

**Minutes for Full Governing Body Meeting**

**22nd March 2023 at 15.45, Octopus Room**

**Present:** Mark Carter (MC) (**Chair**), Laura Cornish (LC) (**Head Teacher**), Rachel Coney (RC), Caroline Dare (CD), Bob Johnson (BJ), Alistair Woodcock (AW), John Smith (JS), Jody Watson (JW) (Arrived @ 4:15)

**Absent:** Kate Halsey (KH), Jane O’Sullivan (JO’S)

**In attendance:** Jo Boyce **(Clerk**), Belinda Farmer (BF) **(Assistant Head Teacher),** Michelle Harrison (MH) (**Senior Finance Officer)**

1. **Welcome and Acceptance of Apologies**The Chair welcomed all to the fifth full Governing Body meeting, including Michelle Harrison (MH), the Senior Finance Officer.

Apologies were received and accepted from Kate Halsey (KH) and Jane O’Sullivan (JO’S).

1. **Declarations of Interest / Register of Interests**There were no Declarations of Interest.
2. **Approval of Minutes – 25th January 2023**

The Minutes of 25th January 2023 were approved and will be added to the website pending an amendment to Action 58.

1. **Matters Arising**
2. **Academy Update**

We have received the Directive Academy Order. Staff were informed at 3:30pm and an email was sent to Parents/Carers at 3:45pm. **See Agenda item 5**

1. **Review of Actions**

Action 58 – Ongoing – a draft document has been created but further discussion and feedback are requested before it can go before Governors for approval.

Action 59 – Complete – LC has met with KH and AW to go through the School Development plan.

Action 63 – Ongoing – Several visits have taken place from First Federation Trust specialist teachers and a visit from an Educational Psychologist is to be arranged. Dorset’s Specialist Teacher has not taken on any additional children in the last 12 months. The Chair to write to Dorset County Council regarding the lack of support / provision in this area. (Action 70)

Action 64 and 65 – Ongoing – LC to arrange a Teams meeting to select questions from last survey to keep.

Action 66 – Ongoing – Safer Recruitment Training through the NGA would be 6 hours. The Chair does not feel it is a priority at the moment.

Action 67 – Complete – see Agenda Item 8c

Action 68 – Ongoing – No written report provided so far.

Action 69 – Ongoing – Paperwork received and visit to be arranged in summer term.

1. **Issue Forms for Governor Skills Audit**

The Chair has issued the forms to new governors. New governors to complete the Skills Audit. (Action 71)

1. **St Michael’s Letter Re: Nursery Provision**

The Head stated that the process St Michael’s was undertaking is quite different from that which Charmouth Primary School had to take and that the offer of Nursery Provision in Lyme Regis could potentially have a significant impact on pupil numbers.

A letter will be written registering our concern. (Action 72)

1. **Academy Trust Update**
2. **Process and Timescales**

Having received a Directive Academy Order, the Governing Body has a duty to facilitate conversion to an academy.

Anita Bihal has been assigned by the Regional Director as our Delivery officer and she will advise us on Monday of the processes and timescales. We understand that the outline for the process is:

A sponsor search will be undertaken by the Regional Director. Charmouth FGB need to respond to Annex B of the letter.

There will be no consultation as we are not a faith school and assuming that First Federation Trust are named as our sponsor, timescales will be set by their due diligence process and decision to proceed.

A proposal could go to the Advisory Board for sign-off in June and they would determine our eligibility for sponsorship funding.

Following that, there is a legal process for transfer of land and building ownership and TUPE (Transfer of Undertakings and Protection of Employment)

Assuming there are no unforeseen impediments, Charmouth Primary School should become an Academy School on 1st January 2024, if not earlier.

1. **Next Steps**

The Governing Body need to complete Annex B of the letter, which the Head, Chair and Senior Finance Officer will finalise on Monday and then circulate to the Governing Body before submission on March 31st 2023.

A good standard of governance needs to be maintained throughout the process and First Federation will be invited to speak to the staff, governors, parents and carers at the appropriate time.

1. **Finance**
2. **Approve Schools Financial Value Standard (SFVS)**

The Chair shared the completed document, explaining any areas not noted as yes. The form needs to be submitted by 31st March 2023.

1. **Approve Budget for Financial Year 2023-2024**

The Budget will be submitted by 1st May and the Senior Finance Officer reported that the indications were positive however, we are still waiting for staff costs / pay deals to be agreed and these make up around 80% of our total budget. The Senior Finance Officer will email the budget and top-line to all governors once complete for approval before submitting to Dorset Council. (Action 73)

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

The issue dominating the news remains the Teaching Staff Strike which is about years of pay freeze equating to a drop in real earnings and an unfunded 5% pay offer meaning cuts either in school supplies, maintenance and energy or staffing.

Also in the news, was the death of Ruth Perry, the head of Caversham Primary School, who took her own life after a devastating Ofsted Inspection. Sadly, this is not an isolated incident.

