



Minutes of the Full Governing Board meeting
held on **Tuesday 14 May 2019** at KS2

Governors present: Natalie Crates (NC) – CoG Pat Radcliffe (PGR) – VCoG
Caroline Whittaker (CW) – Head David Bacon (DB) Joyce Garnett (JG)
Emma Ginns (EG) Ian Jones (IJ) Caroline Morland (CM)
Chris Prankerd (CP) Peter Radcliffe (PR) Cate Taylor (CT)
Sarah Ziegler (SZ)

Also in attendance: Sarah Lawrence – PTA Chair
Emma Coleman – Clerk (EC)

The meeting commenced at 7.05 pm.

1. Prayer

Vicar David opened the meeting with a prayer.

2. Apologies

Received from: Jonas Bower (JB), Sue Rogers (SR); these were accepted.
Apologies received post-meeting: Carol Grant (CG).

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

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

4. The New Forest School PTA

PTA Chair, Sarah Lawrence, was welcomed to the meeting by the CoG, and thanked for coming.

General update:

- New Secretary - Y3 parent Jo Mitchell taken over from Vicky Day.
- Current balance of funds approx. £17,000 – some allocated for finishing KS1 building project.

Events:

- Run4Funds – raised £3,000, noted some parents commented on majority of money raised going to KS1 projects, Head responded funds invested across school. **Gov Q: In newsletter where spent?** Response: Generally state where spent, but general push this year has been for buildings. Suggestion to publish end of year summary reporting where funding goes. PTA Chair thanked the school for helping, especially CM.
- Curry & Quiz night social evening
- Easter Egg Hunt
- Discos (3 x p.a.)
- Phil the Bag – noted lack of support
- No Summer Fayre this year, due to lack of manpower
- End of term HogFest 12 July 2019, Preschool invited, to invite school induction families.

Moving forward:

- PTA numbers dwindling and difficulty recruiting – huge concern, with further members stepping down next year. School offered support to help. Noted that heavy PTA sell at Induction Evening may have put people off. Gov comment: Came across as expectation to help.
- Gov CP has Food Hygiene Certificate and would be happy to help at events.
- May work more closely with Preschool on some future events – hope for parents to filter through to school PTA.
- Y6 Hoodies – voluntary £5 contribution to subsidise those who can't afford.
- Applying for £10,000 Community Grant, plus other grants, with help of KS1 Admin Officer and volunteer Anne Fine.
- Highlighted other items funded, i.e. Power Maths £5,000.
- End of year PTA Report to list events PTA has organised and what has been funded as a result.
- The Head reassured the PTA that the school is not reliant on PTA funds, but used to fund extras and enrichment.

Gov Q: How many [members]? Response: Hard core 6, but also need people willing to take lead on events.



The CoG thanked the PTA Chair and committee for all the events organised.

The PTA Chair retired from the meeting

5. Minutes of the meeting from 2 April 2019

No amendments. Minutes accepted as a true record and signed by the Chair.
 Gov comment: A lot more challenge highlighted compared back with Sept 2018.

6. Matters arising

Please refer to 2 April 2019 minutes, page 6, Actions Summary:

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	Completed
4.	<i>Add CM to Business Interests Register of Governors (already included in Staff Register).</i>	Clerk	May 2019	Completed
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	See item 14
6.	<i>Look into provision of flu vaccination for all staff for next year.</i>	CW/Admin	Sept 2019	For Term 1
6.	<i>Proceed with annual governor skills audit after half term.</i>	Clerk	May 2019	See item 13.4.1.
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	Completed
6.	<i>Update Pay Policy with new pay spine and pay and grading model from April 2019.</i>	Clerk	Apr 2019	Completed
7.	<i>Add column/space in to SIP document to log objectives/evidence against objectives.</i>	Head/CoG	May 2019	Completed
7.	<i>Look into setting up SIP document on One-Drive for all gobs to access.</i>	CP/Head	May 2019	For Term 6
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	In progress see Item 12.3.
13.1.	<i>Begin process and forward paperwork as required for JG re-nomination.</i>	Clerk	Asap	In progress see item 13.1.
13.1	<i>Approach suggested ex-parent to discuss Foundation Gov vacancy.</i>	EG	Asap	Completed see item 13.1
13.1.	<i>Chase up Foundation Gov vacancies with PCCs.</i>	Clerk	Asap	Completed
13.1.	<i>Update all necessary databases and records regarding new membership and terms of office.</i>	Clerk	Apr 2019	Completed
13.4.1.	<i>Deliver follow-on M&E training session for governors.</i>	Head	May 2019	To deliver Term 1 FGB
13.4.1.	<i>Include impact statements in Governors' Training Log for courses attended from 26 March onwards.</i>	Clerk	May 2019	Completed

7. Head Teacher's Report

School Effectiveness Review/School Improvement Plan

Very successful review at end of term; good in every area except Teaching and Learning (T&L). Book look today confirmed this moving towards good. Few action points and iCASP very positive.

