

SHILLINGSTONE CE VA PRIMARY SCHOOL

Minutes of Full Governing Board Meeting

Held on Thursday 15th March 2018 at 7pm in School

Present

Mrs S Weedon, Chairman (SW)	Mrs J Whitehouse-Sharpe, Headteacher (JWS)
Mrs S Baines (SB)	Mrs J Barlow (JB)
Mrs K Drake (KD)	Mrs R Oakley (RO)
Mrs A Powell (AP)	Mrs S White (SWh)
Mrs K Willey (KW)	

In attendance: Mr C Whitfeld, Clerk (CW)

1	Opening of meeting: Welcome by SWe. Prayer led by AP.	
2	Apologies: Mr P Clark (PC) (work commitment), Mr K Pitt-Kerby (KPK) (work commitment), Mrs S Vail (SV) (family commitment). Apologies accepted.	
3	Declarations of Interest: None for this meeting.	
4	Any other urgent business: School hall floor.	
	<i>(KW arrived at 7.20pm.)</i>	
5	Minutes of meeting on 30th November 2017, and extraordinary meetings on 4th January 2018 and 1st February 2018: Minutes approved and signed.	
6	<p>Matters arising from 30th November meeting:</p> <p>(a) Safeguarding – SB completed Safeguarding Level 1 course. KD unable to attend course that day; still needs to attend when another course is available.</p> <p>(b) Road safety on A357 – No more to report currently.</p> <p>(c) Clerk’s replacement – One of two applicants withdrew; the other not considered suitable, therefore not interviewed. Post to be re-advertised after Easter, including on Facebook, also with hope of a previously interested potential candidate applying.</p> <p>(d) Boundary fences risk assessment – County Safeguarding Officer’s report and recommendations on boundary fences sent to Diocesan Surveyor (Michael Temletts) for comments and to gain quotes for the works. Under usual arrangements for capital works, School can expect to be asked to pay 10% of any costs involved.</p> <p>(e) Supply cover by TAs – Arrangements working well, and TAs involved are being paid at higher rates. They are also successfully providing other ad hoc supply cover. JWS’s commitments remain quite heavy, however, even with that support. TA supervisory cover means that KW and ML (cover TAs) are not able to fulfil their timetabled intervention work – this is already having an impact on our ability to support PP children/children who need intervention due to slow progress.</p>	<p>KD</p> <p>SWe AP (re Facebook)</p>

	<p>From 4th January: Trees issue – Complainants are pleased that work on removal of five offending trees is under way.</p> <p>From 1st February: (a) Cash-funded switch – Going ahead as planned.</p> <p>(b) MP & County Councillor invitations to School – MP has been sent an invitation. County Councillor’s still to be sent.</p> <p>(c) Updating letter to parents – Drafted by PC, and has been sent.</p> <p>(d) “Sponsorship boards” – SWe and JWS have discussed siting on fence in front of School entrance. Advice to be sought on appropriate size of boards (probably two options to be offered). Open invitation to be sent to all parents giving them/their companies the chance to take up this advertising in support of the School. Need to check production/printing costs and appropriate charges. KW and KD agreed to take the next steps in this project.</p> <p>(e) Outside lighting – RO has looked, with an electrician, at possible siting and suggested installing three solar-powered lights at a cost of about £30 each. Agreed they should be ordered by the School Finance Officer.</p>	<p>CW to complete</p> <p>SWe</p> <p>KW, KD</p> <p>RO</p>
7	<p>Headteacher’s report: Asked by SWe about the “really high” targets set, JWS said high expectations for children’s progress had to be set.</p> <p>JWS in addition to her written report:</p> <p>An “admissions” update: 13 children currently have Shillingstone School as their first choice when they move on. There are a number of children who have chosen Shillingstone as second choice so hopefully we will have a full intake of 15 in September. Parents get notification from the LA on Monday 16th April.</p> <p>Despite the Planned Admission Number of 15 for the Reception Class this September having already been reached, a County In-Year Access Panel has ruled that a child with numerous special needs should be given a place. SWe has written objecting on the grounds that (a) the class is full and (b) the School does not have the staff to cope with this child’s needs. A decision on this issue is awaited.</p> <p>Further up the School, two pupils are leaving shortly but one new one is starting.</p> <p>Governors are working on tender documents to ensure we have a hot school meal contract in place in September. Governors will be speaking to Local Food Links before their contract runs out.</p> <p>To comply with the new General Data Protection Regulation (GDPR) the School is now encrypting emails to parents. Privacy notices for parents and staff have been written and will be sent to them soon.</p> <p>A Literacy Book Scrutiny session on Tuesday 20th March currently lacks Governor involvement. Any Governor wishing to attend would be welcome. Governors’ involvement in other Book Scrutiny sessions, as well as in Learning Walks, is much valued and appreciated by staff.</p> <p>Eight children were chosen to attend the official opening of Shillingstone’s</p>	<p>All Governors</p>

