

## CHARMOUTH PRIMARY SCHOOL

### MINUTES OF THE FULL GOVERNING BODY MEETING

Held on Tuesday 25th February at 3.00pm at Charmouth Primary School

**Those Present:** Laura Cornish (Headteacher), Sylvie Lord (Chair), 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, Tamsin Rowe & Dave Barton (all work commitments)

**Absent:**

#### 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 3.04 pm

No.	<i>Item</i>	Lead
1.1	<b>Welcome and Apologies</b> – The Chair welcomed everyone to the meeting and thanked them for coming. Apologies received from Naomi Cleal and Tamsin Rowe prior to the meeting. Apologies received from Dave Barton during the course of the meeting.	SL
1.2	<b>Declarations of Business Interests</b> – No specific Declarations of Interest other than one parent with children in Years 4 and 5	SL
1.3	<b>Any items brought to the Chair's Attention not on the Agenda</b> – None	SL
2.0	<b>Approval of Previous Minutes held on 22<sup>nd</sup> January 2020</b> Two amendments made, namely correct the date of the next meeting to Tuesday 25 <sup>th</sup> Feb and replace “undated” to “updated” under action 3.1 Governors’ website page. The Chair asked if anyone else had a comment on the accuracy of the minutes, before the minutes were approved by the Board.	SL/All
3.0	<b>Matters Arising -</b>	SL
3.1	<p><b>The Chair referred to the actions list at the bottom of the previous minutes. The following actions still outstanding</b></p> <ul style="list-style-type: none"> <li>• <b>3.1 Premises Inspection Plan sent to the HT.</b> SL to follow up with DB</li> <li>• <b>3.1 Re-establish Priority List to fix maintenance issues.</b> SL to follow up with DB</li> <li>• <b>3.1 Website Compliant by 25.02.20.</b> Compliant Doc sent from HT to SL but SL not yet checked against website content. Clerk confirmed governor web page updated. A governor said they were still having trouble opening policies. The website was accessed in the meeting and although policies had been updated, nothing was populated under the “Useful Info” tab. It was highlighted by several governors that further house-keeping was required to remove old documents and policies.</li> <li>• <b>3.2 Letter sent in Response to LA TAS Meeting Letter.</b> The Chair said she had sent the letter and had received an amended response from the LA which she and the HT were happy with. She gave her apologies it had not been forwarded to governors but the HT sent it during the meeting.</li> <li>• <b>4.3 SEND Governor email questions to HT prior to meetings.</b> After a brief</li> </ul>	SL

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3.2	<p style="color: red;">discussion it was concluded that not just the SEND governor but beneficial for any governors to send questions to the HT before planned meetings/visits, so she had a chance to respond and save lengthy discussions in meetings.</p> <ul style="list-style-type: none"> <li>• <b>4.3 Article written for school newsletter.</b> Not complete by Chair yet.</li> </ul> <p><b>Correspondence with the LA</b> The HT and Chair confirmed they had received the amended TAS Report from the LA and the HT apologised for not sending to governors but sent it in the meeting.</p> <p style="color: green;">A governor asked if Ofsted look at Visit Reports from the LA. The HT replied it was her responsibility to keep a record of them in case they did. However after a discussion it was agreed the clerk would set up a folder to store Governor Visit Reports on the OneDrive. Clerk to create a physical file for ease of access should Ofsted wish to see them.</p> <p>The HT had received a positive report from the LA on Early Years. TR had a chance to talk personally to the LA Advisor Sharon Peel at the end of the visit.</p>	SL/LC
4.0 4.1	<p><b>Headteacher's Report/Governors Briefings</b></p> <p><b>Head Teacher's Report (Verbal)</b> The HT shared her new <b>School Vision Statement</b> explaining she looked at several versions but when working on curriculum development recently, this had stood out as her aims for the school.</p> <p>The key vision was "We grow together to become the very best versions of ourselves" Below the Vision Statement she shared the curriculum pathways, highlighting different traits and values to be encouraged throughout learning within the different age groups.</p> <p style="color: green;">A governor asked if a bullet point could be added to add "everyone" as they felt it focussed on the children rather than a vision for the whole school, including staff, governors and stakeholders.</p> <p style="color: green;">A governor liked the clear explanation of the move/transition across each year group.</p> <p style="color: green;">Another governor felt the word "foster" should be taken out of the statement and replaced with "nurture" or "encourage"</p> <p style="color: red;">A discussion took place around amending a couple of words and after expressing how positive they felt about the Vision Statement, the Board were in complete agreement to adopt it for the school and the HT was keen to send to parents in the next newsletter.</p> <p>The HT updated the GB on the <b>introduction of the new curriculum</b> and had received comments from staff. On the whole the comments were positive and the new system was helpful. However one staff member thought it would contain more content.</p> <p style="color: green;">A governor asked if this could be fed back to the company. In reply the HT said one of the founders of the company had come down to deliver the training and was confident they would take on board feedback and continue to improve their product.</p> <p style="color: green;">A governor reminded the Board that at a previous meeting it had been agreed the system should be reviewed next term to ensure it was having a positive impact and proved to be value for money.</p> <p>The Chair asked about pupil voice and the HT said she was already doing this in assemblies and was introducing asking individual pupils. She now needs to engage with parents, which she planned to do at the next parent evenings. She asked governors</p>	SL/LC LC

