



## Minutes for Full Governing Body Meeting

30<sup>th</sup> March 2022 at 4.15pm, Octopus Room

**Present:** Mark Carter (MC) (**Chair**), Laura Cornish (LC) (**Head Teacher**), Jane O’Sullivan (JO’S), John Smith (JS) & Jody Watson (JW).

**Via Teams:** Miranda Feasey (MF) (**Vice Chair**) & Rachel Coney (RC).

**In attendance:** Mark Lees (ML) (**Education Challenge Lead, Dorset**)& Michelle Oldfield (MO) (**Clerk**).

### 1. Acceptance of Apologies

Apologies were received and accepted from Caroline Dare.

### 2. Declarations of Interest

Signed Register of Business Interests have been received ~~and noted~~ from all governors. There were no declarations of interest related to the meeting.

### 3. Approval of Minutes – 16<sup>th</sup> February 2022

The minutes were agreed to be a true and accurate record of the meeting and approved to be published on the school website.

### 4. Matter Arising

The following actions from the 16<sup>th</sup> February 2022 are ongoing:

9	Clerk to look at Training and Skills Audit - a Skills Audit has been completed by governors, but Training Records still need to be compiled.	MO
12	LC to contact the LA and cc JS regarding contractors on site.	LC
22	The Head, Chair and RC to meet to discuss academisation and put together options to be bought to the May FGB.	MC
33	GM to remove staff details where the member of staff no longer works at CPS from the SCR.	GM

The following actions are to be marked in the FGB Meeting Action Tracker as complete with notes.

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. – it was confirmed LC is the current lead on PSHE and will meet with JW.	JW
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27	Chair to confirm PAN number. – the PAN number is 15, the ideal capacity of the school being approximately 120.	MC
29	Chair to investigate if absence insurance in place – Confirmed on the 11 <sup>th</sup> March that absence insurance is in place and a claim be made. The Head has recently renewed this insurance after obtaining quotes.	MC
31	Office to be able to publish documents to the website going forward – the Head confirmed the office are able to publish to the website.	LC/OFFICE

All other actions were agreed as complete.

## 5. Chairs Report

The Chair highlighted an article in the TES looking at difficulties with teacher recruitment and the fall in applications for teacher training. The Head commented that teacher recruitment normally increases in times of crisis but it does seem like a large drop in those applying for teacher training.

The Chair also highlighted the publishing of a government White Paper on education, headlines being more money for SEN, SATS no longer being compulsory for 7 years olds, and the requirement for schools to be open 32.5 hours a week, equating to 8.45am to 3.15pm.

The Chair and Head will be meeting with local MAT's to discuss and obtain further information for consideration of academisation by governors. The Head will also be contacting Vik Verma for the Dorset County perspective.

The Chair reported to the GB that the major issue for CPS is currently SEN. CPS have conducted a full review of SEN and this has also been discussed in the Head Teacher review. The Chair has spent time looking at parental concerns and CPS wish to move forward and restore parent confidence but appreciate that this may take some time. The Chair stated that CPS would welcome any assistance from governors with operational roles until the end of the academic year, for example, policies, updating the website or helping with the weekly newsletter, the aim being to get the school in the best possible place for September. The Team Around the School continues to provide support.

**A governor asked if it was safe to open the school in January with 7 members of staff off?** The Head confirmed that CPS had made an assessment, and the main concern had of course been whether the children could be kept safe in school. Currently there are just 2 members of staff off, one is being covered by a supply teacher and the other is being covered internally.

## 6. Headteachers Report

### a) Safeguarding

The Head advised the GB that CPS had previously had 4 members of staff who were trained to Safeguarding Level 3, but 2 of those staff have now left CPS. The Head would like Emily Morrison to be trained to Level 3 but there is no training available through the LA. The Head would also like to have someone who is trained by the LA as it helps in terms of providing locally relevant information. Ann Shaw from the LA is due to carry out an external safeguarding review. The Safeguarding Link Governor has visited since half term and discussed how CPS can practice the newly drawn up emergency lockdown procedure without causing alarm, this has not yet been decided.

