

**Minutes for Full Governing Body Meeting**

**18th May 2022 at 4.15pm, Octopus Room**

Present: Mark Carter (MC) (**Chair**), Miranda Feasey (MF) (**Vice Chair**), Laura Cornish (LC) (**Head**), Jane O’Sullivan (JO’S), John Smith (JS), Jody Watson (JW), Rachel Coney (RC), Alistair Woodcock (AW) & Bob Johnson (BJ).

Via Teams: Caroline Dare (CD).

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

The Chair welcomed the new governors to the meeting and invited everyone to do a brief introduction.

1. **Acceptance of Apologies**None
2. **Declarations of Interest**None
3. **Approval of Minutes – 30th March 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 30th March 2022 are ongoing:

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| **9** | Clerk to look at Training and Skills Audit. | MO |

1. **Chairs Report**The Chair mentioned the recent Ofsted inspection, confirming CPS are now awaiting the final report. A governor has proposed an ‘away day’ to discuss the Ofsted report.
2. **Headteachers Report   
   Ofsted Inspection**  
   See Confidential Minutes.   
     
   **Safeguarding**Ann Shaw the LA Safeguarding Officer, made a visit to CPS and is satisfied the school are meeting safeguarding responsibilities, stating that the Child Protection Policy is really good and shared the schools concern about the school fence. The Head confirmed that site maintenance has been contacted concerning the post box on the fence as it is a H & S concern. The Link Governor for safeguarding confirmed that they are due to check the SCR again shortly, adding that they are mindful that an emergency lockdown procedure needs to be put into place. The Link Governor went on to say that having been in school and witnessing the way the members of staff dealt with a sensitive issue, staff went above and beyond. Another governor confirmed that they had witnessed a great amount of care for the childrens wellbeing during the SATS. No current child protection plans are in place. The Head stated there is SEN coffee morning taking place tomorrow and that this will become a regular fixture.   
     
   **Pupil Premium**Pupil premium was not mentioned during the inspection. **A governor asked how much pupil premium was worth to the school**, c £23k.   
     
   **Staffing**One member of staff is on a phased return. One application has been received for the SEND Link TA.  
     
   **Premises and Health & Safety**The Link Governor explained it had been a challenge to get engagement from the LA, but the key issues of the issue around the playground wall have now been completed. Trevor Ford is the new LA link. Ongoing issues with the windows which are inadequate in terms of maintenance. Solar panels have been installed, how does CPS capitalise on this, need to build on sustainability and consider the impact on the budget. The Head enquired about battery storage but was told this was up to the school.   
     
   ACTION 38: Head to check record and ensure PAT is up to date.

The link governor for premises and health and safety offered to assist the Head with a PAT checklist, and it was agreed a checklist would be really useful. A governor asked if the person responsible for PAT was getting the right training and support, the Head to check.   
  
ACTION 39: Head to check PAT training is up to date.   
  
**A governor asked whether data was being discussed at this meeting**. The Head explained that data should have been reviewed at the beginning of January but had to be postponed due to staff absence, it was then due to take place the beginning of term but this again had to be postponed due to the Ofsted inspection taking place. CPS are not expecting moderation for KS1, there is concern about Year 6 writing and are expecting levels to be lower, but CPS know what needs to be focused on over the next few weeks, planning in opportunities for Year 5 & 6 writing. Year 2 is not going to get greater depth but KS1 tests are only part of the body of evidence, for KS2 it is all on the tests. The ECL told the governors that there will be no allowance for SATS and the impact of Covid, as they wish to measure the impact of Covid. Writing in KS2 will miss greater depth, **a governor asked how does that work with SEN?** The Head confirmed the group were split.   
  
The Head concluded stating that the report had shown that the children are feeling safe and happy, CPS has maintained that despite 2 very disrupted years and the continuing disruption this year. The Head is incredibly proud of Year 6. It was agreed there needs to be action plan for English and Maths and this can be set up in the second week of July.

1. **Team Around the School Report**The ECL stated there was no real update, a meeting was due to be held the first week back this term but had to be postponed due to the Ofsted inspection. The TAS Action Plan will be populated from the Ofsted report. TAS plan to look at the quality of education, in terms of next steps the curriculum needs to be reviewed.   
     
   At the request of a governor the ECL explained that the TAS was convened by the LA to provide additional support for the school, it is a work with mechanism, for school improvement. The TAS consists of a representative for SEN, Attendance, the Head of CPS and the Chair of Governors, others are invited as requested. An action plan was formulated and is being worked through. Currently TAS meets every 4 school weeks and can run indefinitely, but the longer it goes on, the less it needs to meet, ultimately no more than once a half term.   
     
   ACTION 40: ECL to include Clerk in distribution list for the TAS minutes.

The Head highlighted the confidentiality of the Ofsted report.

1. **External Review of Governance**The Vice Chair explained there were a series of actions divided between governors, some were quick wins, some more involved. A meeting is scheduled for the 8th June to update actions, a meeting is then scheduled to take place on the 10th June with Ken Lloyd from the NGA.
2. **Finance**The Chair confirmed that going forward Michelle Harrison will be able to provide some formal finance reporting. **A governor asked if MH was full time?** Not at this time. SAFSO have provided support in producing the budget. A governor commented on the supply teacher cost. The Chair confirmed the school had had insurance and the carry forward was reduced. Supply teachers are really difficult to get hold of, this is a national issue and there is a shortage of people applying for teaching.   
     
   April 2023 shows a deficit due to a decrease in pupil numbers. The Vice Chair explained that the PAN has reduced from 30 in 2018 to 15. Next year CPS will move down to 4 classes, this has been planned for but it will still have an impact. The Chair agreed that the budget was a concern going forward due to numbers, but the reintroduction of the sparsity grant has helped.
3. **Academisation**See Confidential Minutes.
4. **AOB**The Chair proposed a social event, all governors agreed.
5. **Next Meeting**29th June 2022 at 4.15pm

Meeting ended 18:23

**ACTION SUMMARY – 18th May 2022**

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|  | **ACTION** | **BY** |
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| **39** | Head to check PAT training is up to date. | LC |
| **40** | ECL to include Clerk in distribution list for the TAS minutes. | JW |

Approved Version