

**Powerstock CE VA Primary School**

*Learning together to be the best that we can*

**Minutes of the Full Governing Body Meeting held in school at 4:30pm on**

**4 October 2022**

**Present**: Joanna Moss JM, David Jones DJ, Louise Greenham LG (Headteacher), Gill Butler GB, Elizabeth Rutherford ER, Baffy Turner BT, Tim Connor TC

**In Attendance**: John Alexander JA (Clerk, via Teams), Anna Seal AS (Item 1 only).

The meeting was chaired by the Clerk until *Item 8: Chair and Vice Chair Election.*

**Q/C = Question/ Challenge.**

1. **Welcome and Prayer**
JA welcomed all to the meeting, and LG gave the opening prayer in CG’s absence. Prior to commencing the business of the meeting, DJ presented AS with a bouquet of flowers to thank her for her service as Staff Governor, as she had now stood down. A bouquet was also presented to JM, who had stood down as Chair and Foundation Governor, and had now been nominated unopposed as Staff Governor, as she had recently been appointed as School Finance Officer and Secretary.
2. **Apologies**
Rev. Chris Grasske CG, Amanda Montague AM, Wendy Morris WM
3. **Minutes of 28-6-22 FGB**
GB asked for a correction to the minutes to show that she would be standing down in April 2023, not May as stated. The minutes were otherwise agreed as a true record. **ACTION: JA to amend minutes.**
4. **Matters Arising and Action Plan**
5. *LG and JM to further consider the ideas for promotion of the school as detailed*: COMPLETED. Plans for an open day and a social media campaign were in progress.
6. *ER to circulate draft response to SEND Green Paper*: COMPLETED.
7. *All remaining Governors to complete both EDI training courses (via NGA) and notify JA:* Most had done so. JA to check records and contact remaining Governors. **ACTION: JA.**
8. *All remaining Governors to complete PREVENT online training (via Gov.UK) and notify JA:* Most had done so. JA to check records and contact remaining Governors. **ACTION: JA.**
9. *LG to set out Action Plan for encouraging parents to apply for Pupil Premium status:* COMPLETED. Communications with parents had taken place and there had been several replies. The number of pupils in receipt of Pupil Premium funding had increased to 9 which represents 14% of all pupils, still below the national average of 25% for Primary.
10. *LG to consider appropriate award for Year 6 writing achievement:* ONGOING.
11. *LG and JM to talk to staff about the Wellbeing survey results at the Wellbeing Day:* COMPLETED. This had taken place during the September INSET day.
12. *JA to add school strapline to future policies as they are approved:* ONGOING.
13. *JM and LG to plan a Governors’ Day in the Autumn Term:* COMPLETED. This was arranged for 14-11-22.
14. All Governors to notify JA over the summer if you intend to stand as Chair or Vice Chair: See Item 8 below.
15. *CG to think about possible Foundation Governor candidates*: CG was absent for the meeting. However, Governors noted that as JM had now stepped down as Foundation Governor, there were now two forthcoming vacancies. Governors were aware of some potential candidates, and these were discussed. **ACTION:** **GB and DJ to discuss this further with CG.**
16. JA and LG to amend calendar of meetings as detailed: COMPLETED.
17. JA to add Clerk’s Briefing slides to Sharepoint: COMPLETED.
18. **Declaration of Any Other Urgent Business**
None.
19. **Declaration of Interests and Annual Review**
JA requested that all Governors submit a new Business Interests form for 2022-23, before the next FGB. **ACTION: All Governors.**
20. **Correspondence**
None.
21. **Chair and Vice Chair Election**
Prior to the meeting DJ had offered to stand as Chair for 2022. He was duly elected as Chair of Governors and assumed the Chair.

WM had offered to stand as Vice Chair and was duly elected in her absence.

1. **New Governor Elections and Appointments**

DJ announced that an application for Parent Governor had been made by Sara Turner. She was a strong candidate and had been unopposed. She was duly appointed Parent Governor. DJ also announced that there was also a strong candidate for Local Authority Governor, David Bligh. JM had met David Bligh and presented his credentials to the FGB. As a retired Civil Engineer and holding a NEEBOSH Health & Safety qualification, along with previous experience of being a parent governor, JM recommended that FGB support his application. This was unanimously agreed. The next steps were for JM to confirm to Nicky Diment at Governor Services that we wish for her to proceed with David’s application and for JM to inform David Bligh. **ACTION: JM.**  It was hoped that both new Governors would be at the next FGB meeting in November.

1. **Committees for this year, and Governor link roles.**

DJ recommended that the two committees should continue to meet in 2022-23. He would remain as Chair of Finance, Environment and Pay Committee. He also proposed that JM take over as Treasurer from Anna Seal. This was unanimously agreed.