LA Review taking place 21 May 2019. Lead reviewer Paul Burton (LA Consultant/ex-Ofsted Inspector/ex-Head) met with Head last week to plan review visit. Mock-Ofsted based on new framework. Key areas: Leadership and Management; T&L; KS2 Maths; Role of SENCo. LA School Effectiveness Lead also invited to support. Purpose of review to give action points to move us on along the road, not as a judgement.



School Self Evaluation

PB advised the Head to use a Self-evaluation form (SEF) template, alongside the School Improvement Action Plan (SIAP), as an external summary to identify all the 'brilliant' work being done, impact and evidence. PB suggested format of SEF along lines of parent feedback meeting, and stressed the importance of including the history behind the current situation. The Head presented the draft SEF to governors, and went through the slides at the meeting.

Priorities presented in 'Ofsted' order, with current RAG rating according to school. Overall effectiveness outlined and clear points on each area on progress, etc., with impact and evidence for each. Includes key development points.

A 'well done' from governors was passed on to the Head.

Draft document has been shared with staff, and will be circulated to governors for closer review.

Clarification: School Improvement Action Plan (SIAP) – developed at beginning of Term 1 to identify key priorities for the year; SEF document – overall summary of school's actions and impact they have had.

Gov Q: Doing documents for the sake of it? Response: All schools need to do a SEF, and good for staff to access as SIAP [very detailed]. **Gov Q: In terms of impact, impact on outcomes?** Response: Need impacts on outcomes. **Gov challenge: i.e. What difference did it make?** Response: To be included in summary. **Gov Q: Asked for any governors to be at review on 21 May?** Response: PGR, NC, SZ agreed to attend. **Gov Q: Will we have SEF beforehand?** Response: Yes, and CoG will send Governors' Action Plan again. Gov comment: Ofsted focussed on impact.

ACTION: Head – Circulate final draft SEF to governors for review/comment.

8. SEND: updated Action Plan

Copy of updated 2018-19 SEND Action Plan distributed prior to the meeting (re: Governors' papers).

Gov challenge: Impact comment on outcomes/progress? Response: Commentary now on SEND Tracker.

9. Pupil Premium Grant (PPG): updated Action Plan

Copy of updated 2018-19 PPG Action Plan distributed prior to the meeting (re: Governors' papers).

SENDCo had gone through Action Plan and PPG Tracker. Impact statements not quite there yet.

10. Behaviour & Safeguarding (B&S)

Minutes of the meeting held on 2 May 2019 were distributed prior to the meeting (re: Governors' papers).

No questions.

11. Reports from Committees/Groups:

11.1. Resources Committee

Minutes of the Committee meeting held on 2 May 2019 were distributed prior to the meeting (re: Governors' papers).

Gov Q: Any update on marketing banner? Response: 2 @ £80 each, but will provide for free if doing print run. Display asap, KS1 Admin to post Open Day on Facebook local group.

11.1.1. Monthly monitoring report: report to March 2019 shared with and agreed by governors at the meeting. FYE £16,000 in green (mostly Sports Premium + £4,000). Congratulations given for tight reign and some fairly drastic measures.

11.1.2. Approval of 2019-20 Financial Budget: Budget template shared with governors at the meeting. Looking forward need to consider rising pension costs as not fully funded by government, and falling numbers. Very positive, but prudent, budget put forward, maintaining priorities and retaining TA support and staffing. Biggest challenge next year will be numbers. Hoped that good results and marketing will boost numbers. **Gov Q: What numbers are forecast for Year R?** Response: 18, suggested increased forecast to reflect in-year admissions. All present approved the budget template.

11.2. Staffing & Curriculum (S&C) Committee

Minutes of the Committee meeting held on 29 Apr 2019 were distributed prior to the meeting with RE Presentation, Maths, Reading and Writing One-page Overviews, and Conversion Data (re: Governors' papers).

Head/CoG/VCoG to look at impact of subject/class link governors – collate feedback and include as group comment at next S&C meeting.

ACTION: Head/CoG/VCoG – Look at impact of subject/class link governors, and collate feedback to report back to S&C at Term 6 meeting.

