

**Minutes for Full Governing Body Meeting**

**23rd November 2022 at 15.45, Rockpool Room and on MS Teams**

**Present:** Mark Carter (MC) (**Chair**), Laura Cornish (LC) (**Head Teacher**), Rachel Coney (RC), Caroline Dare (CD), Kate Halsey (KH), Bob Johnson (BJ), Jody Watson (JW), John Smith (JS)

**Virtual:** Miranda Feasey (MF) (**Vice-Chair**), Jane O’Sullivan (JO’S)

**Absent:** Alistair Woodcock (AW)

**In attendance:** Michelle Harrison (MH) (**Acting Clerk**),

1. **Acceptance of Apologies**Apologies were received and accepted fr Jo Boyce (Clerk)
2. **Declarations of Interest / Register of Interests**There were no Declarations of Interest.
3. **Approval of Minutes – 19th October 2022**

The Minutes were approved and will be added to the website pending adding Action 58 and an additional action to share School Development Plan with new governors. Meeting to be set up for new governors. (Action 59)

1. **Matters Arising**
2. **Review of Actions (See Item 6c)**
3. **Second Letter from Regional Director of Schools.**

The second letter from the Regional Director of Schools dated 8th November 2022 invites representations prior to the possible issue of an academy order, and we need to respond prior to 29th November 2022 and an hour has been set to review this under Agenda item No 5.

1. **Parent views**

After the Presentation to Parents on 9th November 2022, two parents contacted the school to offer feedback. The Chair has responded to each parent and the Local Authority are aware of the communications.

1. **Academy Trust Update**
2. **Report from the Parents Meetings** – Overall the feedback was positive and constructive apart form the two mentioned above – notes have been created and are awaiting approval and dissemination. (Action 60). No fundamental objections to the school’s position.
3. **Report from Academy Working Party**

From the Terms of Reference, the main objective of the Academy Working Party was to report to the FGB with a final recommendation on academy options, and that has been achieved, therefore it can be wound up. After presentations, visits and discussions, the clear preference is for First Federation Trust. The Minutes of the Academy Working Party were approved.

1. **The First Federation Trust**.
2. **Colyton Primary School – Visit Report**

Ofsted designated the school Inadequate 3 years ago and were forced to move into an academy. They have now moved from a category D to B. The school were in debt initially and FFT invested to improve the working conditions of staff and pupils. FFT are still investing in the school building. Staff have been maintained and were not overwhelmed and could access support from different specialists and have a degree of autonomy.

1. **Rockbeare Primary School – Visit Report**

This is a slightly smaller sized school with the same class structure as Charmouth Primary. The Head had previously worked in two academy schools, one a very small MAT that was too small to be able to provide sufficient support, and one in a very large MAT that had a strong corporate identity. The Head said that she felt the FFT allowed autonomy, provided all the support that she could hope for and she felt very comfortable in the FFT. Staff had good access to training.

1. **Hawkchurch Primary School – Visit Report**

A small school with just two classes and 24 pupils in total. Ofsted rated Good. The Head felt there was always someone there to support and drive the school forwards, nothing was forced or felt intrusive – the curriculums could be chosen to suit the school and although the school is small, there are still plans to improve it. FFT has an understanding of the challenges of a small school and adapt expectations accordingly.

1. **The First Federation Trust – Annual Reports and Financial Statements**

Following the merger with Genesis Academy Trust in 2016, when the number of schools increased from 9 to 13, another 3 schools have joined First Federation. The number of pupils has remained around 3000 for the last 4 years, and after a few years of consolidation, First Federation would appear to be ready to take on more schools.

Their total income was £22.8 million in FY 2020-2021, and nothing concerning has been found in the accounts.

1. **The First Federation Trust - Paul Walker**

PW is a dynamic force with a clear vision however there are systems in place should he leave, and plans will be carried forward. The board is also very skilled and experienced. A letter has been sent to PW regarding the position of Charmouth Primary School so he can take this to the Board of Trustees.

1. **Review of Academy Risk Register**

This is a live document. Risk Mitigation Measures – Communication and engagement with stakeholders; Planning for transition, implementation and operation; Leadership; Project Control. The academisation process is led by the Head Teacher and Chair of Governors, the Local Authority Governor (MC) who liaises with the Local Authority.

1. **Regional Director of Schools**
2. **Resolution on Academy Trust**

It is proposed that a Letter of Representation is submitted to the Regional Director for the South West stating the preference of Charmouth Primary School to join the First Federation Trust. (Action 61) The proposal was seconded and unanimously agreed.

1. **Letter of Representation**

The perceived process following the Letter of Representation was outlined as follows:

**i)** Inform parents and staff of the Letter of Representation and issue the Presentation to Parents.

**ii)** Following direction of the Regional Schools Commissioner, Charmouth Primary School, namely the Head Teacher, Chair of Governors and Local Authority would register formal interest with the Department of Education in joining The First Federation Trust.

**iii)** The Minutes of this FGB Meeting will need to be approved at the next FGB, with a new resolution to convert to an academy. The January FGB date is provisional for this reason and this will then be an appropriate time to communicate with parents on progress.

**iv)** The First Federation Trust will then conduct due diligence and the Trust Board will make a decision about Charmouth Primary School joining the Trust (this process normally takes about 1 month)

**v)** Upon confirmation, Charmouth Primary School will then submit a grant claim for conversion, and the Transfer of Undertakings Protection of Employment (TUPE) process will commence.

