

COLEHILL FIRST SCHOOL
LOCAL GOVERNING BODY MEETING

Minutes of meeting held at the school at 6.00pm on Monday 20th June 2016
Present: Mike Guilmant-Cush (Chair), Katie Ramsden, Andrew Turrall (Head teacher), Helen Self, Chris Minns, David Tarring, Leela Senior, Ruth Everton, Julie Walter, Lynnette Payne (Clerk)
A. Apologies received: Accepted from Juliet Gould; Phil O'Connor was absent due to personal circumstances; Helen Hann absent without apologies
B. Declaration of Personal, Business and Pecuniary Interests: None
C. Minutes of last meeting: The minutes of the local governing body meeting held 10 th May 2016 were formally approved and signed.
<p>D. Matters Arising:</p> <p>Actions:</p> <p><i>D. (4.10) PO to liaise with AT re '20 questions'; AT to host on Google: PO to load the report onto the shared space shortly – Action ongoing</i></p> <p><i>D. LP to put Trust Equality Objectives on the agenda when finalised. The policy has not yet been approved – Action ongoing</i></p> <p><i>D. AT to update the Pupil Premium & Sports Funding information on website. All updated and governors have accessed the information – Action completed</i></p> <p><i>I: Governors to ensure all visit reports are completed before the end of May – Action completed</i></p> <p><i>J: MGC/LP to ask Kevin Way for updated emergency numbers; LP to update the policy and put on next meeting agenda. (See agenda item J) – Action completed</i></p> <p><i>R: Governors to consider vacant specialisms and chair's post. See agenda item I – Action completed</i></p> <p><i>T: Governors to try and attend the learning walk and arrange class visits – Action completed</i></p> <p><i>U: MGC to confirm whether Budget Setting meeting on 7th June needs to take place. Meeting did not take place, as it was not required – Action completed</i></p> <p>Matters arising: KR stated that the recommendation from her recent training course was that governors are not identified in the minutes. The clerk confirmed that this was usual practise and it was unanimously agreed to adopt this format with immediate effect. The chair said that he would advise the Trustees of this, in case they had any objections – Action MGC</p>
<p>E. Chair's report on Chairs' Group Meeting: (<i>Report circulated prior to meeting</i>) MGC was not able to attend the most recent meeting, but he outlined the key points:-</p> <ul style="list-style-type: none"> • Ross Bowell gave a presentation which included the expectations the Education Funding Agency, (EFA), have of governing bodies. He explained that the EFA fund the school through the Trust and their financial recommendations are used by RB to set budgets. The presentation also covered capital funding grants, which the school have been allocated to replace the hot water system. Only four such grants were made in Dorset this year. Lastly, the chair pointed out that the recharge per pupil to the Trust from each school had reduced this year. • Governing training within the MAT – the development of this is ongoing, as it unlikely that the LA will continue to offer this indefinitely. • Audit of the local governing bodies by the Trustees – two Trustees will visit the school on Tuesday 7th July to meet with the Head, Chair and Clerk, individually. The Chair is working on a dossier of evidence to present, including minutes, induction pack and governor visit forms. He will give feedback to governors as soon as possible after the audit. <p>There were no questions from governors.</p>

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F. Headteachers' Update, (Covered after agenda items G & H): *(Report circulated prior to meeting)*

The Chair apologised for covering this out of turn. The Head apologised for the late circulation of his report, explaining that it was presented in the new MAT-wide format, which was longer than previous ones. He summarised key points for governors:-

