



THORNER'S CE VA PRIMARY SCHOOL, LITTON CHENEY

**Minutes of Full Governing Body meeting held on Thursday 27 June 2019
at 5.30pm at Thorner's School, Litton Cheney**

Present: *Foundation Governors:* Helen Jones HJ (Chair), Tony Taylor TT from 5.38pm, John Vercoe JV (Vice-Chair), Nicola Miller NM from 5.45pm, Heather Goffee HG from 5.37pm, Caroline Morrish-Banham CMB
Staff Governor: Mike Sitch MS
Headteacher: Jyotsna Chaffey JC
Parent Governors: Lisa Metcalf LM, Hazel Hetherington HH

In attendance: Natalie Green NG (Clerk)

1. Welcome and Prayer

HJ welcomed all present especially new governor LM and JV opened the meeting with prayers.

2. Apologies

These had been received and accepted from Peter Strange (PS) and James Sharpe (JS).

3. Register of Governor's Business Interests

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

4. Minutes of Meeting on 26 April 2019

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

5. Matters Arising

Item No	Action
5 (6 (9))	Discuss setting up a Governors Share Point on Office 365 with Iain Cowper at SIG Meeting - JC had set up school emails for all governors. NG said that she had been able to set up a Sharepoint for governors without IC's input but JC reported that IC had visited school to do this. JC would send NG IC's email so she could investigate. ONGOING
6	Check with Governor Services on numbers attending the forthcoming training event in school - CLOSED
16	Check ownership of land at southern boundary of DA and secure the boundary – JV reported that the boundary was now secure. COMPLETED
18	Submit PE and Bredy Reports - COMPLETED

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

6. Chair's Report and Correspondence

HJ noted that this was HH's last meeting. She thanked her for her valuable contribution to the GB and presented

her with a small gift which HH very much appreciated and noted that it was real privilege to serve as a governor and that she had very much enjoyed the role.

HJ noted that following on from Peter Farrington's course on 'Preparing for Ofsted 2019 onwards' governors attended one of two courses either 'The Role of the Link Governor' or 'The School Development Plan' (SDP). Governors who had attended both courses joined the recent SIG meeting called to discuss future actions and notes from this meeting had been circulated. It was decided that considering the workload of staff and governors, the GB already covered many of the areas suggested for link governors. In addition, it was considered that a report template for all reports did not fit the GB's requirements, but advice would be given concerning drafting reports. Since reports should refer to both the SDP and Subject Action Plans (all circulated at the start of the academic year) it was decided that governors would meet with staff to briefly discuss Subject Action Plans in the Autumn term. This would have the purpose of boosting governor's overall understanding of their relevance to reports. It was also considered that the GB already followed the principles of advice given at the SDP training, and once recent additions were embedded in terms of reviewing progress, no further action would be taken at the present moment.

HJ noted that NG was in the early stages of developing a secure Sharepoint for governors. She urged governors to log on, noting that it should streamline work for all. She had uploaded the latest Dorset Governor magazine to the Sharepoint and noted the new Governor's Handbook. New requirements included the need for the GB to engage meaningfully with parents & carers and to be able to demonstrate how their views had influenced GB actions. There was also clarification that governors needed to have enhanced criminal record certificate from DBS and for schools to check that they were not disqualified from serving due to being subject to a Section 128 direction. JC confirmed that this was in place already. HJ noted updated information on Complaints. NG mentioned that Governor Services were seeking feedback on the Dorset Governor magazine as it was subject to review. Governors noted that the page on what to cover that term was valuable, and would prefer shorter 'snippets', feeling that the current content was too lengthy.

Correspondence: HJ noted a publication from the National Association of Small Schools which contained interesting material supporting small schools and included a note about a small school within a MAT which was facing closure as two schools had been amalgamated. HJ noted that this aligned with earlier GB concerns during MAT considerations.

7. Attendance

HJ reported that this remained below the National expected level at 95.5%, which was disappointing. Of the absences, 3.2% was due to illness & medical appointments, 0.1% was authorised & 1.2% was unauthorised. Fewer parents were taking holidays in term time but those who did were taking children out for longer. JC added that Dorset Council (DC) would be informed of 10 or more sessions (one week) absences in a 12-week period and that penalty notices were likely to be issued. A chart produced by DC on KS2 results had been circulated to parents to show the importance of regular attendance. JC said that the school was now in the fourth quintile in terms of attendance and low attendance could trigger Ofsted concerns. A discussion followed on this and governors noted the value of making parents aware of the broader implications of absence to the school and the value of children's education and experience. JC noted that absence due to illness had been high recently. **Q/C A governor asked if there were any comparisons with previous periods in terms of illness, and JC said that this was not discernably different.** HJ noted that the Bridport Pyramid HTs had met to discuss joint action from September 2019.

