

SHILLINGSTONE CE VA PRIMARY SCHOOL

Minutes of Full Governing Board Meeting
held on Thursday 5th July 2018 in School at 7pm

Present:

Mrs Sarah Weedon, Chairman (SWe)	Mrs Jane Whitehouse-Sharpe, Headteacher (JWS)
Mrs Sarah Baines (SB)	Mrs Julie Barlow (JB)
Mr Paul Clark (PC)	Mrs Kirstin Drake (KD)
Mrs Rachel Oakley (RO)	Mrs Anne Powell (AP)
Mrs Sarah Vail (SV)	Mrs Sally White (SWh)
Mrs Katrina Willey (KW)	

In attendance: Mr Chris Whitfeld, old Clerk (CW)
Mrs Emma Williams, new Clerk (EW)

1	<p>Opening of meeting – with welcome from Chairman and prayer led by AP.</p>	
2	<p>Apologies: None.</p>	
3	<p>Declarations of interest: None for this meeting.</p>	
4	<p>Any other urgent business: School uniform.</p>	
5	<p>Minutes of previous meetings:</p> <p>Minutes of meetings on 15th March and 26th April (budget) approved and signed.</p> <p><i>PC arrived at 7.15pm.</i></p>	
6	<p>Matters arising:</p> <p>From 15th March:</p> <p><u>30th November</u>, item 6 (a) – Safeguarding – all Governors have now completed at least Safeguarding level 1 course.</p> <p>Item 6 (d) – Boundary fences – <i>see item 8 of these minutes.</i></p> <p><u>4th January</u>, item 6 (d) – Sponsorship boards – no progress to date, awaiting decision about size of boards. SWe, KW, KD and JWS to meet on site to discuss measurements. Letter to go to parents to invite applications. Care needed over content of advertisements.</p> <p>Item 6 (e) – Outside lighting – to await erection of new security fencing – particular need for lighting close to defibrillator.</p> <p>Item 7 – Admission appeal – an appeals tribunal decided in the School’s favour, to reject the application. But County Council still pressing case for an “In-Year” admission and seeking legal advice. JWS has heard, however, that the parents have applied to another school, having been unaware of the issues at Shillingstone (Reception class full and lack of staff to cope with their child’s needs).</p>	<p>SWe, KW, KD, JWS</p>

	<p>Item 7 – Hot school meals contract – Local Food Links have won the renewal of their contract. Signing of it awaited.</p> <p>Item 10 – Safeguarding audit – 2018 audit completed; awaiting approval of Safeguarding Governor (PC).</p> <p>From 26th April:</p> <p>Item 9 – Simon Hoare MP visit – all agreed this visit went well, including a “really nice session” with Class 4 children, and he left with an understanding of the issues in School over underfunding of commitments to SEND pupils. However, working with the Department for Education prevented him from saying or doing anything helpful for this and other schools.</p> <p>Previously approved and signed 4th January minutes:</p> <p>Neil Revell, Lead School Improvement Adviser at the Diocesan Board of Education, requested in an email to SWe on 18th May 2018 an amendment to the minutes of the extraordinary FGB meeting of 4th January 2018. He disagreed with the plural references to phone calls and emails and “the tone in the publicly available minutes” which “do not represent the situation accurately.” The minutes reported SWe’s failure to make contact with Mr Revell at a time when Governors were seriously concerned about the School’s finances and were urgently seeking support from the Diocese and from other potentially influential directions.</p> <p>Governors agreed that the minutes should stand, as a fair and accurate record of what was said at an extremely stressful meeting. SWe was instructed to reply to Mr Revell on these lines.</p>	<p>JWS to arrange</p> <p>SWe</p>
7	<p>Headteacher’s report (including Looked After Children annual report):</p> <p>Report on GVO (<i>Head Teacher>Library>Headteacher reports>Summer 2018</i>) read by governors and accepted. At present the School has no Looked After children.</p>	
8	<p>Site security:</p> <p>In the light of current safeguarding concerns, changed since the School was built 10 years ago, County Safeguarding Officer Paul Scothern has recommended the need for security fencing around certain parts of the School’s grounds – preventing unauthorised access to the rear playground and to the Nursery. These recommendations have been forwarded to Diocesan Surveyor Michael Temlets and put out to tender. It is hoped that the work can be completed over the summer holidays to prevent disruption during termtime.</p> <p>The School’s 10% cost of this work is estimated at £1,609.</p> <p>This expenditure was approved unanimously on the proposal of SWe seconded by AP.</p>	<p>JWS to action</p>
9	<p>Chairman’s report:</p> <p>From the latest Chairs Briefing, SWe reported on the Complaints Advice Service that schools have to buy into. The Local Authority no longer has any statutory authority with regard to complaints. However there seemed no point paying for such a service unless it was needed.</p> <p>The briefing also covered what Ofsted was now looking for, such as a broad curriculum; and how Pupil Premium funding is spent, which SWe will discuss</p>	

