



THORNER'S CE VA PRIMARY SCHOOL, LITTON CHENEY

**Minutes of Full Governing Board meeting held on Monday 11 February 2019
at 5.30pm at Thorner's School, Litton Cheney**

Present: *Foundation Governors:* Helen Jones HJ (Chair), Tony Taylor TT from 5.35pm, John Vercoe JV (Vice-Chair), Caroline Morrish-Banham CMB, Nicola Miller NM
Parent Governors: Hazel Hetherington HH, James Sharpe JS
Staff Governor: Mike Sitch MS
Authority Governor: Peter Strange PS

In attendance: Natalie Green NG (Clerk)

1 Welcome and Prayer

HJ welcomed all present and JV opened the meeting with prayers.

2 Apologies

These were received and accepted from Heather Goffee HG.

3 Register of Governor's Business Interests

There were no business interests conflicting with items on the Agenda.

4 Minutes of Meeting on 19 November 2018

The minutes of this meeting were unanimously agreed as a true record.

5 Matters Arising

Item No	Action
6 (7)	Draft new committee structure, link governor roles and governor monitoring schedule - COMPLETED
6 (9)	Discuss setting up a Governors Share Point on Office 365 with Iain Cowper - OUTSTANDING
6 (12)	Report further on Section 128 Clearance for Governors following query to Governor Services - CLOSED
10	HJ to send NM link to Safer Recruitment training and NM to complete it. - NM had checked out online offering and would send the link to JC. The costs of training were approved. ONGOING
10	HJ to advise MH about Nexus document on SCR - CLOSED
16	Complete application to Local School Nature Grant Scheme - COMPLETED but unsuccessful due to the rural nature of the site.
16	Compile list of parameters for DA and consult JC - on agenda
16	Subject to above, NM to approach potential sponsors for DA - on agenda

There were no other matters arising that would not be covered by the Agenda.

6 Chair's Report & Correspondence

HJ referred to the pleasing festive events at the close of the last term.

She noted last term's Category 2 grading from the LA related to progress in Reading. Following a visit from the Senior Area Advisor, the school had been re-categorised to Category 1 because progress was deemed to have been made with reading and there were no areas for concern.

The week before the meeting there had been a school closure due to snow, followed by an Ofsted inspection. The report was awaited and HJ recorded her thanks to JV and PS for meeting the inspector with her, adding that she was very grateful for their support. It was felt that it was still appropriate to go ahead with Peter Farrington's session on 25.2.19 as this was expected to set the GB up well for future inspections.

At the last SIG meeting one of the main topics intended for discussion was possible actions to attract more pupils but in the light of JC's report on the number of applications for next September this was thought to be unnecessary at the moment. Thorners was currently first choice for 18 out of 25 applications for Reception. Therefore further accommodation would be required for EY. An application had already been made to the Diocese for funding. Reception would also require increased staffing with the current teacher increasing to one FTE plus a TA. In addition, as numbers pan out, there would possibly be 33 children next year in Eggardon & governors needed to be aware of this as the Admissions Policy stated a maximum of 30 in a class. MS added that there would still be a high pupil to staff ratio and governors agreed this. **Q/C Governors asked about Health & Safety considerations for the new covered outdoor space for Fledglings, which TT had asked a contractor to quote on.** JC said this not subject to fire regulations. The Diocese would look at the plans and give any approvals needed. Funding would come from the school budget and once JC knew the costs she would look at TSA support, or fundraising options. **Q/C Governors asked if the increase in pupils numbers was included in the Outturn, which JC confirmed.**

HJ referred governors to an article in Dorset Governor on 'Tackling Disadvantage in Early Years'.

HJ informed governors of some communications received by Parent Governors which may result in using a more formalised process.

7 Attendance

HJ reported that this had slipped a little below the Autumn Term figure of 96%, this term due to illness and term time holidays. This required vigilance in ensuring it returned to over 96% quickly.

