



Minutes of the Full Governing Board meeting  
 held on **Tuesday 2 April 2019** at KS2

**Governors present:** Natalie Crates (NC) – CoG                      Pat Radcliffe (PGR) – Vice-Chair  
 Caroline Whittaker (CW) – Head                      David Bacon (DB)                      Jonas Bower (JB)  
 Joyce Garnett (JG)                      Emma Ginns (EG)                      Ian Jones (IJ)  
 Carol Grant (CG)                      Caroline Morland (CM)                      Chris Prankerd (CP)  
 Cate Taylor (CT)

**Also in attendance:** Emma Coleman – Clerk (EC)

The meeting commenced at 7.10 pm.

**1. Prayer**

Vicar David opened the meeting with a prayer.

**2. Apologies**

Received from: Peter Radcliffe (PR), Sue Rogers (SR), Sarah Ziegler (SZ); these were accepted.

**3. Welcome and introduction to new members**

The Chair welcomed ‘new’ Head Teacher CW. New Staff Governor, Caroline Morland, and prospective Associate Member, Ian Jones, were welcomed to the governing board (GB)

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

No updates to the register. No interests declared for the meeting.

**ACTION: Clerk – Send Declaration of Interests form to IJ for completion, and add to Register for Governors.**

**ACTION: Clerk – Add CM to Business Interests Register of Governors (already included in Staff Register).**

**5. Minutes of the meeting from 5 Feb 2019**

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

**6. Matters arising**

Please refer to 5 Feb 2019 minutes, page 6, Actions Summary:

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 See item 13.1
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	<b>Sept 2019</b>	
12.	<i>Proceed with annual governor skills audit after half term.</i>	Clerk	Mar 2019	In progress See item 13.6
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. n.b. Column to be added in to SER for Governor evidence also</i>	CoG Head	Mar 2019	Column added; RAG to be inserted
13.2.	<i>Proceed with Staff Governor nomination/election procedure as required.</i>	Clerk/ Head	Feb 2019	Completed
13.2.	<i>Update documentation/Wiltshire Right Choice/SDBE to move CW to Head Ex-officio role.</i>	Clerk	Feb 2019	Completed
13.4.2.	<i>Send out reminder to all governors to address gaps in attendance required on forthcoming training.</i>	Clerk	Feb 2019	Completed



13.6.	<i>Update Pay Policy with new pay spine and pay and grading model from April 2019.</i>	Clerk	Mar 2019	In progress
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	Completed

Governor EG joined the meeting

**7. Head Teacher’s Report & School Improvement Plan (SIP)**

School Effectiveness Review (SER)/SIP distributed prior to the meeting (re: Governors’ papers). SER with iCASP (intensive Challenge & Support Partner) 26 Mar 2019. Very positive, thorough meeting, good in every area except T&L (Teaching & Learning) for 2 staff. Head satisfied with T&L in classroom and confident all T&L will be good by end of year. **Gov challenge: Report needs column to show where gov monitoring visits match with objectives, i.e. monitoring log built into report; to inform strategy and feed in to next committee meetings.** **Response: Include impact statements for monitoring – in progress for CPD (Continuing Professional Development).** **Gov suggestion: Add Gov info into SIP in different colour; set up on OneDrive for gobs to access and update as working document.** **ACTION: Head/CoG – Add column/space in to SIP document to log objectives/evidence against objectives.** **ACTION: CP/Head – Look into setting up SIP document on OneDrive for all gobs to access.**

SEND concerns Y3 covered at S&C Committee.  
**Gov Q: Impact of Reflect to Perfect?** **Response: Pupil marking and feedback survey very clear on what pupils want. Children understand and have ownership of their learning, Y6 changing strategies and impact seen in books. Staff now modelling in relation to learning objectives, shift of culture, children evaluating work, improving skills and impacting on outcomes.**