1. **Local Issues**

The new Minerva/Wimborne Trust was launched on 1st February 2023 under the new name Initio Learning Trust.

A meeting is due for Heads and chairs of Governors in the West Dorset Schools Collaboration.

1. **School Report**

The Chair continues to be impressed with the improvements that have been made this term to address issues, and that sentiment has been echoed by Sheila O’Donnell, our Education Challenge Lead. The Head and Chair are meeting with Sheila next week to review progress against four Ofsted findings - phonics, the curriculum, SEND and expectation of pupils.

A written Link report from Miranda Feasey on Maths and computing has been shared and we are awaiting data for this term.

Alistair met with Tanya Berry in an informal, light touch meeting which was a very positive conversation.

Rachel met with the Head for English and reported that data was improving and things were now moving in the right direction although some targets may need adjusting after teacher input.

Governors requested more communication. (Action 74)

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

There are two more scheduled FGB meetings in May and June although these may need changing, and additional meeting will be arranged, only if it is justified.

1. **Head’s Report**
2. **Head Teacher’s Report Term 2**

Assessments and Cohort meetings have taken place along with Parent Consultations and Parent Survey.

Attendance has been challenging with an outbreak of Chicken pox.

We are excited about the RHS Chelsea Garden based around Mary Anning – some of the components of which will be donated to Charmouth Primary School.

We have had a lot of support from the first Federation Trust including visits from the English Lead, SEMH lead and EYFS Lead. We have also been included in the East Hub Arts Project.

SATs week for Key stage 2 is May 8th – May 12th and Key stage 1 will be May 15th to May 19th. It would be really beneficial if some governors could come into school to view the processes. HT to email governors for dates they can attend. (Action 75)

The 30th anniversary of the opening of the building will be celebrated on the afternoon of 23rd June – Governors will be invited. More details to follow.

1. **Staffing Update**

New SEN Link TA has started (teacher support is being phased out gradually)

1. **Wrap Around Care**

A business proposal has been created with costings and we would need to charge £5 for Breakfast club, £9.50 for a short session and £11.15 for a longer session. There would need to be 9 children per session to break even. If we were to ask an external company to provide this, they would need 10 children per session.

The meeting agreed that based on the costings / research, it was not economically feasible to offer additional care at this time but would revisit the issue when further clarification of funding from the government is received. HT to write to parents to update them. (Action 76)

1. **Safeguarding**

Access to age inappropriate materials outside school – specifically WhatsApp – is still an issue.

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

There are 22 children on the SEN register and 5 on the Watch List. Significant progress has been made in relation to the systems, processes and paperwork now in place.

1. **Pupil Premium and Sports Premium**

There are 19 children who are Pupil Premium and the focus will continue to be on quality first teaching and targeted support (eg ELSA).

Headlines in relation to sports premium are Active Week from May 22nd and the development of a quieter zone on field including a sandpit.

1. **Premises**

Flat roof on the staff room has been fixed and the main roof is on DCC’s schedule.

Repair of fencing and ‘pencils’ is scheduled.

New chairs purchased and new tables are being ordered.

1. **Health and Safety**

Audit should be carried out next term.

1. **Policies for Review and Approval**
2. **Communication Policy –** This is still in draft form and therefore approval is deferred.
3. **Accessibility Plan** – Approved with ASC defined as Autism Spectrum Condition and add page numbers.
4. **Appraisal and Capability Policy** – Approved with page numbers added.
5. **Charging and Remissions Policy –** Approved with highlighted words removed.
6. **PSHE inc Relationships Policy (Sex and Relationship Education)–** Approved with page numbers added and sentence on page 3 altered. (Action 77)
7. **Any Other Business**

There was no other business.

1. Next Meeting: 17th May 2023 at 3:45pm

Meeting ended 17:45

**ACTION SUMMARY – 22nd March 2023**

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|  | **ACTION** | **BY** |
| **58** | Create final version of Communications Policy | LC/RC |
| **63** | Investigate external consultants for SEND. | LC |
| **64** | Circulate summary of actions taken to staff before next staff survey. | LC |
| **65** | Meet to discuss Action Plan and next staff survey. | LC/MF/MC |
| **66** | Undertake Safer Recruitment Training when appropriate | LC/MC/MH |
| **68** | Investigate Turn It On report for GDPR, and how frequently this should be done. | MH |
| **69** | Arrange Health and Safety Audit by the Local Authority. | LC/MH |
| **70** | Write to DCC regarding SEN support | MC |
| **71** | Complete Skills Audit forms | KH/BJ/JB |
| **72** | Write to St Michael’s School | MC/LC |
| **73** | Circulate budget to Governors | MH |
| **74** | Circulate School Newsletter to Governors | JB |
| **75** | HT to email governors for dates they are available to attend. | LC |
| **76** | HT to write to parents to update them. | LC |
| **77** | Edit and publish policies | JB |

Approved Version 24th March 2023