



**Cheriton Primary School**  
**Minutes of the Full Governing Body Meeting**  
**27<sup>th</sup> September 2017**

**Present:**

Clare Cholerton (Chair)	Rebecca Haskins
Andrew Goldsworthy (Headteacher)	Paul Debont
Brenna Weston Bell	Francis Lawrence
Elizabeth Brett	Andrew Flett
Simon Murfitt <i>[arr 20.00 item 15]</i>	

**Apologies:**

Ben Ward  
 Graham Bowkett  
 Nicholas Parmley

**In attendance:**

Fiona Greenwood – Clerk

The meeting commenced at 7.00pm

	Item	Action
<b>1</b>	<b>Welcome by the Chair &amp; Apologies</b> The Chair welcomed everyone to the meeting. Apologies had been received from Ben Ward, Graham Bowkett and Nicholas Parmley. Simon Murfitt had indicated he would be late. Chair informed Governors that Jacob Leadley has resigned as parent Governor. HT to start parent election process. The Chair welcomed Rebecca Haskins the new staff Governot to her first meeting.	
<b>2</b>	<b>Extend term of associate member</b> Associate member, Graham Bowkett is nearing the end of his term. Governors were in agreement to extend term if he wanted to remain. Chair to confirm.	Chair
<b>3</b>	<b>Correspondence and request for AOB</b> Two items from chair and no correspondence.	
<b>4</b>	<b>Declarations of Pecuniary interest and sign governor declaration forms</b> All Governors' present completed new pecuniary interest forms and declaration forms. Absent Governors to complete at next meeting.	Clerk
<b>5</b>	<b>Minutes of previous meeting 5<sup>th</sup> July 2017</b> Minutes from previous meeting reviewed and agreed as correct and signed. <u>Actions arising</u> Collate results from staff survey – distributed prior to meeting. HT highlighted	

Signed by chair..... Date.....

	<p>it showed issues with communication but strategies put in place to deal with this already. Also highlighted that staff meeting will be offered to all staff not just teachers. Governors suggested meetings are minuted and done on rota to share the task.</p> <p>Q – How many possible questionnaires could be returned? A – 12</p> <p>Q – When staff request to go on training is there a form to compete? A – No, but good idea as can link to SIP.</p> <p>Discussions on training and sharing best practice with other local schools so training does not always have to incur large expense.</p> <p>Looking to form links with local Junior school to share good practice and strengthen links.</p> <p>Q – Do teachers have CPD file? A – No but another good idea to back up training that is offered.</p> <p>Survey provided useful information and will be repeated in 12 months to compare results. Suggested it to be done electronically next time as then can still be anonymous but can see who has not returned.</p> <p>Q – Will there be feedback to staff? A – Not yet but changes have been implemented. Governors felt in the spirit of openness it should be directly mentioned to encourage staff they are been listened to.</p> <p>Governor Visit Policy – Based on national draft policy. With SM and will be brought to Learning Committee.</p> <p>Change form Child Protection Policy: Form updated and Policy updated.</p> <p>Safeguarding e-learning: Most Governors competed and rest to do prior to next meeting. Feedback to FL.</p> <p>Leaving present – Outstanding monies to BW</p>	
<p><b>6</b></p>	<p><b>Confirmation of Chair and Vice Chair</b> Clare Cholerton, Chair and Simon Murfitt, Vice-Chair – <b>confirmed</b>. Chair also informed Governors that this will be her last year as Chair so need to consider succession planning to ensure a smooth transition.</p>	
<p><b>7</b></p>	<p><b>Appoint/Confirm Governors with specific responsibilities</b> The various Governor roles were discussed and allocated as follows: Health &amp; Safety – BW Safeguarding &amp; Child Protection - SM Governor Training and Development - FL Governor Forum – NP SEN/ Inclusion/ Able – BWB Staff Governor – RH Community/Sport - AF Chair of Learning – LB Learning Committee : AG, BWB, CC, PD, LB, SM, RH Chair of Resources – NP Resources Committee – AG, CC, NP, AF, FL BW to confirm which committee he would like to attend Pay Committee – FL, NP + vacant HT Pay Committee – FL + vacant Staff PM Auditor – FL HT PM Review panel – SM &amp; LB</p>	

