

**Cheriton Primary School
Minutes of the Full Governing Body Meeting
Wednesday 17th May 2017**

Present	In Attendance	Apologies
Clare Cholerton- CC (Chair of Governors) Andrew Goldsworthy – AG (Headteacher) Elizabeth Brett - EB Paul Debont - PD Andrew Flett- AF- arrived at 7.14pm Francis Lawrence – FL Jacob Leadley - JL Nicholas Parmley- NP Ben Ward - BW Brenna Weston Bell – BWB	Luci Roberts – Clerk LR	Graham Bowkett- GB Simon Murfitt – SM

The meeting opened at 7.04pm.

Item	Subject	Action
1	Welcome and Apologies	
	Governors were welcomed to the meeting and apologies were received and accepted from Graham Bowkett and Simon Murfitt. Ben Ward had indicated that he may be late. The Chair introduced new Clerk Luci Roberts to the Governing Body. The meeting was quorate.	
2	Declaration of pecuniary interests	
	There were none.	
3	Confidentiality Statement	
	The Chair reminded the Governors of the confidential nature of this meeting.	
4	Matters Arising	
	<ul style="list-style-type: none"> - A governor advised that as yet the Pecuniary Interest form has not been sent to the school. The Clerk took an action to send the form to the Governor. - The Chair advised that the Staff Acceptable use of ICT and Model Fitness and Suitability for Work policies have been updated on school's website. - All policies approved at the last meeting have been put on the school website. - The Headteacher advised that staff had always had access to policies on the school's website. 	Clerk
5	Minutes of Previous Meeting	
	The minutes of the meeting dated 22 nd March 2017 were agreed as a true and accurate record. The minutes were approved and	

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	signed by the Chair.	
6	Pupil Premium Report for publication on the school's website	
	<p>The Headteacher advised that the regulations for Pupil Premium funding have changed. The Pupil Premium system is complex; the funding is awarded in the financial year, yet the report needed to show the impact the funds have had is over the school academic year. The new version requires an update to be provided at the end of the year. The Headteacher acknowledged the difficulties of interpreting the data concerning such small numbers of children, as one child accounts for a large percentage.</p> <p><i>BW and AF entered 7.14pm</i></p> <p>At the end of the last year, there were only 2 children receiving the Pupil Premium, one of those children had Special Educational Needs. This child passed the end of Key Stage 1 Reading test, but not the Mathematics or Writing. The other child in Key Stage 2 accessing Pupil Premium funding was expected to pass all tests, but surprisingly didn't pass the Reading test, possibly due to conditions on the day. The Headteacher reflected that while on a graph this attainment looks poor, one child in each key stage accounts for all or nothing. It was reported that both these children are making good progress now.</p> <p>The Headteacher advised that there are 6 children currently in receipt of the Pupil Premium funding. At this point, 50% of children look to be on track to achieve age-related expectations in Maths, while 67% are on track for Writing and Reading.</p> <p>Governor Question- Was the introduction of Numicon to address these issues in Maths? The Headteacher stated that this was partly the reason, although this resource can benefit all children as it is a versatile visual tool.</p> <p>Governor Question- Can these results improve? Yes, children have time to move into age-related expectations before the end of the year.</p> <p>It was concluded that these results are very close to being in line with the rest of the school and are very specific to the individuals in receipt of the premium at the time.</p> <p>Governor Question – Will this funding go down? Yes, as the child from a Service family has left.</p>	

	<p>The Headteacher mentioned the ways the Pupil Premium funding is being spent that is clearly making an impact. One child is receiving drumming lessons to improve confidence which appears to be working. Another child is definitely benefitting from the extra support hours that he is receiving. The Clerk took an action to put this report on the school website.</p>	Clerk
7	<p>Sports Funding Report</p> <p>The Headteacher advised that there was an element of doubt about whether the funding for sports will be retained for next year. At present, coaches from Perins' School come in and coach the pupils. This scheme is meant to benefit the children and also have an ongoing impact on teacher training and expertise.</p> <p>Governor Question- Is the idea that you fund as many sports as possible?</p> <p>Yes, it is intended that as many children as possible can have the chance to participate in a variety of sports. We can use a bus to transport as many children as possible to these events.</p> <p>The Headteacher felt confident that the Sports Funding has been crucial in enabling as many children as possible to engage in sport. The impact is measurable by the recent pupil questionnaire in which 100% of children said that there was a wide range of clubs to take part in.</p> <p>The Governors approved the report, although advised that a version number and date be added. The Clerk took an action to upload this onto the school's website.</p>	Headteacher, Clerk
8	<p>Staffing Updates</p> <p>The Headteacher updated the Governors about the current recruitment for a new teacher. He informed Governors that the school had originally submitted an advertisement for the position which mentioned the opportunities that this role could bring to a teacher in the early stages of their career, tailoring this to a candidate who wants to progress rapidly and take on extra responsibility. Unfortunately there were no applicants for this position with this advertisement.</p> <p>The Headteacher reworded the advert, selling the school in terms of its well-behaved children and pleasant village location. This advertisement generated more interest and produced two applicants for the position. Governors were informed that both applicants are at pay grades higher than had been originally budgeted for, one applicant at the top of the main pay scale and the other on the upper pay scale with a teaching and learning</p>	

