



Minutes of the Full Governing Board meeting  
held on **Tuesday 5 February 2019** at KS2

**Governors present:** Pat Radcliffe (PGR) – Vice-Chair      Jonas Bower (JB)      Chris Dyer (CD)  
Joyce Garnett (JG)      Emma Ginns (EG)      Carol Grant (CG)  
Chris Pranker (CP)      Peter Radcliffe (PR)      Sue Rogers (SR)  
Cate Taylor (CT)      Sarah Ziegler (SZ)  
Caroline Whittaker (CW) – Acting Head

**Also in attendance:** Sarah Busby – CEO Magna Learning Partnership  
Alun Richards – Head Teacher, Bemerton St John Primary  
Emma Coleman – Clerk (EC)

The meeting commenced at 7.03 pm.

**1. Prayer**

Foundation Governor CG opened the meeting with a prayer.

**2. Apologies**

Received from: David Bacon (DB), Natalie Crates (NC) – Chair; these were accepted.

**3. Register of Business Interests/Disclosures of Conflicts of Interest**

No updates to the register.

Governor PR declared his position as Trustee, Magna Learning Partnership, with regard to Item 4. No further interests declared for the meeting.

**4. Magna Learning Partnership (MLP) Multi-Academy Trust (MAT)**

**4.1. Presentation**

Speakers: Sarah Busby – CEO Magna Learning Partnership  
Alun Richards – Head Teacher, Bemerton St John Primary, first primary school to join MLP.

Presentation held as an information session to consider alternatives as a local partnership retaining strong church relationship. Detail covered in copies of presentation circulated to governors at the meeting (re: Governors' papers). Noted MLP would like to bring in further primary schools. Strong commitment to inclusion through SEND resources development on Sarum site.

Alun Richards shared some of the benefits of joining the MAT:

- Expectation for Primary Teachers to be specialist in all areas – using secondary Subject Leadership expertise to advise on subject areas in primary and on delivery of curriculum;
- Working Heads/Deputy Heads tracking skills from primary to secondary through engaging and professional dialogue;
- Staff development and CPD opportunities which can't be provided as a stand-alone, encouragement and support for middle/emergent leaders;
- Involvement in what happens to the children *'all the way through'* – *'in this together for all the children'* ethos;
- Budgeting advantages and benefits of shared costs;
- Sharing of data and staff with other Trust schools to give pupils best outcomes, and also raising expectations of secondary schools;
- Working with other staff and governors to shape schools and share opportunities;
- Opportunities to bring in expertise on secondment from other Trusts;
- Flexibility to try out new roles, e.g. Attendance Officer.

**4.2. Questions from Governors**

**Gov Q: School's money goes to the partnership?** Response: 2 levels – Government funding to LA who take 10%, then to school (includes Right Choice, HR Payroll, etc.); or Government funding to Learning Partnership who take 6.75%, then to partnership schools. **Gov comment: Financial advantage over LA, but decision should NOT be made on finance.**



**Gov Q: Head Teachers are autonomous – how does that work?** Response: Explore further as exercise in due diligence; commented that New Forest is not a ‘requires improvement’ school – New Forest is a ‘good’ school. Specific examples shared to demonstrate it’s not about the label, but about the school.

**Gov Q: What does monitoring look like across the MAT?** Response: Trust called in an improvement adviser to work with MLP for 18 months – input helped to secure another Ofsted ‘good’ and turn around one MLP school; adviser working with MLP on challenge and support through focussed monitoring and support. School Improvement model is developing: Senior Leaders have MAT based objectives linked to school improvement through CPD, student/parent/staff voice. Local Governing Boards holding their schools to account and fed back to Trust level. Across the board, range of key performance indicators. **Gov Q: Monitoring visits how often?** Response: Depends on need of school, normally 3 p.a. but one school had 5/6 in response to need. Also visits and dialogue with other in-post Heads – benefit from challenge and support, and dialogue between primary/secondary. **Gov comments: Transition very difficult; naturally strengthen through visits; strong cluster.** Response: [Cluster] not as in depth looking at groups of learners – more dialogue, more follow up and detailed investigation needed.