	with Pupil Premium Governor KW.	SWe, KW
10	<p>School Development Plan:</p> <p>SWe asked how children were producing independent writing on non-core subjects.</p> <p>JWS explained how Quest was exciting the children and generating a passion for working independently on, and writing about non-core subjects such as a river topic and biographical work on a scientist they had been learning about.</p> <p>Defining “independent writing,” SV said where writing was “supported” it could not be described as “independent.” She added that Quest was working well, “but in a different way from what we planned originally.”</p> <p>RO questioned how parents trying to help with handwriting could know how it should look.</p> <p>JWS: A uniform style of writing is used in the lower classes, relaxing to allowing greater freedom in the top class.</p>	
11	<p>Academy status:</p> <p>Following disagreements with the Blackmore Vale Learning Trust (BVL) Steering Group, Okeford Benefice Rector the Rev Lydia Cook organised a meeting for representatives of the Three Okeford schools (JWS, SWe, SWH and AP from Shillingstone) with Deputy Regional Schools Commissioner Hannah Woodhouse and Sherborne Area Schools Trust (SAST) CEO Steve Hillier. This multi-academy trust comprises one secondary and six primary schools and is concentrating on serving North Dorset and South Somerset. The Three Okeford schools would suffice as a “local hub” for SAST, but it could also include possibly Durweston and other nearby schools.</p> <p>The Bridport-based Minerva Trust is no longer an option – favoured by BVL but without consulting the Regional Schools Commissioner.</p> <p>Other suggested options included Poole (as remote as and therefore no better than Bridport); the Blandford Educational Trust (BET) already ruled out; the Salisbury Diocesan and Wimborne trusts (both already too stretched).</p> <p>Thus, SAST is looking the best option. It also has shared interests with BVL. The forthcoming BVL Steering Group meeting (on 11th July) will have further discussions on this option which to date it has seemed reluctant to pursue.</p> <p>SAST is seen to have a clear focus and agenda, and the Gryphon School’s status as a “teaching school” with the funding this attracts enables it to offer support with the latest developments in education, and with accessing grants as well.</p> <p>JWS: We are interested enough to want to find out more.</p> <p>SWH: They cared enough to want to come and meet us all.</p> <p>SWe: We still have to be realistic about what is right for our School.</p> <p>JWS: Joining an academy trust means big changes and losing the autonomy the School has now. But staying as we are, the School would be very vulnerable. Small schools cannot survive on their own with current</p>	

	<p>Government funding.</p> <p>PC: What is meant by a “local hub”? We need to ask Mr Hillier for a clear definition and how he sees it working. We need the full facts and our eyes wide open.</p> <p>PC also suggested (<i>under Finance & Resources Committee report</i>) asking Mr Hillier how he would deal with the School’s forecast deficit budgets over the coming years.</p> <p>The need was agreed for a further presentation to all Governors and staff before deciding whether to continue down this road.</p>	<p>SWe, JWS to arrange</p>
12	<p>E-safety:</p> <p>SV has attended County training on e-safety and reported back to staff. With this and the recent Anti-bullying Week the School is fully compliant with e-safety, and the children have a really good understanding about it.</p> <p>The Bullying policy does, however, need re-writing.</p> <p>One e-safety issue, <u>outside</u> School, has been dealt with and recorded.</p>	<p>SV/JWS</p>
13	<p>Committee reports:</p> <p>(a). Finance & Resources (<i>27th March, 24th April, 19th June</i>) – AP presented these minutes and reported that the cumulative surplus for 2018-19 was now estimated at £17,032 thanks to a brought-forward surplus of £42,402 being £25,000 more than had been expected. However, she drew attention to DCC Schools Finance Manager Vanessa Eddy’s warning that forecasts of deficits in 2019-20 and 2020-21 were not acceptable.</p> <p>Governors agreed that initiating a staffing review would not be good for morale, and that following County advice was not essential since their and the School’s financial forecasts can change completely.</p> <p>The F&R Committee will continue constant monitoring of the School’s financial situation.</p> <p>(b). Christian Ethos (<i>12th June</i>) – JWS presented these minutes and reported that the SIAMS toolkit had changed completely. Work has started already on preparing for another SIAMS inspection even though one is not expected before the Autumn term 2019 at the earliest.</p> <p>A “vision-building” half INSET day – open to all Governors – is planned for the morning of Tuesday 4th September.</p> <p>(c). Pupil & Curriculum (<i>25th June</i>) – SWe presented these minutes, highlighting discussion on the spending and impact of PE grant funding. One idea to promote participation and competitiveness is an appeal to parents with the relevant skills and time to help with coaching in various different sports.</p> <p>Relating to Ofsted challenging schools now to offer a broad curriculum, SWe suggested a switch back from Governors being linked to year groups to focusing on different subject areas.</p> <p>SV: This had worked well in the past. With Link Governors, teachers knew whom to turn to but the Governors performed less as “critical friends” than when taking responsibility for specific subjects.</p>	<p>All Governors to note</p>

