

SHILLINGSTONE CE VA PRIMARY SCHOOL

Minutes of Full Governing Board Meeting
held on Thursday 13th September 2018 in School at 7pm

Present:

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

In attendance: Mrs Emma Williams, Clerk (EW)

1	<p>Opening of meeting – with welcome from Chairman and prayer led by AP.</p>	
2	<p>Apologies: Mrs Sarah Baines</p>	
3	<p>Election of Chairman: Mrs S Weedon nominated for Chairman by AP and SWh. On secret ballot Mrs S Weedon elected chairman.</p>	
4	<p>Election of Vice Chairman: Mrs Sally White nominated for vice chairman by AP and SWe. On secret ballot Mrs Sally White elected as vice chairman.</p>	
5	<p>Any other urgent business (to be considered later):</p> <ul style="list-style-type: none"> a) Traffic Calming b) JWS invite to apply to LLE 	
6	<p>Committee Structure for 2018-2019, appointment of Chairman, Clerks, members and Terms of Reference: See details below As per discussion at FGB on 5th July 2018, JWS has discussed with staff regarding link Governors to subject. Staff agreed this was a good idea and will help Governors gain a better understanding. JWS to consult with teachers and agree plan on how link will work best</p>	JWS
8	<p>Appointment of Governors for Heads Performance Management review See details below</p>	
9	<p>Declarations of interest: No declarations of interest for this meeting</p>	
10	<p>Review of:</p> <ul style="list-style-type: none"> a) Standing orders Reviewed and accepted b) Code of Conduct All present have signed 	

c) FGB Terms of Reference

Reviewed and accepted

d) Emergency Committees Terms of Reference

AP suggested as per agreement last year to not have a named member which was agreed by SV as depending on circumstances who will be included. It was therefore agreed to have a named convenor. AP suggested SWe which was agreed and approved by all.

e) School Development Plan

JWS has completed 1st draft which has been sent to staff and will be discussed at meeting next week.

This new plan is looking at OFSTED framework and includes the key areas: outcomes, teaching and learning, behaviour and welfare of pupils, early years section.

SIAMS framework has been completely changed. JWS to attend training in October regarding this.

Staff and AP attended an inset day lead by Lydia Cook regarding the vision statement for the school, what the school is looking to achieve over the next couple of years and to under pin this with a biblical link.

JWS advised that school moto 'growing together, together we learn' will remain.

Key points the school are particularly focusing on in the development are: Supporting families, celebrating diversity and making a change in pupils own lives and the wider community.

SV stated this is very exciting and will provide staff with a clear focus.

JB raised concerns 'will key values stay the same?'. JWS assured that collective worship and start to the school day will remain linking to key values.

1st draft to be circulated to Governors next week.

f) Self-Evaluation Form

JWS to update with latest data

SATS data

Key Stage 2 attainment

Reading 86% age range expected
28% higher national standard

Writing 93% age range expected
43% higher national standard

Maths 86% age range expected
43% higher national standard

Reading, writing, maths combined 71% age range expected
21% higher national standard

SPAG 100% age range expected
43% higher national standard

Key Stage 1 to Key Stage 2 Progress

Reading -1.4

Writing 1.7

Maths 0.8

JWS

	<p><u>Key Stage 1 Results</u></p> <p>Reading 67% age range expected 27% higher national standard</p> <p>Writing 67% age range expected 27% higher national standard</p> <p>Maths 73% age range expected 27% higher national standard</p> <p>Phonics 80% age range expected</p> <p>SWe congratulated JWS and SV for all the staff's hard work. SV stated consistently across the board had contributed to very good results. Feedback from Sturminster Newton High School is that the pupils are very well rounded.</p> <p>g) Child Protection Policy JWS stated Local Authority has changed some of its guidelines. Policy has been updated but JWS needs to circulate to staff asap. SWe questioned whether all staff are aware of designated leads and contact numbers. JWS advised that all staff were updated and advised on inset day training. Accepted and approved by all</p> <p>h) Attendance Management Procedure 2018 AP has commented on GVO. JWS to check comments. Policy approved.</p> <p>i) Code of Conduct Policy Approved by all.</p>	
11	<p>Review of Governors terms of office: EW reported that SWe term on office due to be completed 01/02/19</p>	
12	<p>Review of Governor training:</p> <p>All governors up to date with safeguarding training. EW will continue to send Governors details of any courses which may be relevant.</p>	
13	<p>Academy status:</p> <p>JWS and SWe met with Steve Hillier at the end of last term. He feels there is definitely potential to work with Child Okeford and Okeford Fitzpaine. John Donnelly, Chair of Sturminster Newton High School steering group also had a meeting with Steve Hillier at the end of last term. A letter was received from Mr C Whitfield raising concerns regarding becoming a small hub. This was discussed and Steve Hillier recommended a leader would be required to lead this hub.</p> <p>Steve Hillier has clear vision of 3 benefice schools but not to exclude other local schools, but at present SAST will be looking to move forward with the 3 Okeford schools.</p>	