8. Ethos

HG had circulated notes on the School Ethos Council (SEC) and other ethos related matters. She reported that the council was looking at how to extend the work the SEC did to contribute to the SIAMS process and to the school vision. She noted that the SIAMS framework self-evaluation had been examined and discussed, with an emphasis on the Church of England vision for education noted within it. Governors added that the process placed more demands on Foundation Governors in terms of impact on the whole school community and that they looked forward to clergy leadership when the new rector was installed. Values and vision needed to be embedded in biblical context. Evidence of vision and values had been identified but HG noted that it was a large and somewhat daunting task and the challenges therein were discussed. A governor noted the need for inclusivity within the Christian character of the school. HJ thanked HG for her report.

9. Safeguarding

JC had circulated the Best Practice Guidance 2018-9 and noted that the school was compliant. HJ also mentioned that DC had circulated the summer Safeguarding newsletter to DSLs and the contents had been noted.

10. Vice Chair's Report

JV had attended the most recent Chairs Briefing and noted the content:

It was reported that money taken from Maintained Schools and given to High Needs Block will be returned to Maintained Schools. The Local Authority is working on a new strategy for getting the High Needs Block out of the financial hole it is in.; the new Ofsted framework was being trailed and teacher workload and welfare would be looked as a success rating of a school; Dorset Council performance in terms of disadvantaged and KS2 results was not good enough, and boys writing, girls' maths and disadvantaged pupils were the key priorities.

John Twigg reported on an ongoing Permanent Exclusions workshop looking at the high incidents of permanent exclusions in Dorset schools. Emerging themes were that early interventions in EHC Plans will help children and help the budget; transport is a big element in the budget and is poorly managed; opportunities to prevent exclusion of boys are being missed; 87% of exclusions at primary Schools are boys and the main reason is persistent disruptive behaviour.

Inspiring Dorset careers service had presented. Volunteers from all areas of working life were engaging with children and focused on preparing them for the world of work. The service was primarily for years 7 -13 but there was a stream called Primary Futures which was aimed at primary school children. A governor commented on what schools could and could not influence, whereas society was more the issue.

11. Collaboration Report

This had been circulated previously. **Q/C Governors asked about the Lesson Study on Maths.** JC said that Thorner's was the only school in the Collaboration using Maths No Problem, which was going very well. Therefore, JC felt that it was not necessary to attend the Lesson Study, which MS supported.

12. Headteacher's Report

The report had previously been circulated and JC highlighted the following:

In terms of staff changes, Mrs Biggins would commence maternity leave in September and NQT Mr Gall would cover her absence. Mr Gall had been working in school as a trainee teacher and was noted by JC as very effective. **Q/C Governors asked if JC would continue teaching for one day a week.** She confirmed that this would continue as NQTs needed a day out a week. As higher numbers were expected in Reception in September 2019, interviews had taken place for a TA and the school had appointed an excellent candidate who was possibly looking to undertake teacher training in the future. A member of the Fledglings team was leaving and would be replaced with another excellent candidate undergoing teacher training. JC added that Kate Smith and Julie Keefe the pre-school manager worked very well together and had taken part in the recent recruitment.

JC noted that the Diocese had refused funding for extending or rebuilding the current space used by Reception. JC had checked with DC who had also said that they could not support an extension. The covered outdoor space, using a marquee outside Fledglings and a story tent in the field, would however go ahead. JC added that there would also be some 'astroturf' installed during the summer. She described how the space would be managed differently to accommodate all the children.

The number on roll was likely to be around 85 next year.

JC mentioned that teacher trainees were working well together so next year two would be attached to school, one based in Eggardon and one in Chesil. **Q/C Governors referred to JC assisting in training new SEPs and asked what the impact would be on her time.** She replied that one afternoon had been needed for this and she had already done this.

13. Policy Adoption

The Financial Procedures and Scheme for Governors Allowances were delegated to the Finance & Premises committee and had been circulated for governor's information. The Complaints, Attendance Management, Behaviour and Stress Management Policies had previously been circulated and were agreed as adopted by the FGB. Delegation had not been possible due to the Staffing & Curriculum meeting not having taken place prior to the FGB. JC noted the key changes the Complaints Policy.