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<b>8</b>	<p><b>Terms of reference</b>  Terms of reference circulated prior to meeting and no questions or amendments required.  <b>Agreed.</b></p>	
<b>9</b>	<p><b>Agree GB Code of Conduct</b>  NGA sample Code of Conduct was used as template for the Code of Conduct. No comments. Sign agreement at next meeting  <b>Approved</b></p>	
<b>10</b>	<p><b>Adopt HCC Governors Good Practice Guide</b>  Governors confirmed they had reviewed the HCC Good Practice Guide.  <b>Adopted</b></p>	
<b>11</b>	<p><b>Safeguarding</b>  <u>Operation encompass governor letter</u>  Governors all received letter detailing Hampshire police new initiative on safeguarding. Hampshire Constabulary has been working with partners across Hampshire to establish a new information sharing process between the police and schools, called Operation Encompass. The aim is to go live in September 2017 and for the police to inform the school, prior to the school day starting, when a child or young person has been exposed to or involved in any domestic incident. This disclosure will include risk information affecting the child or young person and what has been requested of professionals to resolve the issue.  Governors confirmed they had all read the communication</p> <p><u>Update on Safeguarding Audit for submission 30<sup>th</sup></u>  Audit ready to be submitted.</p>	
<b>12</b>	<p><b>Policies for approval</b></p> <ul style="list-style-type: none"> <li>• Governor visit policy - deferred</li> <li>• Child protection policy - approved</li> <li>• Confirm adoption of Manual of Personnel Practice - approved</li> <li>• Confirm adoption of Manual of Finance Practice and Procedure - approved</li> </ul>	
<b>13</b>	<p><b>Agreement of Works Programme for FGB meetings</b>  A program of works circulated with the idea of ensuring efficient Governing Body working. Also will prevent cross over and doubling up work. HT reports that SATs results in summer might not always be possible due to meetings dates and results being available.  Q – Are the results sent to parents?  A – Yes done automatically.  Governors feel they should be aware of the results as soon as possible even if not fully confirmed.  <b>Agreed</b></p>	
<b>14</b>	<p><b>Confirmation of LLP and external advisor for HT review</b>  Andy Yeoman has taken over role of LLP and has been for introductory brief visit. He is also taking on role for HT review.  27<sup>th</sup> November set for visit.</p>	

Signed by chair.....

