

Full Governing Board Minutes

A meeting of the Full Governing Board was held on Tuesday 21st March 2017 at Parkham Primary School at 18.30. The minutes of the meeting are set out below.

Meeting - Minutes				
Date/Time	Tuesday 21 st March / 18:30		Location	Parkham
Attendees	Initials		Agenda Summary	
Claire Ankers	CA	Foundation Governor	<ol style="list-style-type: none"> 1. Welcome & apologies for absence 2. Declaration of Pecuniary / Business Interests 3. Agree minutes from previous FGB meeting held on 07.02.2017 4. Matters arising from previous minutes (07.02.2017) 5. Committee Minutes – Governors Questions 6. Ofsted Inspection Feedback 7. Leadership & Governance Action Plan 8. SFVS Approval 9. HT verbal update (to include safeguarding) 10. Review Draft Budget Proposal 11. Ratify amendments to Supporting Pupil with medical conditions & appendices 12. SEND Policy 13. A Competency Framework for Governance 14. Governor Visit Reports (to include Parent Forums, and those taking place this half-term) 15. Governor training update 16. Correspondence 17. Items brought forward at the discretion of the Chair. 18. Date & Time of Next Meeting 	
Graham Bridger	GB	Foundation Governor		
Sarah Day	SD	Co-opted Governor		
Melanie Dorrell	MD	Staff Governor		
Gina Finch	GF	Staff Headteacher		
Alan Jones	AJ	Co-opted Governors		
Phil Priest	PP	Co-opted Governor		
Linda Rafferty	LR	LEA Governor / Chair		
Clare Sargeant	CS	Co-opted Governor		
Apologies	Initials			
Claire Ankers	CA	Foundation Governor		
In Attendance	Initials			
Wendy Ainscough	WA	Clerk		
Bridget Millman	BM	School Business Manager		
Erol Eales	EE	Observing		

Signed by Chair _____

Minute ref#	Minute	Actions / By whom
170321/1	<p>Welcome & apologies for absence</p> <p>LR welcomed all to the meeting. Apologies had been received in advance from CA.</p>	WA – update attendance register
170321/2	<p>Declaration of Pecuniary / Business Interests</p> <p>None were declared.</p>	
170321/3	<p>Agree minutes from previous FGB meeting held on 07.02.2017</p> <p>The minutes from the meeting of 07.02.2017 were considered.</p> <p><i>SD proposed acceptance of the minutes, this was seconded by GB and the Board agreed unanimously.</i></p>	WA – Publish on school website.
170321/4	<p>Matters arising from previous minutes (07.02.2017)</p> <ul style="list-style-type: none"> Raising of attendance targets was discussed at Resources. It was agreed that it was unrealistic to achieve 98% and that it should be left at 97%. Roles and responsibilities were reviewed at the recent Resources Committee Meeting. This has also been discussed at the Senior Leadership Team meeting, and with subject leaders. LR confirmed that she was happy that the leaders she had met with were clear about their roles and responsibilities especially re safeguarding. GF confirmed that overall roles are manageable, MD added that their action plans are very focused and structured this year. MD commented that they have already dealt with issues raised during the parent forums. <p>PP asked how items raised in parent forums were communicated back to parents.</p> <p>GF advised that outcomes are included in the school newsletter.</p> <p>PP asked if the forums were minuted.</p> <p>LR advised that she makes comprehensive visit notes</p>	
170321/5	<p>Committee Minutes – Governors Questions</p> <p><u>Resources</u></p> <p>PP talked through the condition survey document and the plan which has been created to deal with issues. PP asked if it would be possible to extend this through the ACCT, with a view to joint financing projects in future.</p> <p>Health and Safety Safeguarding action plan. PP explained that the plan is formulated off the back of the safeguarding audit and that it is overseen by GF.</p> <p><u>Teaching & Learning</u></p> <p>CS talked through the book scrutiny undertaken, praise was given to staff for the quality of evidence in the Ma & En books.</p> <p>SD talked about her visits discussing anti-bullying week. A discussion about the different playground dynamics in each school followed. GF advised that they are trying to ensure similar equipment provision across both sites</p>	
170321/6	<p>Ofsted Inspection Feedback</p> <p>GB asked what the school would need to do to become outstanding at BB. He feels that this needs to be incorporated in the SDP. GF feels that the Board needs to agree what outstanding looks like with all stakeholders, and</p>	

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once that has been agreed they can plan further.
 PP feels that these conversations need to start with staff. MD felt that there is still room for improvement when it comes to working together in a more consistent way.
 A discussion about parental engagement followed. LR feels that the staff are feeling stronger and more galvanised following the parent view issue during the inspection. GF added that she was really proud of the both teams and the Governors..

170321/7

Leadership & Governance Action Plan

This plan was put together in September. GF confirmed that Spring objectives have all been met.
 A discussion about the enrichment opportunities accessed through the membership of the ACCT followed. MD has offered to host a music workshop for ACCT schools. CS felt that it was important to find an enrichment option for all children to offer equal opportunities.
 MD commented that when interventions don't work they hit a brick wall and as staff they don't know where to go next. GF replied that they are working through the graduated response in a timely manner.
 SD asked how often they meet to discuss children. GF responded that they meet termly on a formal basis, MD added that they discuss them all individually in every PPA session.

170321/8

SFVS Approval

This document had been discussed at the Resources Committee.
Governors unanimously agreed to approve the document.

