

CHERITON PRIMARY SCHOOL
FULL GOVERNING BODY MEETING MINUTES
1ST FEBRUARY 2017 7PM

Present:

Mr. T. Balme (TB)	Mrs. F. Lawrence (FL)
Mrs. E. Brett (LB)	Mr. J. Leadley (JL)
Mrs. C. Cholerton (CC) - Chair	Mr. S. Murfitt (SM)
Mr. P. DeBont (PD) left meeting 8.05pm	Mr. N. Parmley (NP)
Mr. A. Goldsworthy (AG) - Headteacher	Mrs. B. Weston Bell (BW)

In attendance:

Mrs. K Lea – Clerk

The Governors welcomed newly appointed Co-opted Governor, Brenna Weston Bell.

Administration

1. Apologies for absence

Apologies were received and accepted from Dr. A. Flett (AF), Miss. A. Daffey (AD) Deputy Head and Revd. G. Bowkett (GB) Associate Member.

2. Declaration of Pecuniary Interests

No interests reported.

3. Headteacher's Report on Restructuring

Confidential Agenda Item – Separate Confidential Minutes

4. Minutes of Full Governing Body Meeting held 30th November 2016.

The minutes of this meeting were approved and signed by CC, proposed by PD and seconded by SM.

5. Matters arising

- (i) Under Administration 6, final version policies were received and uploaded to the school website with exception of Health and Safety Policy.
Action: AG will forward updated Health and Safety Policy to the Clerk.
- (ii) Under Administration 7(i), New Governor application completed for BW and CWA updated to reflect this
- (iii) Under Strategic Direction 1, The school have organised some fundraising events which have raised £300 toward a defibrillator and in

response to an advert in the village church a donation of £50 was received from a member of the local community. The DfE funding method is being considered whereby if more schools sign up the cost reduces, with current quotes approximately £500.

Q: Will there be maintenance costs?

A: AG – Is unaware of any cost implications.

Action: SM will approach the Café on the Green to ask if they can display a fundraising tin.

(iv) Under Strategic Direction 6, AF to conduct audit of school website

Action: Defer Audit of School Website to Resources (AF)

(v) Under Strategic Direction 7, Hampshire Governor Services Quality of Service Questionnaire has been completed

6. Google Policy Document

CC explained the Google Policy Document is available on the website under Governor Zone for all Governors to update. It highlights where the policy is for review, by which committee and whether it needs full FGB approval. Those policies highlighted green are not due for review, amber coming up for review and red overdue. CC will update colours two weeks prior to the committee meetings.

7. Governing Body Membership

SM agreed to Buddy NP. NP has induction training 11 February 2017
BW did not require a Buddy as she currently works in a school and has previous experience of being a Governor. BW and NP signed the Governor Code of Conduct. BW will complete the Pecuniary Interest Form.

Action: BW to complete Pecuniary Interest Form

FL is awaiting a login from Governor Services and once received will complete the Skills Audit with the new Governors.

TB term of office expires 29/03/2017. It was agreed that the Parent Governor Election process will start after half term and it was suggested that the forthcoming election was mentioned in the school newsletter.

Action: AG to ensure Parent Governor Election announcement in Newsletter

8.05pm PD left the meeting

Strategic Direction

1. Forest School update

FL – FL conducted a Governor visit to Forest School to observe Year 6. Her report explained that on initial observation it appeared unstructured, however on spending time watching she could see the valuable skills the children are using/learning and how safety aware they were. The enthusiasm and motivation was very interesting to watch. FL is hoping to volunteer some time to Forest School work schedule allowing.

Report from Rebecca Prior (Forest school leader) was distributed by AG.

AG – AG has spent time at Forest School and commented on how pupils are getting past learning barriers they may experience in the classroom, showing resilience, self-confidence and problem solving skills. Rebecca (Forest School leader) would like to continue with Forest School and the landowners are happy for this to happen.

Q: How is Forest School currently funded?

A: AG – Currently parental donations. Future financing options are being investigated.