Sarah and Alan were thanked for presenting at the meeting.

*Sarah Busby & Alun Richards retired from the meeting*

**5. Minutes of the meeting from 11 Dec 2018**

No amendments. Minutes accepted as a true record and signed by the Vice-Chair.

**6. Matters arising**

Please refer to 11 Dec 2018 minutes, page 8, Actions Summary:

Agenda item no.	Action required	Person(s) responsible	Completion/ Review date	Status
10.	<b>Add Review of SEN Action Plan and progress to agenda for Easter FGB meeting.</b>	Clerk	Easter 2019	Noted
12.2.	<b>Forward external governance review report to all governors.</b>	Chair	Asap	Completed
12.2.	<b>Include item on next FGB agenda for discussion of governance review report and Action Plan.</b>	Clerk	Feb 2019	See Item 13.1
13.	<b>Forward agreed wording to SR for checking and publication on school website front page.</b>	Clerk	Dec 2018	Completed
14.	<b>Continue liaising with SWGS to set up link programme.</b>	JB	Feb 2019	See below
14.	<b>Contact Head BWS regarding Outreach programme.</b>	CW	Feb 2019	See below
16.	<b>School Council to review the current PE and Sports uniform, and bring recommendations back to FGB.</b>	CW	Feb 2019	See Item 14
17.1.	<b>Consider candidates for Foundation Governor vacancy.</b>	CoG Governors	Asap	Ongoing See Item 13.2.
17.2.	<b>Forward revised Instrument to SDBE/Wiltshire Council for ratification.</b>	Clerk	Dec 2018	Completed
17.2	<b>Seek advice from Governor Services on status of Acting Head Staff Governor/ex-officio Head role.</b>	Clerk	Jan 2019	Completed
17.4.1.	<b>Copy and distribute copies of course documentation to all governors.</b>	Clerk	Dec 2018	Completed
17.4.2.	<b>Volunteer for attendance at WISP sessions listed above.</b>	Governors	Jan 2019	See Item 13.4.2.
17.5.	<b>Check statutory requirements and delegations for policy reviews, and discuss recommendations with Acting Head in New Year.</b>	Clerk	Jan 2019	In progress
19.	<b>Inform Trustees of Governor CT coming forward as new Trustee and send CT date of next meeting.</b>	Clerk	Dec 2018	Completed
20.	<b>Send thank you letter for Christmas Fayre to HD/PTA.</b>	Clerk	Dec 2018	Completed

Transition link made with both grammar schools: Y4 Computing Day at South Wilts Grammar School; and Y5 Maths & Science Day at Bishop Wordsworth Grammar.



## 7. Head Teacher's Report & School Improvement Plan

Acting Head's Report distributed prior to the meeting (re: Governors' papers).

**Gov Q: Number of children moved to other schools?** Confirmed 2 to private schools and 2 to Downton Primary.

**Gov Q: Quality of Teaching and Learning – have any judgements been cross-referenced by iCASP?** Response: Yes, iCASP this week.

**Gov Q: Looking against 'Outstanding' criteria – there is none?** Response: No – concentrating on 'Good', now building upon to pick out 'Outstanding'. **Gov Q: Clarification on A/B/C, etc?** Confirmed teachers referenced anonymously. **Gov Q: Teacher B, requires improvement, being helped?** Confirmed support programme in place. **Gov challenge: Talked about colouring of pupil outcomes, changed?** Response: iCASP commented we were shying away from SEND/PPG progress, so will track separately. Gov comment: Really good, useful report.

**Acting Head Q: Continue with this format or SER?** **Gov Q: Any way of making it easier to produce?** Discussed and suggested full Head's Report every 2nd FGB (3 x p.a.) and SER in interim, important to have quantitative data.