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	<p>if they would be free to attend as it would be beneficial for them to talk to parents and be able to explain the new curriculum and gauge their views on it.</p> <p>The HT showed a slide on <b>Attendance</b> figures and explained that when she omitted children with ongoing medical issues, encouragingly the figures were at 96%.</p> <p>A governor asked how the HT planned to manage absences on Friday with a planned Extinction Rebellion March taking place. The HT replied she had sought advice previously from the LA Attendance Officer. She was aware that some families had strong views on this and she worked closely with those families.</p> <p>The Governing Body resolved to formally go into Part 2 to discuss a confidential matter. Following the Part 2 business, the GB resolved to return to Part 1</p> <p><b>Update on the Website:</b> The HT and office staff's main focus was to get it compliant. She was confident it was but aware some old files still needed removing. She and the office staff would continue to have regular meetings to ensure it remained current and identify files for removal.</p> <p>A governor asked the HT, in relation to a question on the SFVS on having a compliant school website, whether she now felt it was. The HT confidently replied YES.</p> <p>Following the LA Advisory Team Visit, the school was offered additional funding for NLE Support – The LA agreed to fund Sean Kretz. His focus would be targeted at developing middle leadership. The HT said it was a good opportunity for someone external to come in and work with middle leaders.</p> <p><b>Governor Visit Opportunities</b> – The HT had a diary sheet with her and asked the governors to review it at the end of the meeting and sign up to dates they could attend.</p> <p><b>4.2 Draft Governor Development Plan (Vision &amp; Mission Statement)</b></p> <p>The Chair distributed her Plan to the Board. She explained she wanted it to be a working document but was aware she needed to send a copy to the LA.</p> <p>She wanted to get their thoughts in the meeting. She explained <b>Objective 1</b> was to agree a Vision Statement at this meeting.</p> <p>She acknowledged <b>Objective 2</b> was to ensure full GB membership and was aware this had not been addressed yet. She wanted governors to engage with parents more and hopefully increase interest in taking on the role.</p> <p>The clerk mentioned the deadline for an article in Shoreline was next week and it would be a good idea to get an article submitted as this goes to the local community. She suggested sending the same article to the Golden Cap magazine, distributed monthly. The publication was a church magazine covering local parishes in the area.</p> <p><b>Objective 3</b> – The Chair aimed to complete a governor handbook but felt governors' were clearer on their roles and working/doing this already.</p> <p><b>Objective 4</b> –The Chair was happy work had started on monitoring effectively.</p> <p><b>Objective 5</b> – Governor Training, the Chair encouraged governors to attend courses</p>	SL/All
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and meetings that were not just Governor Services led ones. For example, work with the Collaboration, or, as she was doing, meeting up with other HT's and Chairs.

**Objective 6** – She re-iterated the importance of governors holding themselves and all leaders to account. There was evidence this was now happening.

