

**COLEHILL FIRST SCHOOL**  
**LOCAL GOVERNING BODY MEETING**

<b>Minutes of meeting held at the school at 6.30pm on Tuesday 1<sup>st</sup> March 2016</b>
<b>Present:</b> Mike Guilmant-Cush (Chair), Helen Hann, Katie Ramsden, Andrew Turrall (Head teacher), Helen Self, Chris Minns, Julie Walter, Debbie Bowring (School Office Manager)
<b>A. Apologies received:</b> Accepted from David Tarring, Ruth Everton and Lynnette Payne. Debbie Bowring clerked the meeting in LP's absence. Absent without apologies – Juliet Gould
<b>B. Declaration of Personal, Business and Pecuniary Interests:</b> None
<b>C. Minutes of last meeting:</b> The minutes of the local governing body meeting held 19 <sup>th</sup> January 2016 were formally approved and signed
<b>D. Matters Arising:</b> <b>Actions:</b> <i>4.10: PO to liaise with AT re '20 questions'; AT to host on Google:</i> The meeting is happening on Thursday 3 <sup>rd</sup> March 2016 and will be loaded onto the shared space after this – <b>Action ongoing</b> <i>4.13: LP to liaise with Brenda and complete COSHH forms; DB to update H&amp;S report and upload to Google – Action ongoing</i> <i>4.12: AT/DB to investigate insurance implications of key safe – Action ongoing (Agenda item S)</i> <i>Clerk to add to March agenda – Action completed</i> <i>7: DB to arrange inspection date with PO – Action completed (Agenda item O)</i> <i>9: Governors to familiarise themselves with Prevent information on the shared space - Action completed</i> <i>10: HS to add the Maths action plan to the shared space – Action completed</i> <i>Governors to read the subject action plans and raise any questions with AT/LP:</i> The plans were loaded onto the shared space prior to the meeting but Governors were unable to access the information. AT advised that this was because the files were 'zipped' – <b>Action ongoing (Agenda items J &amp; T)</b> <i>13: MGC to prepare ideas document for governors' visits:</i> MGC advised that two learning walks are in the calendar and any governor can attend. The first one is regarding Pupil Premium – <b>Action completed</b> <i>14: LP to arrange for purchase of the training toolkit – Action completed</i> <i>MGC/AT to arrange a training sessions for governors:</i> MGC is working on this – <b>Action ongoing</b> <i>LP to update governor contact details to reflect the @colehillfirstschool.net email addresses – Action completed</i> <i>LP to arrange for new documents to appear on the school website and forward copies to the Trust after each meeting – Action completed</i> <b>Matters arising:</b> DB requested clarification of the ad hoc lettings charges discussed at the previous meeting. The figures listed in the new schedule of lettings charges circulated to governors were <b>unanimously agreed</b> to be correct.

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**E. Policies for review/ratification:** *(Papers circulated prior to the meeting)*

Able Learners Policy – unchanged. **Unanimously agreed** and approved by governors.

End of School Day Policy – unchanged. **Unanimously agreed** and approved by governors.

Home Learning Guidelines – unchanged, but KR **asked** whether teaching staff had read the policy. It states that Year 4 should have weekly homework, but they do not always. AT said that he would check with the teaching staff and revise the policy. KR suggested changing ‘weekly’ to ‘regular’, but MGC said that staff should review the wording. **Action** – AT

Lettings Policy – a new policy with a separate schedule of lettings charges. A copy of this policy would be given to Hirers, instead of having a separate lettings agreement. **Unanimously agreed** and approved by governors.

Single Equality Policy – unchanged. **Unanimously agreed** and approved by governors.

Equality Objectives – draft MAT policy in place. Governors want to see the approved policy when in place. Clerk to add this to the agenda when this is confirmed by the Trust. **Action** - LP

**F. Chair’s report on Chairs’ Group Meeting:** MGC informed governors that the chairs met at the end of February to discuss the format for LGB meetings within the MAT. The three main requirements are the disseminating of information from the Trustees to governors; brainstorming sessions and training for existing and prospective chairs.

