



Minutes for Full Governing Body Meeting

16th February 2022 at 4.00pm via Teams

Present: M Carter (Chair), Miranda Feasey (Vice Chair), Jane O’Sullivan, John Smith, Jody Watson & Rachel Coney

In attendance: Ken Lloyd, NGA; Lisa Crew, Acting Headteacher; Mark Lees, Education Challenge Lead, Dorset; Michelle Oldfield, Clerk

1. Acceptance of Apologies

Apologies were received and accepted from C Dare & L Cornish.

The Chair welcomed everyone to the meeting and invited all attending to briefly introduce themselves.

2. Declarations of Interest

None

ACTION 1: Declarations of Interest to be signed, forms to be bought to March FGB meeting.

3. Approval of Minutes – 20th January 2022

13th October 2021

The minutes were agreed to be a true and accurate record on the meeting and all present agreed that they were happy for them to be published on the school website.

24th November 2021

The minutes of the governing body were agreed as an accurate record of the meeting.

4. Matter Arising

The following actions from the 20th January 2022 are ongoing:

1	Declarations of Interest to be signed, forms to be bought to March FGB meeting.	LC/MO
9	Clerk to look at Training and Skills Audit.	MO
10	Clerk to add Staffing Review to March 2022 Agenda.	MO
12	LC to contact the LA and cc JS regarding contractors on site.	LC
14	JW to organise meeting with Simon Glover - it should be noted that SG has since handed in his notice. A meeting will be organised once the new PSHE Lead has been identified.	JW

20	The Chair to prepare the SFVS in conjunction with NV to present to February FGB for approval.	MC
22	The Head, Chair and RC to meet to discuss academisation and put together options to be bought to the May FGB.	MC
23	Clerk to add Term Dates 2022-23 to February agenda, now to be added to March.	MO
24	Clerk to add Pupil Premium Report 2021 – 2024 to February agenda, add to March	MO
25	The Chair to review the policies, particularly in relation to the front page and the naming of governors - ongoing	

5. Chairs Report

The Chair confirmed to the governing body that the last few weeks had been particularly difficult and it had been a struggle to keep the school open. Lisa Crew was bought in as Acting Headteacher and this has helped a great deal. The lack of a Finance Officer continues to be problematic but the Team Around the School has offered support. A review of the staffing structure needs to take place, taking into consideration the expected drop in pupil numbers, to ensure an effective staff structure. **A governor asked if a temporary staff governor should be appointed to the governing body?** The Chair stated that there was a need for a member of staff to represent SEN.

16:15 JW joined the meeting.

A governor queried the PAN number and the Chair agreed he would look into this as number on the Ofsted website page is incorrect.

ACTION 27: Chair to confirm PAN number.

6. Headteachers Report

The Acting Head reported that meetings have taken place with parents particularly around special needs, EHCP and the perceived lack of support. Up to a week ago there were 8 members of staff absent and CPS is still 5 members of staff down. The staff that are in school have willingly stepped up to the mark and there are ~~real~~ issues with having no Finance Officer. The Acting Head confirmed that EM has been doing the SENCO work with CD being absent. **A governor questioned whether there was a need to review the need for a continuity plan more widely than just SENCO?** The ECL confirmed that one of the areas for action was to look at the staffing structure and contingency plans for when staff are absent due to sickness. The ECL confirmed that a number of issues had been picked up via TAS.

The Chair thanked the Acting Head for her report expressing thanks to her and all staff on behalf of the governing body.

After half term the plan is to revert to normal hours and drop the bubble to get back to a more normal way of operating. The Acting Head highlighted the importance of getting back to a more normal day, even down to toilet use. Going forwards CPS is looking at the possibility of getting parents from year groups in, parents have felt they do not know what their children are doing. The parent governor stated that comments from parents were that the letters had been very useful and helpful and thanked the

Acting Head for this. A governor commented that communication has been an ongoing concern and hopes that simple actions could help to improve communication. TAS will support this going forward.