170321/9

HT Verbal update (to include safeguarding)

Had been circulated in advance of the meeting.
 GF advised that they have had 13 in year admissions. Attendance figures were shown, however she will break it down in future for FSM and disadvantaged children to allow Governors to track children.

 PP asked about incoming numbers for September. GF gave predicted numbers, explaining that they are expecting to have the same number arrive in reception as are leaving year 6.

 LR had discussed safeguarding with Helen Hinchcliffe and had been impressed that leaders had formulated questions for staff to ensure consistency of approach. Gf advised that this approach has led to the intimate care policy being reviewed. LR asked where staff in BB keep their personal effects. MD advised that they do not have lockers and they are kept in her teaching cupboard. A discussion about mobile phones on site followed.
 LR advised that a focus for the Chairs' update had been safeguarding.

 GF suggested that subject leaders visited a committee meeting. CS felt that this would be more appropriate to be carried out as part of the self evaluation day.

 GF talked to Governors about the explorations into taking Buckland Brewer Under 5's as a governor run provision. GF advised that they have had an initial meeting to look at timescales. The first job will be to carry out a review to consider whether it would be financially viable. They need to put a

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business plan together, which will then have to be approved by DCC. This is because they would not allow the school to take it on if it looks like the provision would go into deficit as it cannot be supported by school budget share. It would also need to be agreed by parents and the committee. GB asked what additional workload would be involved for the existing school team.

GF explained that there would be an administrative impact, however they want to maintain a pre-school provision in the village, she pointed out that there would be advantages.

SD asked how they would ensure governance in the pre-school. LR commented that this would need to be discussed in more detail as the exploration progresses.

AJ volunteered to be part of the steering group to move the project forward. MD added that she would like to be part of the steering group as she has worked closely with the pre-school. It was agreed that it would be brought to resources on 09.05.2017. GF talked through the timeline involved in taking on the provision from September 2017.

AJ commented that with the number of children he would expect to see more working at greater depth. LR explained that this was discussed in depth at T & L. CS talked through the assessment criteria for GD, explaining that it was no longer best fit, and was required that they tick every box.

Staff were praised for 99% of parents attending parents evening.

170321/10

Review Draft Budget Proposal

BM provided a summary of the provisional budget. She drew Governors attention to the following areas:

- The budget comprises 3 funds, school budget, capital and FSU.
- School budget share income is broadly the same as before, very little change.
- There is no assumption of any change due to the national funding formula.
- The Budget has been based on CFR codes, a new government system to standardise school finance reporting.
- Pupil Premium income has been based on ever 6 funding.
- Projected carry forward is subject to change, she is in close consultation with Warren Smart, (Head of finance for schools DCC) deficit is reduced from 10k to 2k but is not confirmed.
- Additional expenditures for National Insurance, Dedelegation and the Apprenticeship Levy have been included.
- ACCT has been included, but is working in our favour.
- Budget has been calculated based on current staffing structures.
- BU has received notification that the Parent Support Adviser is to be made redundant, so will have to account for a contribution towards redundancy costs. LR asked what the redundancy costs would be for PSA, BU advised £500 per school, so as a double school will look at £1K. Discussion around future of PSA services followed. AJ asked if there was any possibility of this being supported by ACCT. GF replied not at this time.

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- SLA's have been confirmed, so she expects very little change.
- Repair and maintenance budget had been increased to 6K when presented to the Resources Committee following the condition survey, however as has to be presented to DCC she has removed this and reverted back to £4k.
- AJ queried some cost centres from version shown at resources. BU explained that she had allocated monies to CFR codes so reflects differently.
- MD asked if this budget was based on current staffing structures. BU confirmed that it was based on all temporary contracts coming to an end and the return of maternity leaves. She has made no assumptions that fixed term contracts will continue.

BU thinks that this budget will be accepted by DCC finance. GF added that they have included explanatory notes for future years.

The Governing Board unanimously agreed to provisionally approve the budget, subject to formal ratification at the next Full Governing Board meeting.

170321/11	<p>Ratify amendments to Supporting Pupil with medical conditions & appendices Defer to next agenda</p>
170321/12	<p>SEND Policy SD has reviewed the policy. GB felt that it would be appropriate to not use the term best endeavours. <i>Governors unanimously approved the policy, subject to minor amendments.</i></p>
170321/13	<p>A Competency Framework for Governance LR advised that the Governance handbook had been updated in January 2017. A copy of key features of effective governance were circulated. These were not to be used as a check-list but could be useful for governor recruitment. LR also talked through the strategic leadership extract, emphasising the need for commitment from Governors. She emphasised the high quality skills and experience in the current board despite the absence of two parent governors..</p>
170321/14	<p>Governor Visit Reports (to include Parent Forums, and those taking place this half-term) Visit reports had been circulated in advance of the meeting. MD felt that it was important to have a representative from both school at the parent engagement meeting in September. PP felt that it was important that parents receive timely feedback from parent forums. AJ suggested that LR wrote to parents straight after meetings. GF advised that SLT are planning to map a diary of events throughout the year to allow forward planning of events such as world book day. A discussion about communication with parents around issues that arise in school followed. GF advised that if parents have concerns they should approach the school directly and be reminded that the school has an open door policy.</p>

Signed by Chair _____

170321/15	Governor training update None attended	
170321/16	Correspondence None received	
170321/17	Items brought forward at the discretion of the Chair. None	
170321/18	Date and Time of Next Meeting The next meeting will be on Tuesday 25 th April 2017 at 18:30 in Buckland Brewer.	

Meeting Closed at 20:35