All trust schools’ websites have been audited. The auditors were unable to find the governor information or an explanation of pupil premium and sports funding on our website. MGC explained that the governor information was there, but he has updated the page to make it easier to access all relevant details on a drop down menu. The pupil premium/sports funding still needs to be updated. This is true for all schools within the Trust, except for Hayeswood 1<sup>st</sup> School. **Action** – AT

**HH arrived at this point in the meeting, 7.05 pm**

MGC advised that he has some training slides from the Group Meeting referring to the new Ofsted handbook. These will be shared with governors by himself or the clerk. **Action** – MGC/LP  
He explained that governor visit reports should show clear purpose, linking to relevant sections of the SDP, Health & Safety or specific issues. In future the clerk will include the reports as part of the meeting pack, so that all governors have access to the information. There have not been many visits this term, so MGC requested governors to arrange some dates. JW **questioned** whether a group report was acceptable, for example following a learning walk. MGC said yes, and explained that he had arranged a program of learning walks with AT linked to the SDP. An invitation has gone out to governors.

MGC then advised that there are a number of co-opted governors on the LGB, whose term of office is only one year according to the terms of reference. This may need revising next September. He explained that the decision to get rid of committees and subject leaders last year seemed to be a good one at the time, but Ofsted and the government now require governors to be responsible for all curriculum subjects. There are vacancies for English, Maths and Science. PO **questioned** whether the class links would be abolished. MGC said that governors should do both and he would prepare a table of roles with a brief outline of the requirements for governors to allocate their name to. He explained that subject leaders do not have to know the curriculum, but should be able to ask challenging questions. The senior leaders of the Trust expect local governing bodies to meet once a

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term, but most chairs felt that twice a term was better. JW **questioned** whether the number of meetings could be reduced if governors were carrying out more learning walks and class visits. After discussion, governors **unanimously** agreed to carry on with two meetings per term, but to review this periodically.

**G. Headteachers' Report:** (*Papers circulated prior to meeting*): MGC thanked AT for his report. AT asked governors whether they needed clarification on any issues. MGC **questioned** how the school judged whether key objective 1 in the SDP was being achieved. HS explained that SLT got a general feeling from each year group, including the language that children are using to explain their learning. AT stated that the curriculum has become more challenging and pupils are sticking at it. HS added that Roy Leighton had asked questions during his learning line visit to school, and the children had identified what they found difficult and how they had overcome this. MGC **queried** whether the learning line was helping teachers. HS stated that staff knew that children experience a natural dip in the learning process and the learning line model allows teachers to demonstrate this to pupils. Previously, the staff used smiley faces. KR **questioned** how assessment was being measured without giving the children levels. HS explained that pupil tracker is used to plot progress and attainment, and the school has its own assessment framework. Progress reviews were held last week and any required intervention was looked at. Staff use tools on the pupil tracker software to compare age related expectations. There is also a moderation meeting with other schools arranged, to compare Year 2 and Year 4 work. AT added that the aim was for pupils to achieve a deeper and more secure level of understanding in their learning. PO **asked** whether the data is entered individually for each pupil, or as a group. AT confirmed that the end of year report for each child will show their level, but during the year staff can only predict pupils' attainment. The interim predictions will be shared at parent consultations. PO **questioned** whether the software could be shared with parents to keep them more informed of their child's progress. AT stated that it was not suitable for that purpose. MGC referred to key objective 3 in the SDP, and **asked** what 'narrative therapy' was. AT explained that it helps children to develop language to enable them to problem solve in both social and classroom situations. MGC advised governors that the pupil premium conference attended by AT and himself in February had identified what information needs to appear on the school's website. AT stated that a new pupil premium flyer had been circulated to parents.

**H. Safeguarding & Child Protection:** (*Papers circulated prior to meeting*) KR confirmed that she had attended the Level 2 safeguarding course, and Angela Burr had advised that she would prefer the Child Protection policy to have its own tab on the website. Also a couple of dates need changing on the school's website. **Action** – AT/KR  
MGC advised that there was nothing to report on the annual Safeguarding audit.

**I. School Development Plan (SDP) 15/16:** (*Papers circulated prior to meeting*) Covered under agenda item G

**J. Subject Action Plans:** (*Papers circulated prior to meeting*) Unfortunately, governors were unable to access the information due to technical issues, and this will be added to the next meeting agenda.  
**Action** – LP/AT