ER had agreed to take over as chair of Curriculum and Wellbeing Committee. Membership of these committees was discussed and confirmed, as well as the Governor link roles. DJ would inform all Governors via email of the revised final list. **ACTION:** **DJ**

1. **Chair’s Notices**There were no Chair’s notices not covered elsewhere on the agenda.

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JA apologised at 5:30pm for being unable to continue the meeting, as he was suffering from Covid and was feeling unwell. Governors agreed to take the minutes of the remainder of the meeting themselves.

1. **Headteacher’s Verbal Report**

*Governors’ Day and Safeguarding Update:*LG confirmed that the next Governors’ Day would be on 14 November**. ACTION: All Governors.** LG also confirmed that WM and GB would attend the school on 15 November for a safeguarding link governor meeting. The Designated Safeguarding Lead (DSL) and the two Deputy DSLs were now formally meeting once a month, as well as regular *ad hoc* updates as required. There was one family with a Child Protection Plan in school and three pupils classed as Children in Need (Section 17). These were all being carefully monitored. ***Q/C:*** ***Governors asked how the school become aware of the Children in Need, and what the school did in response to the notification.*** LG explained that the school had contacted the parents, as Early Help was key to ensuring the children were properly supported. The school tried to solve the problem through discussion and support.

*Attendance Update:*LG explained the extra focus now placed on attendance, with an upwardly revised target of 97%. This was being carefully monitored. She gave an example of where the school now asked for copies of prescriptions if children were unwell at home and required medication**. Q/C: *Governors noted that Punctuality was also important, and asked if there was a system in place to encourage children to arrive at school on time in the mornings****.* LG confirmed that all the children knew what was expected. Incidents of lateness were isolated and there were only two families regularly failing to bring their children to school on time. The school was working with these families. **Q/C:** ***Governors noted that The Department for Education (DfE) had discussed issuing fines for persistent late arrivals and asked if there was any further directive on this.*** LG replied that nothing further had been communicated.

LG shared the attendance figure from the beginning of September which was 93.2%. Term-time holidays and illness were driving the lower attendance rate and Dorset Council were now issuing fines for term-time holidays. The school was implementing these. ***Q/C: Governors asked if other local schools were having the same issues with attendance.*** LG confirmed that term-time holidays were a problem throughout the Collaboration***. Q/C: Governors asked if the attendance issues were from the same family.*** LG replied that they were from different families.

*Collaboration update:*LG reported that the Headteachers and Chairs of Governors from the Collaboration would be meeting on 13 October to discuss MATs and whether the collaboration will start to explore joining a MAT. JM added that she had attended a White Paper briefing session at SDBE at which the Diocese had explained the process church schools should undertake if they wished to consider joining a MAT. It was made clear at the session that if church schools wished to join a MAT, they would need to liaise with the diocese, which had a list of ‘safe homes’ (as it was called) for church schools. These ‘safe home’ MATs must have at least 50% DBE Foundation appointed Members and Trustees. Also, it was preferable for the Collaboration to join one MAT together to give strength in numbers and more options. LG and JM reported that Beaminster School had already decided to begin the process of joining Aspirations MAT but this wouldn’t be an option for the Collaboration primary schools as it was not a Diocese-approved MAT**. Q/C:** ***Governors asked whether a change in government might change the direction of travel towards academisation.*** JM replied that Labour had recently announced that they would not force academisation if elected. A discussion followed about whether the Governing Body wished to begin researching potential MATs to better understand the local landscape. It was agreed that this would be a sensible approach but without any firm commitment that the school would seek to join a MAT in the near future. **ACTION: LG, DJ and JM to attend the meeting on the 13 October and report back to FGB.**

*Other updates:*LG explained the focus on Quality of Education and reported that the teachers were working hard on their specific subject plans and progression maps with the focus on ‘sticky knowledge’ for all pupils (pupils applying what they had been taught beyond immediate recall). LG also reported that she was working on a proposal with the Diocese surveyors to section off part of Seatown classroom for Year 2 to use. This would involve installing a new staircase and stud walls. The proposal would be covered by SCA and DFC funding (the school had built up two years’ worth of DFC funding). The Governors would need to contribute 10% of the cost, so this needed to be considered by the Finance Committee. At the end of the meeting LG showed the Governors where the new classroom would go. ***Q/C: Governors asked if a new Velux window should be installed in the roof to ensure adequate light***. This idea was welcomed by all and would be progressed as part of the proposal.

1. **Policy Review**The following policies were reviewed by Governors and were approved:
* Code of Conduct for Governors
* Governing Body Standing Orders
* EYFS Policy
* Child Protection Policy
1. **Updates from June:**

*Cyber-bullying:* LG reported that an information sheet had been sent to all parents on E-Safety.

*School bus costs:* DJ reported that the bus costs had increased from £50 to £55 and the charges per pupil had increased by 25 pence per day. Siblings were charged £3.85 per day. This meant the school was funding the shortfall on the bus by £1,100 per annum. DJ explained that it was a fine balance between charging enough to cover as much of the cost as possible, with charging too much and risk parents withdrawing their children from the school and favouring a Bridport school that they could walk to. JM confirmed the bus was now full and there was a short waiting list.