8 Ethos

HJ reported that the school Ethos Committee had that day performed their assembly on Truthfulness. The Communications and Ethos committee were examining the new SIAMs requirement. HJ and HG had met with Kate Smith, responsible for RE, to discuss the initial steps of expanding the Vision statement and had agreed to meet monthly to push this forward.

Class Celebration Assemblies: HJ noted dates and asked governors to cover these.

9 Safeguarding

HJ reported that the school's Safeguarding Audit had now been agreed by DCC and had been circulated. The Ofsted inspector had been very diligent in relation to Safeguarding and the children had stressed how safe they felt in school. Three new governors were yet to complete Safeguarding Level 1 training but the next local course would not be until June 2019 and the Clerk had informed these governors of the date.

HJ said that she would like to record the GB's thanks to Marion Harp for her hard work in preparing for and during the inspection as well as carrying out her normal daily duties. The Single Central Record was deemed to be 'Excellent'. Everyone worked hard on the day and the children were very communicative with the Inspector. This was re-iterated by JC.

The next SIAMS inspection is expected in the Autumn Term 2019.

10 Vice Chair's Report

No report.

11 Collaboration Report

Included in Headteacher report.

12 Headteacher's Report

The report had been previously circulated. JC noted that there had been a Parents Evening as well as the Ofsted inspection. She remarked that the children were enjoying the after-school dance sessions. There were no further questions.

13 Policy Adoption

The CCTV, Charging and Remissions, Data Protection, Volunteer and SEND policies had been circulated prior to the meeting. Issues around the CCTV policy were discussed but it was noted that this was a data protection issue. The SEND and CCTV Policy formally adopted by the FGB. Other delegated policies had been approved in committee and were for governor information.

14 School Development Plan

This would be revisited following Peter Farrington's visit.

15 Health & Safety

JV noted that a report would be due at the next FGB. JC noted issues with drains which would be resolved.

16 Finance & Premises Committee Minutes

The meeting had taken place later than planned due to the Ofsted inspection. JV reported that the Period 10 figures were as expected and slightly under budget for the time of year. No virements were needed this time. JV noted the Inventory check and some older laptops had been written off. A value for money review for contracts had been completed and the contracts schedule review done. The current provider of Absence insurance had been retained as they provided the most competitive quote. The Forecast Outturn to be submitted by the end of February 2019 was £373,598 - this was signed off.

JS and JV had surveyed the Discovery Area and had identified areas of maintenance which could be contracted out on a regular basis to keep things to a minimum standard in terms serviceability and safety, and additional projects being work party led. JV, MN and JS will take the matter forward including stakeholder liaison. JS would share his report with governors. TT noted that the temporary ties were performing well on the Saxon Hut but TT was still waiting for specialist ties and may need to purchase them. He added that it was okay for children to use the hut provided that teaching staff were present.

17 Committee Reports

Covered in Chair's report.

18 Governor Monitoring and Reports

The ICT (HH), Numeracy (CMB), Music (NM), Literacy (PS) and Geography (HH) reports had all been received and there were no further comments. HJ thanked the relevant governors.

19 Review of Governors' Action Plan

This would be revisited following Peter Farrington's visit.

20 Clerk's Notices

Training was discussed and NG asked governors to examine the list of courses provided in the termly Dorset Governor magazine and let her know which courses were relevant to them. She would then book the place.

21 Any Other Business

CMB noted that she was bringing her dog into school and children read to him on a 1:2:1 basis. A goat would also be visiting shortly.

22 Date of Next Meeting: Monday 1 April at 5.30pm

There being no further business, the meeting closed at 7.16pm

Item No	Action	By Whom	Date
5 (6 (9))	Discuss setting up a Governors Share Point on Office 365 with Iain Cowper	JC	ASAP
16	NM, JS and JV to meet to discuss DA actions and report back.	NM, JC, JV	ASAP