	new Co-op store. The store has donated £500 to the School and has offered more support in the future.	
8	<p>Academy status: The Blackmore Vale Learning Trust (BVLТ) is now considering applying to become a “hub” of the Minerva Learning Trust (MLT) based at Colfox School, Bridport, which at present comprises Colfox secondary school and three primary schools in that area.</p> <p>SWe reported favourably on the MLT focus on reducing the workload on Heads and teachers, and their similar ethos to BVLТ. Shillingstone would keep its own governing board, though perhaps with fewer members, sending two representatives to the BVLТ leadership group which would in turn feed up to MLT. An email explaining the prospective set-up is being sent from BVLТ.</p> <p>JWS said, whatever happened, less support was coming from the Local Authority. She stressed too that the BVLТ Steering Group wanted to keep the Sturminster Newton pyramid schools together.</p> <p>Discussion followed about funding (MLT would take control, and 2.5% top-slice off School’s budget), external monitoring of School by MLT (valuable, and more thorough because of Trust’s vested interest), further expansion of MLT (Beaminster schools interested in joining), MLT staff and Trustee Board (while already established, likely to be room for BVLТ representation).</p> <p>BVLТ Steering Group will undertake further research and investigation before any decision is taken by them. Once again the Regional Schools Commissioner would have to approve an application from BVLТ, and it would still be up to Shillingstone’s Governors whether or not to apply to join.</p>	
	<i>(AP left the meeting at 8pm.)</i>	
9	<p>Pupil Premium: KW reported concerns about lack of progress of a group of children in one class.</p> <p>Lengthy discussion followed about the causes, and measures being taken to resolve and improve this situation, including seeking parents’ support. Also commented on was the current lack of capacity to provide the necessary “intervention” in class, due to TA cover supervision commitments.</p>	
10	<p>Safeguarding audit: This has been done and an action plan prepared. Safeguarding Governor PC will be briefed on it as soon as possible.</p>	
11	<p>E-Safety: Nothing to report.</p>	
12	<p>Chairman’s report: Depressing news and figures from Chairs Briefing: Attainment in Dorset is in lowest quintile for achievement in England; highest funded London boroughs do best; Dorset County Council has massive funding deficit; under National Funding Formula teachers’ pay goes up, schools’ funding does not keep pace; Shillingstone not alone among small schools in Dorset having problems balancing their books.</p> <p>JWS added that the National Curriculum gives no consideration to small schools with their mixed-age and mixed-ability classes.</p>	
13	<p>Link Governor and book scrutiny reports: All reports on GVO. JWS thanked all Governors participating. She said staff really appreciated these discussions with Governors.</p>	

