

**Minutes for Full Governing Body Meeting**

**19th October 2022 at 15.45, Rockpool Room**

**Present:** Mark Carter (MC) (**Chair**), Miranda Feasey (MF) (**Vice-Chair**), Laura Cornish (LC) (**Head Teacher**), Rachel Coney (RC), Caroline Dare (CD), Jane O’Sullivan (JO’S), Alistair Woodcock (AW), Jody Watson (JW), Kate Halsey (KH).

**Absent:** John Smith (JS), Bob Johnson (BJ).

**In attendance:** Jo Boyce (JB) (**Clerk**).

1. **Acceptance of Apologies**Apologies were received and accepted from John Smith (JS)
2. **Declarations of Interest / Register of Interests**There were no Declarations of Interest.
3. **Approval of Minutes – 29th June 2022 and 14th September 2022**
4. **29th June 2022 –** Governors are asked to submit any comments on the Minutes by 30th October. (Action 52.1)
5. **14th September 2022 –** The Minutes were approved.
6. **Matters Arising**

A9 – Clerk to compile Governor Training Records (Action 53).

A35 – First aid kits have been inspected and updated.

A38 – Portable Appliance Testing (PAT) complete against schedule.

A40 – PAT training up to date.

A41 – ERG Action 2 – Curriculum training took place this week with Dimensions for all staff and a further session is taking place on 21st October.

A42 – ERG Action 14 – Introduce structured processes for reporting, scrutiny and follow through on health and safety and other compliance areas is ongoing.

A43 – Minutes of 29th June will be circulated after the FGB meeting.

A44 – Complete.

A45 – Complete.

A46 – Complete.

A47 – Questions for Link Governor visits circulated after the FGB meeting.

A48 – Complete.

A49 – Complete.

A50 – Policy Review Schedule complete and assigned to FGB meetings.

A51 – Complete – need to change start time to 3:45pm.

1. **Academy Trust Updates**
2. The letter from the Regional Schools Commissioner has now been received with a second letter due by 25th November. No action is required at this point.
3. RC, MC and LC have had a meeting with Chris Carraro and the options for Academisation have been refined to The First Federation or the Minerva Learning Trust / Wimborne Academy Trust alliance. A Local Authority (LA) meeting is taking place on 21st October to discuss the school’s position.

No MAT is likely to be permitted to take on the whole of the West Dorset Schools Collaboration (WDSC) so this is now not a significant selection criteria. The potential to join the LA MAT is also not feasible given the timeframe CPS is working towards.

1. The First Federation Trust presented to the staff and governors on 4th October.
2. The Minerva / Wimborne Alliance are presenting to the staff and governors on 20th October.
3. Two Parent Information sessions have been arranged for Wednesday 9th November with the next Academy Working Party (AWP) meeting between the two sessions.
4. **Chair’s Report**
5. The School’s white paper which sets out academisation expectations is yet to pass through parliament.
6. There are four other schools in the West Dorset area that are under threat of academisation – all are attending the LA meeting on 21st October with Lisa Linscott.
7. The School now has a full quota of Governors with a strong skill set. Ofsted could return for a monitoring visit so the focus needs to remain on raising standards.
8. **Head’s Report**
9. One of the supply TAs has left CPS and Charlotte Farmer, a very experienced TA is leaving at half term to take up a new role. Two candidates were interviewed on 17th October and LC and MC are discussing the possibility of employing both. The SENCO role is no longer being shared between two members of staff.

A Year 1 child has re-joined the school after attending another local school for a month. One Year 6 child has left and one Year 5 child is leaving at half term. Both of these children are on the SEN register.

1. Baseline Assessments are complete and Cohort meetings are taking place this week. A Parents Phonics and Reading session was held with 12 parents attending and we had 55 parents and carers at the Harvest Service. Parent consultations were held last week and the first Parent Survey has been rolled out with the link shared on this week’s Newsletter.
2. Lisa Crew (School Improvement Partner - SIP) was in school last week and the meeting focussed on the Success Criteria, parental support and ensuring the School Development Plan (SDP) focussed on points raised by Ofsted.
3. The Head has added progress notes to the SDP. RC requested RAG rating to be applied. RC and LC to meet with KH, BJ and AW to bring them up to date on the SDP.
4. JO’S has completed the first Safeguarding visit which included a check of the Single Central Record. There has been one LADO referral this term which has now been closed. LC made a Safeguarding referral today.

Governors are asked to make sure they are aware of any updates to Keeping Children Safe in Education 2022.

1. There are two areas of concern. These were highlighted as being within years 1 and 2, with some significant provision in place which is not considered sustainable from a staffing perspective or in the best interests of the child. Interventions are in place.
2. Headlines – 40% of disadvantaged children at our school are also on the SEN register. 83% of Pupil Premium children are also on the SEN register. Governors to submit comments to the clerk by October 30th. (Action 52.2)
3. The tarmac has been repaired this week. Shipping containers are due to arrive on Friday for storage of the PE equipment. The fencing around the pond area is to be repaired over half term.
4. MH completing First Aid at Work Training this week. A reminder has been put in the Newsletter regarding parental use of the School car park which has had a good impact.

The Head will update the FGB on the Sports Premium funding at the next meeting as the Link Governor is not attending today. (Action 54)

1. **Link Governors.**
2. MC - EYFS (CM) and Finance

RC – Literacy (LC) and Headteacher

MF – Maths and Computing (CD)

JO’S – Safeguarding and Attendance

JW/KH – Inclusion (CD and BF)

AW – Art and DT (TB)

BJ – Music (BF)

JS – Science (EM) and Health and Safety

1. The Chair has compiled a Link Governor Question format to use which the clerk will circulate after the meeting. JO’S will collate the current visit form and this format into one document. (Action 55) Governors to use current visit form in the meantime.

Safeguarding and Inclusion visits should take place every half term and other areas should take place once a term. The Head proposed the week beginning 12th December for termly visits.

1. There were no questions about the Maths Link visit report and headlines from the safeguarding visit were covered in the HT report.
2. **Policies for Review and Approval**
3. The schedule created by MF has now been put into date order.
4. Behaviour Principles – was approved with no changes
5. Positive Behaviour Policy – was approved with no changes but the rewards/consequences can be added to the Governor visit Form.
6. Complaints Policy – was approved pending editorial changes on P3 and 7. (Action 56.1) Clerk and The Head to create a summary report of complaints received for January and June FGB meetings. (Action 57) RC and The Head to create a Communications Policy. (Action 58)
7. Online Safety Policy – was approved pending editorial changes to Appendix 3 (Action 56.2)
8. Whistleblowing Policy – was approved with no changes.
9. **Any Other Business**

There was no other business.

1. Next Meeting: 30th November 2022 at 3:45pm

Meeting ended 17:40

**ACTION SUMMARY – 19th October 2022**

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|  | **ACTION** | **BY** |
| **42** | Introduce structured processes for reporting, scrutiny and follow through on health and safety and other compliance areas. | JS |
| **52** | Submit comments to clerk on Minutes and PP strategy. | All |
| **53** | Compile Governor Training Record. | JB |
| **54** | Feedback on Sports Premium. | LC |
| **55** | Collate Link Visit Questions / Form. | MC/JO’S |
| **56** | Make edits to policies. | JB |
| **57** | Create summary report of complaints. | JB/LC |
| **58** | Create a Communications Policy. | RC/LC |
| **59** | Set up meeting for new governors, Head teacher and RC to share SDP. | LC/JB |

Approved Version 23rd November 2022