ACTION: Clerk – Add item on impact of subject/class link governors to agenda of Term 6 S&C meeting.



Gov challenge: Question raised on RE presentation; what if no faith? CM shared support documentation for info to build into vision and values.

Gov comment: Learning Walk, not possible to speak to children, so would be nice to have the opportunity. **Gov comment: Recommended involvement in the reading rota.** Response: Put in Pupil Voice Conference every couple of terms – use as evidence of impact. **Gov challenge: Take what LA Reviewer says and use to shape what we do.** Response: Strategy can look at. **Gov comment: Data very useful, and queried at committee level.**

11.3. Strategy Committee

Meeting held on 29 Apr 2019 went through budget ideas and strategies.

11.4. Ethos Group

Minutes of the meeting held on 23 Apr 2019 were distributed prior to the meeting (re: Governors' papers).

Planning Pentecostal Community Service and Coffee Morning, 11 June, 10am.

Working to raise profile of Trinity and community links, especially with older members of community.

12. Chair's Matters

12.1. Chair role

Recruitment for replacement CoG – feelers still out.

12.2. SATS

Going well. CM thanked: Head for coming in to cook bacon butties; BS for relaxation sessions; Governor helpers; rigorous monitoring and support from Head. Outcomes published second week of July. **Gov comment: Outcomes to back up what has been going on; impressed with extra length gone to.**

12.3. Academies information

Attended presentation by 4 local MATs: 1 SEND focus; 1 Diocese focus: Magna Learning Partnership; Salisbury Plain Academies. IJ looked at financial position of examples across the country, and many look in deficit/indebted. **Gov challenge: Need to make decision if this is something the school wants to progress with.**

Process clarified:

- Start with indicative vote;
- Due diligence process, DfE grant to cover, 6 months;
- Steering groups; legal advice; board reps – Head, CEO + 2/3 representatives from the school;
- Formal decision at end of process;
- Parents' session at end of process.

View sought from Head. Key points of note:

- Removal of independence/control;
- Steerage in choice of which MAT to join;
- Financial support of bigger institution;
- Would we isolate ourselves from cluster;
- Collaboration from other primaries/secondaries to support Subject Leadership;
- Important to preserve our unique selling point;
- Need to represent community view;
- Realistically looking forward – safety in numbers;
- Recruitment issues – secondment possibilities;
- Sharing of workload, economies of scale.

Gov challenge: From governors' perspective – should we start this process? Gov response: Have working party to see some of this in practice, and to make links with schools in any of the MATs being looked at – seems good idea financially.

Gov Q: Is this not part of process? Response: Fact finding exercise; go into with open mind. Response: But go into process with one MAT. Grant would cover specific process with New Forest/Magna, for example, but nothing to stop bolting on other options. **Gov challenge: If going down this route, already looking at going ahead?** Response: Want to ... have a really good think, mustn't make decision blind, must have info. **Gov Q: How many entered due diligence process and not gone ahead?** Response: None known of.

Identified Working Party: Governors EG, IJ, CM (staff), CP, PGR (VCoG); CP to Chair.

Remit: To gather info, find three different MATs for reference, and present back to GB in terms of: pros/cons in general terms; what type of MAT to look at, i.e. national chain/local; comparisons; address concerns of preserving village



community school. To then have indicative vote on looking into further, and with which MAT.

ACTION: CoG – Forward info from academies presentation to all governors.

ACTION: EG/IJ/CM/CP/PGR – Gather info on 3 prospective MATs and present back at Term 6 FGB meeting.

13. Governors' matters

13.1. Governing Board membership update

Parent Govs: CoG NC to step down at end of academic year; replacement Chair required for Sept 2019. **Gov Q: Can Associate Member transfer to Parent Gov?** Clerk confirmed Parent Gov vacancy would have to be filled through formal nomination/election process, advising best practice to hold in Sept when new intake parents eligible to stand.

Foundation Govs: 2 current vacancies; JG term ending 31 May, renewal in progress; SZ term ending Sept, confirmed renewing. Suggested ex-parent approached, but unable to take on role, and no luck elsewhere at present.

ACTION: Clerk – Begin process for SZ Foundation Governor re-nomination.

13.2. Governor Involvement Record

The involvement record for the period 3 April 2019 to 14 May 2019 was distributed prior to meeting. Further inclusions shared and added to the final version (re: Governors' papers).

