

**Minutes for Full Governing Body Meeting**

**28th June 2023 at 15.45, Octopus Room**

**Present:** Mark Carter (MC) (**Chair**), Laura Cornish (LC) (**Head Teacher**), Rachel Coney (RC), Bob Johnson (BJ), Miranda Feasey (MF) (**Vice-Chair**), Kate Halsey (KH), Jody Watson (JW), John Smith (JS), Alistair Woodcock (AW)

**Absent:** Caroline Dare (CD), Jane O’Sullivan (JO’S)

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

1. **Welcome and Acceptance of Apologies**The Chair welcomed all to the seventh and final Full Governing Body meeting of this academic year.

Apologies were received and accepted from Caroline Dare (CD) and Jane O’Sullivan (JO’S).

1. **Declarations of Interest / Register of Interests**There were no Declarations of Interest.
2. **Approval of Minutes – 17th May 2023**

The Minutes of 17th May 2023 were approved and will be added to the website.

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

Ofsted Inspections remain in the news following the suicide of head teacher Ruth Perry. Changes were announced on 12th June, which were widely branded as nowhere near enough. In response, MPs have launched a cross-party inquiry into Ofsted School Inspections, which will look into how useful they are to parents, governors and schools in England.

1. **Local Issues**

There will be a meeting of the West Dorset Schools Collaboration on the 10th July at which Chairs of Governors are invited, and the Chair will attend.

1. **School Report**

The Chair stated that a resolution to dissolve the Governing Body upon handover of Charmouth Primary School to First Federation Trust by the Local Authority (Dorset County) would be discussed and voted upon under Agenda Item No 8b, and that if this doesn’t happen in September, we will likely have to hold another FGB meeting. However, the terms of office for the Chair, Vice-Chair and the Staff Governor cease before September, so a Resolution was proposed:

**Resolution**: The Chair, Vice-Chair, Staff Governor and all governors shall remain in their respective posts until handover of Charmouth Primary School to First Federation Trust by the Local Authority, or until the next FGB meeting, which will be held in September 2023, whichever is the sooner.

**The Resolution was unanimously agreed**.

First Federation has stated that there will be vacancies for our two Parent Governors as Council Members, and their role would be monitoring visits at the school, and reporting back to the East Hub Board (East Devon and Dorset).

Other possible vacancies are on the Academy Committee, representing Salisbury Church of England Diocese, and on the Trust Board.

The Chair stated that governors interested in continuing in some role, should in the first instance express interest in writing to the Headteacher, who is the primary point of contact with First Federation.

There are three relevant documents, which will be circulated with the draft Minutes, namely;

• Governance Opportunities with The First Federation Trust;

• Academy Committee Terms of Reference; and

• Hub Board Terms of Reference.

An Interim Head Teacher Performance Review was held on 25th May to assess progress against objectives, which is on track.

On 23rd June, the school celebrated both the 30th anniversary of its formal opening, and the formal opening of the Mary Anning Space to Learn Garden. The Chair thanked all those that made this so special, especially Mr Grant who dug holes in solid ground for six apple trees to be planted.

On 1st July it is the Charmouth Challenge with an 8-mile Fell Run, and 2-mile Fun Run, and the School Summer Fair.

1. **Matters Arising**
2. **Review of Actions**

Action 64 – Complete on 22nd May 2023

Action 65 – Complete.

Action 66 – Complete for Head teacher, no need for Chair to complete. Senior Finance Manager to complete as required.

Action 68 – Complete – This is combined with the audit and was carried out in October 2022. The next report will be in October 2023.

Action 69 – Complete – First Federation Trust will undertake this as part of the transfer.

Action 78 – Complete.

1. **Finance**
2. **June Outturn**

There was an increase in carryover from FY 2022-23 of approximately £10,000.

1. **Financial Forecast**

As a result of the increase, Charmouth Primary School will have a projected deficit of approximately £5,000 for FY 2023-24, based on worst case figures for energy costs etc.

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

Two Teaching Assistants are leaving in July, both of whom are on temporary contracts.

The Assistant Head role is ending and Mrs Farmer will be working as a Class Teacher 4 days a week from September. The Senior Finance Manager will also be working less hours from September.