1. **Governance Issues**

*Insights data from summer term and implications*: LG shared the Insights data from the summer term assessments and explained the EYFS GLD measure in detail. LG also reported that for Year 6 SATS, three of the children (50% of the total cohort) had been unwell with either tonsilitis or Covid the week before the SATS but had still come in for them. ***Q/C: Governors discussed the need to triangulate SATs data locally as well as nationally, and asked how this could be achieved at Collaboration level.*** LG explained that so far this had proved challenging as the Collaboration were not open to sharing data this way. LG agreed to raise this again with the collaboration. **ACTION: LG**

*School Development Plan (SDP):* the new SDP was in the pack and LG outlined the three priorities for 2022-23:

1. Quality of education, with particular focus on reading, writing and spelling
2. Quality of education: ensuring the curriculum was excellent for every child
3. Raise attendance in line with/ above national averages

JM had completed a proposed governance section, including:

* Monitoring of the broad and balanced curriculum
* Strategies deployed to improve progress for the Year 4 and Year 6 cohorts
* Review and monitor strategic priorities
* Commence research into a suitable MAT
* Advance Governor knowledge by utilising the training course available.

The SDP was agreed.

*Self Evaluation Form (SEF) (both types):* These were in the pack and would be updated periodically. JM explained it was important for all Governors read the SEFs and highlight any areas they did not agree with as it needed to be a fair representation of the school with which all agreed. **ACTION: All Governors**

*MAT update, discussion and alignment*: this had been discussed at Item 12.

*SWOT update:* this was discussed and FGB agreed to the revised version for 2022.

*Strategic priorities*: these were discussed and agreed.

*Governor training priorities for this term:* DJ explained that the core training, safeguarding and equalities training were all priorities for 2022-23.

*Governor visits and monitoring plan*: DJ explained that there was a monitoring plan for the year which JM had created, and this would be circulated. **ACTION: All Governors to liaise with LG to agree monitoring visit dates.** **JA to circulate plan.**

*KCSiE and safeguarding update*: all Governors who had read the September 2022 update signed a form to this effect. TC informed the FGB that he was again unable to access school emails or Sharepoint. Absent Governors would need to sign the form when they were next in the school office. **ACTION: DJ to liaise with TC and WM, CG & AM.**

*Flourishing 360 plan for the current term*: LG outlined the plan for the term which was part of the SIAMS *flourishing in our church* school work and included a hobbies day and careers day. The hobbies day would see pupils and staff showcase their hobbies in school and could even include a pony in the playground. Parents had been invited to the careers day to inspire the children by showcasing the breadth of the jobs that parents did. The objective was to drive aspirations. LG would provide an update at the next FGB. **ACTION: LG.**

*Policies process*: DJ explained that JA had created a new process that would require fewer policies to be reviewed by Governors, enabling a greater focus on the more important policies.

*Equalities training update and discussion:* DJ had covered this in the Governor training priorities. Equalities needed to be a standing item on future agendas to ensure everything the school was doing in this area was captured. **ACTION: JA.**

1. **FGB Forward Plan**This was in the pack and was noted.
2. **Clerk’s Notices**
None
3. **Date and Time of Next Meeting:**
22 November 2022, 4:30pm.

The meeting closed at 6:30pm.

| Item no. | Action | Owner | By when |
| --- | --- | --- | --- |
| 3 | Amend minutes as detailed | JA | Next FGB |
| 4 | Contact remaining Governors re. EDI training | JA | Next FGB |
| 4 | Contact remaining Governors re. Prevent training | JA | Next FGB |
| 4 | Discuss possible Foundation Governor appointments | DJ, GB, CG | Next FGB |
| 6 | Complete new RBI form and return to JA | All Governors | Next FGB |
| 9 | Confirm to Nicky Diment that David Bligh could be appointed as LA Governor | JM | Half Term |
| 10 | Circulate Link Governor summary to Governors | DJ | Half term |
| 12 | Attend 13-10-22 Collaboration meeting on MATs and report to next FGB | LG, DJ, JM | Next FGB |
| 12 | Attend 1Governors’ Day | All Governors | 14-11-22 |
| 15 | Read and comment on SEF | All Governors | Next FGB |
| 15 | Liaise with LG to prepare 2022-23 timetable of monitoring visits, and circulate | All Governors/ JA | Half Term |
| 15  | Liaise with absent Governors and ensure they sign KCSiE list | DJ | Next FGB |
| 15 | Update Governors on progress with *Flourishing 360* plan | LG | Next FGB |
| 15 | Include Equalities Update on all future FGB agendas | JA | Next FGB |
| 15 | Raise the issue of local triangulation of assessment results with the collaboration | LG | Next FGB |