**Objective 7** – Communication with parents/carers and stakeholders to ensure they understand the work and impact of the governors. She was keen to instil the importance to the governors to be seen to be visible and have a role to play in getting into school and talking to parents on what the governors are doing.

She said **Objectives 8,9,10** were new additions to the GDP

**Objective 8** was to monitor the implementation of the new curriculum

**Objective 9** was to address the actions from the TAS meeting, although the Chair felt the Board was doing this.

Action on SL to add Attendance to the list of actions from TAS meeting.

**Objective 10** – Self-evaluation. The Chair said this needed to be looked at in May when an external person comes in and the Board will get a clearer picture on how they are progressing.

The Chair was positive from next September the Board would have a better document and be clear on the focus for the year ahead.

She then asked the GB to come up with a Vision Statement for the governors based on the draft she had circulated prior to the meeting. She had made amendments using the feedback received and a further discussion ensued using her updated version which she shared in the meeting.

Governors commented that it linked well with the School Vision Statement. However a governor asked if a change could be made from “children” to “everyone”. A discussion around whether an assumption was still made that this only included the children and should it be explicit to include staff, governors and stakeholders.

Another governor asked if it should include how to evidence/measure it.

A further discussion took place on using the word “happy”. A governor remarked that speaking to parents and past parents, all said how happy their children were at the school, although not sure how to quantify this. It was agreed that this was an important factor to include.

Another governor said they remembered reading, probably on the NGA website that the word “challenging” or “to challenge” or “to inspire” should be included. Perhaps to include “governors challenge themselves to aspire to get to a good Ofsted”

The chair suggested “high aspirations/expectations of all the children”. She explained that if it was a mission statement it would require objectives on how to get there but this was simply a vision of where we want to be.

She did feel we needed to add leaders, teachers and support staff and link to Ofsted

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	<p>framework.</p> <p style="color: red;">It was agreed to change “dynamic learning environment ..... “ “ to engaging” It was agreed to an additional point on “enabling parents to support their child’s achievements”. The Chair agreed to add a new paragraph.</p> <p style="color: green;">A governor said there was a slide on the governance was all about on their recent Link Governor Course which might be useful.</p> <p style="color: red;">The Chair agreed to make amendments based on the governors’ feedback and agreed the deadline to sign off the Vision Statement at the next meeting.</p>	
4.3	<p><b>Next Steps for monitoring Priority 1 of SDP</b> which was to ensure high standards in learning across the curriculum.</p> <p>The chair told governors the need to be more formal and embedded in all aspects of the curriculum. She wished to see Subject Leaders come to FGB meetings and tell the GB how the new curriculum was affecting them. She wanted to see the governors undertake formal evaluations.</p>	SL/All
4.4	<p><b>Update on Outturn, 4.5 Initial Budget Plans and 4.6 SFVS Category 5 Value for Money</b> were covered in AB’s Finance Meeting Report. All governors had been sent a copy prior to the meeting, so the Chair asked AB to highlight key points.</p>	AB
4.5	<p>He reported the <b>outturn forecast for 2019/20</b> was £481,219 and was positive to see a carry forward of £3,611 and the deficit of £60,456 was cleared. He said the HT had requested £600 to purchase “The Key” resource which was agreed as sufficient funds were available.</p> <p>Under <b>Initial Budget Plans</b>, he told the GB that from next year, the LA required schools to keep a contingency of 2.5%</p> <p>He felt the school was still low on TA resources and this was confirmed when he had carried out benchmarking and discovered we were the lowest within local schools.</p>	
4.6	<p>The HT said she was aware AB was not able to attend the next FGB meeting where the budget needed to be approved before the deadline of 1<sup>st</sup> May. However she, Niamh and AB had scheduled a meeting to finalise it.</p> <p>Under <b>Value for Money</b> he stated he was using an outdated document but was unable to find a newer version. He had reviewed contracts exceeding £1000 and identified insurances may need to be looked at. The HT assured the GB that Niamh was investigating options to reduce this. Although staff insurance could be cut back, it was noted this could be a false economy.</p> <p>He had looked at the Top Ten Suppliers over £5K and was happy good value had been achieved.</p> <p style="color: green;">A governor questioned the high WiFi cost but it was explained it was actually technical support for the new IT package. The staff governor explained that actually having reliable WiFi connectivity around the school had actually brought huge benefits.</p> <p>AB explained the process for benchmarking using the government online service. However, worth noting it used previous year’s data so not a completely accurate comparison.</p>	