- The school was oversubscribed for the next academic year with several siblings being refused a place. Some of these parents are considering moving their older children to St Catherine's School, where the siblings have been offered places. This means that there could be places available in all years, except Reception, by the autumn term.
- Staff appointments and leavers were summarised for governors.
- School Development Plan – A governor commended AT on the plan. The chair referred to key objective three, saying that Ofsted would want to see proof that the PP gap is closing, and that governors need to focus on the relevant data. AT stated that the data would be available by the end of the year. A whole school tracking system has been put in place, enabling accurate assessment throughout the year.
- Attendance data – AT clarified that holidays, not sickness, were the main reason for absence. The school is just short of being in the top quintile of schools nationally. SEN and PP pupils have a lower attendance figure, but he explained that this was due to the lower group size. Only a couple of pupils within this have less than average attendance, which reduces the overall figure. There is supporting evidence should Ofsted visit.
- Safeguarding, with input from KR – KR informed governors that she was attending a briefing in a couple of weeks regarding the latest update of 'Keeping children safe in education'. AT added that he was also attending a DSL briefing with HS covering this.
- Health & Safety – There is an audit taking place on 30th June. The six outstanding actions from the 2013 audit include 'all staff to complete a stress questionnaire', and AT will clarify with the inspector whether they still need to be addressed. A governor **asked** what the twelve accidents since 2013 were. AT explained that these were incidents when the school had passed a report to the LA, who decides whether the HSE need to be informed. These include staff and pupils and they were just random, unconnected events, averaging three a year. Similarly, there were no trends or concerns in the sickness absence figures to identify to the HSE.
- Premises – A fire risk assessment has been carried out by DCC with advice to remove the asbestos from the roof of the brick shed. This cost of this has been estimated by DCC as £3,500, but it is hoped that Ridge Property consultants will do this as part of the hot water replacement works over the summer. AT stressed that the asbestos was classified as low risk.
- Achievement – A governor **questioned** why 13% of the EYFS cohort were at lower than age related expectations. AT explained that this equated to three pupils in the class of thirty. He added that the number of Secure ARE pupils in year four will also rise by the end of the academic year.
- Ofsted Self-Evaluation – AT explained that the grading of 1/2 meant that standards were at least 'good' in all areas.

There were no further questions and the Chair thanked the Head for his report.

G. Finance Update from DB: AT explained that DB was not in a position to update the governors at the meeting. She has submitted the information to the finance director of the Trust and is waiting for feedback from him before finalising her figures. The Chair added that there had been no areas of concern at the time of the last meeting.

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H. Governor Visits Update: (*Papers circulated prior to meeting*) The chair thanked governors for all their visits. Three governors have carried out a learning walk to observe 'deeper learning' in Maths and the report has been shared. He commented that the school has made real progress in the year to date, with good practice embedded in teaching and learning. In the children's books, different colours highlight their progress within each topic, with orange showing deeper mastery. This also identifies the higher achievers. A governor **questioned** whether pupils were upset if they did not receive any orange highlighter in their work. HS said that staff had discussed this issue, but often the whole class will receive orange highlighter on a particular task. 'Tickled pink' is also still being used, which stands out more than the orange, so no-one feels left out.

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

- Self-review of governing body – The chair explained that this had been superseded by the forthcoming Trustee audit. The results will be shared with governors when received.
- Nominations for Chair/Vice-chair – The next governing body meeting is in November and the chair explained that a new chair needs to be elected before then, as, for example, the next Chairs' meeting is on 18th October. Having discussed this prior to the meeting with the Head and the clerk, it was decided to hold the election tonight, to take up the post with effect from 1st September 2016. Governors were **unanimously** in agreement with this. There was one candidate for chair and KR was **unanimously** elected by a show of hands, (*pro MGC, sec CM*) There were two candidates for vice-chair. CM left the room and the Clerk gave a voting slip to each governor. Following the secret ballot, CM was elected as vice-chair, by a majority of seven votes to one. CM re-joined the meeting and was informed of the result. MGC said that he would email the unsuccessful candidate. **Action – MGC/LP**

The chair advised co-opted governors that their term of office was for one year only and, if they were happy to continue, all would be co-opted with effect from 1st September 2016. A governor expressed concern that all governors could choose to step down at the same time, causing recruitment issues. The chair and clerk clarified that this only applied to the co-opted category of governors. Both the chair and JW informed governors that they would be stepping down at the end of August 2016. The remaining co-opted governors, DT, LS, KR and JG were all co-opted for another year, commencing 1st September 2016. JW reminded governors that a replacement Nursery Trustee would be needed to replace her, which ideally should be the EYFS governor. The Chair said that he would email JG to ask if she would take on the role. LS said that she may be interested if not. AT confirmed that the next nursery committee meeting was on 6th July at 4pm.

