

COLEHILL FIRST SCHOOL

FULL GOVERNING BODY MEETING

Minutes of meeting held at the school 4pm on Wednesday 26th November 2014

Present: Mike Guilmant-Cush, Dave Tarring, Matthew Johnson, Juliet Gould, Hilary Moss, Katie Ramsden, Sally Richardson, Andrew Turrall (Head Teacher) and Julie Walter (Associate Member).

Attending: Debbie Bowring (clerk)

1. **Apologies:** Sarah Byrne, Helen Hann, Phillip O'Connor, Jayne Aspley, Ruth Everton.

2. **Declaration of Interests:** None

3. **Minutes of last meeting:** minutes of full governing body meeting held on the 17th September 2014 were formally approved and signed.

4. **Matters Arising:**

- Andrew to speak with Gordon's daughter to discuss further a way of marking Gordon's service to the school. AT explained he has no contact details for his daughter as they were using Gordon's email facility which has now been closed. School office will find address and phone number for AT to move this item forward.
- HT & Deputy to consider looking at an outside validation program as it is 6 years since the school received an inspection from Ofsted. MGC explained this has not happened as quickly as we anticipated due to MAT conversion process. AT confirmed for autumn term Mr J Bagwell local school Head teacher will be visiting to oversee HT performance review and will also complete a review of the school.

Item 5, Governors Business Review:

- Business Interests Register: clerk confirmed all governors have reviewed their forms.
- Composition of Committees: Matthew Johnson has moved to Premises committee. From January 2015 Finance & Personnel will become 'Resources committee'.
- Training Record: Clerk has Matt certificate for new governor. Mike, Sally, Andrew & Debbie attended Finance for Academies course. Hilary attended Safeguarding level 1, clerk & chair attended this term's briefings. MGC also attended John West-Burnham course 'Redefining Governors'.
- Governor visits: AT explained he has discussed learning walks with staff and you will see from the Head Teachers report there has been a reshuffle of curriculum Leadership roles and responsibilities, therefore PE walk is likely to happen in spring. We have CPD twice a week, covering Gym & Dance and Games.
- Governor Audit Form: Clerk has the completed forms. MGC explained when viewing the governing body it is important to know each governors understanding of governor duties as well as the need to know skills that governors bring with them to the school. After Christmas MGC will send out a questionnaire for governors to complete with this in mind.

5. **Head teacher's Report:** See attached report which was circulated prior to meeting. AT explained Hayley has taken on PE and is launching 'scheme for work' for gym, games & dance. She is supporting teachers for 6 weeks and the next stage is for the teachers to take the lead. JA is absent until 24th Dec and Mrs Wright will be in place until that date. We have appointed a new 1-1 support for the afternoons for statemented child, Mrs L Sweeney; she will be joining us on the 8th Dec. A recent appeal application for a child to join us has finalised with a place being offered and accepted at an alternative school.

6. **Committee Reports:** All minutes approved and questions invited from chairs to governors.

- Curriculum: MGC explained it has been noted that there is a Pupil Premium gap appearing and is being addressed through the SDP. Also results show as a school we are hovering above national results but other schools in Dorset are catching us up, there is concern about flat-lining. Colehill Learner has not reached potential due to staff changes.
- Premises: JW confirmed plans detailed in the minutes have been completed. The steps and ramp are awaiting dry weather for final treatment of the wood. It has recently been noted an area in the outside playground wall needs some repair work.
- Finance: SR reports that benchmarking had to be postponed and still requires rescheduling.
- Personnel: DT reports that the Safer Recruitment training was cancelled as both he and AT had previously attended the training and were not required to complete it again.

7. **Budget Update:** See attached report which JW explained. See also Out-Turn statement which governors agreed. JW explained having to chase Absence Insurance payments outstanding. DT suggested at next communication tell the company you will involve the FCA, this should speed up the matter. JW is also exploring avenues to claim funds from DC with regards to further compensation for school kitchen refurbishment following Chartwells failure.

8. **Summary of Accounts to Parents:** See attached report. Governors approve, this will be included in next newsletter to parents.

