

COLEHILL FIRST SCHOOL
LOCAL GOVERNING BODY MEETING

Minutes of meeting held at the school at 6.00pm on 8th November 2016
Present: Katie Ramsden (Chair), Andrew Turrall (Head teacher), Helen Self, Chris Minns, David Topping, Leela Senior, Ruth Everton, Juliet Gould, Phil O'Connor, Lynnette Payne (Clerk)
A. Apologies received: None
B. Declaration of Personal, Business and Pecuniary Interests: None
C. Minutes of last meeting: The minutes of the local governing body meeting held 20 th June 2016 were formally approved and signed.
<p>D. Matters Arising:</p> <p>Actions:</p> <p><i>D: PO to load report onto shared space-</i> the Trust is now carrying out reviews of the LGB's, which replaces the need for self-review. Ours was carried out in the summer term, with a very positive outcome. This was detailed in the minutes of the Trustee meeting, that the Clerk confirmed had been uploaded to the Governors' Shared Space. Action completed</p> <p><i>D: LP to add 'Equality Objectives' policy to agenda when finalised by the Trust-</i> This has now been finalised and has been added to the February 2017 meeting agenda. Action completed</p> <p><i>D: Clerk to refer to 'governors' in future minutes; MGC to advise Trustees of this</i> Action completed</p> <p><i>I: LP to amend terms of office for co-opted governors; MGC to email the unsuccessful vice-chair candidate to advise of the result; MGC to email JG re Nursery Trustee vacancy; MGC/AT to arrange meeting and inform DT & JG; MGC to clarify with Liz West</i> Actions completed</p> <p>Matters arising: KR confirmed that the pupil premium information had been updated by AT, with an evaluation of last year's spending and a plan for this year, together with the use of the Sports Premium.</p> <p>A governor questioned whether the minutes of the LGB meetings were displayed on the school's website. The Clerk confirmed that these were posted once signed by the Chair of Governors. The Chair requested that the Trust format meeting summary sheet also be put on the website. Action Clerk</p>
<i>Deborah Bowring, Finance Officer, arrived at this point in the meeting, 18.10pm</i>
<p>I. Finance Update from DB: <i>(Report circulated at the meeting)</i> The Chair requested that this item be dealt with next to enable DB to leave the meeting. DB circulated her report to governors, explaining that she had just received the end of October figures from Ross Bowell and they had not been properly analysed yet. The carried forward figure from end of August 2016 was a credit of approximately £26,000. DB advised governors that there was an over-spend in 'Teaching Staff' due to the new SENCO's salary not being budgeted for. She is employed for the equivalent of one day a week in the school. The PE specialist is also coming twice a week, instead of once, although her salary is paid for by the Sports Premium and is shown as income elsewhere in the budget. Despite these extra expenses, the account should still be in credit at the end of the year. A governor questioned whether the surplus funds belonged to the school or the academy. DB confirmed funds were kept by the school. She also advised governors that there was £6,500 of capital funding to spend. AT said that he had requested a quote for cementing the benches outside the library into the ground, as they had fallen over and the children like to use them. He added that capital can be spent on IT equipment as well as buildings and can also be carried forward to subsequent years. A governor asked whether the drainage in the playground could be improved to prevent flooding. AT advised that the soak away cannot be increased in size and gets blocked by leaves and debris. Some of the playground was tarmacked, but tree roots prevent this being done elsewhere. All trees on site</p>

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have a protection order, meaning that DCC's permission needs to be obtained for any work. DB informed governors that Schools UK had finalised one of the outstanding absence insurance claims, and a cheque should be on its way. Once this is received, she will pursue the other claim. RB has said that he will take legal action if the funds are not paid. AT advised that the academy is no longer using Schools UK.

DB left the meeting at this point, 18.20pm

E. Chair's report on Chairs' Group Meeting: *(Report circulated prior to meeting)* The Chair summarised the key points of the meeting:-

- All academy schools' websites are being redone, so they all follow the same format and are Ofsted compliant. Four providers were approached, and E for Education, who specialise in Academy websites, were chosen. Each school can then personalise their own site.
- Governor Training is now being provided locally by the Trust, tailored specifically for local governing bodies. LS attended the first session and reported that it was very informative. There are two more sessions planned, mainly aimed at new governors, but useful for anyone who wants to attend. The Clerk circulated details of the NSPCC safeguarding training that needs to be completed by governors before 31st December 2016. She explained that governors need to register on-line and will then receive a link from the Trust to access the website. There is also safer recruitment training available and the Clerk said that she would ask the Trust whether the Safer Recruitment governor needed to attend this. **Action Clerk/all governors**

There were no questions from governors.

F. Headteachers' Update: *(Report circulated prior to meeting)*

The Head asked whether governors had read his report, which had been placed on to the shared space before the meeting. He said that he welcomed questions, as challenge from governors is crucial.