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<p>4.7</p>	<p>He started with a <b>scenario 1</b> using 15 schools chosen by name that were in the West Dorset Collaboration and including local academies, where Charmouth was about 7<sup>th</sup> largest in pupil numbers.</p> <p>He highlighted in previous years we were 3<sup>rd</sup> highest on agency costs but lower this year. Our energy costs were low, in fact 13<sup>th</sup> of the 15 schools.</p> <p>However he identified our rates were very high (highest of the 15) and asked Niamh to investigate this.</p> <p>In <b>scenario 2</b> the schools were selected by the computer based on similar size, rural location etc.</p> <p>He noted we were bottom for self-generated income and may be worth looking at ways to increase this in future. <b>It was agreed to re-visit the idea of hiring out the car-park in peak tourist season.</b></p> <p>The Chair thanked AB for his work on the school finances.</p> <p>A governor asked if there were other ways to generate revenue, for example using the school pitch for after school football training. This was discussed but may require additional resources to manage as someone would need to be responsibility for it.</p> <p>AB commented that as the Chair of the Charmouth Plan? Lack of car-parking had been identified as an issue and made sense for the school to utilise this.</p> <p><b>Governor Visits: Reports From:</b></p> <ul style="list-style-type: none"><li>• <b>AB on School Finance Meeting Review</b> – covered above</li><li>• <b>TR on Maths Pupil Voice</b> – TR sent her apologies but distributed her report prior to the meeting. <b>Governors commented positively on its content and were impressed with the layout and use of colour to highlight issues.</b></li></ul> <p>Under outcomes, highlighted red, she had recognised that few children mentioned using manipulatives to support their learning. <b>A question was asked on how this could be challenged or how would this be achieved, although the highlighted key did say this finding was to be followed up in a future visit.</b> Another governor commented on the findings that for EYFS there were practical solutions to ensuring high quality learning but this had cost implications. <b>It was unclear what the solutions were and their costs.</b> The HT explained a new cupboard was going to be installed and there would always be a requirement to improve the quality of the environment but also a need to balance priorities versus cost.</p> <p>The Chair and HT concluded it was early days in the EYFS but know the school will learn and collaborate more in future.</p> <p><b>A governor noted the report’s finding that when children were asked about the change in the timetable for maths, they did not like the change.</b> The staff governor (also Maths Subject Lead) acknowledged this but felt it was due to the group chosen to give feedback which was those more likely to resist change and being asked to work harder than before.</p> <p>She and the HT said it was early days but planned to continue to monitor it to ensure improvement was being made.</p> <p><b>The staff governor commented on how nice it was to have a governor to speak</b></p>	<p>All</p>
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to and to get feedback with and clearly engaging with the school.

- **AB & J O'S New Curriculum Meeting Notes** – AB had produced a report which J O'S said were concise notes which had been distributed prior to the meeting. AB confirmed the need to review the benefits of "Dimensions", (new online curriculum tool purchased by the school) was performing, in the summer term. In addition, by then, a clearer picture of its benefits would emerge following teachers presentations at the FGB meetings and once the LA funded resource had visited the school to mentor Middle Leaders.

A governor said it was crucial to get feedback from the pupils as Ofsted were now going to ask the opinions of the children more.

A governor thought the reports should always include which governor had written the report. The clerk took an action to make sure this was included in any previous reports.

The HT asked J O'S to make sure this was added to the new Governor Visits Form.

- **SL on LA Monitoring Visit** – The Chair and HT had had a meeting with Sheila O'Donnell, LA Area Advisor, looking at maths and had received her Record of Visit Report. The HT apologised for not sending it sooner. The Chair reported Sheila was encouraged and positive on what she had seen. The Chair said it was clear the HT had an in-depth knowledge of individual children and that Sheila was confident the HT had specifically targeted the children requiring improvement.