Q: Does this free up staff time for the children being offsite with Forest School?

A: AG – No, as only half the class are involved at one time, however it does allow for closer work with the remaining half a class.

Q: How much are future potential costs if not funded by parents?

A: AG – would need to work on figures and assess the value of continuing.

Further discussion questioned whether 'Friends' could be approached for funding and if the Forest School 'work' could be introduced into the School day perhaps at playtimes.

There have been very positive communications from the local community and parents.

2. Governors Newsletter

It was agreed FL's report as Link Governor will feature in the Newsletter along with a farewell summary from TB in his capacity as Parent Governor. Additionally, CC will draft some content to be included regarding school funding and an explanation of school finances.

Action: TB to draft 'Farewell Summary' and forward to CC

Action: CC to draft Newsletter for next FGB

3. Engaging Stakeholders

Staff and Pupil Questionnaires

AG will put together questionnaires for Staff, Pupil and Parents and send to Governors for the consideration. The Pupils questionnaires will be formatted based on the questionnaires used by Ofsted, and will be completed with the assistance of their teachers. If any areas are cause for concern the staff will investigate. The parents questionnaire will be emailed after parents evening via surveymonkey which allows for anonymity. The Governors will have sample questions and discuss the forthcoming questionnaire with parents at the upcoming Parents Evenings. AG to draft up a proposed questionnaire to be sent to staff at the same time as the parent's questionnaire.

Action: AG to organise Staff and Pupil Questionnaires for next FGB

Governor/Staff Tea Party

AG advised the event had been very well received by staff and two thank you notes had been received. A parent governor expressed concern that it was a difficult time, just before the carol concert for parent governors to attend. It was agreed it should be repeated.

Parents Evenings

It was agreed to have informal conversations with parents rather than a theme including discussing the Questionnaires.

Action: All Governors to email CC their availability to allow for a rota of ¾ hour slots

Post meeting Note: LB has offered to coordinate Governor involvement in parents evening therefore governors to contact LB with their availability.

4. Schools Financial Value Standard Self-Assessment

TB will complete the assessment and forward to Clerk for distribution with Agenda for next FGB 22th March 2017

Action: TB to forward completed SFVS to Clerk by 15th March 2017

5. Changes to Funding Formula

AG advised that Hampshire is expected to drop the budget allocation by £9,300.00 in 2017/18. In 2018/19 the school will be funded directly from central government using the proposed new national funding formula (out for consultation at present). This shows the Lump sum of the budget being cut from £175,000 to £110,000. There is an increase in the 'per child' rate supposedly to compensate but it still leaves the school budget approximately £52,000 worse off. Governors were encouraged to look at the emails from Felicity Roe, attend briefings by Hampshire (details of both circulated by

clerk), and use the government on line consultation to express their thoughts on the subject. The closing date for the consultation is the 22nd March 2017. AG has already submitted his views and CC will also submit hers as Chair.

Monitoring and Progress

1. Committee Reports

Learning Committee

The minutes of the meeting of 18th January 2017 had been circulated and were summarised by LB.

Rebecca Haskins was happy with the way children had settled in to reception this year and as the system is working so the same arrangements will continue next year.

New FFT external data received which was considered. It highlighted the need to ensure the vulnerable and disadvantaged children are monitored as a group to check their progress and looked at reasons why progress not be being made. AG noted that one SEN child who had arrived at the school late had made good progress but they had not been at the school long enough for him to make the progress necessary to achieve Age Related Expectations. AG advised that all reception children will be screened for indicators of dyslexia and others from the school community as and where a question arises regarding possible barriers to learning.

Regarding the in year tracking of pupil progress, there has been a problem in Hampshire with the way Target Tracker works with the Hampshire statements. However, NFER testing can be relied on at present to give a clear indication of progress and attainment at the end of year compared to a national sample.

It was proposed to give Link Governors a direct focus from the SIP to evaluate and assessment for learning (2.1)and subject leadership development (1.1) were suggested.

The new SEF format has been agreed and is in the early stages of development. The document will be concise and succinct highlighting strengths and areas of development, additionally, providing evidence of the strengths.

