

COLEHILL FIRST SCHOOL
LOCAL GOVERNING BODY MEETING

Minutes of meeting held at the school at 6.30pm on Tuesday 17th November 2015
Present: Mike Guilmant-Cush (Chair), Dave Tarring, Juliet Gould, Helen Hann, Phil O'Connor, Katie Ramsden, Andrew Turrall (Head teacher), Ruth Everton, Helen Self, Debbie Bowring (School Office Manager), Lynnette Payne (Clerk)
1. Apologies received: Accepted from Hilary Moss
2. Declaration of Personal, Business and Pecuniary Interests: None
3. Minutes of last meeting: The minutes of the full governing body meeting held 29th September 2015 were formally approved and signed
<p>4. Matters Arising:</p> <p>Actions:</p> <p>4: Clerk to add reading chair to November agenda – Action completed</p> <p>4: Clerk to add self-review of governing body to June agenda – Action completed</p> <p>4: MGC to initiate yearly planner – Action completed</p> <p>The planner was circulated prior to the meeting and MGC requested that governors fill it in, using it to plan class visits and other governor business. When the self-review is carried out later in the year, the year planner can be used as evidence of involvement. PO asked whether there was a planner for each member, or just one communal one. MGC confirmed they were individual planners to be used alongside the annual cycle of self-review that had been handed out previously. AT stated that he had updated this slightly and request the Clerk to load on to GVO for all governors to review. Action – LP</p> <p>4: Clerk/MGC to liaise re parent governor elections – Action completed (see Clerk's briefing for update)</p> <p>5: Clerk to add Governor development plan to November agenda – Action completed</p> <p>5: HM to sign Code of Conduct: HM has sent apologies – Action ongoing</p> <p>8: Governor Skills Audit Form: PO requested a replacement form from the Clerk. Action – LP</p> <p>9: AT to investigate key safe cost/viability, Clerk to add to November agenda: AT confirmed that the school plans to install a key safe but he needs to investigate the cost and insurance implications. Action ongoing</p> <p>11: Clerk to set up Trust policy schedule: The Clerk advised that this was a work in progress. Action ongoing</p> <p>11: Clerk to ask Governor Services re: EYFS course. There are no current plans for this. Clerk will circulate the course list as it is updated. Action completed</p> <p>11: Clerk to upload weekly briefings to the GVO – Action completed</p> <p>11: Clerk to add budget meeting date to schedule – Action completed</p> <p>11: Clerk to add Governors training report to November agenda – Action completed</p> <p>12: PO to advise AT of date of H&S visit, clerk to add to November agenda – Action completed</p> <p>12: Clerk to add challenge partner's report to November meeting agenda – Action completed</p> <p>Matters arising: PO queried why the lettings' income increases in the winter months. DB explained that it is cheaper to hire the field than the hall, as hall charges include electricity, so when clubs move indoors as the weather worsens, they pay more.</p>
<p>5. Minutes of Committee Meetings: (Papers circulated prior to meeting)</p> <p>Resources Committee 03/06/15: The minutes of the meeting were formally approved and signed by DT (Committee chair)</p> <p>Premises Committee 20/05/15: The minutes of the meeting were formally approved and signed by HH (Committee chair)</p> <p>Curriculum Committee 12/05/15: The minutes of the meeting were formally approved and signed by MGC (Committee chair)</p> <p>KR queried whether there were any remaining committees. MGC confirmed that all business would be dealt with at the full governors meetings and thanked the committee members for their hard work. There were no matters arising.</p>

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6. Headteacher's Report including Performance Management Review: (*Papers circulated prior to meeting*) AT referred governors to his 4 page report. Several governors stated that they could only view page one on their tablets. AT requested the Clerk to send a further copy by email to HH, RE, HS and KR, as documents from the GVO do not always display correctly on mobile devices. **Action – LP**

6.2: AT explained that Laura Shearing had taken on the ELSA role and had attended relevant training.

6.3: He has drafted a new SDP which needs formally approving (See agenda item 8)

6.4: There are 2 documents on the GVO that present the same pupil achievement data in different ways, giving a good snapshot for governors. There were no questions at this point, but these dashboards will be discussed again under agenda item 17

6.5: AT explained that 10.5% of the current cohort is SEND. There are two pupils with the highest level and another waiting for an Education, Health and Care plan. He further explained that an increasing number of children were requiring help with communication. JG **questioned** who decided the needs of a pupil. AT confirmed that the school decides whether to add a child to the SEND register, often on the advice of a professional, for example a speech therapist or doctor. When the child is discharged, the school decides whether or not to remove them from the register.

