

CHARMOUTH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING

Held on Wednesday 22nd January at 3.00pm at Charmouth Primary School

Those Present: Laura Cornish (Headteacher), Sylvie Lord (Chair), Dave Barton, Andy Bateman, Caroline Dare, Tamsin Rowe, Jane O'Sullivan, Lynne Wheatley, Colin Williams

Associate Members: None Present

In attendance: None

Clerk: Karen Southcott

Apologies Received From: Naomi Cleal (work commitments)

Absent: None

Minutes Part 1

Actions highlighted and recorded at the end of the minutes. Decisions recorded in brown throughout the minutes. Governors questions/comments recorded in green. Part 2 in red, actions completed since meeting

Meeting Opened at 3.00 pm

No.	Item	Lead
1.1	Welcome and Apologies – The Chair welcomed everyone to the meeting and thanked them for coming. Apologies received from Naomi Cleal. Dave Barton had given his apologies to the clerk that he may be late and Caroline Dare had requested to leave at 4.15pm due to family commitments.	SL
1.2	Declarations of Business Interests – No specific Declarations of Interest other than two parents with children in Years 4, 5 and 6.	SL
1.3	Any items brought to the Chair's Attention not on the Agenda – None	SL
2.0	Approval of Previous Minutes held on 18th December 2019 The Chair wished to go through the minutes page by page for accuracy. A governor had requested an amendment to a paragraph in Item 3.2 starting “Another governor commented it was clear” to the clerk prior to the meeting. It was read out and agreed to amend the last sentence of the paragraph, with the additional amendment to clarify the Vice Chair who was involved in the letter to the LA. The Chair asked if anyone else had a comment on the accuracy of the minutes, before the minutes were approved by the Board. It was noted that to date, no response from the LA had been received with regards to the letter. Caroline Dare joined the meeting at 3.03pm	SL/ All
3.0	Matters Arising -	SL/ All
3.1	The Chair referred to the highlighted actions from the previous minutes: • 3.1 Emergency Plan Contact List. The HT said it was now displayed in the office. She did not feel it necessary for it to be in the classrooms or staff room. A governor agreed that the office was the most central place for information and it was agreed to display the Emergency Plan Contacts in the office only.	

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- **3.1 Premises Inspection Plan** sent to the HT. The HT had not received it but as DB was not present it would be followed up after the meeting.
- **5.1 Website Compliant by 25.02.20.** The HT said she was on track to complete this. She had initiated a weekly meeting with office staff to work through the compliance document and ensure the website was populated with the correct documents. The Chair asked the HT to send her the Compliance document to ensure everything was in place by February Half Term. The clerk said the Governors pages needed updating. The Chair agreed to work on this with the clerk.
- **5.4 Asset Register.** The HT said it was started but not urgent so deadline moved to May Half Term. Clerk to update the Year Planner accordingly.
- **6.1 Mission Plan written for the Governor Development Plan.** The Chair said she hadn't had a chance to complete this. There was a discussion as to whether it should be a mission statement or a vision statement for the whole school.
A governor felt this was a high priority as it had been made clear on a recent training course that one was required for the school. The Chair committed to providing a stab at a governing board vision. Then she and the HT will talk about a school vision at the next meeting.
- **6.1 Governor Development Plan.** AB had sent a previous version to the Chair. She was hoping to use it, along with another version shared by the Chair of Bere Regis School whose profile was similar to ours.
- **6.1 Feedback on Governor Development Plan.** The Chair acknowledged that Priority 1 from the initial Plan was Vision and Strategy and it needed to get done and would focus on it for the next meeting. Clerk to add as an agenda item.
- **6.2 Training Schedule added to the Yearly Planner.** The clerk had added the column to the Planner and the Chair was keen to see governors give feedback after attending a course. It was agreed an item would always be on the agenda. Future courses would be discussed and suggestions made on where governors would benefit from attending courses. The clerk already produced a report of courses available and what courses governors had attended, but was asked if she could produce one showing courses governors were booked on for the current term. Action: Clerk to produce report
The Chair asked if all governors had attended Safeguarding 1 and after a discussion it seemed 3 required the training. However it was noted that when governors had looked at the course it was already fully booked for this term. It was suggested the HT could see if a course could be put on for schools within the Collaboration who may also have governors requiring training. This was seen as high priority given the number of governors who had not received safeguarding1 training.