1. **Review of Ofsted Findings**

Governors received a copy of the Ofsted Letter after the monitoring visit, which showed improvement across all four areas, with some clear pathways for further progress.

1. **Safeguarding**

A safeguarding audit will be arranged through the First Federation Trust (FTT).

CPOMs areas have been updated to match FFT.

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

A useful meeting with the Locality Team has taken place and a representative will be attending Charmouth Primary School Planning Meetings.

Two Education, Health and Care Plan (EHCP) applications have been sent, one is being explored with the parents, and a further one will be requested by a parent.

The Headteacher and Assistant Headteacher have completed Therapeutic Thinking Train the Trainer Training.

Mr Russell and the Headteacher have completed Safer Handling Train the Trainer Training.

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.

A successful Active Week was held, with a variety of activities, culminating in Sports Day.

1. **Premises**

Fencing around the Orchard and Quiet Area on the field is complete.

1. **Health and Safety**

Audit to be carried out by FFT.

1. **Provisional Data**

EYFS – 56% achieving in all areas

Phonics Y1 – 55% achieving expected or greater

Phonics Y2 – 92% achieving expected

KS1 – Reading – 67% at expected or higher (National – 57%)

KS1 – Writing – 58% at expected or higher (National – 43%)

KS1 – Mathematics – 50% at expected or higher (National – 43%)

Multiplication Check Y4 – CPS mean score 21.2 (suggested National 20.5)

45% achieved 100% (suggested National 35%)

Writing Y6 – 81% at Expected Standard or higher (CPS 2022 – 48%)

44% at Greater Depth (CPS 2022 – 13%)

Strikes are taking place on Wednesday 5th and Friday 7th July: the School will be closed to all children on both days.

1. **The future of governance at Charmouth Primary School**
2. **First Federation Trust Update**

A huge amount of information has been passed to First Federation Trust to support academisation in September, including:

• The Asset Register;

• Site Plans;

• Maintenance Records;

• Full Contract List;

• Financial Records;

• Pay Policies; and

• GDPR Audit Information.

The Chair has signed letters for TUPE (the Transfer of Undertakings (Protection of Employment)) and these have been sent to staff, and meetings with staff and union officials have been held.

From a governance point of view, the Chair will write to First Federation to hand over any outstanding actions, and to also provide a status report, which will include the recent Head Teacher Performance Review.

1. **Resolution**

Academy considerations have been an Agenda item for the Governing Body since 16th February 2022.

The Governing Body initially identified six (6) Multi Academy Trust (MAT) options to evaluate.

From the outset, the Governing Body sought an overwhelming benefit for joining a MAT, and the main criteria were identified as:

• Retaining the culture and ethos of the school, and enabling a degree of autonomy;

• Ensuring the future employment of all staff; and

• Joining a MAT with knowledge and experience of running a small primary school, that has a proven record of raising standards.

The six (6) MAT options were assessed, and reduced to two (2) who were considered suitable partners, and had the capacity to accommodate us.

An Academy Working Party (AWP) was set up with defined Terms of Reference to select a preferred MAT, and after school visits, it became clear that The First Federation Trust was the preferred option.

Having received a letter from the Regional Schools Office on 5th October 2022, and a follow up letter on 8th November inviting us to submit a Letter of Representation, the Governing Body unanimously passed a resolution on 22nd November 2022 that ‘a Letter of Representation be submitted to the Regional Director for the South West stating the preference of Charmouth Primary School to join The First Federation Trust’.

Since then, an Academy Order has been raised by the Regional Director for Charmouth Primary School to join First Federation Trust, so we have our preference. It is therefore with confidence and optimism that the Chair put the published resolution to the Governing Body for a vote.

**Resolution**: This School Governing Body will be formally dissolved upon handover of Charmouth Primary School to First Federation Trust by the Local Authority (Dorset County).

**The Resolution was unanimously agreed**.

1. **Any Other Business**

The Chair thanked all attendees for their time serving the School’s Governing Body.

Rachel Coney (RC) expressed her hope that the Governing Body had fulfilled its role and that members could stay in touch.

The Vice-Chair thanked all the governors and school staff for their efforts throughout the last few challenging years.

The Headteacher thanked all the governors for their commitment, challenge and support.

1. **Next Meeting: TBC**

Meeting ended 16:50

Approved Version 21st July 2023