**iCASP Report:** Gov comment: Should celebrate – very positive! Reads of all the hard work put in by the school. Further Gov comment (made later in the meeting): Refreshing read! Thank CW for all her hard work.

**Flu epidemic:** Discussion took place around the level of staff absence and the current flu epidemic. Governors authorised for flu vaccinations for all staff to be looked into for next year.

**ACTION: CW/Admin – Look into provision of flu vaccination for all staff for next year.**

## 8. Pupil Premium Grant

Acting Head has met with all families, nothing specific picked up, but dialogue and relationships in place.

Tracker finished and attainment added. Action Plan created from key priorities – PPG Governor also has sight, met with Acting Head pre-Christmas and due to go through data again.

## 9. New Ofsted Framework

Summary document shared with governors outlining changes in draft new Ofsted framework (re: Governors' papers).

**Gov comment: Useful to start collecting data/evidence on extracurricular activities, and recommendations for Acting Head's actions.** **Gov Q: Due for ratification?** Confirmed consultation closes 5 April 2019, so working under new framework unless due to be inspected before Sept. **Gov comment: Useful to break down framework to work through.** Response: fundamentally framework not much different, but some areas need to be evidenced further. **Gov comment: Greater attention given to curriculum.** Commented Ofsted not permitted to ask for internal data, but school can give – suggested best to have in a format that can be given, as included in SER anyway.

## 10. Behaviour & Safeguarding

Minutes of the meeting held on 9 Jan 2019 were distributed prior to the meeting (re: Governors' papers).

**Gov Q: Current press regarding social media/mobiles – any problems?** Confirmed only Y6 bring mobiles into school and hand in at office. Issues to be highlighted as part of e-safety week this week.

## 11. Reports from Committees/Groups:

### 11.1. Resources Committee

Minutes of the Committee meeting held on 17 Jan 2019 were distributed prior to the meeting (re: Governors' papers). Strategic Financial Management Statement seen by governors in the meeting: confirmed document for forecast of future deficit, and to evidence plan in place, completed each year, and forms focus of iCASP discussion with CoG. Currently level pegging financially, future concerns, but not dramatic at this stage.

**11.1.1. Monthly monitoring report:** report to Jan 2019 shared with and agreed by governors at the meeting.

**11.1.2. Income & Expenditure return:** completed and returned to LA.

**11.1.3. NFER Testing:** S&C supported as tool to ensure rigour and to provide standardised scores to ensure continued progress is good. Initial outlay £1,000 with resources purchased over year as required.

Governors agreed to approve the purchase.

### 11.2. Staffing & Curriculum (S&C) Committee

Minutes of the Committee meeting held on 14 Jan 2019 were distributed prior to the meeting (re: Governors' papers). Comment: SENCo overview very useful and style was helpful, good practice. Acting Head reported SENCo felt empowered. Gov comment: Pre-meeting data slot very effective – let CP know if anything specific.



### 11.3. Strategy Committee

Not met since last FGB, next due to meet Thurs 14 Feb 2019.

### 11.4. Ethos Group

Minutes of the meeting held on 20 Dec 2018 were distributed prior to the meeting (re: Governors' papers).

Focus on new SIAMS framework. RE Lead RS attended 2 x SIAMS training sessions – ensure focus for committee and agenda item.

**Gov Q: SIAMS?** Response: Like Ofsted, graded Outstanding, next due Christmas 2020. Confirmed can only be 1 step from Ofsted. Key areas: Wisdom, Hope, Dignity, Community, within the Christian faith. Gov comment: Focussing on vision of the school and how it permeates through the school, keeping vision reviewed to represent what we are trying to achieve. Neil Revell coming in for INSET Term 5.

### 12. Chair's Matters

Chair not present to give report. Skills Audit raised. Clerk confirmed annual skills audit put on hold pending the Governance Review, but as review now completed agreed to proceed with audit.

