



Minutes for Full Governing Body Meeting

20th January 2022 at 4.00pm via Teams

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

Clerk: Michelle Oldfield

1. Welcome & Introductions

The Chair welcomed everyone to the first governing meeting of 2022.

The Chair reminded governors that their role is strategic, not operational and they are to offer both support and challenge to CPS.

To reduce meeting times going forward typographical errors should be sent to the Clerk prior to the meeting they can be reviewed and amended if appropriate. If any questions relating to the meeting paperwork can be submitted to the Clerk and Chair prior to the meeting, it is hoped that answers can then be provided at the meeting rather than at a later date, this also avoids any unexpected questions being tabled at the meeting unexpectedly.

2. Acceptance of Apologies

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

3. Declarations of Interest

None

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

4. Approval of Minutes

13th October 2021

The minutes were agreed to be a true and accurate record on the meeting.

24th November 2021

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

5. Matter Arising

All actions from the 13th October 2021 have been completed or closed.

The following actions from the 24th November are ongoing:

1	Declarations of Interest to be signed, forms to be bought to January 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
16	Clerk to look at Governors page on website	MO

6. Chairs Report

The Chair updated the committee on the following.

The Team Around the School have been delayed in attending CPS due to Covid 19, but it is hoped can be organised in the near future.

WALE (Wessex Association of Leaders in Education) letter in terms of wellbeing, it is the Heads responsibility to look after the welfare of the staff and in turn it is the Chair of Governors role to consider the wellbeing of the Headteacher with the support of the Vice Chair.

The DfE have made 7000 air filter units available which is short of the 350,000 needed if there were to be one in every classroom.

Nationally 1 in 12 teachers have been off due to C19, and CPS had 5 out of 12 staff absent last week due to C19.

Locally, Bridport News have reported that Dorset issued no school absence fines last year having taken a more pragmatic approach with children isolating due to C19. People were of course unable to go on holiday too.

The Chair confirmed the Headteachers Review had been carried out on the 8th December and monitoring meetings are scheduled for March and June. Thanks to MF for writing up the review.

CPS have been granted a free External Review of Governance by the National Leaders of Governance, NLG, led by Mr Ken Lloyd. It is most likely that KL will attend the February meeting and meet with both the Chair and Head.

ACTION 19: Chair to issue a timetable for NLG Review.

The Chair confirmed he was meeting with the Head fortnightly and speaking more frequently when issues arise. The Chair hopes that with the good team of governors in place and the new clerk good progress can be made going forward.

7. Headteachers Report

This was submitted to the governing body prior to the meeting.

8. School Development Plan

The School Development Plan and Schools Evaluation Form were discussed in full at a meeting held on 12th January 2022.

9. Adoption of the Plan on a Page

The governing body approved and adopted the Plan on a Page.

10. Finance

The Chair advised the FGB that CPS were currently running with a deficit of c. £47,000. However, this is negated by monies being bought forward from the previous year. A surplus is expected to be carried forward into 2022-2023. School funding for FY 2022-23 will be based on 110 pupils, this being the number in school on the October 2021 Census Date. The number of pupils in subsequent years is predicted to drop.

CPS must complete and submit a completed Schools Financial Value Statement to the LA by the 31st March 2022. The Chair will look to complete this with N Vercoe, who is currently still working for CPS one day a week. **A governor asked who was paying for this support?** The Chair confirmed that CPS were paying for the time from the salary for the vacant Finance Officer post and the post is due to be readvertised.

ACTION 20: The Chair to prepare the SFVS in conjunction with NV to present to February FGB for approval.

11. Academy / Partnership Considerations

The Chair explained to the committee that the LA are encouraging schools to consider and take forward academisation or partnership options.. The Chair considers there needs to be a compelling case for CPS to consider academisation but would hold a session to look at the options and processes involved with academisation as a matter of good governance. **A governor asked if the Chair had any information that would provide an idiot's guide to the process and the issues that governors must consider when deciding if academisation would be beneficial to CPS?**

ACTION 21: MC to draft and circulate a guide/information on academisation and partnerships.

The Head, Chair and RC to meet to discuss academisation and put together options to be brought to the May FGB.

12. Term Dates 2022 – 2023

ACTION 22: Clerk to add to February agenda.

13. Pupil Premium Statement 2021 – 2024

ACTION 24: Clerk to add to February agenda.

14. Policies for Approval

The Chair confirmed that the Pay Policy for Support Staff is not yet available from the LA.

The governors questioned whether individuals should be named on the policy in terms of approval, it may be more appropriate to put reviewed by Link Governor? A governor questioned if amendments previously agreed for the Designated Teacher Policy had been made? A governor asked if CPS were certain that the correct number of first aiders were in place? The Chair confirmed that having checked with the Head there are a sufficient number for the moment and it was agreed to defer approval to the next FGB Meeting when reviewed by and other amendments had been incorporated.

ACTION 25: The Chair to review the policies, particularly in relation to the front page and the naming of governors.

15. Governors

The Chair confirmed that Visit Reports had been received from link governors for English, Finance, Geography, Maths and Health & Safety.

A Link Governor is needed for Early Years following the resignation of the Co-Chair in December. **A governor asked what had happened to the proposed Associate Governor as they would be a good candidate to be the Early Years Link Governor?** The Chair advised the FGB that no update or communication had been received from the proposed Associate Governor, with the Head trying to make contact yesterday.

A governor requested that it be noted that the FGB are aware that actions governors committed to last term have not been completed due to the impact of C19 and subsequent staff absence this term. Governors would look to undertake these actions once they have been given the green light by the Head, when hopefully the situation is more stable.

The FGB currently has 3 vacancies, 1 Parent Governor and 2 Co-opted Governors. Following a request for Parent Governor candidates, one candidate applied after the deadline had closed so will be asked to submit an application again when the request goes out for parent governor applications. The Chair has identified two potential candidates to fill the co-opted vacancies and the FGB agreed that the Chair should go ahead and invite into CPS for a tour and interview. The Chair suggested that three governors should meet with the candidates, RC & JOS very kindly offered their time and assistance.

ACTION 26: MC to contact potential co-option candidates and invite them to CPS for a tour and meeting.

The FGB agreed that the Clerk should organise for the governor page on the website to be a mirror image of the format utilised by The Woodroffe School.

16. Safeguarding

It was agreed that an update on Safeguarding would be provided when the Head returns.

17. Next Meeting

16th February 2022

Meeting ended 16:57

ACTION SUMMARY – 20th January 2022

	ACTION	BY
1	Declarations of Interest to be signed, forms to be bought to January 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
13	LC to arrange for a maintenance tick sheet for site visits.	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
16	Clerk to look at Governors page on website	MO
19	Chair to issue a timetable for NLG Review.	MC
20	The Chair to prepare the SFVS in conjunction with NV to present to February FGB for approval.	MC
21	MC to draft and circulate a guide/information on academisation and partnerships.	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	MO
24.	Clerk to add Pupil Premium Report 2021 – 2024 to February 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

Draft Version