responsibility award on top.

Governor question- Is this to do with the timing of the advertisement?

The Headteacher informed Governors that there are dozens of vacancies on the Hampshire County Council website, indicative of the teacher shortages facing the profession.

The Headteacher stated that he has sought advice about the best way forward from Hampshire County Council. If the decision was taken to revise the budget costings for the vacancy and upgrade the salary, the school is required to offer the position to the current Deputy Headteacher.

Governor question- What would this do to our finances?

The Headteacher advised that a revised salary at the grade of Upper Pay Scale 1 would put the school into deficit by year 3 by around £2500. This means the school would lose the safety net of any surplus in the current financial climate.

Governors raised concerns about the legality of interviewing on the basis of salary. While it was agreed that the school couldn't interview on that basis, it can be clearly stated that the role would not attract an Upper Pay Scale salary.

It was discussed that there is a possibility of a long-standing member of staff retiring at the end of the academic year. This would mean that a newly or recently qualified teacher could be employed in this post and the currently advertised position can encompass an Upper pay grade. While this would lessen any financial difficulties, the retirement is not guaranteed.

The Headteacher indicated that although there is some uncertainty about whether the teacher will retire, it is in the best interests of the children to offer some stability as quickly as possible and resolve the issue of the current vacancy regardless.

Governor question- If the Upper Pay Scale award was approved, would there be roles within the school to justify the payment?

The Headteacher advised that there could be several areas of responsibility that could be delegated to the new post holder. There could for instance be areas of development within Information Communication Technology (ICT) that an Upper Pay Scale teacher could lead.

Governor question- What other options do we have?

We could opt not to interview either candidate and re-advertise.

	<p>Governor question- Would the current Deputy headteacher stay as the Upper Pay Scale teacher? This is uncertain.</p> <p>Concern about whether the current Deputy would be annoyed about the position attracting a higher salary given her redundancy was addressed. While this is a possibility, it was felt that the Deputy would also be pragmatic about it and could be pleased to be offered the opportunity to stay. The strengths of retaining the current Deputy were acknowledged.</p> <p>A discussion took place about the best way forward. It was asserted by the Headteacher that the benefits of increasing the salary for the post would outweigh any negatives as it offers stability for the school. Governors discussed whether the position would have attracted a better calibre of candidate if it had originally been advertised at the Upper Pay Scale. Although this is a possibility, it is also unknown. Governors expressed the need to employ the right candidate for this position and the Headteacher concurred, stating that the school is simply too small to employ the wrong person.</p> <p>Governors took a vote to increase the salary of the current advertised position to Upper Pay Scale 1. The decision to approve the increase was unanimous.</p> <p>The Headteacher took an action to approach the Deputy and first offer her the role in line with employment guidelines. She would be given a deadline in which to accept or decline and candidates would be invited to interview if she rejects the position. In this case the Governors would be given a shortlist of candidates in order to undergo the safeguarding procedures.</p>	
9	<p>Agree 3yr Budget plan for submission 31.05.17</p>	
	<p>Governors were provided with figures for the 3 year budget based on the employment of a teacher on the Main Pay Scale point 5. With the approved upgrade of the salary for the position, Governors adjusted the figures in the meeting to reflect the increase. It was not possible at this time to give the exact figures as the employment has not been finalised, but if a teacher is employed at the Upper Pay Scale, the school would be in deficit by £2510 by year 3. All other aspects of the budget were approved by the Governing Body and the budget was signed in principle, to be validated at the next Full Governing Body meeting when employment has been confirmed.</p>	