15	<p><b>SIP</b></p> <p>Developing middle leaders is a key focus but remains challenging for a small school. Subject leaders are reacting positively and immersed in their roles.</p> <p>Q –Are teachers allocated to subjects?</p> <p>A – Mostly allocated and utilised strengths to form strong team. Also challenging with NQT as they cannot take on responsibility of subject lead.</p> <p>Visions and ethos – assembly’s and displays done already Now to be embedded more in classrooms activities and linking back to vision.</p> <p>Strategies for Senior Leadership Challenging due to previous redundancies and lack of engagement. <i>[SM arr 20.00]</i> Need to look at areas of developing and SENCO possibly being involved in senior leadership due to current senior leaderships consisting of only HT.</p> <p>Engaging with stakeholders Parents evening, parish councils, open mornings, newsletters, open days all with Governor involvement. Hard to measure how the stakeholders feel about the Governor involvement. Profile has been raised in last year and need to consider next steps.</p> <p>Learning section – development assessment for learning Progress made on children’s books and using purple pen technique to encourage children to think again and reconsider then change their own work. Also using Target Tracker.</p> <p>Q – Are all staff using target tracker? A – All have logged in and further training possibly needed</p> <p>Current Ofsted assessment is looking for impact and teaching being personalised to meet children’s needs and encouraged problem solving. Children are being encouraged to recognise how to help themselves and develop good learning behaviours. Changing language from ‘I can’t do that’ to ‘I can’t do that yet’.</p> <p>Greater depth: Higher than average children achieving greater depth now this is a result of the work that has been done.</p> <p>Reading evidence: Last year utilised reading journals and moving on to engaging parenting involvement. Some classes began using wider ranger of strategies including Reading Journals. This needs to be embedded within all classes. Power point from parent information evening will be on website for all parents to access.</p> <p>Spelling Ensure teachers using various spelling techniques as identifies children learn in different ways. Q – Can the week’s spellings go on the app? A – Yes they could. App The Class Dojo App is being used by 3 classes to share rewards children are recieving in school with their parents. There are other features such as a way to exchange messages between teacher and parent which some parents are already making use of.</p> <p>Science Learning</p>
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	<p>Science inspector – training evenings. Unfortunately some of the teachers left so need to look at what needs to be put in place. All using same terminology and improving across school</p> <p>British Values Keeping it visible and referring back to it. Need to ensure children have awareness of various cultures HT informed Governors of a website he has signed up where links can be forged with a school with a different ethical mix so children can forge links and compare experiences.</p> <p>Ensure progress of vulnerable groups Did a lot of work with Hampshire last year, guidance will continue with new SENCO. Learning powers as tool for developing learning</p> <p>Lunch Hall Target to improve lunch hall experience for pupils and staff. HT was pleased with the speed in which it got better. Rules on wall. It will require constant reminding and reinforcing.</p> <p>Key targets for School Improvement – LIST</p> <p>Q – List is quite long – how will it be broken into milestones targets for Governors to monitor? A- It will have milestones on final SIP and some are long term goals. Can use the milestones in the SIP to schedule visits when relevant tasks are occurring. Q – Is there a priority list? A – No as all important LB reported to all Governors that the learning committee discussed Governors linking their monitoring visits directly to aspects of SIP. Hard to do when so large a scope document. HT felt that the milestones in final draft will help focus monitoring. The SIP being a two to three year document allows the impact to be monitored easily. Governors felt the SIP is a detailed document that shows the HT considered and evaluated every aspect of the school in depth.</p>	
<p><b>16</b></p>	<p><b>Link Governors</b> English – LB Maths – PD Science - BW PE – AF Computing &amp; IT – NP History &amp; Geography – SM</p> <p>Q – Does the NQT need a link Governor? A – No, as long as it is mentioned in HT report then Governors can monitor Maths visit to be prior to half term and rest of visits after half term.</p>	
<p><b>17</b></p>	<p><b>Engaging with Stakeholders</b> Governor attendance at Parents Evening. Focus and rota 10<sup>th</sup> 3pm till 7pm and 12<sup>th</sup> October 330- 5pm Need to be clear on what Governors want to promote – suggestions: What do parents want from school? How do you feel school communicates? Felt that a very general purpose would be good to engage with all parents.</p>	

Signed by chair.....