**Gov Q: Yesterday’s first Maths/SPAG test [Y3/4/5], how did it go with the children?** **Response: Agreeable, liked the accessibility, support from volunteers as first time, not particularly stressed. Maths potentially not giving us info we want as block teaching, so may need to go back and retest some areas. Summer data will be valid test, and use pre and post topic tests through year.** **Gov Q: Teacher workload – marking?** **Response: Balances out as marking test instead of class work and no lesson planning needed. Trialling, so slow – easier as get familiar, but do need to bear in mind.** **Gov Q: Reflect aspect when get marks back?** **Response: Question level analysis (QLA) to identify gaps.** **Gov Q: Share examples and impact down line?** **Response: Yes; reflect and perfect, QLA, using SATs papers to identify next steps.** **Gov Q: NFER Tests come with QLA document?** **Response: Can check online as Admin task.**

**Gov challenge: Behaviour trends – quite a change from Term 2 to Term 3, [Step 2 and Step 3] percentages halved.** **Response: Due to the way the system is logged, still the same number of logged incidents, but parents not informed at Step 1.** **Gov Q: Introduction of new calmer aspects?** **Response: Yes, e.g. lining up quietly; changing to calmer culture through staff modelling, will take time. Also looking at new vision and values next term and will talk with cluster heads, try different systems for low level disruption based on behaviour/choice as advised by Behaviour Support; need to look at as whole as behaviour good majority of time. Positive impact of values in action demonstrated this week with children nominating staff, and also nominations across year groups.**

**8. Review of SEND Action Plan and progress**

SENDCo currently reviewing and transferring data to SEND Tracker. Looking at progress.

**9. Pupil Premium Grant (PPG)**

Head not met with PPG Gov. Due to meet with PPG parents again next term. 11 children PPG. External review action plan being reviewed by external reviewer end of this term. PPG Children Cluster event at Coombe Bissett on Armed Forces Day. PPG being used to support children through boosters, sports, SATs week refreshments and breakfast (3 x PPG Y6), and funding 4 residentials. Need to link cost to impact. Large crossover PPG/ELSA (Emotional Literacy Support Assistant) - now have quantitative data for ELSA, and impact on wellbeing. **Gov challenge: Map across to academic attainment?** **Response: If ELSA secure, other areas secure and more engaged in learning.**

**10. Behaviour & Safeguarding (B&S)**

Minutes of the meeting held on 7 Mar 2019 were distributed prior to the meeting (re: Governors’ papers).



Staff Safeguarding Survey circulated to B&S, some actions identified. **Gov Q: Master copies [allegations] flowcharts? Confirmed copies in all obvious places. Gov Q: For children as well? Confirmed child appropriate posters displayed. Gov challenge: Contact for allegations against Head – need to clarify; clear on charts? Response: All there but need to refresh/remind, confirmed displayed in all relevant places for staff.**

## 11. Reports from Committees/Groups:

### 11.1. Resources Committee

Minutes of the Committee meeting held on 7 Mar 2019 were distributed prior to the meeting (re: Governors' papers).

**11.1.1. Monthly monitoring report:** report to Feb 2019 shared with and agreed by governors at the meeting. £1,000 deficit at year end noted.

**11.1.2. Schools Financial Value Standard:** completed and returned prior to 31 Mar 2019 deadline as minuted at Resources Committee 15 Nov 2018.

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

Minutes of the Committee meeting, and EYFS Presentation, held on 11 Mar 2019 were distributed prior to the meeting (re: Governors' papers).

S&C Chair/Head to refine S&C Agenda and look at priorities over the academic year. **CoG comment: Bigger task to look at all agendas from Sept in place for next year.**

EYFS presentation 'very useful'; RE presentation next meeting.

Governor CP thanked for running the 'very useful' pre-meeting data sessions. Committee had gone through data. Data drop today 2 Apr 2019; next data drop due beginning Term 5. Noted Y2+Y6 final drop required for LA end June. Currently 6 drops p.a. but highlighted no impact to show over a short term, also SATs Term 5 – All agreed for no data drop Term 5; next drop end June.