14. School Development Plan

HJ said that progress would be reviewed next term. **Q/C A governor asked about expanding the RE section to state that the school was working towards the SIAMS inspection.** JC said that this would be acted on when the new SDP was formulated in September 2019. MS noted the NPQH programme he was currently undergoing which was being run by the Salisbury Diocese Board of Education and mentioned the vision and values work which formed part of the content.

15. Health & Safety

An inspection had been completed on 6.6.19 by JS and JV and the report had previously been circulated, with no major issues reported. JC said that a skip would be ordered, and obsolete items would be disposed of. Some maintenance jobs had been identified and would be referred to the Handyman or held over to the next SCA bid as appropriate. JC noted that the pool cover needed replacing and a quote had been obtained of around £1k. In addition, some paving slabs around the pool needed to be re-set.

16. Finance & Premises Committee Minutes

The committee had met on 18.6.19 and the Minutes had been previously circulated. Period 2 figures had been examined and there was not a great deal to report on in terms of profiling at this early stage. JV noted that the budget would be tight this year due to the school being in a licenced deficit situation. The Outturn was due to be submitted which broadly aligned with the budget, with JV noting increased payments for Mid-Day Supervisors and an increased SLA contribution to the Diocese. Teaching costs had been reduced as a result of a Government Grant to mitigate the cost to schools of the increase in employer contributions to the Teachers' Pension Scheme. The net result was to decrease the deficit from £16310 to £15056. The Outturn was agreed and signed off.

17. Committee Minutes

No further reports

18. Governor Monitoring and Reports

HJ noted that recent reports had been effective, focussed and enjoyable to read and showed the benefits of recent training. She thanked those governors who had submitted them. **Q/C A Governor asked a question on the SEND report in terms of offering progress update sessions to parents.** MS said that fewer parents had taken this up due to there being less children with SEND. This term was quieter due to there being a scheduled meeting in the Autumn term. **Q/C A Governor asked about the Pupil Premium report in terms of gaps in achievement.** JC said that she had no concerns about the children in question. The Literacy report noted that minor improvements were addressed quickly by staff. The Maths report linked well with a Maths lesson observation in Bredy. **Q/C In relation to the PE Report, a governor asked about continuation of Sports Premium funding.** MS said that this was expected to be the same as this year at around £16k. TT would look at the Eco Schools shortly. HJ noted that Kate Smith was somewhat overloaded in terms of reporting and this needed to be reviewed in September. HJ noted reflection on how helpful the recent link governor training had been, and governors said that they found it to be very useful.

19. Review of Governor's Action Plan

This would be reviewed next term.

20. Clerk's Notices

NG had attended the termly Clerk's Briefing and had sent a briefing note to HJ. She outlined key input from Peter Farrington on the new Ofsted Framework, some best practice around agendas and governor training issues.

She also mentioned preparation for the September 2019 Business Meeting, Chair and Vice Chair Elections and delegation of Terms of Reference to committees, link governor roles and committee membership. She added that any governor, except for Staff and HT, could stand as Chair and Vice-Chair and that the Vice-Chair role could be shared. She would be inviting self-nominations shortly, describing a number of problematic options if no governor were to stand as Chair. HJ noted that her term of office as Foundation Governor would expire in October 2019. Pending the installation of the new rector, there was no-one available to give a reference at present so HJ would not deal with the renewal papers until September 2019. HJ said that she would step down as Chair following the expected SIAMS inspection.

Governor Training Records had been included in the FGB pack and NG asked governors to notify her of training completed.

21. Any Other Business

HJ mentioned the end of term staff lunch which governors had joined on previous occasions. HJ would not be available and asked governors how they felt about continuing. It was decided that governors would not join staff this year.

HJ asked the Clerk to resend the meeting dates for next year.

8 Date of Next Meeting: Monday 23 September 2019 5.45pm

There being no further business, the meeting closed at 7.20pm

Item No	Action	By Whom	Date
5	NG to contact IC about Sharepoint set up	JC/NG	ASAP
18	Submit Eco-Schools Report	TT	ASAP
21	Send invitations to governors to self-nominate as Chair and VC	NG	By next end of term
21	NG to provide list of meetings for 2019/20	NG	ASAP