**ACTION: Clerk – Proceed with annual governor skills audit after half term.**

#### 12.1. Head Teacher recruitment:

Advert went out on Wiltshire website 28 Jan 2019, closing date 22 Feb 2019. Prospective applicants being shown around by CoG 15 Feb 2019. Stressed importance of keeping staff informed.

**ACTION: CoG – Communicate timetable for Head recruitment process to all staff to reassure and keep informed.**

### 13. Governors' matters

#### 13.1. Governance Review and Action Plan 2018-19

The Action Plan was circulated to governors prior to the meeting (re: Governors' papers).

**Gov Q: Item 6 re: anonymised sample staff targets – necessary for all governors or restricted group of?** Response: Delegated to S&C Committee. Noted for RAG rating to be added to Governors Action Plan.

**ACTION: CoG – RAG ratings to be added into Governors Action Plan.**

#### 13.2. Governing Board membership update

Revised Instrument of Government (12 + 2 Associate Members), effective from 11 Dec 2018, ratified by LA 21 Jan 2019. Foundation Governors: 1 current vacancy; 1 vacancy end March 2019; 2 further terms of office ending May and Sept. Further to the information forwarded from the Clerk on 31 Jan 2019, all governors eligible to vote unanimously agreed:

- Acting Head to take over Head Ex-officio role until Sept 2019;
- To proceed with nomination/election for temporary Staff Governor to Sept 2019;
- To be reviewed for Sept 2019 when FGB will determine if temporary Staff Governor to step-down or to extend to full four year term of office from date of appointment, dependent on recruitment to Head Teacher position.

Confirmed Staff nomination procedure underway, nominations invited – deadline for nominations Thurs 14 Feb 2019.

**ACTION: Clerk/Acting Head – Proceed with Staff Governor nomination/election procedure as required.**

**ACTION: Clerk – Update documentation/Wiltshire Right Choice/SDBE to move CW to Head Ex-officio role.**

#### 13.3. Governor Involvement Record

The involvement record for the period 12 Dec 2018 to 5 Feb 2019 was distributed prior to meeting. No further inclusions, 1 revision, noted (re: Governors' papers).

#### 13.4. Training

##### 13.4.1. Feedback from courses attended

*WISP: Improving the Quality of Teaching & Learning (2/2):* 16 Jan 2018 (CW) – felt not at appropriate level for Acting Head, not to the depth of detail needed.

##### 13.4.2. Courses due to attend

*School Leadership Conference:* 26 Feb 2019 (CW/PGR)

***WISP (Wiltshire Improving Schools Programme) - Improving Leadership & Management:*** 27 Feb 2019 (CW + 1 GOV)

***WISP - Improving the Quality of Teaching & Learning in EYFS:*** 6 Mar 2019 (CW/GF/SZ)

*Governor Briefing (2/3):* 19 Mar 2019 (JG to go in place of CD)

*Governor Monitoring & Evaluation Cluster Training:* 20 Mar 2019 Combe Bissett (**GOVS TO ATTEND IF POSSIBLE**)



*WISP - Effective Governance (2/2): 27 Mar 2019 (CW/PGR)*  
*INSET - Neil Revell, SDBE: 23 Apr 2019 (ALL GOVERNORS INVITED)*  
*Essential Updates for Experienced Governors: 21 May 2019 (SZ)*  
*Governor Briefing (3/3): 4 Jul 2019 (SZ)*

**ACTION: Clerk – Send out reminder to all governors to address gaps in attendance required on forthcoming training.**

**13.5. Policies for approval/with committees**

**Wilts model: none**

**FGB:** **Data Protection** (annual review) – emailed 09.01.19, CW updates, approved.  
**Complaints** (annual review) – emailed 09.01.19, CW updates, approved.

**Resources:** **Accessibility Plan** (annual review) – emailed 16.01.19, CW/CWilk updates, approved.  
**First Aid** (3 year review) – emailed 16.01.19, CM/JB updates, approved.  
**Unreasonable or Vexatious Complaints** (3 year review) – emailed 09.01.19, no changes, approved.