7. Team Around the School Report

The ECL highlighted the amount of work the Acting Head has undertaken, and also wished it to be noted the amount of work and time that the Chair has put in and wished to publicly thank him on behalf of Dorset.

The ECL has received a reply from Nicky Diment who has confirmed that the governing body can not formally appoint an additional staff governor, but could consider an Associate Member who would be free to join in the short term given the absence of CD, and could potentially help ease the workload of CD going forward.

TAS initially became involved with CPS in September to offer support with governance but have offered greater support this term due to the absence of the Head, a number of complaints and in particular Ofsted parent reviews. TAS has taken a whole school approach and is there as a support mechanism to work with the school, governing body and senior leaders, TAS can give opinions and guide discussions, but it is not for the TAS to make a final decision on staffing structure. The four main areas for TAS to look at are:

- Capacity of leadership including governance.
- Safeguarding
- Responding to parent view
- SEND

Each area will be reviewed and actions identified and as progress is made sub-actions may be required. Initially TAS are to meet every 4 weeks, moving forward TAS would look to extend this, meetings are held with the ECL, Head, Chair, Locality Manager, SEND Locality and SENCO if appropriate may be asked to participate in specific meetings. There is no cut off and will run as long as it needs to, but the approach is to work with CPD and the Chair particularly. The ECL feels there is a good strong working relationship with the Chair already. **A governor asked whether the TAS action plan could be correlated with the School Development Plan?** The ECL said they needed to be kept as separate documents as the SDP is much more strategic. A governor commented they would like assurance the school is on track with targets and objectives and seeing a bit of information could not tell you how CPS is doing. The ECL stated the TAS should in no way impact on the governing body and would expect the governing body to address that. The Chair added that the TAS actions do not sit within the SDP, as they are corrective actions so the SDP can be delivered. The Chair has arranged for an external review of governance to take place which should highlight findings that need to be addressed.

8. External Review of Governance

KL explained that he will read all the documents he has been sent and take a view. A synthesis of views will result and the reds and greens will migrate into a final report. The report will not just look at the what, but the how, and governors will have the opportunity to have a one-to-one conversations with the NLG, with the precept of making governors think about things in a different way. The Chair commented

that the governing body will look to address what comes up. KL added the idea is that the report can be helpful.

9. School Development Plan – Quality of Education

The Chair stated it was the intention to review an item from the SDP at each FGB meeting but without the Head or Staff Governor this needs to be carried over. The quality of education is important and this is one of the issues that parents are concerned about.

ACTION 28: Clerk to add School Development Plan – Quality of Education to March agenda.

10. Finance

The Chair told the governing body that the finance post had been readvertised at a higher rate with flexible hours, to be 25 hours per week. CPS do need someone with experience and assistance will be needed with setting the budget. The closing date is the 7th March with interviews scheduled for the 11th March, with Kate Carter in attendance.

The Chair stated that the £50k carry forward has been depleted due to paying sick leave and cover staff, and there is a need to take a view with pupil numbers for next year forecast to be 89. The ECL commented that it would be worth CPS considering absence insurance. **A governor stated that they thought CPS has this insurance in place, another governor agreed asking whether there was a line in the budget?** The Chair confirmed he was not aware of such insurance being in place and there did not appear to be an obvious budget line.

ACTION 29: Chair to investigate if absence insurance in place.

A governor questioned the need for a staffing review as likely that CPS will be losing a class? The Chair confirmed there is a plan in place, and a staffing review needs to be carried out in order to do the budget.

11. Term Dates 2022 – 2023

There is a need to wait for the Head, whilst the academic year is set there are 5 onset days to be allocated.

ACTION 23: Clerk to add to March agenda.

17:11 RC left the meeting (powercut)

12. Pupil Premium Statement 2021 – 2024

ACTION 24: Clerk to add to March agenda.

A governor commented they were concerned about the carry over to the next meeting as the primary focus will be finance. KL suggested uploading the statement to the website as an interim document, the ECL agreed saying it would be better to get this on the website now and replace if necessary. A governor

confirmed they had gone through the document on the 13th December with the Head and agreed it was worth getting on the website.

