

**Minutes for Full Governing Body Meeting**

**29th June 2022 at 4.15pm, Octopus Room**

**Present:** Mark Carter (MC) (**Chair**), Laura Cornish (LC) (**Head Teacher**), Miranda Feasey (MF) (**Vice Chair**), Jane O’Sullivan (JO’S), Caroline Dare (CD), Alistair Woodcock (AW), Bob Johnson (BJ), Rachel Coney (RC)

**Via Teams:** Jody Watson (JW).

**In attendance:** Michelle Oldfield (MO) (**Clerk**).

1. **Acceptance of Apologies**Apologies were received and accepted from John Smith.
2. **Declarations of Interest**None
3. **Approval of Minutes – 18th May 2022**The minutes were agreed to be a true and accurate record of the meeting and approved to be published on the school website.   
   The confidential set of minutes were agreed to be an accurate record of the meeting, for governor use only.
4. **Matter Arising**The following actions from the 18th May 2022 are ongoing:

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|  | **ACTION** | **BY** |
| **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.  **Ongoing**: A Skills Audit has been completed by governors, but Training Records still need to be compiled. | MO |
| **35** | First Aid Kits to be inspected for contents and expiry dates to be checked.  **Ongoing.** | LC |
| **38** | Head to check record and ensure Portable Appliance Testing (PAT) is up to date.  **Ongoing**: Schedule being developed to spread testing. | LC |
| **39** | Head to check PAT training is up to date.  **Ongoing.** | All |
| **40** | Educational Challenge Lead (Mark Lees) to include the Clerk in the distribution list for the Team Around the School (TAS) Minutes.  **Ongoing**: A Team Around the School Meeting was held on 16th June 2022. | ML |

All other actions were agreed as complete.

16:19 JW joined the meeting via Teams

1. **Chairs Report**The Chair advised the governors that there is an article on the BBC website page which states there are more than 300 children with a statement of Special Educational Needs (SEN) who are currently without a school place for September, and that picture is very much reflected in Dorset, which has had a shortage of SEN places.

Teacher recruitment has also been in the national news, and strike action within the education sector seems a possibility in the Autumn Term following several years of pay freeze.

Locally a decision on the merger of Wimborne Academy and Minerva Learning Trust is due to be made in early July, and following that, it will go to the Secretary of State for Education to approve the application and issue and Academy Order.

The school has not had a single week this year when all staff have been in. Since returning to work, the Head has spent much time trying to source supply staff in order to keep the school fully open. As a consequence, the workload for staff in school has become excessive and this situation is unsustainable, and the strategy for the Autumn term needs to address this.

1. **Heads Report  
   a) Ofsted**  
   The Head confirmed the Ofsted report is now live on their website, parents have been written to, and advised of result.

**School Development Plan**The School Action Plan has been RAG rated and will be updated again for the meeting next week.

**Safeguarding**No concerns to report.

**Special Educational Needs (SEN)**The Head has had another meeting with the SEN Link Governor and there is an action plan in place and progress is being made against that. The Head advised the LA are looking to have additional inclusion hubs and as CPS will have two free classrooms it could be an option. A governor asked if the LA would bring their own staff, the Head confirmed they would and a door could be installed between the school and the inclusion hub. A governor asked what would happen if a member of staff was off sick. The Head said this would be responsibility of the LA.

**Pupil Premium**No specific updates.

**Staffing**To be discussed under Finance.

**Premises**There has been a delay in getting the health and safety checks on the solar panels. Concerns have been raised with the LA and this is now in hand.

A governor asked about the car park? The Head commented there could be additional revenue from the car park, and a parking app would be used, though there would be an element of trust. A governor questioned the security? The Head said there would be a slight risk but the Caretaker would be in for a lot of the Summer holidays. A governor asked about the level of income and another asked about liability. The Head stated people would park at their own risk and CPS would not look to undercut the other car parks. A governor asked if this would just be school holidays or weekends? The Head explained that CPS hoped to do a test weekend. Governors agreed to this proposal.

**Health & Safety**An LA representative has attended CPS and carried out a full fire audit. This took over 3 hours and the Head is expecting the report when received will detail a number of actions. A query has been raised concerning the glass in the corridor, the Head was not certain this was safety glass so has asked the LA to investigate. The fencing issue is ongoing. CPS are going to utilise a Health & Safety Check List which will support the work around compliance.

**School Calendar 2022-23**A calendar and year calendar is being compiled and will be finalised by the end of term.

1. **Team Around the School Report**Covered.
2. **External Review of Governance (ERG)**

The Vice Chair confirmed that having had a meeting with the NGA representative they were satisfied that NGA was moving in the right direction. A governor asked how many link governor roles were needed. The VC suggested that it would be advisable to wait until after next weeks session before doing any more work.   
  
17:34 JW left the meeting.

1. **Finance**The Chair confirmed the carry forward was £113.8k, with the surplus for this year being £26.3k. There is a contingency of 10% which accounts for £14k. A governor asked if the LA had produced these accounts? The Head confirmed that CPS have produced this on an LA system and that the June Outturn needs to be completed and will be bought to the meeting next week. A governor commented that the figures relating to the supply teacher seem to be low. The Chair confirmed the figures would be checked, but highlighted that the financial year was April to March, which skewed figures.  
     
   The accounts were not approved at this time, and will be approved ex-committee after checks are completed.
2. **Academisation**Governors agreed that options would be considered in detail during the Autumn term.
3. **Policies for Review & Approval**Policies will be bought to the FGB in September.
4. **Social Event**

The Chair asked if governors would be interested in attending a social event with staff at the end of term. All were interested subject to availability.

1. **Next Meeting**14th September 2022 at 4.15pm

Meeting ended 18:10

**ACTION SUMMARY – 29th June 2022**

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Approved Version 31-Oct-22