### **b) Special Educational Needs (SEN)**

The Head told the GB that there were serious concerns around SEN and these are being addressed through appropriate actions that provide the right support for the child and are sustainable and practical. The member of staff who is Acting SENCO will continue in this role for next term. The Head is also meeting with Belinda Farmer who can provide advice on the office/admin side of SEN to ensure clear documentation and that everything is in the right place. Training was due to take place yesterday from a specialist teacher however this has had to be delayed due to them contracting Covid and the ECL asked is a new date had been offered? It was reported that they are still absent from work, so a new date was awaited. TAS will list this as action for this training to be organised for the earliest possible date. The Head confirmed that 2 TA's had already had phonics intervention training and the impact of this has been seen. The Head assured the GB that whilst there were concerns with SEN, CPS are developing a really clear action plan. The Chair agreed that the SEN Link governor report could be issued after Easter to give time for it to be as comprehensive as possible.

### **c) Pupil Premium Report**

The Head confirmed to the GB that the Pupil Premium Report had been reviewed with the Link Governor, several points were discussed and amendments were agreed.

**ACTION 34: Governors to advise if they have any comments regarding the Pupil Premium Report by Friday 1<sup>st</sup> April.**

A governor suggested that a visit report would capture the challenge made, and it would be good to have that noted. The Chair suggested that a summary of the discussion points could be added as a post meeting note.

### **d) Staffing Review**

The Head explained that a staffing review is to take place to ensure effective deployment of staff. The Head pointed out that CPS has the same number of roles as larger schools, but fewer staff to undertake them. The Head discussed a proposal that would provide more targeted support for SEN. The governors agreed to this proposal but questioned whether the offer of extended hours should be put to all teaching assistants, the Head agreed. **A governor asked if it would be possible to hear all the recommendations around staffing before making any decisions.** The Head advised that there was a plan to utilise the Phased Leaders a lot more to help with leadership, quality of teaching and learning. **A governor raised concerns about the implementation and the effect on workload, asking exactly what the Phased Leaders would be expected to take on.** The Head and Chair confirmed there would be further meetings to discuss the staffing structure. The Head told the GB that interviews for a teacher are being held next week. The Finance Officer vacancy has been filled, by an internal candidate, **a governor asked if training on school finance was to provided,** there is a new round of training after Easter. The FO is aware that they cannot take up their new role until their current position has been filled, for which as advert has gone live.

### **e) Term Dates 2022-23**

The proposed dates were approved by the governing body and the Head will organise for the dates to be published on the website.

#### **f) Premises and Health & Safety**

Solar panels are being fitted over the Easter holidays, with work starting in the Early Years outdoor area. The company have identified a potential health and safety issue in the Caretakers cupboard and the caretaker is installing a board between the point at which electrics come in and water supply to remedy this. CPS have been advised that work on the back of the roof can wait. However, the surveyor has concerns with the wall at the end of the playground and the Head pointed out the issue with many of the windows where they have blown. Fencing quotes are being chased and a tree survey was carried out, which identifies several areas for work, and the Head has requested a quote. **A governor asked about the sustainability of the solar panels, is there a way for CPS to see the benefit for example of the impact on the carbon footprint and electricity costs.** It was agreed that most of the time the electricity generated will be used but it can go back into the grid over the summer holidays though the return will be low. **A governor asked if the installation of solar panels included a battery?** The Head agreed the question could be asked however the Chair did point out that the scheme had been due to finish next week, but had been extended so that may not be possible given the short lead time. A governor asked who the contact was and the Chair confirmed it was a representative of Core Energy. A governor commented that they were interested in the long-term economic and environmental benefit, and it would be useful if CPS could track that.

#### **g) Parent Survey**

The Head told the GB that just a summary of the parent survey had been provided and comments would follow, though there are three issues that can be addressed straight away. The Head stated that another survey would be conducted and added that parents would normally be asked to complete the survey at the parent consultation event by handing around an iPad. The ECL stated this was an important way to measure if actions were working and could be carried out every term over the next calendar year. This will be part of the TAS action plan with the TAS and CPS taking collective responsibility. **A governor asked what the top themes were was,** the Head confirmed it was communication and SEN. A governor pointed out that it was a low return rate in the lower school but the Head confirmed that the survey was designed to be completed as one per family, not child. **A governor asked if further information would be available,** the Head confirmed there would be a further meeting to look at the responses with the TAS.

The Head advised the GB of a number of trips taking place, and that Friday 8<sup>th</sup> April would be a picnic lunch to which governors were welcome to attend. The annual Activities Week is in the process of being organised, culminating in Sports Day on the 26<sup>th</sup> May 2022.

The Head concluded the report by highlighting that any support for operation tasks would be appreciated. The Chair reminded the Head that the expiry dates needed to be checked regarding first aid kits and their contents.