	<p>Discussions on whether to have whiteboard with positives and negatives. Decided to invite comments only as don't want to encourage parents to think up negative.</p> <p>Focus will be hall not classrooms so Governors can engage with parents while they are waiting. Requested that HT communicate to parents prior that Governors will be available.</p> <p>LB to do rota</p> <p>Open Day – 9.30 – 11.30am 17<sup>th</sup> October 2017 Children will show prospective parents round and Governors will be available. BW and FL</p> <p>Suggestion to HT to have powerpoint slide running in hall or website. Q – Have safeguarding issues been considered? A – Children will not be alone with adults, teachers will be monitoring and visitors asked to sign in. Children will be briefed that there will be strangers in school. Considering whether to use sticky labels or landyards.</p> <p>Governors Newsletter Chair felt a possible subject for newsletter could be SATs and how Governors set targets and how the results are looked at. Q – Is it worth re-running an intro to Governor body letter with a who's who? A – Yes and could possibly have more depth on roles. Would be brought to next FGB for approval so should have new parent Governor by then.</p> <p>Governor Assemblies There is budget available to provide more sports opportunities – could be a good discussion for a Governor to have. Good response and several Governors booked in. More dates to be given to BWB. LB has one booked for November. FL February</p>	
<p><b>18</b></p>	<p><b>Proposed off site visits for 2017/18</b> New members of staff are still putting together units.</p> <p>Osmington Bay residential May (£412 for 4 nights) Living Rainforest Year 5/6 Fishbourne Roman villa Year 3/4 Local farm visits Year 1/2 - wants to go twice to highlight season changes as part of learning</p> <p>A Governor provided feedback that some parents feel the residential is too expensive. The class are going to do some fundraising. Q – Could Friends fund be used to reduce costs? Like pay for the coach. A – Friends funds should be used for school items and would not look good to spend funds for any part of trips. Q – Are other times available? A – Yes other times of the year available and cheaper. Scheduling in October would mean children would bond at an early stage of the year. Q – Is it value for money? A – They do get tastes of activities like climbing and kayaking. Q – Could it be shortened to 3 nights? A – Not sure and four nights has proved successful in previous years. Q – Could it be looked at to stay somewhere cheaper and go offsite for activities? A – Yes can be looked at for future trips Q – What provisions will be made for children who do not go? A – They would re-join another class</p>	

Signed by chair.....

	<p>School cannot pay for accommodation but help would be available if families are struggling.</p> <p><b>Trips approved</b></p>	
19	<p><b>Summer holiday building works update</b>  <u>Upstairs Toilet refurbishment</u>          Builder was double booked and now cannot complete work till February so considering whether to look for another one.</p> <p><u>Repainting of Library</u>          Not started but group still keen – need to look at scheduling.</p> <p><u>Squash Court update</u>          Previous tender could not meet requirements so withdrew bid. Structural engineer found that will do the calculations necessary to ensure the works are acceptable by County.</p>	
20	<p><b>Questions from Resources and Learning Committee minutes</b></p> <p>Resources          Q – Changes of staff has created surplus money. What will surplus money be spent on?          A – Staff training but not aware of exact figures yet          Q – Increase in PE money?          A – Not in budget so an unexpected windfall. £16000 plus £10 per child. Requirements that is has to be sent on enhancing beyond curriculum and staff development. Cannot spend on replacing existing items but could be used on additional items.</p> <p>Learning          Q – How are new staff settling in?          A – Very well with positive feedback from parents. Teachers have settled into school well and the HT is impressed with their enthusiasm.</p>	
21	<p><b>Fundraising Ball by Friends</b>          Friends are holding fundraising ball on 24th March – Governors should take a table. £40 per head. Interest to Chair prior to next meeting</p>	
22	<p><b>Any other business</b>          Whole Governing Body Training- Reminder          16<sup>th</sup> October 7-9pm          Topic is Governors and Ofsted</p>	
23	<p><b>Date of next meeting</b> – 7pm on Wednesday 29<sup>th</sup> November</p>	

The meeting was concluded at 9.20 pm and quorate at all times.

Signed by chair.....

<b>ACTION SUMMARY</b>		
<b>Item</b>	<b>Action</b>	<b>Who</b>
1	Start parent elections for new Governor	HT
2	Check Associate member wants to continue	Chair
4	Update pecuniary interest register and absent Governors to complete paperwork	Clerk
5	Feedback to staff from staff surveys	HT
5	Safeguarding e-learning – complete prior to next meeting	All Governors
7	Confirm which committee to join	BW
9	Absent Governors to complete paperwork	Clerk
17	Rota for parents evening	LB
17	Draft Governor Newsletter	Chair
21	Interest in Friends fundraising ball	To Chair

Signed by chair.....