ACTION 30: Head to upload Pupil Premium Statement to website.

ACTION 31: Office to be able to publish documents to the website going forward.

13. Academy / Partnership Considerations

A governor asked what were the key strategic issues for the school and what is the rationale for this?

The ECL commented that the LA are not encouraging schools to take this forward, but in the levelling up White Paper recently published Dorset was identified, when talking about education and the Government's desire for MATs. The ECL confirmed maintained schools can remain as maintained schools but for CPS it would be worth considering the options as the school is in an extremely vulnerable position. The way ahead is a working group comprising of the Chair, Vice Chair, Head and RC. A governor commented this had been really helpful but given the forecast of lower numbers how does it help CPS? The Chair explained the resources could be shared, for example, a Finance Manager, but there needs to be a compelling case for academisation. A try before you buy scheme would be worth CPS considering. JS offered to join the working party looking at options. The ECL confirmed to the governing body that the LA will continue to provide support for as long as CPS remains a maintained school. **A governor asked whether a partnership needed to be with Woodroffe as CPS is a feeder school?** This is not the case and the Chair added that First Federation and Acorn are all wholly comprised of primary schools.

ACTION 22: The Chair to arrange a date for the working group to meet after half term.

14. Policies for Approval

ACTION 25: The Chair to review the policies, particularly in relation to the front page and the naming of governors. Ongoing – to be carried forward to the March agenda

15. Governors

The Chair advised governors that links visits should be able to resume after half term. There is an issue with the Early Years link as there is currently no permanent governor with that link responsibility and the associate governor for Early Years had limited availability.

The FGB currently has 3 vacancies, 1 Parent Governor and 2 Co-opted Governors. A request has been sent to all parents for anyone interested in the role of parent governor with a closing date of the 4th March 2022. The two potential candidates identified by the Chair have visited CPS and met with the Acting Head. Interviews need to be arranged and will be conducted by the Chair, RC & JO'S.

ACTION 32: Chair to contact co-opted candidates and invite them for interview.

16. Safeguarding

The link Safeguarding governor confirmed that an SCR had been completed, from which there were a couple of points. Staff that have now left CPS should their details be removed from the SCR and 4 members of staff are due to complete their annual safeguarding training. The governor also confirmed that schools are no longer required to ask staff about those who live or work in their household. The

governor asked for clarification on whether when staff leave should they be removed from the SCR, as unable to find a definitive answer online and concerns with GDPR? The ECL confirmed that Para 154, Keeping Children Safe in Education 2021, details should be removed, the ECL advised to keep names and addresses and leave it at that.

17:44 RC re-joins meeting.

ACTION 33: GM to remove staff details where the member of staff no longer works at CPS from the SCR.

The Safeguarding Lead governor confirmed they were due to meet with the Head after half term.

A governor asked if the planned appraisal review scheduled for the 22nd March should be moved? The ECL advised to keep that and could be completed as part of the Heads phased return in work hours.

Next Meeting

30th March 2022 at 4.15pm

Meeting ended 17:53

ACTION SUMMARY – 20th February 2022

	ACTION	BY
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22	The Head, Chair and RC to meet to discuss academisation and put together options to be bought to the May FGB – ongoing to be arranged after half term	MC
23	Clerk to add Term Dates 2022-23 to February agenda – now March Agenda	MO
24.	Clerk to add Pupil Premium Report 2021 – 2024 to February agenda – now March Agenda	MO
25	The Chair to review the policies, particularly in relation to the front page and the naming of governors.	MC
26	MC to contact potential co-option candidates and invite them to CPS for a tour and meeting.	MC
27	Chair to confirm PAN number.	MC
28	Clerk to add School Development Plan – Quality of Education to March agenda.	MO
29	Chair to investigate if absence insurance in place.	MC
30	Head to upload Pupil Premium Statement to website	LC
31	Office to be able to publish documents to the website going forward.	LC/OFFICE
32	Chair to contact co-opted candidates and invite them for interview.	MC
33	GM to remove staff details where the member of staff no longer works at CPS from the SCR.	GM

Draft Version