14	<p>Committee reports:</p> <p>(a) Christian Ethos (22nd January) – Dates given in minutes noted. Additional date: Official opening of Spiritual Garden by Bishop of Sherborne: Tuesday 26th June at 2:30pm.</p> <p>(b) Finance & Resources (6th February) – RO presented these minutes, on behalf of Chairman AP. There were no questions.</p> <p>(c) Pupil & Curriculum (19th February) – SWe (Chairman) presented these minutes. There were no questions.</p> <p>(d) Nursery Liaison Group (7th March) – Possible Safeguarding issue re hedge bordering Burton’s Community Orchard noted and may need action.</p>	<p>All Governors</p> <p>JWS</p>
15	<p>Policy reviews:</p> <p>Reviewed by Finance & Resources Committee and recommended for approval:</p> <p>Capability Capability Procedure Capability Toolkit & Procedural Guidance Code of Conduct Disciplinary, including Procedures and Appendix B Freedom of Information Publication Scheme Lettings Probationary Procedure Whistleblowing</p> <p>[Data Protection policy deferred to next meeting re GDPR]</p> <p>Reviewed by Pupil & Curriculum Committee and recommended for approval:</p> <p>Admissions 2018 2019 Guidance for PE & Changing Arrangements Modern Foreign Languages Swimming</p> <p>All these policies, except Data Protection, were approved, with next review dates to be set by JWS/ CW</p>	<p>CW to note re agenda</p> <p>JWS, CW</p>
16	<p>Governance matters:</p> <p>With no other nominations for Teacher Governor, Sarah Vail (SV) has been re-elected by Staff for a further four-year term – until 15th March 2022.</p> <p>SWe paid tribute to Local Authority Governor Kerry Pitt-Kerby (KPK), who is resigning at the end of his latest term, on 21st May 2018, for his tremendous service in various capacities over some 20 years. She will actively seek potential successors – in consultation with other Governors – for nominating to Dorset County Council which is responsible for appointing LA Governors. <i>(In the absence of any such nominations the Authority may select and appoint its own candidate.)</i></p>	<p>CW to publish result</p> <p>SWe</p>
17	<p>School Development Plan: Not yet “traffic-lighted” by JWS but due to be done soon. Governors may keep themselves informed about this by checking</p>	<p>All Governors</p>

	on GVO in the coming weeks.	
18	Governors' targets for 2017-18: Now incorporated in body of School Development Plan – rather than tagged on at end as in the past. The main thrust at present for Governors to be involved in is the teaching/learning element of the SDP.	All Governors
19	Clerk's briefing: CW drew attention to the “Minute taking” article in Dorset Governor 86, mainly with reference to guidance on whether or not to attribute Governors' names to their comments and questions. Governors did not, however, wish the present style to be changed.	
20	Any other urgent business: School hall floor: This floor, which is under a 20-year warranty, needs re-varnishing. It was agreed that the work should go ahead.	JWS
	The meeting closed at 9pm.	
	Dates of next meetings: Thursday 26th April , in School, for budget approval, at 7pm. Thursday 5th July , in School at 7pm	All governors to note

Action table – 15th March 2018

<u>Agenda item</u>	<u>Action required</u>	<u>Nominated person/Committee</u>	<u>Deadline</u>
30/11 6(a)	Safeguarding Level 1 course	KD	Urgent
6(c)	Clerk's replacement – advertising etc	SWe, AP	April
4/1 6	Tree removals	CW	Urgent
1/2 6(b)	Invitation of County Councillor to visit School	SWe	a.s.a.p.
6(d)	“Sponsorship boards” – seeking advertisers	KW, KD	a.s.a.p.
6(e)	Outside lighting	RO	a.s.a.p.
7	Literacy Book Scrutiny – Tuesday 20th March	All Governors	Immediate
14(a)	Spiritual Garden official opening	All Governors	26th June
14(d)	Nursery Safeguarding issue	JWS	a.s.a.p.
15	Policy updating	JWS, CW	a.s.a.p.
16	Teacher Governor – publicise re-appointment	CW	a.s.a.p.
16	New Local Authority Governor	SWe	a.s.a.p.
17	School Development Plan – “traffic-lighting”	JWS, All Governors	a.s.a.p.
18	Governors' targets on SDP	All Governors	a.s.a.p.
20	School hall floor re-varnishing	JWS	a.s.a.p.