	<p>It was agreed that from September Link Governors should revert to Subject Governors – the subject areas to be advised by JWS.</p> <p>(d). Nursery Liaison Group (9th May) – JWS presented these minutes and reported satisfaction with the Nursery’s finances. A number of maintenance issues have been raised and are being dealt with.</p>	<p>JWS. All Governors & EW to note</p>
14	<p>Road safety:</p> <p>A letter has been received from a parent who is extremely concerned about “reckless driving” by other parents – accepting this is not the School’s fault but suggesting the need for Governors and Staff to take some responsibility. He has offered a number of ways of addressing the matter including “Go slow” signs on the entrance gate and in Augustan Avenue, flashing warning lights at the pedestrian crossing points, and speed bumps.</p> <p>Other ideas considered by Governors:</p> <ul style="list-style-type: none"> • 5mph signage in the School grounds; • “No parking” signs at the drop-off area; • A chicane barrier at the end of the footpath from White Pit, by the school entrance; <p>Potential dangers caused by children on bicycles and scooters were also raised, particularly when the children come out of School and are waiting to go home.</p> <p>JWS will seek advice from County Highways Officer Paul Thatcher, and assistance with signage. She will also write immediately to parents about these accident risks, and insist that cycling helmets must be worn, and cyclists must dismount at the school entrance.</p>	<p>JWS JWS/SWE to reply to parent</p>
15	<p>Governance matters:</p> <p>(a) Mrs Rachel Oakley was congratulated on being re-elected unopposed as a Parent Governor for a further 4-year term, to 22nd June 2022.</p> <p>(b) Local Authority Governor vacancy to be held in abeyance until School’s academy status position clearer.</p> <p>(c) Warm welcome to new Clerk to Governors Mrs Emma Williams, and farewell to retiring Clerk Mr Chris Whitfield.</p>	
16	<p>Policies for approval:</p> <p>Recommended for approval by Finance & Resources Committee:</p> <p>Accident and Reporting Charging and Remissions Data Protection (reflecting awareness of GDPR) Fairness and Dignity at Work</p> <p>Recommended for approval by Pupil & Curriculum Committee:</p> <p>Appraisal (Teachers) Ensuring a Good Education (for children with health needs) Home School Agreement</p>	

	<p>SEND Single Equality Very Able and Gifted Pupils</p> <p>All approved. JWS & CW to set next review dates and update GVO.</p>	JWS & CW
17	<p>Clerk's briefing:</p> <p>Detailed information from Governor Services about GDPR, and advice on governing boards' structure, recruiting, etc, passed to new Clerk for her attention.</p>	EW
18	<p>School uniform:</p> <p>Possible change to School uniform requested by some parents – i.e. from white polo shirts to pale blue – not accepted.</p>	
24	<p>Dates of next year's FGB meetings:</p> <p>Thursday 13th September (admin). Rest to be circulated in near future.</p> <p><u>Committee dates</u> to be set provisionally by present Committee Chairmen, and inform the Clerk.</p>	Committee Chairmen, and EW please note
	<i>The meeting closed at 9.30pm.</i>	

Action table – 5th July 2018

<u>Agenda item</u>	<u>Action required</u>	<u>Nominated Governors/Committee</u>	<u>Deadline</u>
	<u>FGB meeting 15th March 2018:</u>		
6	Sponsorship boards on School fence	SWe, KW, KD, JWS	a.s.a.p.
6	New hot school meals contract signing	JWS	a.s.a.p.
6	Response to Mr Neil Revell's request	SWe	a.s.a.p.
	<u>This meeting:</u>		
8	Security fencing	JWS	a.s.a.p.
9	Pupil Premium spending	SWe, KW	a.s.a.p.
11	SAST presentation to Governors & Staff	SWe	a.s.a.p.
13	Vision-building INSET half day – Tuesday 4th September	All Governors	4th Sept
13	From Link back to Subject Governors	JWS (all Governors & EW to note)	FGB 13th Sept
14	Road safety	JWS, SWe	a.s.a.p.
16	Policy reviews and GVO updates	JWS, CW	a.s.a.p.
17	Clerk's briefing – GDPR & Governor information	EW	Not applicable
24	Next year's Committee dates	Committee Chairmen, EW	New academic year
Also	Chairman, Vice-Chairman nomination requests – EW to email all Governors in August	All Governors, EW	Mid-August