**Gov Q: How close to knowing staffing for next year? Response: Awaiting additional funding for +2 hours TA Y1 – Agreed to continue for next half term until end May, to be reviewed, and looked at at Budget meeting.**

*Governor DB retired from the meeting*

### 11.3. Strategy Committee

No meeting held 14 Mar 2019; next meeting 29 Apr 2019 to look at budget, finance and staffing – extra gobs to attend.

### 11.4. Ethos Group

Not met. Next due to meet INSET 23 Apr 2019. Will look at new SIAMs criteria and framework. Teaching of Trinity to be promoted – grant bid submitted in support.

Outdoor Worship trial 21 Mar 2019 Y3, Y4, Y6 to coincide with International Day of the Forest – 'nice session'. **Gov Q: Elements of reflection brought in to usual Forest Friday? Response: As and when fits, plan to expand to community service to incorporate SIAMs link with community; curriculum links – spiritual maps of where each topic can link in and closer focus on SIAMs. Gov comment: Whole school Forest Friday in June, opportunity for reflection.**

## 12. Chair's Matters

### 12.1. Multi-academy Trust presentation follow up

**CoG Q: Picking up from [the presentation], something we want to progress/explore further as a school? Any views?**

Full and open discussion followed to explore and consider all options at this point. Key comments summarised below:

- As a small school feel financially/CPD isolated – collaboration would support us as professionals
- If forced into academisation, fear of losing our own church school identity
- Economies of scale for Subject Leadership
- Support structures in place
- Following presentation, now appreciate more of the collaborative partnership process
- Curriculum support: consider benefits to staff c.f. benefits to children
- Transition aspects: Consider how it would work for us as feed into several secondary schools, more advantageous to work with schools most children go on to; strongest links with Trafalgar so language of choice already established
- Independence versus control



- Very dependent on MAT and CEO: consider ethos of MAT/CEO; financial position of MAT; new/established MAT; supporting and paying for larger hierarchy?
  - “Ij” choose to go down MAT route - careful to choose MAT with the right ethos/approach
  - Government push towards academisation not as forceful as 2-3 years ago
  - Financial aspects: becoming more difficult for smaller schools; more money from MAT than LA; but joining purely for financial reasons should not be driving force
  - Offers better quality CPD, HR and professional support than LA
  - Head left to get on with teaching and learning side
  - Local governing board would hold Head to account and report back; CoG would sit on Chairs Committee
  - Staff career development; staff mobility (i.e. staff cover across MAT); travelling aspects
  - Magna only 1 primary currently; look at other MATs in Salisbury area
  - Lengthy legal process; requires FGB decision and vote to proceed
- Strategy Group to look at options on behalf of GB: possible partners; comparable MATs (i.e. Salisbury Diocese), more details of services, costs, consortium agreements; long term implications of not converting to academy; look at financial position of MAT itself; how staff work together across schools’ curriculum; due diligence.

**ACTION: Strategy Group – Look at MAT options: Salisbury-based MATs; longer term MATs; benefits in real terms; finances – to feed back at next FGB meeting.**

### 12.2. Chair role

NC confirmed stepping down as CoG/Parent Governor at end of academic year Jul 2019.

## 13. Governors’ matters

### 13.1. Governing Board membership update

**Foundation Govs:** 2 current vacancies (1 existing + CD retired 29 Mar 2019); 2 further terms ending May (JG - renewing) and Sept (SZ). Gov EG to approach suggested ex-parent; Clerk to chase up with PCCs.

**ACTION: Clerk – Begin process and forward paperwork as required for JG renomination.**

**ACTION: EG – Approach suggested ex-parent to discuss Foundation Gov vacancy.**

**ACTION: Clerk – Chase up Foundation Gov vacancies with PCCs.**

**Staff Govs:** Following the confirmation of CW as the new Head, all governors eligible voted unanimously to extend the term of office of Staff Gov CM from a temporary to a full four year term from date of appointment.