6.6: AT informed governors that there were 'learning lines' appearing in classrooms as a result of the recent staff training day with Roy Leighton. MGC also attended this and demonstrated the learning line to governors, explaining that it helped pupils articulate the learning process. HS confirmed that pupils were finding it really helpful when they reach the 'wobble' stage of the learning journey. This is also being used by Hayeswood and Witchampton schools, who attended the training day. The recent first aid audit identified that the staff training was inadequate to meet statutory requirements. This was due to incorrect advice from the LA. All first aid training will be carried out within the MAT in future.

6.7: AT explained that the school was part of the Wimborne Teaching Alliance and was providing a trainee placement for one student this year in Year 1. He is also mentoring the new Head of Witchampton First School. Sean Rayner, Year 4 teacher, is leading a support network for NQTs across the MAT.

6.8: AT asked governors if they were happy to use their new google email addresses to communicate and access the shared governor community. The intention is to utilise the google apps capability instead of the GVO to share, edit and communicate on documents. He explained that he would send all governors a link to an empty folder to check that everyone was able to access it and requested acknowledgment of success. **Action – AT/Governors**

AT then asked governors if they had any questions on the Performance Management Summary, which is a statutory requirement for them to see, to ensure that procedures are robust and working. There were no questions from Governors.

MGC stated that it seemed in line with previous years and thanked AT for his reports and congratulated him on his growing role within the MAT.

7. Budget Update (DB): (*Papers circulated prior to meeting*) DB explained that this was the first financial report since conversion and was a work in progress. The balance sheet shows a loss of £2,727, as forecast at this point in the year. The accounts started at a loss of £16,000 when the school academised, so there has been a good improvement already. If the school receives the insurance pay out of £19,000, this will have a large impact on the figures, but this is not guaranteed. MGC thanked JW for her hard work as bursar before she retired, leaving the accounts in an excellent position. DB directed governors to 'activities for generating funds', explaining that the actual income of £3,934 was distorted as it includes money from KS2 school meals. The true generated income was £1,500 so far, mostly from lettings. DB also explained that 'staff costs, educational support' was overspent by £973. This is because the school has been using the TA's to backfill and cover, rather than supply teachers. There is a budget for supply staff of £574, which will offset some of this figure. MGC **questioned** the large variance on line 103470, £5,132. DB explained that this figure was also

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distorted by a school meals amount of £5,601. There is a net loss of £786 for school meals, but the income in the budget is broken down into 12 months, not allowing for holidays, so school even out as the year progresses. AT also stated that some income was due from the teaching school. There were no further questions from governors.

DB then explained that the Accounts Summary to Parents, usually produced at this point in the year would now be produced by the Trust in the Spring. The financial year end has changed and the auditors visited in October. MGC thanked DB for her hard work.

8. School Development Plan: (*Papers circulated prior to meeting*) AT explained that instead of moving pupils up to the next curriculum level, they are being taught to apply their skills at a deeper level. JW agreed that this embeds the learning better and questioned whether it was working. HS said that it was too early, but improvement should be showing by the end of the academic year. Both KR and JG **queried** whether more able learners would be held back by this approach. AT confirmed that they are challenged to use and apply their understanding of different problems and the option to move these pupils on to the next level was still available. RE added that it was how these pupils were allowed to explore the tasks that makes a difference. MGC asked whether governors had any questions on the 3 objectives within the SDP and thanked AT for his work. He suggested that the SDP be looked at again in the Spring term. It was **unanimously** agreed to accept and adopt the SDP. **Action – LP**

9. Safeguarding & Child Protection (HH): HH advised governors that the annual safeguarding audit was due. This needs to be completed on –line before the end of the year by HH, KR and AT. MGC requested that he also attend the session. A date will be arranged after the close of the meeting. **Action – Safeguarding audit to be completed.**