The HT said she could prove and show evidence specifically in maths, of where children were working and whether they were able to achieve targets. At Sheila's next visit, she plans to look at maths in a more in-depth way. The HT explained visits were supposed to be half termly, but this maths linked visit will now not take place until next term. The next meeting is scheduled for 2<sup>nd</sup> April with a focus on initial impact of the new curriculum. The HT requested governors to come in and work with Sheila.

- **J O'S on Safeguarding Visit** – J O's had distributed her report prior to the meeting. However she raised a query on the records kept for DBS checks and thought there was a requirement to keep photocopies of individual's passports, driving licence etc. to support their DBS application. The HT did not think there was a requirement to keep them. Another governor mentioned that on a recent governor training course they were told safeguarding always supersedes GDPR.

The Chair took an action to ask the LA contact.

J O'S was aware the HT was waiting for a report from the LA Safeguarding Team following a meeting with their advisor on the 14<sup>th</sup> January. The HT had not received it and J O'S asked she chased the LA for it. She and the HT have a date in the diary to go through further questions she has. She also made clear she would require frequent meetings with the HT as Safeguarding is a high priority.

A governor said it was important to keep track of the actions from these governor meetings/visits with the HT and the Board agreed. The HT asked if

	<p>there were any outstanding actions from previous meetings, could they be sent to her so she can address them prior to any future meeting, to save time in meetings. It was suggested that those actions were documented at the start of the report.</p> <ul style="list-style-type: none"> <li>• <b>CW on Maths Booklook Visit</b> – CW reported that he attended a Booklook visit with the HT, CD and EM with the purpose to look at “target” children in several year groups. He explained that although he was a new governor with no educational background, once it was explained to him on how to look at the evidence, it became clear as to whether children were being challenged, that teachers were following their lesson plan and using resources available to them. He was able to identify how well the teacher was delivering the maths curriculum using the Booklooks. In most year groups they looked at, they could prove the Booklooks were all good but concerns were identified in a couple of Year Groups. An action had been taken for the Maths Lead and the HT to have a conversation with those Year Group teachers. Another Booklook review was scheduled in 3 weeks and he planned to attend. He was confident he could see the evidence. The HT said it was good that a governor could see/understand how it was evidenced and the importance of having KS1 and 2 and Maths and English Subject Leaders involved too.</li> </ul>	
<b>4.8</b>	<p><b>Governor Training Reports from:</b></p> <ul style="list-style-type: none"> <li>• <b>CW on Safeguarding 1</b> – His feedback was that a lot of it was common sense and questioned if it could be better delivered as an online module or if the HT could deliver it as she already delivers staff safeguard training. The Chair agreed, saying if it was an online module it could be completed in the first few weeks a governor joins a school rather than waiting more than a term for an appropriate one to be available in their area.</li> <li>• <b>SL on Ofsted Readiness</b> – She said the course was delivered by Peter Farrington who had previously visited the school for a Governor Development Day. He had made it clear the key priorities for governors were:             <ol style="list-style-type: none"> <li>1. <b>Understand the vision for their school</b> which she was confident the Board had now started. They must be clear on their vision, ethos and strategy and Ofsted inspectors will want to see how involved/engaged governors are in the strategic vision. As a Board, they needed to know where and how an inspector could feel and experience this.</li> <li>2. <b>Understanding of the new curriculum.</b> She said the GB needed to understand the Intent, Implement and Impact – key words in everything the GB does. The HT had done some work on this which is on the website and plans to produce a document for the governors so they all understand and have the same message.</li> <li>3. <b>Is the GB sure the staff work/life balance is acceptable</b> – it was hoped the new curriculum would help free up time for staff.</li> <li>4. <b>New Ofsted framework</b> – will look at “deep dives” into a specific area. The HT thinks this is likely to be maths as it is a key area identified as requiring improvement within the school.</li> </ol> <p style="color: green;">A governor asked if a column could be added to the SDP to include governors to prove active involvement by governors was taking place. The Chair agreed for the need to cross reference it and another governor thought it a good idea that governor reports were linked or attached to the SDP in some way.</p> </li> </ul>	All

