

**Minutes for Full Governing Body Meeting**

**17th May 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), Miranda Feasey (MF) (**Vice-Chair**), Jane O Sullivan (JO’S), Kate Halsey (KH), Jody Watson (JW) (Arrived @ 4:30)

**Absent:** John Smith (JS), Alistair Woodcock (AW)

**In attendance:** Jo Boyce **(Clerk**), Belinda Farmer (BF) **(Assistant Head Teacher)**

1. **Welcome and Acceptance of Apologies**The Chair welcomed all to the sixth full Governing Body meeting, particularly Bob as he has been unwell.

Apologies were received and accepted from John Smith (JS).

1. **Declarations of Interest / Register of Interests**There were no Declarations of Interest.
2. **Approval of Minutes – 22nd March 2023**

The Minutes of 22nd March 2023 were approved and will be added to the website.

1. **Matters Arising**
2. **Ofsted Monitoring Visit Update**

The Chair and Headteacher have received the Draft Report and corrected a factual error.

1. **Academy Update**

The Headteacher is the primary point of contact with The First Federation, and the Chair is the primary point of contact with the Regional Schools Director.

The Chair wrote to the Regional Schools Director on 27th March. As a consequence of that, and some subsequent communication, we are on the Agenda for the Advisory Board on Monday 22nd May, so we should know the result next week.

Assuming we are allocated to The First Federation, we will invite them in to give a presentation to parents, carers and governors. We could become an academy school as soon as September, so the next FGB Meeting may well be our last.

There is a possibility to retain governors beyond the parent governors. This could be a part of the Hub Board or in another capacity or as a Governing Body with no operational or strategic responsibility.

The future of the Governing Body will be an Agenda Item for the FGB Meeting on 28th June, and advice from Dorset County will be sought regarding a winding up resolution.

1. **Review of Actions**

Action 58 – Deferred to Agenda Item 9a.

Action 63 – Complete – Advice is now to not invite external Education Psychologists into setting at this point.

Action 64 and 65 – Ongoing – The Summary of Actions will be circulated to staff next week and the new Staff Survey will be sent directly to staff the week beginning 6th June 2023.

Action 66 – Ongoing – The Headteacher has completed this and the Senior Finance Manager is in the process of undertaking the training.

Action 68 – Ongoing – No written report provided so far. The Headteacher will chase this.

Action 69 – Ongoing – We are still waiting for a date.

Action 70 – Complete/Closed

Action 71 – Complete – forms received from KH and AW

Action 72 – Complete/Closed

Action 73 – Complete

Action 74 – Complete

Action 75 – Complete

Action 76 – Complete

Action 77 - Complete

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

This was updated following the last FGB meeting and was submitted on 28th April 2023.

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

This was circulated to Governors on 21st April 2023 and was duly submitted on 28th April following one request for clarification. To summarise, the budget is balanced for this year, with a surplus that will carry over into 2024 but there will be a small deficit in 2024-2025 due to falling pupil numbers.

1. **SEN/Specialist Provision**
2. **Local Need**

The needs of SEN pupils currently on roll have impacted on staff, pupils and the budget, and Dorset County Council have very limited capacity to provide support – the threshold for children to receive support has progressively been raised higher and higher.

The First Federation Trust (FFT) have asked all their schools to consider if they are able to provide Alternative Provision – whether they have the space / capacity / staff.

1. **Our Capacity / Capability**

As a result of this request, an extra teacher has been included in the budget for 2023-2024 with the intention to start providing this from January 2024. FFT are assisting the completion of forms to apply for funding from Devon towards this.

The ‘unit’ could have an SEMH / Behavioural / Classroom based / Outdoor learning focus.

The FGB acknowledged that there are obviously lots of factors to consider around this proposal in order for it to be agreed and **passed a resolution** for the school to investigate the further.

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

Ofsted inspections have continued to be in the news following the suicide of head teacher Ruth Perry. Following calls to either apologise or resign, Amanda Spielman will leave the Ofsted role of Chief Inspector at the end of this year.

Schools Minister, Nick Gibb, has said Standard Assessment Tests (SATs) shouldn’t be too hard...

In the wake of the attendance target increasing from 95% to 97%, MPs have been told that fining parents whose child is persistently absent from school, does not work, and can make the problem worse.

1. **Local Issues**

Coombe House, the new Special Educational Needs school in Shaftesbury that was intended to ease the SEN deficiencies in Dorset is struggling to recruit staff.

1. **School Report**

Our SEN provision is on track, and staff should be proud of the improvement in the last year, especially the adaptation for the needs of individual pupils.

The school has come a long way in the last year, and the Team Around the School has acknowledged this progress.

The Headteacher performance review will take place next week assessing the progress made against objectives.

June 23rd marks the 30th anniversary of the school being formally opened, and governors will be invited to attend an event. There’ll be a formal opening of the Mary Anning tribute garden, which has been created for the Chelsea Flower Show, and there will be three pupils in attendance on the Press Day to represent the school.

For Active Week, we will have a 4-man bobsleigh in school next Wednesday for Joel Fearon who ran 9.96 seconds for 100m, the 5th fastest ever time for GB. Joel won a bronze medal in the 4-man bobsleigh at the 2014 Sochi Winter Olympic Games and will be instructing the children on how to load into a 4-man bobsleigh.

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

Other than reports from our School Improvement Partner, we are on track.

1. **Review of Governor Skills Audit**

This will only need to be reviewed if there is a delay in academisation.

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

Additional teacher for the Alternative Provision has been agreed in the budget. The 1:1 teacher has now finished working at the school.

1. **Review of Parent survey No.2**

This shows great progress in the last 12 months with parents feeling a lot more positive about the school.

1. **Spring Term Assessment Data**

There is still a concern at the lower end of the school with Covid having a significant impact on these pupils’ start in education. Progress is definitely being made but this does not always/has not yet show in the data. Writing is still a weakness across the school.

1. **Review No.4 of School Development Plan (SDP)**
2. **Safeguarding**

Ofsted checked the Single Central Record and met with both the Headteacher and SENCo – no concerns were raised. The Link Governor has visited and reports that the Senior Finance Manager is keeping the Single Central Record up to date and accurate.

1. **Special Educational Needs (SEN) – Spring Term Report**

There were no comments on the report. The Audit carried out will now be RAG rated to identify the next priorities.

1. **Pupil Premium and Sports Premium**

There are no significant patterns although there is some cross over with SEN. The focus remains on quality first teaching.

Active Week (22.05.23) and developing the outside areas so they can be used to their full potential.

1. **Premises**

Fencing has been replaced and quotes are being obtained to secure the outside areas.

1. **Health and Safety**

Audit date not yet confirmed.

1. **Policies for Review and Approval**
2. **Communication Policy –** Approved
3. **Any Other Business**

Caroline Dare informed the meeting that her term as Staff Governor officially ends on 9th June however, she is happy to continue until the end of term / conversion to an Academy. The Headteacher to email staff regarding Staff Governor position on Monday 22nd May. (Action 78 – LC)

1. **Next Meeting: 28th June 2023 at 3:45pm**

Meeting ended 17:30

**ACTION SUMMARY – 17th May 2023**

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|  | **ACTION** | **BY** |
| **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 |
| **78** | Email staff RE: staff governor. | LC |

Approved Version 28th June 2023