HH also drew governors' attention to the new report on female genital mutilation. In summary, staff and governors have a statutory duty to report any concerns to the police. AT said that he was attending the 'Prevent' training on Thursday, which concerns radicalisation in schools. KR added that she had attended a Stonewall course on 16th November, which was really aimed at secondary schools, but had included some case studies about primary age children. Laura Shearing also attended the course and both found it very enlightening. She then explained that she had reviewed the school's policies related to these issues and they are worded correctly, although the Sex and Relations Education policy (SRE) should say 'equal value regardless of sexual intent' rather than 'sexual orientation' and also 'questions about LBGTQ issues' rather than just homosexuality. KR said that governors and staff need to feel equipped to deal with anything arising in this context. RE added that some of the children do raise issues picked up from older siblings. **Action – LP**

10. Governor Development Plan: (*Paper circulated before meeting*) MGC explained that the document had been designed by himself and AT to be compact and straightforward. The role of the governing body has changed since conversion. For example, most policies will be produced at Trust level, but governors should still be aware of their content, as they need to be adhered to. AT added that there was now a link from the school's website to the Trust's website. MGC also advised governors to try and attend any trust events, for example the one on 1st December. The Trust is also considering providing in house training for chairs of the local governing bodies.

MGC then reminded governors to be proactive in bringing questions to the meetings, as Ofsted want to see evidence of challenge in the minutes. AT suggested putting the SDP on the google community forum for governors to add comments to. The Clerk suggested highlighting questions/challenges in bold in the minutes. **Action – LP**

MGC advised governors to think about what to ask on class visits, without grilling the teaching staff. Also, they should complete a simple self-review, which can be informally analysed at the end of the year. PO said that he was happy with the GDP, but **questioned** why nothing had come from the '20 questions' exercise, as a lot of work was involved and it is on the GVO, but nothing has come of it. MGC agreed to update the '20 questions' results to include evidence boxes. AT to host on Google

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<p>once up and running, for all governors to add examples. PO indicated he would be willing to coordinate. Action – MGC/AT/PO</p>
<p>11. Governor Audit of Knowledge and Experience: (<i>Papers circulated before meeting</i>) The Clerk advised that she had not received everyone’s form back, so had not been able to audit the forms. MGC requested that they be returned to the Clerk as soon as possible. Action – LP/PO/HM</p>
<p>12. School Council Dates (AT): AT advised governors that HS had started to take responsibility for the School Council. HS said that they were going to look at redesigning the playground and would feedback the ideas to governors. MGC suggested putting the dates on the shared google forum for governors to sign up to attend a meeting. Action – AT</p>
<p>13. Health & Safety Update (HH/PO): (<i>Papers circulated before meeting</i>) DB explained that she had updated PO’s report where matters had been dealt with. She advised that on 6th November Seaforth had carried out water testing and the school failed on numerous issues, including the water not getting hot enough and temperatures fluctuating. The academy have employed Ridge Property Co to correct this and the roofing issues and are applying for funds from the Capital Infrastructure Fund, which involves a submitting a bid to the government. DB also advised that she had attended a Health & Safety course and there are new COSHH forms to be completed. LP is to liaise with Brenda, the janitor, to update the information. AT suggested loading the H&S documents on to the shared google space so that all governors could see the issues and actions. PO added that he had not yet carried out the electrical sweep of the school buildings. DB confirmed that the PAT testing does not need repeating for another year. Action – LP/DB</p>
<p><i>Debbie Bowring left the meeting at this point, 7.50 pm</i></p>
<p>14. Grants for school alterations: JW confirmed that the alterations to the Reception class area had been completed under the Condition Improvement Fund (CIF). AT said that the nursery alterations have been put on hold due to the lack of funding.</p>
<p>15. SEF including Challenge Partner’s Report: (<i>Challenge Partner’s Report circulated prior to meeting</i>) AT advised that he was in the process of writing the SEF with HS and they are attending a two day SEF writing course this week. The document will be loaded on to the shared google space and will be constantly updated as the year progresses. He asked governors if there were any questions concerning the Challenge Partner’s report. There were none. MGC congratulated AT on the report’s findings – there was a long list of effective learning observations and only two ‘less effective’ learning observations.</p>
<p>16. Policies for review/ratification: Probationary Procedure (Support Staff) Policy: (<i>Circulated prior to meeting</i>) This policy is unchanged and was unanimously agreed and ratified by governors. The clerk explained that the payment of governors allowances, pay and contract review policies are all under review as draft Trust policies and that school data was covered under agenda items 6 and 17.</p>
<p>17. Dashboards (AT): (<i>Papers circulated before meeting</i>) AT questioned whether governors had understood the data presented on the Raise and Fischer Family Trust reports and whether they would like to attend a data presentation meeting. JW and MGC confirmed that they would and this was agreed to be before the next governing body meeting. MGC said that the data appeared to be generally very positive.</p>
<p>18. Gordon’s Reading Chair design and budget: KR advised that her tree surgeon contact was too busy to make the chair but she had found a website that specialised in furniture for schools. She showed governors a picture of a reading chair costing £317 including delivery. MGC queried whether it was adult size and whether it would fit inside in the library. RE said that she was in the process of redesigning the library as a woodland setting, so the chair would fit in well, especially as she was considering having wooden toadstools for the children to sit on. If the chair was too large, it could be sited outside under the canopy. KR added that there was room for a plaque to be fixed to the chair,</p>

