



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 Tuesday 27 June 2023

Present: David Jones DJ (Chair), Louise Greenham LG (Headteacher), Elizabeth Rutherford ER, David Bligh DB, Chris Grasske CG, Wendy Morris WM, Sam Van Zyl SVZ, Laura Scarlett LS, Baffy Turner BT.

In Attendance: Becky Forrester (Clerk), Lisa Crew LC (Interim Headteacher).

Q/C = Question/ Challenge.

1. Welcome and prayer

DJ welcomed all to the meeting, and introduced LC, the Interim Headteacher. CG opened the meeting with a prayer.

2. Apologies.

Sara Turner, Tim Connor.

3. Minutes of 20-04-23 FGB

The minutes were agreed as a true record.

4. Matters Arising and Action Plan

i.LG/LS/WM to work together on procurement, including telephony, broadband and cyber security. Carried forward. WM noted that she was not involved in this work. **ACTION: LG to arrange meeting with LS to progress procurement.**

ii.All governors to undertake First Steps in EDI NGA course (carried over). COMPLETED with the exception of one governor unable to log on to the NGA website. Clerk to progress. **ACTION: Clerk to contact NGA regarding TC.**

iii.WM to undertake Safer Recruitment Training. COMPLETED.

iv.DJ to arrange a meeting of the headteacher recruitment panel and share information from the Council and Diocese with members. COMPLETED.

v.LG to ask a senior teacher if she would be willing to act as deputy when the new interim Headteacher was not at the school. COMPLETED.

vi.DJ to enquire about the interim Headteacher's safeguarding training and ask if she would be willing to act as safeguarding lead. COMPLETED.

vii.LG/ ER to meet to discuss the practicalities of 'stay and play' sessions and undertake a risk assessment. COMPLETED. **Q/C: LS asked if Governors were aware of the new glass cabinet that had been installed in the hut.** LG replied that she was not and would look into it and ensure the glass was covered. **ACTION: LG to review the new cabinet and arrange suitable cover if necessary.**

viii.Clerk to set up individual templates for the skills audit in SharePoint and Governors to complete. COMPLETED.

ix.WM to email comments on Internet Safety Policy to LG. COMPLETED.

5. **Declaration of Any Other Urgent Business**

DJ noted that he had three items for discussion at the end of the meeting.

6. **Declaration of Interests**

None.

7. **Correspondence**

None.

8. **Headteacher Report**

Attendance: LG drew Governors' attention to the attendance statistics in her report. **Q/C: Governors asked if attendance was an issue nationally or just with Powerstock.** LG replied that it was a national issue but that at 91.2%, Powerstock was lower than the Dorset average, which was over 92%. **Q/C: Governors asked if the school knew how much absence was due to illness and how much was due to term-time holidays.** LG replied that this year 14 children – 22% - had had at least a week of holiday during term time. **Q/C: Governors asked how the school responded when parents informed staff children were being removed for holidays.** LG replied that they were asked to put it in writing, which was sent to Dorset Council to issue the fine, which was £60 per parent per child. Governors made the following observations:

- The impact on children of missing school was enormous, educationally and emotionally;
- The pandemic had had a huge impact. Some parents inferred from the lock-downs that attendance at school wasn't important. Others were confused about when children with contagious illnesses should be kept away;
- The next parent survey could be used to ask parents how clear they were about current expectations regarding attendance;
- The cost of living crisis had put teachers in a very difficult position. It was a legal requirement for children to attend school, and the negative impact of not doing was evident, but the only way some families could afford to take a holiday was to do it in term time;
- WM noted that absence was treated as a safeguarding issue and the school kept detailed records including data, correspondence with parents and action plans.

PERMA: LG reported that the staff survey had been done and is positive. The survey would need to be repeated for trends to be identified. LG recommended that Governors review the wording of the pupil survey for KS1 and KS2 children, who struggled with some of the more abstract concepts such as time. All agreed. **ACTION: Governors to review wording of pupil survey for KS1 and KS2 children.**

9. **Chair's Notices**

Headteacher recruitment: DJ noted that two candidates were being interviewed for the permanent Headteacher role. Staff and governors were invited to meet them informally on 3 July at 3.30pm. The interview schedule was being developed with help from Dorset Council but was likely to include taking an assembly, giving a presentation, an in-tray exercise, a meeting with the school council and a data/numerical task in addition to the conventional interview. **Q/C: Governors asked what the process was for agreeing the preferred candidate and offering them the post.** DJ explained that the panel would need to make a recommendation to FGB for approval. **Q/C: Governors asked what the sequence of notifying people would be.** DJ said that it would be the unsuccessful candidate followed by the successful candidate then, assuming they accepted, it would be panel members, FGB, the successful candidate's current employer, staff then parents. Governors discussed and re-affirmed the need for absolute discretion while interested parties were notified in the correct order.

Collaboration and Ofsted: DJ reported on a recent meeting with the Collaboration, which had included a very useful discussion about recent Ofsted inspections in Dorset. DJ reminded Governors that Sheila O'Donnell from Dorset Council had led a very useful mock inspection in the spring. Governors were encouraged to regularly review the Ofsted folder on SharePoint, particularly the report produced by Sheila (see [Ofsted Questions 2023.docx](#) in SharePoint/Ofsted). DJ also reported that he, ER, JM and WM had established a working group to keep abreast of developments and prepare for the next inspection. Amongst other things, they had started compiling a range of case studies that evidenced the school's ethos, vision and values (see [Case studies for Ofsted.docx](#) in SharePoint/Ofsted).