CD left the meeting at 3.23pm to deal with a safeguarding issue
- **6.2 SFVS Schedule added to Yearly Planner.** Finance link governor had a meeting organised with the HT to go through finance. Also to be discussed

- as a later agenda item
- **6.2 Governor Visits added to FGB Agendas.** The Chair explained that it was clear from the TAS meeting that each Link Governor was required to understand their own area in depth but all governors needed to have a basic overview and knowledge of the other Link Governor roles. She asked if a governor has made a visit to the school to notify her and the clerk so it can be added to the next FGB agenda to update and share their experience with other governors.
- **7.1 PTFA Finance Report.** The HT reported that the PTFA wanted more time to prepare the report as they have never been asked for one before and the new Treasurer wanted to ensure it was well presented. Postponed to next meeting. Clerk to add to next agenda.
- **7.2 Scheme of Delegation.** Had been agreed not urgent, deadline amended to September 2020 Meeting. Clerk to add to Year Planner.

The last 3 actions were completed.

Correspondence with the LA

3.2

The Chair commented on the TAS Meeting that took place on 10th January. The point of the meeting was for the LA and the school to agree a way forward and focus effectively on making the school Ofsted ready. She felt it was a good meeting and that she and the HT had received notes of the meeting from the LA and felt they were inaccurate in places. She planned to reply to the LA asking for a couple of amendments to be made.

The Chair thought overall it was a good meeting and the GB came across as knowing more than the LA had perceived. It was recognised the governors did have a grasp of the issues facing the school. Governors felt it was useful to clarify the roles the individual LA representatives had. However some governors were less positive about the TAS meeting and the chair acknowledged that as an employee of the LA, she may be less objective. Some governors felt that the meeting only happened now so the LA could say they had engaged with the governors and it was long overdue. On a positive note, the governors were happy it was made clear for the need to increase their involvement in monitoring progress (identifying, collecting evidence and understanding impact) during school visits.

Dave Barton arrived at 3.36pm

A governor made a remark on how useful having input from the Chair of Governors supporting our school was in the TAS Meeting. The Chair agreed and said they had already agreed to get together after the next Chair's Briefing. One of the Vice Chairs asked to attend the meeting with Sylvie. She said she would see if it was possible. She concluded that sharing best practice with other schools was a great way to learn more. The Chair promised to respond to the LA and distribute the amended LA Report in due course.

At this point she acknowledged DB's arrival and welcomed him to the meeting. She explained this was his last meeting, as a governor, before the end of his term of office and thanked him for the contributions he had made. After talking to Governor Services, she felt it made sense to ask if he was willing to stay on until the end of the

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	<p>Summer Term as an Associate Member so he could continue to share his knowledge and support the GB.</p> <p>She said there were currently 2 Co-opted governor vacancies and she and the HT were going to put an advert together focussing on people in the local community. It was suggested the advert should go in the village store, the Shoreline magazine and on the school and village Facebook pages. A governor thought the local U3A organisation could be approached. Another governor wondered if the local Senior School could be asked if they had any 6th Formers or past pupils who may consider it in their gap year or something positive to add to a CV if they lived locally. It was agreed the views of younger governors would bring a different dimension to the GB.</p> <p>Caroline Dare re-joined meeting at 3.47pm</p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>School Development</p> <p>Governor Development Plan This had been discussed earlier in the meeting</p> <p>SDP (Understanding the 4 key Priorities) The Chair explained that the clear focus from the TAS Meeting was to concentrate on the SDP. All governors were given an overview of the 4 priorities and over the next few FGB Meetings one of the priorities would be looked at in detail, starting this meeting with the most urgent one, Priority 2. It was hoped Link Governors would then clearly understand which strands they were responsible for. It was important to look at the SDP, along with the Governor Development Plan and Year Planner. It was acknowledged some of the governors did not currently have the knowledge or confidence to know what questions they should be asking during visits. Those who were confident offered to share their knowledge with others. The clerk asked if the draft report form produced at the back of the Governor Visits Policy in November could be used, with the format improved to include data monitoring visits. It was agreed this was a good idea. The Chair thought she had been given a copy of one by the Chair from the school that was providing mentoring to her and the HT.</p> <p>The HT gave an explanation of the SDP on the screen. The full report had also been distributed prior to the meeting. The 4 key priorities around 1) Curriculum, 2) Attainment & Outcomes, 3) Middle Management/Leadership 4) Early Years</p> <p>She explained the format of the SDP she was now using had been shared by the Chair of Governors at Bere Regis and was confident it linked closely to our school aims.</p> <p>SDP Focus on Priority 2</p> <p>What Priority 2 means The HT said most of the aims were linked to the curriculum. She had included more aims and therefore it was a bigger area than it should be, however this was the biggest focus. She explained a few acronyms on the report: ARE Aged Related Expectation For example: the expectation of a child in Year 6 was to achieve a pass in SATs ARE +, the child would exceed expected. A governor asked how a school knew whether a child met ARE and did specific</p>	<p>SL</p> <p>SL/HT</p>