10	<p>Explanation of improvements to Policy summary/ Policy review and approval</p>	
	<p>The Chair acknowledged the efforts made by one Governor to improve the current policy renewal document. The Governor who created the new document explained that there is a feature which calculates the deadline for each policy due for renewal using a colour coding system. This will enable Governors to keep track of all policies and schedule their renewal automatically.</p> <p>It was agreed that this document should be used in replace of the current model. The Governor who made the new document took an action to update it over the next two weeks and email all Governors when they are able to use it. All Governors must not use either document until the email notification.</p> <p><u>Policy renewal- Restrictive Physical Intervention</u> This policy has been the subject of extensive renewal. It was felt that the previous policy did not sufficiently protect the school against litigation should restrictive physical intervention ever be used as a duty of care. As a result of this, the Headteacher met with a member of the Governing body to refine the contents. As the policy was not available at the meeting to review, the approval of this was deferred until the next Full Governing Body meeting.</p> <p><u>Policy renewal- Pupil Behaviour and Discipline Policy</u> Governors had previously read the updated Pupil Behaviour and Discipline policy which had been reworded slightly from the previous version. Governors alerted the Headteacher to a typing error which would be amended. The Headteacher informed Governors that pupil behaviour has been the subject of analysis amongst the teaching staff. Staff are working together to categorise types of behaviour and ensure that they have a consistent approach to behaviour management throughout the school. As a result of this, staff may wish to rewrite this policy before the next review period. The Clerk suggested that the policy could be accepted as it is, but the review period could be bought closer so it can be rewritten in line with revised behaviour management strategies. The Headteacher accepted this and suggested a revised policy be presented to Governors in six months. The policy was unanimously accepted with a renewal due in six months.</p> <p><u>Policy renewal- Child Protection</u> The Governor with responsibility for Child Protection was absent for the meeting so this was deferred until the next Full Governing Body meeting.</p>	<p>NP</p> <p>Headteacher</p>

11	September Intake 2017	
	<p>The Headteacher advised that the intake of children into Reception for 2017-18 is healthy, with 15 places filled. Of those, 14 children have been confirmed and have provided documentation to confirm identity. The 15th child may not be able to take up the place as they could be adopted before September. In this case, the place is likely to go to the appeal process.</p> <p>Governor question- Can you go over 15 children in Year R? No, although we have done this with other year groups in the past.</p> <p>Governor question- Is it the Governors role to say we should take a child in catchment? The Headteacher said that he could mention this at appeal panel meeting. He stressed that it can be difficult in panels to justify not going over Pupil Admissions Numbers (PAN) when it has been done before.</p> <p>There are no known medical issues for the children starting school in September.</p>	
12	Engaging Stakeholders	
	<p><u>Governors Newsletter</u> The Chair sought opinions from Governors about the efficacy of the termly Governors Newsletter. The Chair was concerned that it is not read by Parents although there was discussion about the type of response that is to be expected. Parent Governors present said they had read it and would ask other parents if they had also found it of use. Governors discussed the possibility of the Newsletter becoming an annual document for publication in September. It was felt this could be particularly useful for new parents to the school to have an insight into the works of the Governing Body and put names to faces. The Chair took an action to publish the Governors Newsletter on an annual basis from September.</p> <p><u>Pupil Questionnaire</u> The Headteacher shared the results of the recent Pupil questionnaire with Governors. The strengths of the results are as follows;</p> <ul style="list-style-type: none"> • Children perceive that a good range of clubs are offered. • Only one child did not feel there is an adult they could go to if they are worried about anything. The Headteacher has taken an action to attempt to identify this one child to 	Chair

