safety* Induction of New Staff Leave of Absence (Support Staff) Leave of Absence (Teaching Staff) Maternity, Adoption, Paternity, Parental Leave Personal Security in School Redundancy Retirement Staff & Governors Allowances Support staff Pay Volunteer Helpers</p>	

	<p>Policies reviewed by <u>Pupil & Curriculum Committee</u> and recommended for approval (<i>GVO>Policy Maintenance>Current Policies</i>):</p> <p>Accessibility Plan (Autumn 2016) Attendance (2016) Attendance (2017) Bullying Confidentiality E-Safety Health & Safety* Intimate Care Prevent Risk Assessment Reasonable Force Supporting Children with Medical Conditions, & Managing Medicines (2016) Social Networking Guidance Violence at Work</p> <p>All these policy reviews were approved. Headteacher and Clerk to set next review dates and update GVO accordingly.</p> <p>*Health & Safety policy reviewed by both Committees</p>				JWS, CW
21	<p>School Development Plan (SDP) for 2017-18 (<i>GVO>Headteacher>Library>SDP</i>):</p> <p>“Traffic lighting” to be added on GVO by JWS.</p>				JWS
22	<p>Self-Evaluation Form (SEF) (<i>GVO>Headteacher>Library>SEF>Summary Sept 2017</i>):</p> <p>Sent to Ofsted as part of inspection process.</p>				
23	<p>Clerk’s briefing:</p> <p>Presentation at this term’s Clerks Briefing by Victoria Day, Dorset Exclusions Officer, in light of rising numbers of exclusions nationally, even in Dorset primary schools (but none at Shillingstone) – due to funding cuts and severe shortage of places at Dorset’s five Learning Centres that help to keep difficult pupils in mainstream education.</p> <p>Head and Chairman need to be aware of 2017 update of official Exclusions document.</p> <p>Governors need to have in place Pupil Discipline emergency committee (in addition to Pupil Discipline Appeals Committee) – a matter for Pupil & Curriculum Committee to consider at its next meeting; model Terms of Reference being made available by Victoria Day on Nexus.</p> <p>Training available for all Governors on trying to prevent/dealing with exclusions. And information pack to be made available via Nexus.</p> <p>Pack already uploaded to GVO includes guidance notes, and templates of letters required to be sent to parents concerned, etc. (<i>GVO>FGB>Library>Dealing with Exclusions</i>)</p> <p>Job Description of Governors’ clerks being updated by Governor Services.</p> <p>NB – Reminder re booking on courses: Governors to let Clerk (CW) know and he will do it through Nexus. Governors concerned receive email confirmation from Governor Services.</p>				<p>JWS, SWe</p> <p>SWe, P&C Committee</p> <p>All Governors to note</p> <p>All Governors to note</p> <p>All Governors to note</p>
24	<p>Any other urgent business:</p> <p>None.</p>				
	<p><i>The meeting closed at 9.20pm.</i></p>				
	<p>Next meetings, all in School at 7pm:</p> <p><u>Thursday 8th March 2018</u> Thursday 26th April 2018 (Budget approval) <u>Thursday 5th July 2018</u></p>				All Governors to note

Action table – 30th November 2017

<u>Agenda item</u>	<u>Action required</u>	<u>Nominated person/Committee</u>	<u>Deadline</u>
	<u>FGB meeting 30th November 2017:</u>		
3	Clerk to update Committee structure on GVO	CW	Urgent
3	New Foundation Governors – Safeguarding 1 course, and online Prevent training	SB, KD	a.s.a.p.
7	Speeding warning in School letter to parents	JWS	Urgent
12	Pupil Premium review – JWS to share with KW (PP Governor) and others.	JWS, KW	Report to March 2018 FGB
14	Safeguarding audit	JWS, PC	Jan 2018
16	Clerk’s job	SWe, SWH, AP	a.s.a.p.
16	Lunchtime supervision – volunteer Governors’ rota	KW	Immediate
16	Advice re trees complaint, and reply to complainants	SWe	a.s.a.p.
16	Boundary fences risk assessment report	JWS	Report to March 2018 FGB
16	Supply cover discussion with TAs	JWS	a.s.a.p. & report to March 2018 FGB
17 (b)	Advice re staffing review	JWS, AP	Report to March 2018 FGB
17 (b)	Finances brainstorming session, and GVO discussion	AP, All Governors, CW	a.s.a.p.
20	Policy reviews – update on GVO	JWS/CW	a.s.a.p.
21	“Traffic lighting” on SDP	JWS	a.s.a.p.
23	Awareness of 2017 update of Exclusions document	JWS, SWe	a.s.a.p.
23	Pupil Discipline emergency committee needed	SWe, P&C Committee	Feb 2018 P&C Committee
23	Awareness of Exclusions training, and guidance pack on GVO	All Governors	a.s.a.p.