Action – MGC

- Governor Specialisms – The clerk advised that these needed to be rearranged, as there were vacancies in some classes and two governors in others. After discussion, it was **unanimously** agreed that JG remain as Reception governor, due to her EYFS training, PO cover year one, DT cover year two, LS cover year three and KR and CM cover year four.
- Meeting dates for next year – The clerk explained that the Trust had set these dates and there would only be one meeting each term.
- Future visits & training – AT said that governor involvement was good, with a sound knowledge of the school. He explained that there will be three priorities in the SDP for next year, so governors could divide into three groups and go on learning walks to focus on each. Governors could overlap between groups. The chair added that they could include their other specialisms in the learning walks if necessary. AT stated that subject leaders could contact individual governors if they were organising anything relevant to them, and extra meetings of the local

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<p>governing body could be convened if required. This format was unanimously agreed.</p> <ul style="list-style-type: none">• Head's interim review – The chair and head will try to arrange a meeting before the end of term and let JG and DT know the date and time. AT added that there had been a meeting in March and September would be better, as there would be data available to benchmark against. The chair said he believed that there was supposed to be a meeting every term now and that the annual review will take place in November. He will ask Liz West for clarification. Action – MGC/AT
<p>J. Policies for Review/Ratification: (<i>Papers circulated prior to meeting</i>)</p> <ul style="list-style-type: none">• The clerk advised governors that she had updated the emergency contact telephone numbers and made suggestions for amendments to the wording, shown in red. AT said that these seemed sensible, in the absence of a Trust-wide policy. The chair stated that he would ask Trustees when the Trust-wide policy would be ready. Action – LP/MGC• Child Protection Policy – This has been updated to include a standardised front sheet and KR's name added as the Safeguarding governor. Policy unanimously agreed and approved by governors.• Violence at Work Policy – This is unchanged and was unanimously agreed and approved by governors.• Attendance Policy – This has been amended to clarify the time at which a pupil is marked as 'late' in the register. Policy unanimously agreed and approved by governors.• Redeployment Policy & Procedure– LP advised governors that this was an outdated LA policy, which has proved very difficult to make relevant to a non-maintained school. She has passed it to the Trust to look at and is waiting for them to come back to her.
<p>K. Governors questions for AT: There were none</p>
<p>L. Governors questions for Trustees:</p> <ul style="list-style-type: none">• Clarification of the Head's review procedure• Plans for Trust-wide EMP
<p>M. Decoration & Maintenance (AT): AT explained that there was no budget for work this year, but next year the priorities would have to be identified. It is likely that some redecoration will be required. A governor questioned whether other classrooms would need to be remodelled for disabled access, as reception class was last year. AT confirmed that the other rooms were fine, with just some re-arrangement of furniture needed.</p> <p>RE advised that Gordon's reading chair had been ordered for the library, adding that the sponsored walk had raised approximately £3,500 for the project.</p> <p>There were no further questions.</p>
<p>N. Questions on Clerk's Update: (<i>Papers circulated before meeting</i>) There were none.</p>
<p>O. F.A.I:</p> <ul style="list-style-type: none">• Nursery Trustee vacancy
<p>U. Date of next meeting: Tuesday 8th November 2016 from 6pm to 8pm.</p> <p>AT reminded governors that Sports Day was on Tuesday 21st June and help was required if anyone was available.</p> <p>AT thanked MGC for his time and commitment and presented him with a gift. He also thanked JW and HH in her absence. MGC said that he was remaining as a Member for the Trust, so was available to answer questions, if needed.</p>
<p>Meeting closed 07.43 pm</p>

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Actions:

- *D: PO to load report onto shared space*
- *D: LP to add 'Equality Objectives' policy to agenda when finalised by the Trust*
- *D: Clerk to refer to 'governors' in future minutes; MGC to advise Trustees of this*
- *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*
- *J: LP to update the policy as indicated and put on next meeting agenda; MGC to check position with RB*