**vi)** Charmouth Primary School can then submit an application to the DfE to convert, to include approved minutes from this FGB meeting and also the discussion with the Regional Schools Commissioner (RSC) office.

**vii)** Normally there would be a formal consultation process, which would take 4-6 weeks but this may not take place with forced academisation. During this period, First Federation would be invited to give a detailed presentation to parents, staff and governors.

**viii**) Upon Secretary of State approval of the application, an Academy Order would be issued within one month of the application.

**ix)** Charmouth School would then become and academy school.

**x)** All publicity would be handled by The First Federation Trust.

1. **Chair’s Report**
2. **National Issues.**

Additional funding was pledged for schools in the second Autumn Budget or Autumn Statement as it is being referred to, but it is unclear whether that will be sufficient to cover an unfunded 5% pay increase, or increase in energy costs.

Most of the Outstanding schools inspected by Ofsted last year have been downgraded; some had not been inspected for 15 years. 59% were downgraded to Good, 17% to Requires Improvement and 4% were Inadequate. Ofsted now aims to inspect every school by the summer of 2025.

1. **Local Issues**

1st February 2023 is the planned date for Minerva (Colfox) and Wimborne Academy to merge, however on checking Companies House records, the proposed new name has yet to be registered and there is currently no listing of an application to dissolve either company.

1. **School Report – Review of Actions from Previous FGB Meeting**

A42 – Introduce a structured process for reporting, scrutiny and follow through on health and safety and other compliance areas – complete

A52 – Complete

A53 – Ongoing

A54 – Ongoing – Add to agenda for next FGB

A55 – Complete

A56 – Complete – edits complete.

A57 – Ongoing – item added to January FGB agenda

A58 – Ongoing - draft in circulation and item added to the January FGB agenda.

1. **School Governor Calendar for 2022-2023**

Items have been RAG rated to indicate late, on target or complete.

1. **Schools Financial Value Statement (SFVS)**

A draft SFVS has been circulated and if there are no comments, it will be reviewed again in March for submission in April.

1. **November Financial Update**

All teachers agreed pay increases have been actioned. NI reversal has been actioned. The finance manager updated the Governing Body on key changes / things to note. Some Virements required which will need approval from the FGB in January. Documents to be sent out to all governors. Questions to be sent to the Finance Manager by 28th November 2022. (Action 62)

1. **Staff Wellbeing Survey**

A reminder has been sent. 11 staff members have responded and the responses will be analysed and put on January FGB agenda.

1. **Head’s Report**
2. **Staffing Update**

Staffing challenges remain with illness and staff due to be moving to other posts and roles. Arrangements are in progress for replacements. A new TA started this week, predominantly in Pathfinders.

1. **Review of Parent Survey**

All areas show an improvement from March 22 to October, particularly ‘My child is happy in school’ (Disagree: 21.5% - 2.5%) and ‘My child feels safe in school’ (Disagree: 25% - 0%) ‘I would recommend this school to another parent’ (Agree: 54% - 76%)

1. **Safeguarding**

Strategy meeting for one case – no further action required.

Staff have been reminded of the reporting process in weekly updates and TA meeting.

1. **Special Educational Needs (SEN)**

Local Authority SEND audit will take place in January. Targets have been updated and re-set by TAs and teachers. There is currently no support from county for children currently causing a strain on resources and resulting in other interventions being missed. Two children have been excluded and reintegration meetings held with parents and children. SEND coffee morning had only one attendee. Chair proposed that employing an external consultant to support with behaviour be investigated. (Action 63)

1. **Pupil Premium – Review of Strategy for 2022-23**

As part of the Financial Review, how PP is spent will be analysed and held to account in January.

1. **Premises and Health and Safety**

Roof, fencing, blinds, crack in window – county updated. Containers have been delivered and will be filled ASAP. Governors were invited to Christmas Lunch, PTFA Christmas Fair and Christmas Carol Service.

MC left the meeting at 5:45pm and MF took over as Chair.

1. **Policies for Review and Approval**
2. **Designated Teacher for Looked after Children Policy** – Approved with the following changes: Section 3 – change ‘governing board’ to ‘Governing Body’. Section 5.3 – Use initial capitals for Strengths and Difficulties Questionnaires (SDQs) Section 7 – link to Behaviour Principles as well.
3. Early Years Foundation Stage Policy – Approved.
4. Staff Discipline, Conduct, Grievance (procedures for addressing) – Code of Conduct – Approved with the following changes – capitalise the Headteacher or the Chair of Governors. Section 4.2 - Include verbal threatening. Link to Communications Policy.
5. Pay Policy – Support Staff and Pay Policy – Teaching Staff – not yet received from County.
6. **Any Other Business**

There was no other business.

1. Next Meeting: 25th January 2023 at 3:45pm (Provisional)

Meeting ended 17:59

**ACTION SUMMARY – 23rd November 2022**

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|  | **ACTION** | **BY** |
| **53** | Compile Governor Training Record. | JB |
| **54** | Feedback on Sports Premium. | LC |
| **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 |
| **60** | Parent Slides/Q&A feedback to go out to parents. | LC/RC |
| **61** | Submit Letter of Representation to Regional Schools Commissioner. | LC/RC/MC |
| **62** | Finance documents to be shared and commented on by Monday 28th November. | MH/All |
| **63** | Investigate external consultants for SEND. | LC |

Approved Version 25th January 2023