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government guidelines exist to help schools reach their target. The HT said there used to be but these were no longer in place, although there was a benchmark at the end of KS1 and KS2, there was no matrix between other years. It was up to individual schools to keep track of progress. The HT said she met with other schools, for example had taken part in moderating within the schools of the Collaboration last year. She was asked how often in the year monitoring was carried out and she replied 3 times a year (each term).

The Chair said the school was now using a diagnostic tool and the governors need to be able to check that the HT says is happening is actually happening. She re-iterated the Link Governors need to feel that monitoring is accurate.

The HT explained a further acronym, **GLD Good Level of Development**

She was asked how that was defined and she answered the children were given a 1, 2 or 3 which meant Emerging, Expected or Exceeding and were graded within this.

She had a clear framework and gained further tips from the moderator last year.

The Chair explained Link Governors needed to get involved in the Monitoring Column. It was noted the Curriculum Link Governor had already been involved in the Termly Assessments and Statutory Assessment data within this column starting last term.

The HT explained “Tracking against FFT data”, the **Fischer Family Trust** is a body that looks at predicting the levels in Year 6. This Year 6 will be the first cohort to do the new curriculum brought in in KS1.

Governors acknowledged that when they observe teachers they need to understand how teachers know each child is making progress and what learning actually looks like. The Chair confirmed governors must always refer back to “how do they know?” The Chair said she had identified the 2 Curriculum Link Governors but was aware of the need to add the SEND/PP Link Governor in as well. She asked the SEND Link Governor if she was happy to get involved and suggested the 3 Link Governors worked to support each other in this area.

CD made her apologies and left the meeting at 4.17pm.

The SEND governor agreed to this and said it was important to look at evidence already collected and the importance of asking enough questions and having a dialogue with parents. Another governor commented the key was to work strategically and not make more work than was necessary and look at what documentation was already available.

The Chair suggested the SEND governor put her questions to the HT and see what was already in place.

A governor suggested the governors contact each other if a review was planned. Another governor was keen to ensure there were key objectives for a visit and be able to then provide the physical evidence to make sure the objective was being met. The idea of a simple template to include the Link Governor’s objectives and a mini strategy plan implemented was requested.

The HT thought this could be linked back to the Focussed Intent Plan. The same governor asked if the template could include “What is the objective”, “What is the evidence” and “What is the impact”.

The HT invited governors in for “book-look” and said she could show a governor what they needed to know and what they should be looking for.

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The Chair asked as there was already a draft visit report, did they feel a separate monitoring form was required. A governor asked whether protocols were in place when governors were observing staff on visits. Another governor wanted the report to be able to elaborate on the impacts an objective was having on the school. A governor commented that it must be clear that the reports made by governors, are as governors and not as ex-educationalists. It was a different approach, and should not make judgements.

The HT gave examples to the governors of how staff can prove progress had been made.

The Chair recognised that governors were at different levels of learning. A governor who recently attended a course was told on the course, that a governor should actually plan the visit along with the evidence they expected to see, eg I planned to look at, did I see it happening and was it having an impact? The HT said the questioning could continue and gave an example of if a governor had seen the evidence in Year 2, show me the same evidence in Year 3.

The HT said it would be useful to highlight on the SDP what each objective was.

The Chair took an action to work with J O'S to complete a Visit Report. The clerk was asked to circulate the Visits Policy to all governors so they had it to hand.

Further acronyms **PPM Pupil Progress Meeting**

PDP Personal Development Plan

A governor noted that there were other objectives set after the last Ofsted that required work and re-visit the Inspectors comments of the things the school were rated good at then. As a Board, they must not take their eye off the ball with those things either. The Chair agreed to look at the previous Governor Development Plan produced following the last Inspection.

Feedback from TR on Data Monitoring Visit – 08/01/20

The visit report had been circulated prior to the meeting. She explained her report, saying maths still remained a concern and making less rapid improvements than reading and writing. She commented that she hoped to have kept the report to one page but was pleased that she found so many initiatives in place to improve standards she had to continue on a second page.