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	<p>A governor suggested that nearer the time it would be helpful for governors to have an aide de memoire to ensure clarity in their understanding.</p> <ul style="list-style-type: none"> <li>• <b>J O’S on H&amp;S Course</b> – Her report was distributed prior to the meeting. She explained following the course, her report listed what she wanted to check was in place and happening. She suggested DB could confirm what was not in the plan. The HT suggested whoever becomes the H&amp;S governor in future should attend the course.</li> </ul> <p>A governor queried point 3, that Ofsted were focussing heavily on H&amp;S. J O’S said she was surprised by this but it had been raised on the course as a priority. The Chair said she would ask DB to own this over the next few months as part of his role as an Associate Member of the Board.</p>	
4.9	<p><b>Agree governor visits for Spring Term</b> – The HT had produced the dates for governors to sign up to. She will distribute further dates in due course</p>	LC/All
5.0 5.1	<p><b><i>Policies &amp; Documents for Review &amp; Approval</i></b> <b>Governor Visits Policy &amp; Form</b></p> <p>J O’S explained the Visits Policy she had produced (sent out prior to meeting). She was aware the back page needed to link to the SDP. It documented the governors’ evaluations, the challenges they made and actions to be followed up before or during the next visit. She asked the GB if they were happy to remove the sentence “thanking staff’ at the end of the form and they agreed to do so. The Chair said a Visit Report was useful and all governors liked the format. J O’S planned to amend the wording in the sentence “report should be presented” which the governors agreed with. Subject to the minor amendments, both the Policy and Form were adopted by the GB. The Chair thanked J O’S for her work on this. The clerk was asked to ensure the documents were sent to governors and placed on the OneDrive.</p>	J O’S
5.2	<p><b>PTFA Finance Report</b></p> <p>The HT reported the PTFA Finances to the GB. The opening a/c balance on 1<sup>st</sup> Sept 2019 was £22, 296.91. The balance as of 28<sup>th</sup> Jan 2020 was £18,893.44 She mentioned expenditure was on subsidizing school trips, swimming lessons and beach school. The GB expressed surprise at how much money was held by the PTFA but it was not known how much contingency was required to cover costs for the Challenge and Fun Run although they should recover the costs after the event. The HT says she meets with the core PTFA committee.</p>	LC
6.0	<p><b><i>Date of Next Meeting</i></b> <b>Next Meeting to be held on Wednesday 25<sup>th</sup> March at 3pm</b></p>	SL

**Meeting Closed at 5.50pm**

## CHARMOUTH PRIMARY SCHOOL

Item	Action	Owner	Date Raised	Date Due
3.1	Send Premises Inspection Plan to HT, forward to GB	Chair ask DB	18.12.19	25.03.20
3.1	Re-establish Priority List to fix maintenance issues	Chair ask DB	18.12.19	25.03.20
3.1	Compliant Doc sent to Chair, website requires checking	Chair	22.01.20	25.03.20
3.1	Article written for school newsletter	Chair	22.01.20	25.03.20
3.2	Setup folder on OneDrive for Gov Visit Reports	Clerk	25.02.20	25.03.20
3.2	Setup physical folder in office for Gov Visit Report	Clerk	25.02.20	25.03.20
4.2	Add Attendance to list of actions from TAS Meeting	Chair	25.02.20	25.03.20
4.7	Check all Gov Visit Reports have name of who wrote it	Clerk	25.02.20	25.03.20
4.7	Add named gov who compiled Visit Report on form	J O'S	25.02.20	25.03.20
4.7	Check with LA on storage of DBS paperwork	Chair	25.02.20	25.03.20
4.7	Chase LA for Safeguarding Visit Report	HT	25.02.20	25.03.20
4.8	Ask DB to review H&S checks	Chair	25.02.20	25.03.20
5.1	Adopted Gov Visit Policy & Form sent to gov's & OneDrive	Clerk	25.02.20	25.03.20