	<p>ensure they do have somebody they can talk to. As yet he hasn't found out who that child is.</p> <ul style="list-style-type: none"> • 98% of children said they feel safe most of the time or always. From this result, the Headteacher resolved to look for ways to ensure children feel safe all of the time and discover what makes children ever feel unsafe in school. • 92% enjoy playtimes most of the time or more. • 89% said their teacher tells them what they need to do to improve their work. As a result of this, the Headteacher will work with staff to ensure this moves closer to 100%. <p>Areas for development as a result of this questionnaire are as follows:</p> <ul style="list-style-type: none"> • 12% felt that children only sometimes behave well. From this the school will identify what behaviour pupils and staff perceive as not behaving well and take appropriate steps to improve this. • 14% of children only enjoy lessons sometimes and 16% felt their teachers made lessons fun sometimes. As a result of this, research will be undertaken to find out what style of learning children consider to be enjoyable and fun. • 25% of children felt they did not get the right amount of homework. The Headteacher has discovered which class said this and on discussion, the pupils feel they would like more homework, not less. The Headteacher can address this with the teacher concerned. <p>Governor Question- Is there one class that is significantly different in their results? The Headteacher said that there was. Each class teacher has a copy of the results from their class.</p> <p>The Headteacher reported that this was a highly valuable exercise that will be repeated annually to demonstrate impact.</p> <p><u>Staff Questionnaires</u></p> <p>Questionnaires have been given out to staff but the Headteacher said as yet the response rate is poor. While a few staff completed the questionnaire very quickly and returned, other staff members have not returned them. Governors questioned the motivations of staff not to respond and discussed whether they could have concerns over the anonymity of their responses. Governors questioned whether digital questionnaires could be utilised here and the Headteacher took an action to send an electronic questionnaire via Survey Monkey or Google Forms to staff members.</p>	<p>Headteacher</p>
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13	Parking – Progress update	
	<p>The update on the issue of parking produced by a Governor was discussed. As yet, the update has not had any parental response. Governors asked what the take up has been from families that have utilised the new early drop off system. The Headteacher responded that around 5 or 6 families are using this system and these families are really happy with the system, saying that it has eased pressures at this busy time of day. However, the Headteacher didn't think this had eased congestion during school arrival and collection times. The Headteacher went on to say that a neighbouring school had a serious road traffic accident which brings to the fore the importance of safety. It was felt that although a one-way system would be safer this was not enforceable as drivers who are not part of the school traffic flow would be unaware of the system. It was also mentioned that the one-way system could lead to complacency as people assume everyone is abiding by the one-way system.</p> <p>The idea of a "drop and go" system was discussed, although this would rely on volunteers to make this feasible. One Governor reported that she had seen a school with an organised rota system that was a success.</p> <p>The Headteacher took an action to discuss the possibility of a "drop and go" system with the Governor who had compiled the update.</p>	Headteacher, SM
14	Questions arising from the minutes of the Committees	
	<p><u>Resources Committee</u></p> <p>The minutes from the Resources Committee meeting on 2nd May had been circulated to all Governors. There were no questions from this. A member of the Committee updated the Governors on the squash court project. At the time of the meeting 2 building companies had quoted but no figures were through yet. It has been decided to locate the court in the corner of the area with 2 fixed walls. The new Squash Coach has reported to Governors that he is enjoying his sessions with the children and is very positive about the school.</p> <p>The Headteacher will do a presentation to Governors about the IT benefits at the next Resources committee.</p> <p><u>Learning Committee</u></p> <p>The minutes from the Learning Committee meeting on 3rd May had been circulated to Governors. There were no comments arising from these.</p>	Headteacher

15	Link Governor Visits	
	No link Governor visits have been conducted this term. The Science and PE visits have been deferred.	
16	Reports from governors with specific responsibilities	
	<p>The Chair informed Governors that at present there is no Health and Safety Governor, to which NP volunteered. An audit will be conducted termly.</p> <p>There was no Safeguarding report due to an absent Governor.</p> <p>The Governor responsible for Training and Development told Governors that a date needs to be set for whole Governing Body training. However, the content of this is to be decided when the results of the Governor skills audit have been collated. All Governors with their skills audit outstanding are to email this to the Training Governor. It was felt that November would be a good time to do any training. The Training Governor took an action to send all Governors a list of the available courses for discussion at the next meeting.</p> <p>One Governor attended a Governor forum and has completed a report on this. An issue arising is that any schools employing any IR35 staff (individuals who are self-employed and trade as a limited company) could now be liable for tax and national insurance contributions if HMRC deem this categorization to be incorrect. The Headteacher confirmed the school employs no IR35 staff.</p>	
17	AOB	
	<p>Year R have just had their second visit from County moderators to validate assessments in Reception. The County moderator was really positive about the Early Years department and praised the team ethos. The work of five children was scrutinized during the visit and feedback was very pleasing. Governors gave thanks to the Year R team for a successful moderation. A formal report is to follow.</p> <p>In preparation for sunny weather, the Headteacher advised that the school is aiming to be a "Sunsafe" school. The children will be taught ways to keep themselves safe from the sun and the school will adhere to good practices and guidelines. The Governors approved a policy about Sun Safety.</p>	
	Next Meeting- 5th July 2017 7pm	

Appendices

- Minutes of the Resources committee 02/05/2017
- Minutes of the Learning committee 03/05/2017
- Pupil Questionnaire results
- Pupil Premium Funding report
- Sports Funding report

The meeting closed at 9.07 pm

Signed as a true and accurate record:

Chair of Governing Body _____

Date _____