**Associate Member:** All governors eligible voted unanimously for IJ to join the GB as an Associate Member for a four year term of office dating from the meeting, and agreed full voting rights at Resources Committee.

**ACTION: Clerk – Update all necessary databases and records regarding new membership and terms of office.**

### 13.2. Committee membership and link roles

**Post meeting update:** Following the meeting, it was determined CM required to be member of S&C Committee in order to fulfil the conditions of the committee constitution according to the GB’s Scheme of Delegation.

**Staff Gov CM allocated to S&C Committee.**

Associate member IJ allocated to Resources Committee.

Maths Link Governor – Gov CP agreed to take on from retiring Gov CD.

Pupil Discipline Panel – Gov JB agreed to replace retiring Gov CD.

Class Link Govs: noted no governor class visits for Y4/Y5, Class Link Govs confirmed as NC/CG.

IJ to take on Y4 Class Link from NC: suggested to buddy up with another Gov for first visit. *Gov comment: Learning Walk good to attend, next due Tues 6 May 2019. Clarified expectation for 2 class visits + 1 Gov Learning Walk per gov p.a.*

### 13.3. Governor Involvement Record

The involvement record for the period 6 Feb to 2 April 2019 was distributed prior to meeting. Further inclusions shared and added to the final version (re: Governors’ papers).

### 13.4. Training

#### 13.4.1. Feedback from courses attended

*School Leadership conference:* 26 Feb 2019 (CW) – report circulated to S&C 20.03.2019.

*WISP: Improving Leadership & Management:* 27 Feb 2019 (CW/PGR) – report circulated to S&C 20.03.2019.



WISP: *Improving the Quality of T&L in EYFS*: 6 Mar 2019 (CW) – report circulated to S&C 20.03.2019.

Governor Briefing (2/3): 19 Mar 2019 (JG) – report circulated to FGB 29.03.2019.

Governor Monitoring & Evaluation Cluster Training: 20 Mar 2019 (CW/CM) – presentation circulated FGB 26.03.2019.

Gov comment: *very valuable. Head to follow up with training session for governors.*

**ACTION: Head – Deliver follow-on M&E training session for governors.**

WISP: *Effective Governance (2/2)*: 27 Mar 2019 (CW/PGR)

Governors' Training Log to now include short impact statements for courses attended.

**ACTION: Clerk – Include impact statements in Governors' Training Log for courses attended from 26 March onwards.**

#### 13.4.2. Courses due to attend

INSET - Neil Revell, SDBE: 23 Apr 2019 (**ALL GOVERNORS INVITED**)

Governors Role in the New SIAMS Framework: 30 Apr 2019 (SZ)

Essential Updates for Experienced Governors: 21 May 2019 (SZ)

Governor Briefing (3/3): 4 Jul 2019 (SZ)

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

Wilts model: none

**FGB:** *Equality Information & Objectives* (annual review) – emailed 13.02.19; no changes, approved.  
*n.b. to be updated when new template published by LA.*

*Freedom of Information* (annual review) – emailed 13.02.19; CW updates, approved.

**Resources:** *Charging* (annual review) – emailed 13.02.19; no changes, approved.

*Confidentiality* (3 year review) – emailed 13.02.19; CW minor update, approved.

*Young Carers* (3 year review) – emailed 13.02.19; CW minor update, approved.

**S&C:** *Sex & Relationships Education* (annual review) – on hold, new policy to be published following new legislation.

*Anti-bullying* (3 year review) – emailed 13.02.19; CW minor updates, approved.

*Computing* (3 year review) – emailed 13.02.19; CW updates, approved.