Two policies, Policy for Staff Acceptable use of ICT and Model Fitness and Suitability for Work circulated before the meeting were not ratified by the FGB and will need to be agreed at the next FGB.

Action: Clerk to add Policy for Staff Acceptable Use of ICT and Model Fitness and Suitability for Work to the FGB Agenda 22nd March 2017 for ratification

Resources Committee

The minutes of the meeting of 16th January 2017 had been previously circulated and summarised by CC.

James White has pulled out of the Squash Court development. Hampshire Squash Club are advertising for interested parties on their website.

The new Squash coach is pleased with the children's ability and is keen to enter them for competitions.

AG reported Children's Services Health and Safety Officer has assessed whether a keypad is needed for the front gate and decided it is not necessary as the back of the school cannot be accessed without walking past the front of the school.

Q: Should a Risk Assessment be done for the front gate?

A: AG will do a Risk Assessment

JL audit against the Offsite Visits Policy identified a range of issues that AG is dealing with.

A review of the spending against the budget plan was discussed.

The cost implications of SIP 2016/7 were discussed highlighting key spend in twilight training, training on the new maths system, Numicon, Science Inset day and English moderation and training. The cluster schools are sharing costs of several areas of training which the school could not afford on its own.

Governors felt the information from the Benchmarking website was not as informative as previous years and some comparisons difficult to interpret. Census funding was reviewed and AG was reasonably confident that a full PAN intake of Year R would be achieved in September. Numbers to be confirmed in April.

Premises Management Document and Best Value Statement were approved.

To ensure Resources Committee meetings are quorate the new Parent Governor who replaces TB will be encouraged to join the Resources Committee.

2. Reports from Governors with Specific responsibilities

Link Governors

It was suggested that the Governors will concentrate on assessment for learning and subject leadership development when completing Governor visits this term.

English - LB was inspired by the inset materials which had been used for a twilight training on reading led by a member of the HIAS team, and will be interested to see how this is taken by staff.

Maths – PD to meet with AG on the 3.02.17.

Science & PE – AF to arrange a meeting with his subject leader.

History & Geography – FL to arrange a second visit in the Summer Term.

Health and Safety -TB will liaise with AG to complete Health and Safety audit.

Action: TB to complete Health and Safety Audit

Safeguarding – SM had nothing to report

Training and Development – FL is attending Training and Development training 9th May. FL is awaiting her login from Governor Services and will then address induction, skills audit and Governor training. Governor reports from training attended – CC has attended basic finance in schools. LB attended Understanding Data – This is the second time LB has attended this course. This time it was much better as the content had been revised and updated.

PE – Staff from Perins come into school once a week for staff development with children. AG advised staff are taking part in gymnastic training to enable them to lead Gym training. Additionally, walkie talkies have been purchased for when children and staff are offsite as there is no mobile phone reception.

Governor Forum – NP asked to attend the Forum meeting on behalf of the GB on either 6th February at Foxhills or 25th March at Hampshire Professional Centre Winchester.

Action: NP to check Governor Forum dates and times on Governor Services website and decide which he would like to attend

SEN – JL requested AG to provide report of Sarah Keil (HIAS SEN adviser) visit. AG will send copies of report to all Governors.

Action: AG to send Governors SEN visit report

3. Correspondence (previously forwarded to all Governors unless otherwise specified.)

Hampshire Governor Services – Governor Training – Acting for the GB on Employment Matters

Hampshire Governor Services – Spring Term Newsletter

Hampshire Governor Services Training and Development Programme 2017/8

4. A.O.B

CC has signed approval for school hall to be used as licenced premises and for gambling for a fundraising event being run by the Village Hall committee.

5. Items for next Agenda

LLP report by Ross Irving (December 2016) to be discussed.

Summer Term: Governor Body Impact Statement

6. Next FGB Meeting

22nd March 2017 7pm. JL send his apologies as out of the country

Meeting closed 9.10pm

Signed.....
Chair of Governors

Date.....