SDP 2015/16 - The Head explained that his report contained a review of the 2015/16 plan and a paper copy of the 2016/17 had been brought to the meeting for governors to keep. A governor **questioned** what 'Singapore Maths' was. HS explained that this was also known as 'Maths No Problem', and was a way of teaching in blocks across all year groups, at different levels. Staff have used their existing knowledge to implement the methods successfully, but are finding that slower learners need support, whilst rapid learners need resources to challenge them. The philosophy behind the system is to embed methods to help learning throughout the pupils' schooling. A governor **asked** if this method used the same mathematical language as the previous system. HS said no; however, feedback from the pupils had been positive. AT added that children were making good progress and a governor learning walk to see evidence of this would be beneficial. A governor **questioned** whether Trust schools had a choice about using this method. AT said that some of the schools had not implemented it with all year groups, but teachers at CFS were glad that they had. RE added that there had been a problem with the transition of reception children to year one this year, but the method will be introduced earlier to remedy this. The Head added that rather than National Curriculum levels, the children were working towards 'age related expectations' and 'greater depth', using their knowledge to solve deeper problems.

The Head said that good progress had been made. He is pleased with the achievement data and Deborah Zachary, the External Challenge Partner, was very positive in her recent report. AT said that he would share the report with governors. **Action AT**

A visit from Ofsted is expected from the Summer term onwards, and DZ will be carrying out a mock Ofsted inspection in the Spring, to test the school's readiness.

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Safeguarding - the Chair stated that the new Child Protection policy was in place and the Head confirmed that all staff had received a copy of the updated 'Keeping Children Safe in Education' document, with a reference copy in the staffroom. The safeguarding audit will be completed by the Head and Chair on Monday 14th November, and the Chair will also be scrutinising the Single Central Record.

Staffing Update - as the report. The Head asked DT to attend the interviews on 29th November for the maternity cover in year one.

Premises – nothing to report from PO. AT advised that the school had scored 91% in the recent Health and Safety Audit, up from 82% last time. Most of the action points are easy to deal with and should be completed before the end of term. Kevin Way, DCC inspector, intends to accompany PO on the next health and safety tour. A governor **asked** whether the inspection included fire and other alarms. The Head confirmed that they were all tested and there had been a recent fire drill, with everyone out of the building and accounted for within three minutes. Further discussion of the fire evacuation procedures and assembly point, highlighted the need for a 'no parking under any circumstances' sign to be sited on the double playground gates to ensure emergency vehicle access at all times. **Action Clerk**

The hot water system is now fully operational after the summer works and the asbestos has been removed from the outside shed, meaning the school site is officially asbestos free. AT advised that all the work had been completed under budget, so some of the EFA grant may have to be paid back.

SDP 2016/17 – The Head advised that he had consulted staff while writing the plan and it will be implemented at the end of November. The school's plan cross –references the WAT action plan, especially with regard to Maths and English levels at the end of KS2. Pupils transfer to Middle school having made good progress at CFS which needs to be maintained. To prevent any gaps in learning, teaching staff will assess the previous year's books, to confirm that learning objectives have been met, before moving the pupil on to new challenges.

Objective three of the plan is Science, as this links to other subjects across the curriculum. A science specialist is coming into school to run a training day and once a half term a science task will be set.

This is to prevent science being marginalised in the curriculum. A governor **asked** what 'SPTO' stood for. AT explained that this was 'school pupil tracker on-line', which all Trust schools were using.

However, each school was using it in a slightly different way, leading to issues when comparing one school's data with another's. The Trust is aware of this. Another governor **asked** whether there was a glossary of acronyms available. AT said that it would be better to create one, as existing lists are outdated. He advised governors to ask if unsure, and then add to a shared list on Google. **Action Clerk/ Head**

Objective four is Rights Respecting. Pupils have moved on since the school first earned this title and this needs re-visiting now the school is part of an academy trust.

A governor **questioned** what the total cost of implementing the SDP was. AT said that he had not added all the costs up, but, although the school was in a strong financial position, he did not want to spend money unnecessarily. For example, if class teachers need to go out, higher level TA's are used instead of outside supply staff.

G. External Challenge Partner Visit: Covered under the Head's report

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H. Governor Working Parties & Admissions Committee:

- The Chair advised that the working parties would be tied in to the SDP, and the Head said one should cover Maths and one, English, plus with either Science or Rights Respecting. Ideally, three governors would attend each session. It was **unanimously** agreed that CM, as Maths governor, would lead the Maths and Science working party, consisting of himself, DT and KR. LS will lead the English and Rights Respecting working party, with JG and PO. The Chair added that she would try to attend both. A 'doodle' poll will be set up on Google to agree the dates, starting in January 2017. The Head reminded governors to submit a report for every visit to school, as Ofsted take the view that no report means no visit. **Action all governors**
- The Head then explained that an admissions committee needs to be established as Wimborne Academy Trust is now its own admissions authority, managing in-year applications. The reception intake will still be handled by the LA. For in-year applications, parents need to fill in and submit the form on the school's website, and then the admissions committee needs to make a decision on whether to admit the child. The committee would meet termly to consider the admissions criteria for the Head to apply to any applications received. One application has already been accepted for a year 3 admission, taking the pupil numbers to 31. Because the child has no additional needs, there was no reason to refuse entry. A governor **asked** whether there was a maximum class size. The Head advised that in Key Stage 2 there was none, whereas in KS 1 there is a maximum of 30 per class. Another governor **questioned** whether it would affect the ratio of boys to girls in the class. The Head replied that gender cannot be used as a reason for refusal and asked whether governors were happy to sanction his decision to admit the child. This was **unanimously** agreed by governors.
- The admissions committee will consist of DT, LS and JG and it was **unanimously** agreed that meetings should be held at 5.30pm before the termly local governing body meetings.