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<p><b>K. Governor visit updates:</b> <i>(Paper circulated before meeting)</i> CM has attended the level 1 Safeguarding course and also observed a Year 2 assembly. JW met with Karen Stephens to discuss the Early Years action plan and initiatives. She will be visiting reception class before Easter to evaluate. KR has attended a Year 1 assembly and their trip to Poole Museum. MGC reminded governors of the importance of asking the right questions when they visit the school. CM <b>asked</b> what the ‘right questions’ were. JW referred him to the governors’ visits to school policy renewed in the January 2016 meeting. Appendices 2 and 3 cover this.</p>
<p><b>L. Governors questions for AT:</b> In response to a question from JW, AT confirmed that the NQT was meeting targets and making good progress. It is hoped that he will take on the role of subject leader for outdoor educational visits from September, as he has received the appropriate training from Rob Brindley. MGC advised governors that the visit to Cranborne ATC is taking place on 23<sup>rd</sup> and 24<sup>th</sup> June this year.</p>
<p><b>M. Governors questions for Trustees:</b> There were no questions, but CM asked how the school was updated on what has been achieved within the Trust. MGC advised that governors received a weekly Trust briefing, and a huge amount was going on behind the scenes. However, to parents, there is not much change. He further explained that the trust schools had collectively purchased the services of an external challenge partner, Deborah Zachary, who is an Ofsted regulator. HS said that she has given the school good advice for the future planning. MGC added that there were specific areas to fine tune. KR asked whether there would be an Ofsted inspection following academisation. MGC stated that a full inspection could take up to 3 years, but the school’s data could be reviewed on an annual ‘desktop’ inspection.</p>
<p><b>N. Finance Matters (DB):</b> <i>(Papers circulated before meeting)</i> Finance Update - DB summarised the key points in her reports and MGC advised that the LGB’s role is just to be aware of the financial situation. DB is working with AT on tracking pupil premium and sports funding, and is still waiting to hear from Schools UK regarding the outstanding absence insurance claims. There were no questions from governors. Contract Review Schedule – This is being updated to reflect school only contracts in time for the next LGB meeting. <b>Action</b> – DB/LP Value for Money Update – DB explained that she has obtained three quotes for broadband provision to the school</p>
<p><b>O. Health &amp; Safety Update (PO):</b> PO explained to governors that there were a couple of maintenance issues which have been outstanding for a while and several smaller things that need to be fixed. DB advised that there was a Health &amp; Safety inspection due shortly and DCC should then be able to decide whether the older items can be removed from the checklist or need fixing.</p>
<p><b>P. Decoration &amp; Maintenance (DB):</b> DB advised that the fire alarm system and the fire extinguishers were both serviced in February. The remedial work to the emergency lighting has been completed. There is a company coming to quote for all weather surfacing around the play trail and castle area.</p>

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<p><b>Q. Questions on Clerk's Update:</b> <i>(Papers circulated before meeting)</i> There were none. MGC asked for an update on Gordon's Reading Chair. AT explained that pupils had been doing a reading challenge to raise money for the library refurbishment.</p>
<p><b>R. LGB Issues:</b> MGC advised governors that AT and himself had met with Leela Senior, who came a close second in the recent parent governor election. She is an ex-teacher and has an interest in SEN, and they feel she would be a good addition to the governing body. It was <b>unanimously</b> agreed to approach the Trustees for permission to co-opt her. <b>Action</b> – MGC/LP MGC asked for confirmation of governors' intentions at the end of their terms of office. JW, HH and MGC all confirmed that they intended to step down at the end of the school year. KR confirmed that she would like to remain on the governing body. <b>Action</b> – LP/MGC/AT</p>
<p><b>S. Key Safe/Equipment lock viability &amp; cost:</b> DB now has details of the relevant person to contact at Zurich Insurance. <b>Action</b> - DB</p>
<p><b>T. F.A.I:</b> Subject Action Plans</p>
<p><b>U. Date of next meeting:</b> Confirmed as Tuesday 10<sup>th</sup> May 2016 at 6.30 pm</p>
<p><b>Meeting closed 20.05 pm</b></p>
<p><b>Actions:</b>  <i>4.10: PO to liaise with AT re '20 questions'; AT to host on Google</i>  <i>4.13. LP to liaise with Brenda and complete COSHH forms; DB to update the H&amp;S report and arrange for it to be loaded on to the google forum</i>  <i>E: AT to liaise with staff and amend the Home Learning Guidelines if necessary</i>  <i>LP to put Trust Equality Objectives on the agenda when finalised</i>  <i>F: AT to update the Pupil Premium &amp; Sports Funding information on website</i>  <i>MGC/LP to circulate slides to governors</i>  <i>H: KR to advise AT on changes required to website</i>  <i>J: AT to 'unzip' subject action plans; LP to add to May agenda and load on google</i>  <i>N: DB to prepare contract review schedule for May meeting; LP to add to agenda</i>  <i>R: MGC to confirm appointment with Trustees; MGC/AT/ LP to liaise re end of governors terms of office</i>  <i>S: DB to call Zurich for insurance implications</i></p>