The Chair referred to the challenge question about LA money being spent in KS1 when it had been identified that the top of KS2 was where intervention was required. A discussion took place as to whether additional funding was agreed in the TAS meeting. The governors thought it had been but it was not in the follow up letter from the LA.

A governor commented that it was a good report but to be mindful Ofsted might dig deeper and a discussion on how deep into the detail do you dig took place. TR promised to produce an actions list that she could follow up on her next visit. It was suggested a list of actions and the dates actioned was added to the bottom of any Visits Form in future.

A governor referred to the online homework for maths and a follow up was required to see how each child was progressing and if the homework was having an impact. It was recognised this should be fed back to parents. It was agreed governors should put an article in the school newsletter to highlight the importance of homework.

The Chair concluded an action list or "What Next" field should be added to the Visits Form and something created to put in the newsletter.

TR

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	<p>A governor suggested an article explaining the change to the school day and getting parents to understand the importance of having their child in school early and the positive impact that had.</p> <p>The HT thought she could Tweet the message on the School’s website as a further way to engage with parents. The Chair and the HT agreed to put in on their agenda of things to do in their next meeting.</p> <p>The Chair asked 2 of the Link Governors who had recently attended a Link Governor Course to give their feedback on it. They both agreed the course was less about training and more of a briefing. The focus had been on “Quality of Education”. This term would be used a lot in future and it would be an idea to include this phrase on the Governor Visit Report. The key was to look at this area in depth in future. There was importance put on the new dimensions curriculum, as well as the Statement of Intent/Mission Statement. There was an emphasis on accountability and the Link Governors responsibilities and ensuring they fed back to other governors.</p> <p>There was a requirement to use strategies to find information but keep strategies simple. They came away with the feeling that this Board was concentrating on the right strategies and heading in the right direction.</p> <p>There was information on conducting Governor Visits, most of which had already been shared in the meeting.</p> <p>It had been noted the FGB minutes should be available in the office and on the website. The clerk was keen this was implemented and would ensure previous minutes were loaded on the website.</p> <p>It was agreed that Governor Visits would be an item on every FGB agenda. Action for Clerk to add to the agenda.</p> <p>4.4 Agree next steps for monitoring Priority 1. (Results due in March FGB Meeting)</p> <p>The Chair said she planned to cover the other 3 priorities over the next few meetings, starting with Priority 1 which was mostly embedded around the curriculum. It was hoped the new IT curriculum due to be installed after Half term would help achieve some of these aims. She asked J O’S if she would look at the system/project on behalf of the governors. She was excited for governors to see staff and pupil’s reactions and how the system would benefit the school. The Chair would look at Early Years, J O’S from a PHSE perspective and be useful to get teacher feedback from the staff governor. It would be great to see if it had an impact on improving staff work/life balance. It was agreed to evaluate in 6 months to see if the system was proven to be value for money.</p> <p>The HT said she had 2 days scheduled to introduce the system to staff. Monday 3rd February for SLT planning and Tuesday 4th February for teacher 1-1’s. She invited J O’S and AB to attend on the Tuesday.</p> <p>A governor was keen to make sure the expectations and the impact of the system were documented, evaluated at the end of next term and then continue to monitor going forward.</p> <p>The Chair said she needed to understand where the initial starting point/benchmark was.</p> <p>4.5 Agree next steps for monitoring Priorities 3 & 4</p> <p>The Chair explained the other 2 priorities were Priority 4: Early Years and Priority 3: Middle Management/Leadership.</p> <p>The Chair thought CD could take ownership of Priority 3 but the HT thought it was a conflict of interest, so the Chair suggested another governor may like to take on this</p>	TR/CW
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	<p>role at a later date and perhaps postpone until the new curriculum IT system is established.</p> <p>The HT agreed, saying the focus should be on Priorities 1 and 2.</p> <p>A governor suggested a starting point for Priority 3 could be established at the SLT planning day on the 3rd February. Then a review date for the following term set.</p> <p>The Chair was aware of the time taken for this item but thought they had thrashed out some really good stuff and a basis to move forward.</p>	
4.6	<p>SFVS</p> <p>The Finance Link Governor explained there were now 29 questions on the SFVS and previously this had been completed during March/April. He usually completed as much as he could before highlighting the areas that need addressing. The new SFVS had a focus on Finance. There were 6 categories, some of which were usually added to the FGB agendas for discussion, such as Value for Money.</p> <p>The 6 categories were: a: Governance, b: School Strategy, c: Setting Annual Budget, d: Staffing, e: Value for Money and f: Protecting Public Money.</p> <p>One of the governors offered to help/support the governor tasked with completing it.</p> <p>The Clerk mentioned completion of the SFVS had been raised at the previous Clerk's Briefing and that other GB's tackled some of the 29 questions at each FGB Meeting. It also enabled all the governors to get a grasp of what was included in the SFVS.</p> <p>Although this is not possible by the submission deadline of 31st March it was agreed it should be added to the Year Planner in future. Action: Clerk to add to Year Planner.</p> <p>The suggestion was to include Governance in October, Budget in March, Strategy in February/March, Staffing could be anytime but as there were only 3 questions it was agreed to link it with HT Performance Review and add it to December's meeting. Value for Money in February, and Protecting Public Money in June.</p> <p>The Finance Governor said the draft SFVS would be available by the March meeting. However it was noted that the March FGB was not until the 25th, so it was agreed a further meeting with the HT should take place to ensure the submission was ready on time.</p>	AB
4.7	<p>Training & Skills Audit</p> <p>Governor Training had been covered earlier in the meeting</p>	
4.8	<p>Agree governor visits for Spring Term</p> <p>The HT suggested there should be no more than 2 governors at any visit. She went through proposed dates for this half term.</p> <p>Next Tuesday 28th Jan, maths drop-in CW to attend</p> <p>Every Monday at 3.45pm book-look session focussing on writing</p> <p>Following Monday book-look session focussing on spelling</p> <p>Tuesday 4th Feb 3.30pm, J O'S and AB to attend</p> <p>Wednesday 5th Feb 1pm Maths Pupil Voice, TR to attend</p> <p>Monday 3rd Feb at 3.45pm book-look session TBA but J O'S could attend</p> <p>Wednesday 12th 1pm, Spelling Pupil Voice, TR to attend</p>	