#### 13.6. Correspondence and other documents:

**Governor Annual Skills Audit:** governors reminded deadline for completion Fri 19 Apr 2019.

#### 14. School Council

Minutes of the School Council and Eco Council meeting held in Term 4 were distributed prior to the meeting (re: Governors' papers).

- New school PE kit ordered – branded wicking style. Info out to parents and in newsletter this week
- Successful Comic Relief Day
- Participated in pupil survey on Monitoring and Feedback
- KS1 Group working with Head on school garden
- KS2 rearranged playground to improve access and developed rules
- Participating in Small Games Committee
- Fantastic involvement in Head Recruitment process

#### 15. Trust Fund

Minutes of the Committee meeting held on 13 Feb 2019 were distributed prior to the meeting (re: Governors' papers). The Trust Fund was thanked for funding £6,000 towards the KS1 building project.

Currently looking at raising money again to boost funds.

#### 16. The New Forest School PTA

Report for Mar 2019 distributed prior to the meeting (re: Governors' papers).

Run4Funds arranged and proceeds focussed on building project.

Looking at possibility of amalgamating summer disco and Hog Roast.

#### 17. AOB:

**17.1. Memorial for SAR:** Proposal to commission painting of Langley Wood Bluebells by Rachel Brown, with dedication, £300 – agreed in principle. To be discussed with staff. Possibly look to Trust to fund?



**17.2. LA Review:** Consultant ex-Ofsted inspector to visit ‘requires improvement’ schools, meeting with Head 3 May 2019. LA Review 21 May 2019 – external verification of iCASP. Supportive role to look at action points with Head and CoG, with follow up visit in 6 months

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

**Full Governing Board:**

Term 5: Tues 14 May 2019, 7.00pm, KS2

Term 6: Tues 16 Jul 2019, 7.00pm, KS2

The meeting concluded at 9.20 pm.

Minutes produced by E. Coleman

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

20 April 2019

Date \_\_\_\_\_

**ACTIONS SUMMARY**

**2 April 2019**

Agenda item no.	Action required	Person(s) responsible	Completion/ Review date	Status
4.	<i>Send Declaration of Interests form to IJ for completion, and add to Register for Governors.</i>	Clerk	May 2019	
4.	<i>Add CM to Business Interests Register of Governors (already included in Staff Register).</i>	Clerk	May 2019	
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	May 2019	In progress
6.	<i>Look into provision of flu vaccination for all staff for next year.</i>	CW/Admin	Sept 2019	
6.	<i>Proceed with annual governor skills audit after half term.</i>	Clerk	May 2019	In progress
6.	<i>RAG ratings to be added into Governors Action Plan. n.b. Column to be added in to SER for Governor evidence also</i>	CoG/Head	May 2019	
6.	<i>Update Pay Policy with new pay spine and pay and grading model from April 2019.</i>	Clerk	Apr 2019	In progress
7.	<i>Add column/space in to SIP document to log objectives/evidence against objectives.</i>	Head/CoG	May 2019	
7.	<i>Look into setting up SIP document on One-Drive for all gobs to access.</i>	CP/Head	May 2019	
12.1.	<i>Look at MAT options: Salisbury-based MATs; longer term MATs; benefits in real terms; finances – to feed back at next FGB meeting</i>	Strategy Group	May 2019	
13.1.	<i>Begin process and forward paperwork as required for JG renomination.</i>	Clerk	Asap	
13.1	<i>Approach suggested ex-parent to discuss Foundation Gov vacancy.</i>	EG	Asap	
13.1.	<i>Chase up Foundation Gov vacancies with PCCs.</i>	Clerk	Asap	
13.1.	<i>Update all necessary databases and records regarding new membership and terms of office.</i>	Clerk	Apr 2019	
13.4.1.	<i>Deliver follow-on M&amp;E training session for governors.</i>	Head	May 2019	
13.4.1.	<i>Include impact statements in Governors’ Training Log for courses attended from 26 March onwards.</i>	Clerk	May 2019	