Q/C: Governors asked how Governors could judge how well they were performing. LG replied that Ofsted would look at various indicators, including monitoring visit reports, the minutes of FGB meetings and feedback from the Headteacher.

10. Safeguarding

WM introduced the item, drawing Governors' attention to the report in the meeting pack. The last meeting focussed on e-safety and attendance. She emphasised that children's safety was paramount, so safeguarding would be added as a standing item to all Committee agendas, and the Governor Visit Report proforma had been updated to include a question on safeguarding. Governors were asked to be vigilant about safeguarding at all times.

WM reminded Governors that Keeping Children Safe in Education would be updated in September and all Governors would be required to read it and sign a form to say they had done so.

11. Committees – Chairs' Reports

Finance, Environment and Pay Committee: Report of meeting on 20-6-23: DJ summarised the meeting, noting that:

- The new Finance Officer, Sally Dawson (SD), had started and was an excellent addition to the team
- The school had secured funding from the Diocese to create a new classroom, which would be done in the spring. The school would need to contribute £4,000 towards the work, which would cover the cost of the project management and procurement.
- The budget had been built on 58 children on roll – it looked like there would be 62 on roll next year, so there would be a small surplus.
- The outturn was £22,900 plus carry forward. The budget was showing a cumulative surplus of £39,000 for 2023-24.
- The Risk & Control Checklist had been updated with helpful input from SD.

Curriculum and Wellbeing Committee: Report of meeting of 13-06-23: ER summarised the meeting, noting that:

- There had been a useful discussion on the PERMA model of wellbeing.
- Governors had scrutinised the latest SEND data, which would be very useful for comparative purposes going forward.
- Safeguarding would be added as a standing item on future agendas.

PERMA: LS gave an overview of the PERMA model of wellbeing, which provided a helpful framework for what could be an abstract area. The approach had a 25-year history and was increasingly used in education, and more widely across the public and private sectors. A tracker was being developed which would help map activity and identify gaps.

12. SIAMS update

LG reported that she would be meeting with JM shortly to complete the self-evaluation framework. The work would be led by a working-group comprised of JM, CG and LS.

13. Governance Issues

NGA Skills Audit: Two Governors are yet to complete the survey. Clerk to chase. **ACTION: Clerk.**

Future of FEP & Committees: DJ noted that, in addition to the two working groups (Ofsted and SIAMS), DB would take over as Chair of the FEP Committee. The CWC, which all Governors are invited to, would be slimmed down to avoid duplication and overlap. Governors asked if future FGB agendas could be marked 'for information or for action'. **Action: Clerk.**

Notice of Chair and Vice-Chair elections – September 2023. Notice was given.

SEND: Monitoring report and intervention update: ER gave an update on SEND activity, noting that a framework has been developed that will be rolled out next year. ER emphasised the need to protect SENCO time next year.

PE update: SVZ gave an update on PE, noting that the school uses a resource called Get Set for PE, which takes a holistic approach including cognitive development, listening skills, resilience and fun!

Pupil Premium: DB reported that he and LG had met recently to discuss the data, which would inform an update on the strategy next year. 60% of the children are attaining expected or better than expected levels.

Seedlings: ER reported that there had been five Seedling sessions, which had been well attended. It was proving to be a useful resource for parents, and it was great to see new friendships developing between parents and children. One parent described it as 'completely zen', which was a great compliment.

Governors' Day – 29 June 2023: DJ urged Governors to attend the day.

14. Policy Review

LG introduced the policies and provided background. **Q/C: Governors asked if the policies were in active use in the school at the moment.** LG confirmed that they were.

Governors agreed the following policies:

- Supporting Children with Medical Conditions
- Children with Health Needs who Cannot Attend School

15. Any other urgent business

Governors asked for their thanks to be recorded for the tremendous support the school had received from Kyla and Andy Way. DJ proposed giving them £50 towards an activity together by way of thanks. All agreed. **Action: DJ to coordinate.**

DJ noted that this was the Clerk's last meeting. She would leave at the end of the school year.

Finally, DJ noted that it was LG's last FGB meeting. All Governors expressed their thanks and best wishes for all her hard work over the years.

16. Date and time of Next Meeting: TBA. ACTION: Clerk to draft Committee meeting cycle for 2023-24.

Item no.	Actions	Owner	By when
4.i	To arrange a meeting with LS to progress work on procurement, including telephony, broadband and cyber security (carried over).	LG	
4.ii	To contact the NGA regarding TC's access.	Clerk	
4.vii	To review the siting of the new cabinet in the hut and arrange a suitable cover for the glass if required.	LG	
8	To review wording of pupil survey for KS1 and KS2 children.	All Governors	
13	To ensure all skills audits have been completed.	Clerk	
13	To mark future agenda items as 'for information' or 'for decision'.	Clerk	
15	To arrange for a gift of £50 to be made to Kyla and Andy Way.	DJ	
16	To draft the dates for Committee meetings 2023-24	Clerk	

Item no.	Summary of Governor Questions & Challenge
4.vii	LS asked if Governors were aware of the new glass cabinet that had been installed in the hut.
8	Governors asked if attendance was an issue nationally or just with Powerstock.
8	Governors asked if the school knew how much absence was due to illness and how much was due to term-time holidays.
8	Governors asked how the school responded when parents informed staff that children were being removed for holidays.
9	Governors asked what the process would be for agreeing the preferred candidate and offering them the post.
9	Governors asked what the sequence of notifying people would be for the appointment of the new Headteacher
9	Governors asked how Governors can judge how well they are performing.
14	Governors asked if the Supporting Children with Medical Conditions and Children with Health Needs who Cannot Attend School policies were in active use.