	<p>PC raised concerns ‘what else is also included in this vision? Will school lose its individuality?’</p> <p>JWS reiterated the pressures financially on small schools in the current climate and their ability to survive, ultimately the reason why hubs are being considered. AP commented that Shillingstone could potentially have the facilities to expand should the need arise. PC ‘Shillingstone has the potential to be the driving force’.</p> <p>Next steering group meeting to be 1st October 2018.</p>	
14	<p>SAST Meeting:</p> <p>Proposed dates are Tuesday 25th September 2018 and Tuesday 9th October 2018. This is for all 3 benefice schools to attend Shillingstone, Child Okeford and Okeford Fitzpaine. Governors voted 9 in favour for meeting to be Tuesday 9th October 2018 at Shillingstone School. This will be fed back by SWe.</p>	SWe
15	<p>Any Urgent Business:</p> <p>Traffic Calming:</p> <p>SWe has advised that the sleeping policeman is now in place, JWS has liaised with Highways Agency and has taken advice. A sign stating ‘5MPH’ is currently on order and there are other things in the pipeline but this depends on budgets.</p> <p>JWS has also taken advice regarding parking in the drop off zone. KD asked JWS if she has spoken to consistent offenders. JWS advised that she has done this and will continue to do this. JWS to write to parents regarding this.</p> <p>SW raised concerns regarding Augustan Avenue and parking/child safety. SWe agreed to contact the Parish Council regarding this.</p> <p>PC also suggested contacting the Housing Association regarding residents parking on the pavement creating safety issues.</p> <p>RO reminded all regarding children wearing appropriate cycling/scooting gear and not to cycle/scoot on school grounds. JWS to send out reminder to parents.</p> <p>Update regarding fencing: JWS has contacted the diocese regarding funding and has made an application to SCA. As fencing is a safeguarding issue it is high on the agenda and JWS will hear back in January whether application is successful. She proposed to fund £2000 from DFC but the Governors will still need to find 10% contribution.</p> <p>JWS invite to apply to be an LLE (Local Leader for Education):</p> <p>SWe advised that JWS has received an email inviting her to apply to be an LLE. The role involves being a leader in supporting local schools which may be struggling in a particular area that JWS can advise and support in. PC commented that this was great and JWS commented that it could place school in stronger position. JWS reiterated her commitment to the school and her priority is to the school and to her teaching role. JWS advised that the school will be compensated for her time and she will find out who is responsible for this.</p> <p>Well done to JWS. Governors unanimously agreed and supported.</p>	<p>JWS</p> <p>SWe</p> <p>JWS</p>
	<i>The meeting closed at 8:50pm.</i>	

Shillingstone CE VA Primary School
Committee Structure and Membership for 2018-2019

Finance & Resources – Budget/SFVS/Best Value/Staff pay & performance management, personnel, buildings maintenance, health & safety, etc. (Quorum 3)

Anne Powell (Chairman)

Jane Whitehouse-Sharpe (Headteacher)

Sarah Baines* (Clerk)

Paul Clark

Julie Barlow (Reserve Clerk)

Rachel Oakley

Kirstin Drake

(Jane Stickland, Finance Officer)

*agreed to discuss at next meeting and finalise.

Pupil & Curriculum – Teaching & Learning/Curriculum/Assessment/SEN/Equality & Diversity, and relevant policies. (Quorum 3)

Sally White (Chairman)

Jane Whitehouse-Sharpe (Headteacher)

Sarah Weedon (Clerk)

Sarah Vail

Katrina Willey

Sarah Baines

Christian Ethos Group (Quorum 3)

Rev Lydia Cook (Chairman)	Jane Whitehouse-Sharpe (Headteacher)
Anne Powell (Clerk) All Foundation Governors	Nicky Bray (RE Co-ordinator)
Head's Performance Review (<i>Quorum any 2</i>)	
Sarah Weedon Sally White	
Pay (Head's pay review) (<i>Quorum 2</i>)	
Paul Clark	Kirstin Drake
<p>Pupil Discipline (<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>)</p> <p>Pupil Discipline Appeals (<i>2 governors, 1 independent member.</i>)</p> <p>Staff Dismissal (<i>At least 3 governors, excluding those with an interest.</i>)</p> <p>Staff Dismissal Appeals (At least 3 governors, excluding those with an interest and any on Staff Dismissal Committee.)</p> <p>Admissions (<i>At least 3 governors.</i>)</p> <p>Admissions Appeals (<i>County Authority to appoint members.</i>)</p> <p>Governors appointed to convene any of these committees as necessary: Sarah Weedon, Sally White. (<i>Paul Clark has had experience of pupil appeals.</i>)</p>	

(FGB>Library>Governor information>Link Governors)

Link Governors for 2018/2019

Numeracy Anne Powell

Literacy Sarah Weedon & Sally White

Science Julie Barlow

PE Rachel Oakley

Quest Katrina Willey

RE Ethos Group

Computing Kirstin Drake

Governors with Special Responsibilities

Safeguarding & Looked After Children Paul Clark

Special Educational Needs Sally White

Equality & Diversity Paul Clark

Health & Safety Rachel Oakley

Pupil Premium Katrina Willey