**ACTION 35: First Aid Kits to be inspected for contents and expiry dates to be checked.**

#### **7. Team Around the School Report**

The ECL confirmed that two meetings had taken place with an action plan put in place. The LA are allowing Elizabeth Monaghan to offer additional support and there are really exciting plans around SEN. Lots of the initial actions have been met to put systems and processes in place that become embedded

and impactful. Meetings will likely be one per half term in the next academic year with the frequency decreasing as CPS moves forward. The ECL continues to be reassured and is pleased with progress that is being made. The Chair advised the GB that he is talking with the Head regularly and this will become fortnightly after Easter. The ECL pointed out that it is important that parents understand that LC is still the Head and L Crew is there to provide support to CPS. Any concerns raised will be looked at by the Head and the ECL suggested the Head and Chair send out a joint letter to parents about the Head coming back in to work full time. The Chair agreed regarding a letter and the ECL confirmed that the TAS action plan could be shared with parents.

## **8. External Review of Governance (ERG)**

The report from Ken Lloyd of the NGA was circulated prior to the meeting. Governors were asked to advise which action points they could address. **A governor asked if a designated training day on the curriculum would be beneficial**, the Head agreed but may ask another member of staff to be involved. The ECL suggested the TSI offer and using half a day of that time.

**ACTION 36: Governors to advise by Wednesday 6<sup>th</sup> April which 2 ERG actions they can address.**

## **9. School Development Plan - Quality of Education**

The Chair confirmed the SDP had been updated by the Head, and colour coded, with an extra column added for progress / impact but it has been difficult to make significant progress due to staff absences this term. A governor commented that the format was welcome and most things were waiting for data. The Head confirmed that assessments were currently taking place and mock KS2 SATS had shown 77% to be working at expected level in Reading with 32% at greater depth, whilst in maths 50% were working at expected and 23% at greater depth.

## **10. Finance**

The Chair advised the GB that with support from SAFSO finances were being managed in the absence of a Finance Officer, and a cumulative carry forward figure will be available at the end of April. The LA have accepted that CPS will be late in submitting their Accounts and Budget. It was agreed that the Schools Financial Value Standard (SFVS) would be reviewed ex-committee, with comments to the Chair by COP on 31<sup>st</sup> March.

**ACTION 37: Governors to review the SFVS and provide comments by COP on 31<sup>st</sup> March.**

## **11. Policies for Approval**

The following policies were approved by the GB:

Standing Orders

Pay Policy Teachers / Pay Policy Support Staff

Designated Teacher for Looked after Children

Financial Procedures

First Aid

## **12. Governors**

The Chair and RC confirmed they had met with the new governor candidates and were recommending them to the GB. Governors approved the recommendation in respect of AW & BJ.

The Chair advised the GB that Sharon Peel , who had covered EYFS as an Associate Governor, had resigned. **A governor asked whether it would be appropriate to review governor roles once the new governors were on board, highlighting the need for someone to step in to the Early Years link role.** The Chair agreed and confirmed no applications had been received for the role of parent governor, which would be re-advertised in September. **A governor asked if following the spike in Covid cases, it was appropriate to now resume contact with staff?** It was confirmed that Link Governor visits could resume after Easter.

### **13. Next Meeting**

18<sup>th</sup> May 2022 at 4.15pm

Meeting ended 18:03

## **ACTION SUMMARY – 30<sup>th</sup> March 2022**

	<b>ACTION</b>	<b>BY</b>
<b>9</b>	Clerk to look at Training and Skills Audit - a Skills Audit has been completed by governors, but Training Records still need to be compiled.	MO
<b>12</b>	LC to contact the LA and cc JS regarding contractors on site.	LC
<b>22</b>	The Head, Chair and RC to meet to discuss academisation and put together options to be brought to the May FGB – ongoing to be arranged after half term	MC
<b>30</b>	Head to upload Pupil Premium Statement to website.	LC
<b>33</b>	GM to remove staff details where the member of staff no longer works at CPS from the SCR.	GM
<b>34</b>	Governors to advise if they have any comments regarding the Pupil Premium Report by Friday 1 <sup>st</sup> April.	All
<b>35</b>	First Aid Kits to be inspected for contents and expiry dates to be checked.	LC
<b>36</b>	Governors to advise by Wednesday 6 <sup>th</sup> April which 2 ERG actions they can address.	All
<b>37</b>	Governors to review the SFVS and provide comments by COP on 31 <sup>st</sup> March.	All

Agreed 18.05.2022