13.3. Training

13.3.1. Feedback from courses attended

INSET - Neil Revell, SDBE: 23 Apr 2019 (Head/DB/NC/JG/EG/CG/CM/CT): Looking at new school vision with staff/govs/Ethos Group. Children's ideas to be explored on Big Story Day to develop strapline and visuals of what our school looks like, to follow with parent voice.

Governors Role in the New SIAMS Framework: 30 Apr 2019 (SZ). Gov comment: Course Leader would be thrilled about child-led, community-led discussion on school vision! Clarified role of Foundation Gov is to oversee RE of whole school, not just children. Gov challenge: Frank discussion took place on difficulty of governors 'feeling' informed of what is going on generally in school, particularly with regard to staffing. Demonstrated example where info cannot be shared as 'untainted' governors would need to be kept back for an appeal panel in cases of a disciplinary; legal obligation to follow proper process in issues of staffing, so governors will have more info about some matters than others as discretion required, and noted staffing issues being the responsibility of the Head. Suggested to approach in same way as teaching and learning, i.e. awareness of staff well-being and ask more questions from this perspective, and challenge in much the same way as with data. Reassurance was given to governors of being as transparent as is possible.

13.3.2. Courses due to attend

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

School Inspections – Implications for Governing Bodies: 19 Jun 2019 (IJ)

Clerks' Support Session – Right Choice: 25 Jun 2019 (Clerk)

Induction for New Governors and Trustees: 27 Jun 2019 (IJ)

Conducting Safeguarding Investigations: 27 Jun (Head)

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

School Inspections – Implications for Governing Bodies: 18 Sept 2019 (PGR)

13.4. Correspondence and other documents:

13.4.1. Governor Annual Skills Audit: 1 remaining audit to be returned. Clerk to feedback results at next meeting.

Agreed for future skills audits to take place Term 6, to enable report of training attended over academic year and to assess training needs ready for new academic year.

ACTION: Clerk – Compile and feedback results of Governors' annual skills audit at next FGB meeting.

13.4.2. Governors' Annual Statement (annual self-evaluation of GB): To move over to NGA Template for this year's report, to include individual governor attendance record.

ACTION: Clerk – Forward to CoG copy of last year's Governors' Annual Report and NGA template.

ACTION: CoG – Compile Governors' Annual Report, liaise with Head/Clerk for detail as necessary, and publish/circulate by end of academic year.

13.4.3. After School Club Annual Contract Review: In accordance with the Transfer of Control Agreement, governors unanimously agreed for no increase in fees (no charge) for the forthcoming academic year. Noted club is an important selling point for the school, incurs no additional costs, buys equipment for the school and covers its own liabilities.

ACTION: Clerk – Notify Stay2Play by 31 Jul 2019 of no increase in fees effective from 1 Sept 2019.



14. Policies for approval/with committees

Policy Review 'review':

The following improvements implemented/suggested for approval following discussion by Head/Clerk:

- All policies being reviewed first by Head, then Subject Lead/Link Gov as necessary before going to committees/FGB;
- All policies now going to committees/FGB ready updated, so quicker to 'publish' following ratification at FGB;
- All policies to move to 3 year review cycle unless explicitly stated in DfE statutory guidelines – all agreed. Noted any policy can be pulled for review earlier if necessary;
- All Subject policies to be moved to working guidance documents, to leave over-riding Curriculum Policy only – all agreed, effective immediately;
- Head to streamline policies as we work through the review schedule;
- Build into schedule regular check against issued Wiltshire HR policies on Right Choice (to ensure none slipped through net), suggested 6 monthly interval – all agreed.

The Clerk reported that what we are doing is much in line with published guidance, i.e. review can be delegated to individuals where permitted, but good practice for committees to have overview and input, with only certain statutory policies needing to come through FGB for full review. Some guidance advises 2 year cycle, but agreed to remain 3 year. Head advised Curriculum Policy to be updated/reviewed in line with review of Curriculum for Sept 2019 – to be covered at next INSET; Assessment and Feedback Policy to be updated alongside.

ACTION: Clerk – Revise policy review schedule to take in agreed changes ready for start of next academic year.

ACTION: Clerk – Ensure Scheme of Delegation reflects the agreed changes to policy review cycle.

ACTION: Head – Lead review/update of Curriculum Policy.

ACTION: Head – Lead review/update of Assessment and Feedback Policy.

Wilts model: none

FGB: SEND (annual review) – no further changes, approved.

Resources: Supporting Pupils with Medical Conditions (annual review) – checking format, still in progress.

Medication (3 year review) – detailed review/update still in progress, CM to also review prior to approval.

Lettings (3 year review) – no further changes, amendments as noted, approved.