9. **SDP 2014/15:** See attached copy of SDP. AT presented each governor with their full copy of the SDP and gave them an overview of each area covered. One particular concern is the widening gap with Pupil Premium, all teachers are aware of this and the added complication is the diverse needs of these children. Four key objectives within the SDP are

- To further raise the achievement of potentially more vulnerable learners across the school.
- Mathematics: to further improve and sustain achievement in mathematics across the school, given the enhanced national expectations from Sept 2014.
- To ensure that the delivery of our new curriculum, (based on the National Curriculum 2014), and the new assessment processes around it, secure the best possible achievement outcomes for all learners.

- To complete the process of academisation by joining the Wimborne Multi-Academy Trust group of schools during 2014-15.
AT asked governors to read and contact him to discuss and raise questions. It would be good to also use Virtual Office when in place for online discussions with this.

10. **MAT Update:** MGC explained the Governance structure is available to view on the website and a key duty being considered now is filling the board of trustees. The finances have been assessed and the proposal works over a 3 year period. The academy are looking to appoint an interim business manager and CEO on a fixed contract. Should any governors be interested in becoming a trustee they need to complete and submit a biography by 1st December. The TUPE consultation process has been started and there are questions being raised regarding continuous service recognition and movement of jobs within academy and maintained schools. Colehill First School are requesting a TUPE meeting here at the school when more staff are available to attend. There is a final meeting to be held at Allenbourne on 15th December where each governing body will have hear a final presentation and then convene independently to make a final an irrevocable decision on their school becoming an academy. MGC will send out to all governors an official invitation and requires definite replies as the governing body must be quorate to make the final decision.

11. **Ofsted Update Safeguarding & Child Protection:** HH absent from meeting and no updates passed on, no issues rose. Staff at the school attended Safeguarding & Child Protecting training on 4th November 2014. Absent staff to be provided with a copy of presentation.

15. **School Meals Update:** JW explained school meals are now being cooked on the premises, our KS1 numbers are not as high as we would like. JW has put an application to DfE for £8500 capital funding to cover remainder of costs for the kitchen refurbishment. DCC hold some grant funds which they need to allocate, we are waiting to hear if successful. We are planning to invite parents to share a lunch time with their child during spring term, spreading the year groups over different days. Also planning a taster session for KS2. Office will send out an invitation for children to take part in Christmas meal on 15th December if not already signed up to it.

12 & 13 **Governor Development Plan & Ofsted Inspection & Governors:** MGC explained the GDP 14/15 needs to be written and the logical approach is for it to be completed after academy conversion process is finalised. MGC also shared some learning from a recently attended John West Burnham training regarding 20 questions for Governors from Ofsted. When the GDP is written he would like these 20 questions to feature and will be seeking out governors individual external skills via a questionnaire.

14. **Virtual Office Update:** Clerk updated governors the 'Virtual Office' has been set up and Michael Thorpe is awaiting our instructions to hold a 'kick off' meeting, which would involve AT, MGC, JW & clerk along with one other governor. The clerk would then need to populate the virtual office with some information and arrange an online web training session for all governors to attend.

(HM left meeting)

16. **Update on marking Gordon's service to the school:** already covered in matters arising.

17. **School Council Dates:** AT explained the school council meets every Friday at 1.30 and he welcomes governors attending, it will give you a sense of what the council do. Governors do not need to formally book to attend, they can drop in when available.

18. **Health & Safety Update:** JW explained no further issues to report since previous meeting.

19. **Policies for Review / ratification:**

- **Payment of Governors Allowances:** recommended by Finance committee. Agreed and ratified by FGB.
- **Financial Risk & Control Checklist:** recommended by Finance committee. Agreed and ratified by FGB.
- **Disciplinary Procedure:** recommended by Personnel committee. Agreed and ratified by FGB.
- **Data Protection Policy:** as per Summer Dorset Governor magazine. Agreed and ratified by FGB.

20. **Governors Feedback, visits and training:** AT explains the learning walks will provide governors with a great amount of information. Class visits and reports need to be continued please.

21. **Clerks Update:** Clerk explained to governors reconstitution needs to be completed by September 2015. As we are in the process of converting to an Academy this process will happen as part of the changes. However if for any reason the academy process does not complete we will need to reconstitute. Clerk also confirmed committees from Spring Term will be Curriculum, Resources & Premises. See hand-out confirming details. It was agreed the dates for the 'Resources' committee meetings would be held Wednesday 4th February 10.30am and Wednesday 20th May 10.30am.

22. **F.A.I:** none

23. **Date of next meeting:** Wednesday 18th March 2015 at 4pm.

Meeting closed 5.50pm.