J: Governor Visit Updates: There have been no visits so far this term. (See above agenda item)

K. LGB Issues: (*Papers circulated prior to meeting*)

- Terms of Reference – These have been updated to remove the finance responsibility of the local governing body, but do not include the newly form admissions committee. The Clerk will raise the matter at the forthcoming clerks' briefing to see what document the other schools use.
Action Clerk
- Code of Conduct – Unchanged and **unanimously** agreed by governors.
- Aims, Values and Mission Statement – Unchanged and **unanimously** agreed by governors.
- Business Interests Register – There were no updates and all governors signed this as correct.
- Governor Specialisms – There were no changes to the roles.
- Policy Review Schedule – The Clerk explained that all HR policies were being handled at Trust level by Browne Jacobson. If an HR policy needs reviewing and a Trust policy is not already in place, the clerk will update the existing policy for governors.
- Future Visits & Training – As discussed earlier in the meeting, there have been no governor visits this term, but learning walks will be arranged for governors to attend.
- Skills Audit – The Head explained that if there were identified skills gaps in the governing body, these would be flagged up to the Trustees in order that in-house training can be arranged. Also, all academy schools and governors now have membership of the National Governors Association, so can access the information on their website.

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<p>L. Policies for Review/Ratification: (<i>Papers circulated prior to meeting</i>)</p> <ul style="list-style-type: none">• Emergency Management Plan - The clerk advised governors that she had updated the plan as discussed at the last meeting. However, the Trust has engaged DCC to draw up an Academy wide plan, so this policy will be replaced in the near future. Policy unanimously agreed and approved by governors.• Child Protection Policy – A model policy, updated to reflect the new Keeping Children Safe in Education guidelines that came into effect on 1st September 2016. The Clerk advised that it has already been put on the website, as this was a legal requirement. Policy unanimously agreed and approved by governors.• Governor Visits Policy – Unchanged and was unanimously agreed and approved by governors.• Monitoring Policy – Unchanged and was unanimously agreed and approved by governors.• Education Visits Policy – Unchanged and was unanimously agreed and approved by governors.• Social Networking Policy - Unchanged and was unanimously agreed and approved by governors.• Local Behaviour Guidelines – The Head explained that there was a Trust-wide behaviour policy, but these in-school guidelines have been drawn-up to work alongside these. Policy unanimously agreed and approved by governors.
<p>M. School Data (RAISE): The Head explained that the latest figures had just been published and the way data is presented has changed this year. He said that the data will need to be put into a presentation format for governors and a date arranged for the session. Action AT</p>
<p>N. Governors questions for AT: There were none</p>
<p>O. Governors questions for Trustees:</p> <ul style="list-style-type: none">• A governor said that the comment from the Trustees regarding commitment was unfair, as not everyone is free to attend training on the specified days, due to prior engagements. Another governor queried whether the training could be filmed or made available in another format to governors who were absent.• The Clerk advised governors that she had discussed with the Head the need for one or more additional co-opted members on the local governing body.
<p>P. Decoration & Maintenance (AT): This was covered under agenda items F and I.</p>
<p>Q. Questions on Clerk's Update: (<i>Papers circulated before meeting</i>) There were none, but the Head reminded governors to complete visit forms whenever they come into school.</p>
<p>R. F.A.I: Dates for learning walks. A governor asked what these would consist of. The Head explained that governors should consult the SDP for that area and look for progress, collecting evidence that the plan was being actioned. RE added that the relevant teacher or subject lead would meet with governors before the walk to agree the objectives to be looked at. AT said that the four areas of the SDP were English, Maths, Science and Rights Respecting. The subject leads were Ruth Everton, Helen Self, Sean Rayner and Andrew Turrall, respectively. The Chair added that the learning walks she attended last year were extremely interesting and informative.</p>
<p>S. Date of next meeting: Tuesday 28th February 2017 from 6pm to 8pm.</p>
<p>Meeting closed 07.52 pm</p>

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Actions:

- *D: Clerk to upload Trust meeting summary to the school website in future*
- *E: All governors to complete on-line safeguarding training; Clerk to find out whether the Safer Recruitment governor needs to repeat the training*
- *F: AT to share External Challenge Partner report with governors ; Clerk to produce a 'no parking' sign for the emergency access gates; AT/Clerk to start a shared document for acronyms*
- *H: AT to set up doodle poll for working party dates; all governors to vote*
- *K: Clerk to raise Terms of Reference at the Trust Clerk's briefing*
- *M: AT to arrange data presentation session for governors to attend*