S&C: Early Years (annual review) – no further changes, approved.

Bereavement (3 year review) – S&C approved, no further changes, approved.

Science (3 year review) – S&C approved, no further changes, approved.

ACTION: Clerk – Complete review of Supporting Pupils with Medical Conditions policy and forward to Resources.

ACTION: Clerk – Complete update of Medication Policy and forward to KS1/KS2 Admin/CM for further review prior to forwarding to Resources.

15. School Council

Not met formally this term.

KS2 travel survey being carried out through EcoCouncil. School Road children being offered travel to KS1 for £1 if space on minibus and ring in before 8.20am.

Governors wished to minute a thank you to parents who are walking to school.

16. Trust Fund

Not met since last meeting. Due to meet 15 May 2019.

17. AOB:

17.1. Staffing updates:

- Y5 Teacher AB has resigned after a long process of negotiation; AB very grateful for all that has been done.
- Y2 Teacher RPT has resigned; the stability given to Y2 was acknowledged.
- Currently recruiting for full-time KS2 post and full-time KS1 post with TLR (Teaching & Learning Responsibilities), interviewing Fri 24 May; full-time vacancies have been offered to all existing staff.
- JP to return from maternity leave as part-time job share.

17.2. Thank you to the Clerk: Governors wished to be recorded a thank you to the Clerk for the hard work over this difficult short term.



18. Dates of next meeting(s)

Review of meeting frequency for 2019-20: Clarified 3 meetings per year statutory minimum. Discussed and suggested reducing to meetings in Terms 1, 2, 4 and 6, to align with data drops and setting of objectives and budgets.

ACTION: Head/Clerk – Look at meeting dates for next academic year and prepare draft schedule ready for July 2019.

Full Governing Board:

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

The meeting concluded at 9.25 pm.

Minutes produced by E. Coleman

Signed by Chair _____

24 May 2019

Date _____

ACTIONS SUMMARY

14 May 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	
6.	<i>Look into provision of flu vaccination for all staff for next year.</i>	CW/Admin	Sept 2019	
6.	<i>Look into setting up SIP document on One-Drive for all govts to access.</i>	CP/Head	July 2019	
6.	<i>Deliver follow-on M&E training session for governors.</i>	Head	Term 1 FGB	
7.	<i>Circulate final draft SEF to governors for review/comment.</i>	Head	Term 6	
11.2.	<i>Look at impact of subject/class link governors, and collate feedback to report back to S&C at Term 6 meeting.</i>	Head/ CoG/VCoG	1 July 2019	
11.2.	<i>Add item on impact of subject/class link governors to agenda of Term 6 S&C meeting.</i>	Clerk	1 July 2019	
12.3.	<i>Forward info from academies presentation to all governors.</i>	CoG	ASAP	
12.3.	<i>Gather info on 3 prospective MATs and present back at Term 6 FGB meeting.</i>	EG/IJ/CM/CP/ PGR	16 July 2019	
13.1.	<i>Begin process for SZ Foundation Governor re-nomination.</i>	Clerk	Term 6	
13.4.1	<i>Compile and feedback results of Governors' annual skills audit at next FGB meeting.</i>	Clerk	16 July 2019	
13.4.2.	<i>Forward to CoG copy of last year's Governors' Annual Report and NGA template.</i>	Clerk	24 May 2019	
13.4.2.	<i>Compile Governors' Annual Report, liaise with Head/Clerk for detail as necessary, and publish/circulate by end of academic year.</i>	CoG	Term 6	
13.4.3.	<i>Notify Stay2Play by 31 Jul 2019 of no increase in fees effective from 1 Sept 2019.</i>	Clerk	Term 6	
14.	<i>Revise policy review schedule to take in agreed changes ready for start of next academic year.</i>	Clerk	Sept 2019	
14.	<i>Ensure Scheme of Delegation reflects the agreed changes to policy review cycle.</i>	Clerk	Sept 2019	
14.	<i>Lead review/update of Curriculum Policy.</i>	Head	Term 6	
14.	<i>Lead review/update of Assessment and Feedback Policy.</i>	Head	Term 6	
14.	<i>Complete review of Supporting Pupils with Medical Conditions policy and forward to Resources.</i>	Clerk	Term 6	
14.	<i>Complete update of Medication Policy and forward to KS1/KS2 Admin/CM for further review prior to forwarding to Resources.</i>	Clerk	Term 6	
18.	<i>Look at meeting dates for next academic year and prepare draft schedule ready for July 2019.</i>	Head/Clerk	Term 6	