**S&C: none**

**13.6. Correspondence and other documents:**

**Support Staff Annual Pay Award, new pay spine and grading model:** full details of pay award, new pay and grading model, and collective agreement circulated to all governors via clerk’s mail w/e 18 Jan 2019: agreed for adoption.

**Gov Q: Financial difference taken into account in budget?** Response: Will be included in new budget package. Confirmed letters to be sent out to staff, effective from 1 April 2019.

**ACTION: Clerk – Update Pay Policy with new pay spine and pay and grading model from April 2019.**

**13.7. Governor emails:** Agreed 5 Feb 2019 deadline for switchover to all school-based email accounts.

**ACTION: Clerk – Send confirmation to all governors to confirm complete switchover to school-based email addresses.**

**14. School Council**

Minutes of the School Council and Eco Council meeting held in Term 3 were distributed prior to the meeting (re: Governors’ papers).

Very keen to review the school PE kit and will be looking at supplier website next week for wicking style garments. Confirmed parent purchased PE Kit.

**15. Trust Fund**

Not met. Next due to meet 13 Feb 2019 – Annual Meeting.

**16. The New Forest School PTA**

Report for Jan 2019 distributed prior to the meeting (re: Governors’ papers).

**17. AOB:**

It was noted that the next FGB meeting, Head Recruitment ratification meeting, and School Effectiveness Review (SER) all scheduled for 26 March 2019. Governors all agreed for recommendation to CoG to request move of SER date to week before FGB meeting, i.e. 18-22 March 2019.

**ACTION: CoG – Request for School Effectiveness Review to be moved to week before next FGB meeting.**

**18. Dates of next meeting(s)**

**Full Governing Board:**

- Term 4: Tues 26 Mar 2019, 7.00pm, KS2
- Term 5: Tues 14 May 2019, 7.00pm, KS2
- Term 6: Tues 16 Jul 2019, 7.00pm, KS2

The meeting concluded at 9.05 pm.

Minutes produced by E. Coleman

Signed by Chair \_\_\_\_\_

11 February 2019

Date \_\_\_\_\_



**ACTIONS SUMMARY**

**5 February 2019**

Agenda item no.	Action required	Person(s) responsible	Completion/ Review date	Status
6.	<i>Consider candidates for Foundation Governor vacancy.</i>	CoG Governors	Asap	Ongoing
6.	<i>Check statutory requirements and delegations for policy reviews, and discuss recommendations with Acting Head in New Year.</i>	Clerk	Mar 2019	In progress
7.	<i>Look into provision of flu vaccination for all staff for next year.</i>	CW/Admin	Sept 2019	
12.	<i>Proceed with annual governor skills audit after half term.</i>	Clerk	Mar 2019	
12.1.	<i>Communicate timetable for Head recruitment process to all staff to reassure and keep informed.</i>	CoG	Asap	Completed
13.1.	<i>RAG ratings to be added into Governors Action Plan.</i>	CoG	Mar 2019	
13.2.	<i>Proceed with Staff Governor nomination/election procedure as required.</i>	Clerk/Acting Head	Feb 2019	In progress
13.2.	<i>Update documentation/Wiltshire Right Choice/SDBE to move CW to Head Ex-officio role.</i>	Clerk	Feb 2019	
13.4.2.	<i>Send out reminder to all governors to address gaps in attendance required on forthcoming training.</i>	Clerk		
13.6.	<i>Update Pay Policy with new pay spine and pay and grading model from April 2019.</i>	Clerk	Mar 2019	
13.7.	<i>Send confirmation to all governors to confirm complete switchover to school-based email addresses.</i>	Clerk	7 Feb 2019	Completed
17.	<i>Request for School Effectiveness Review to be moved to week before next FGB meeting.</i>	CoG	Asap	