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	<p>Monday 10th Feb at 3.45pm maths book-look, possibly CW and TR to attend</p> <p>Dates after half term yet to be confirmed. The HT said she would create a form with the dates on it and place it in the School Reception for governors to sign up to attend.</p> <p>The HT asked the governors to make a note that KS2 SATs start w/c 11th May, starting at 9.30am. She explained it was beneficial to have governors on each day, Monday to Thursday. Parent Governors were able to attend as long as they had no child in Year 6. CW was able to make the Monday 11th.</p> <p>The Chair confirmed she would get a Draft Visit Report produced by next week.</p>	
5.0	<i>Policies & Documents for Review & Approval</i>	All
5.1	PTFA Finance Report Already discussed under previous actions – postponed to next meeting	
6.0	<i>Date of Next Meeting</i> Next Meeting to be held on Tuesday 25th February, at 3pm	SL

Meeting Closed at 5.40pm

Item	Action	Owner	Date Raised	Date Due
3.1	Send Premises Inspection Plan to HT, forward to GB	DB/HT	18.12.19	25.02.20
3.1	Re-establish Priority List to fix maintenance issues ??	DB/HT	18.12.19	25.02.20
3.1	Compliant Doc sent to Chair to ensure website updated	HT	22.01.20	25.02.20
3.1	Governors website page updated	Chair/Clerk	22.01.20	25.02.20
3.1	Vision & Strategy written for Gov Dev Plan	Chair	22.01.20	25.02.20
3.1	Create future courses booked Report	Clerk	22.10.20	25.02.20
3.1	Mission Statement written for Gov Dev Plan	Chair	18.12.19	25.03.20
3.1	Organise Safeguarding 1 Training through Collaboration	HT	22.01.20	25.02.20
3.2	Letter sent in response to LA TAS Meeting letter	Chair/HT	22.01.20	25.02.20
4.3	SEND Governor questions to HT	LW	22.01.20	25.02.20
4.3	Amend Governor Visit Report (include actions, date of actions and “What Next” at bottom of Report	Chair/J O’S	22.01.20	25.02.20
4.3	Article written for school newsletter	Chair/HT	22.01.20	25.02.20
4.3	All previous minutes loaded to website	Clerk	22.01.20	25.02.20
4.3	Governor Visits added to agendas	Clerk	22.01.20	25.02.20
4.6	SFVS 6 categories added to Year Planner	Clerk	22.01.20	25.02.20
4.8	Draft Visit Report Produced (see 4.3)	Chair/J O’S	22.01.20	25.02.20