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so she would email the school office with details, with a copy to AT. Action – KR
19. Key safe/ Equipment lock viability & cost: AT confirmed that this had been agreed in principle but the insurance implications need to be checked. Action – LP
20. Governors’ Feedback – visits & training: JW had attended the Early Years Foundation Stage course which she found inspiring and informative. It is run by an Ofsted inspector, who would also be willing to come into school and advise if required. JW explained that Early Years was reverting to learning rather than playing and Ofsted will be looking for children willingly and actively learning and expressing themselves. She will share the course material with JG, the other Reception link governor. The course also advised on the standards that Ofsted expects to see in classrooms and a return to natural resources, for example wood rather than plastic toys and fabric rather than mass produced dressing up costumes. JW also attended the Nursery Rhyme Challenge, reception assembly, which demonstrated many of the things that the course suggested. PO advised that he had visited Bovington Tank museum with Year 3 and would write a report on that. He will also liaise with RE in respect of his link Year 1 visit plans.
21. Clerk’s Update: The clerk advised governors that several of the financial policies were no longer relevant since conversion and they have been removed from the review cycle. However, there are no replacement Trust documents yet. MGC requested a copy of the documents. The clerk reminded governors that they could check the policies being proposed on the weekly trust briefings on the GVO. Action – LP The clerk asked whether the benchmarking exercise would continue. AT confirmed that this would be carried out by the Trust for now on. The Emergency Management Plan has been sent to Dave Evan’s office at DCC, and they will try and verify as many of the phone numbers as possible The closing date for the parent governor nominations was extended from 6th to 13th November, and has now closed, with 5 applications. There will now be an election. There have been several governor visits, but reports from only two governors. The clerk advised that the visit form had been updated to include a ‘blog’ section. This should encourage governors to write a paragraph to upload to the school’s website. The new form has been emailed to all governors. The clerk encouraged governors to attend the Trust evening on the 1st December at St Michael’s school, as only 4 have said yes so far. The Head Teacher performance review took place on 11th November with Liz West, MGC, DT and JG. This occurs annually.
22. F.A.I: None suggested
23. Date of next meeting: Confirmed as Tuesday 19th January 2016 at 6.30 pm MGC reminded governors that the Christmas Fair was being held on Friday 4th December from 5 – 6.45 pm. DT updated governors on the latest news about the Reef. DCC is proposing to remove all funding from youth services, which will have a large impact on the Reef, as it relies on youth workers and rental income from DCC.
Meeting closed 20.17 pm

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Actions:

- 4.4: Clerk to add self-review document to the GVO
- 4.5: HM to sign Code of Conduct
- 4.8: PO/HM to return skills audit form
- 4.11: Clerk to continue work on Trust policy schedule
- 6: Clerk to email report to HH, RE, HS and KR
- 6.8: AT to action link to folder via google; Governors to acknowledge successful access
- 8: Clerk to add to one of the Spring term meeting agendas
- 9: Safeguarding audit to be completed; SRE policy to be amended to reflect KR's advice
- 10: Clerk to highlight minutes as discussed; MGC to update '20 questions'; PO to co-ordinate; AT to host on Google
- 11: Clerk to analyse skills audits when all forms returned
- 12: AT to add to Google community, with governors having editing rights
- 13: LP to liaise with Brenda and complete COSHH forms; DB to update the H&S report and arrange for it to be loaded on to the google forum
- 18: KR to email office/AT details of reading chair
- 19: AT/DB to investigate insurance implications of key safe; Clerk to add to January agenda
- 21: Clerk to send copy of financial documents to MGC