

FULL GOVERNING BODY MEETING**Meeting no 2 held at the school on Wednesday 11th November 2015 at 5:30pm**

Present:

Ms. K. Knudsen (Chair)	Ms. L. Dominey
Mr. S. France (Head teacher)	Mr. N. Burton
Ms. A. Foster	Mr. D. Dorrell
Ms. N. Carswell	Mr. M. Tomlinson
Ms. M. Sammons	Ms. D. Cobden

In attendance: **Mr. D Ryder (Clerk)**

The meeting commenced at 5:40

No.	Description	Responsibility	Status
6.2 (14/15)	Make amendments to the Financial Policy	AB/DR	Ongoing
1.1	Place a copy of the list of purchased services on the governors shared drive.	SF/DR	Completed
1.2	Publish governor details, register of business interests and meeting attendance record on school website.	DR/LD	Completed
2.1	Implement hall hire 3rd party safeguarding assurance.	KK/NB	New

1. Welcome, Apologies and Vacancies

Mr. Dorrell assumed the role of chair at the start of the meeting as Ms. Knudsen was delayed.

Mr. Dorrell welcomed the governors to the meeting and it was noted that the school has one vacancy for a co-opted governor.

Apologies were received from Mr. Bush, and Mr. Haynes and were accepted by the committee.

2. Declaration of Business Interests

Mr. Dorrell asked governors if they had any changes to their Business Interests Form and there were none.

3. Minutes of previous meeting, matters arising and actions

The minutes of the FGB held on September 16th 2015 were agreed.

4. Committee Chair ReportsPPC

Ms. Carswell gave a report on the work of the PPC committee –

- Work on the new website is under way and it is getting good feedback from staff. It was agreed that although the website is for a primary school the content needs to be mainly aimed at an adult audience, but should have some areas suitable for the children.

Curriculum

Ms. Cobden gave a report on the work of the Curriculum committee –

- Maths is not included in the School Improvement Plan for the first time in many years. This is due to the fine work done by Ms. Dominey & Ms. Foster which has raised the standard of Maths teaching and attainment, and the governors expressed their thanks for this.
- New DoE guidance about assessment has caused some uncertainty, for example there is confusion over the definition of “Mastery”.
- Issues raised in the Ofsted report are being considered.
- It was noted that the provision of PE was working very well.

(Ms. Knudsen arrived at this point and assumed the role of chair)

PFM

As Mr. Bush was unable to attend, Mr. France gave a report for the PFM committee.

- The H&S inspection has taken place but the formal report is outstanding.
- The Disability Access Plan is currently being drafted.
- The committee is waiting for a response from DCC Building Control before some of the premises issues can be tackled.
- Some capital money is available for improvements. If about £30,000 is used then this would mean that the school should still be in surplus in 3 years time.
- The carry forward of voluntary funds is fairly static.
- No marketing is necessary at the moment as the school is full and the website is providing any needed information.

5. Headteacher’s Report

Mr. France had circulated the November 2015 Headteacher’s report prior to the meeting and a copy is filed with these minutes. The following points were made as the main sections were discussed –

Pyramid and Academy developments

Mr. France mentioned that the FGB needs to have a view on Academy status as Lytchett Minster School is seriously considering becoming an Academy. There could be advantages in joining with Lytchett Minster and others to form a Multi Academy Trust (MAT) however there are potential pitfalls as well. It would be difficult to organise, and not every school would necessarily be represented on the board of directors. There could also be an assumption that the needs and wishes of the secondary school(s) in the MAT would take precedence over the primary school(s) which would be unwise and not in the best interests of Lytchett Matravers School. Mr. France recommended that the school gets fully involved in the discussions around the formation of a MAT, however doesn’t commit to participating until a lot more information is available on such matters as the role of the lead school in the MAT and the financial state of the other schools. Only then would the school and the FGB be able to make a judgement on whether joining a MAT would be in the interests of the school and the children.

A proposal was made that the FGB should take the position that they would not commit to joining a local MAT until more information is available, however it would not be ruled out in the long term. A vote was taken and this position was adopted unanimously.

Safeguarding

Safeguarding issues continue to increase and Social Services are involved with several cases. The school’s new Pastoral Officer, Ms. MacGrail is making a very positive contribution

Personnel

All the new teachers and teaching assistants have all made a good start this year. One member of staff is due go on maternity leave in January and steps are in place to provide high quality cover.

Performance Management

All staff are being monitored against their performance management objectives and evidence files are in place.

Site Management

All major site improvement projects have been completed. Further work is required on the drainage problem that has caused flooding lately.

Events

The school maintains a full program of events for all ages across the school.

6. Review current year's financial position and forecast

Mr. Bush had made the October 2015 financial monitoring report available prior to the meeting, and a copy is filed with these minutes. Mr. France discussed the report and it was noted that teaching costs had been less than expected and the budget projection looked very good for the year end.

A discussion took place around the amount the school could spend on refurbishment projects. Mr. Bush and Ms. Palmer had made recommendations based on the expected carry forward at the end of October. Mr. Bush had originally felt that a £75,000 spend would leave a sufficient contingency, however Ms. Palmer noted that some of the under-spend is part of the Universal Free School Meals grant and therefore ring-fenced. So spending £75,000 could leave the budget in deficit in three years and she recommended a spend of between £30,000 - £40,000. It was proposed that £30,000 be allocated to spend on capital projects on the school's building projects plan, and this was unanimously agreed.

7. Hall hire & 3rd party safeguarding assurance

Ms. Knudsen informed the meeting that Dorset County had informed her that any 3rd party that hires school premises for children's activities should have child protection training, policies and procedures in place and that the FGB are responsible for ensuring this is the case. A discussion took place around how this could best be implemented. The lettings contract will need to be amended to include a requirement for lessees to prove that they have the necessary training and documentation. The school currently lets the hall to 8 organisations that provide events for children and this will potentially have a major impact on them, however it was stressed that the welfare of the children must come before any financial considerations or inconvenience to lessees. It was also noted that parents probably assume that events that take place on school premises are covered by the school's own safeguarding procedures, however this isn't the case.

(Mr. Tomlinson left the meeting at 7:15)

It was finally decided that the following steps to implementation would be taken –

1. Ms. Knudsen will contact all lessees who hold events for children of the requirement to provide evidence of level 3 child protection training for an adult overseeing any event for children along with safeguarding policies by December 31st 2015.
2. Any lessee who is able to comply by December 31st will have their contract kept open.
3. Any lessee who is unwilling to comply will have their contract terminated on December 31st.
4. Any lessee who wishes to comply but is unable to do so by December 31st 2015 will have their contract suspended and will be given until February 12th to provide evidence of compliance. Until

such time as the lessee provides the evidence they will not be able to use the school premises. However no charge will be made for the missed lettings and any lettings agreed for dates after February 12th will be held open so that the lessee can resume their original schedule of events as soon as compliance is achieved.

5. If a lessee is unable to obtain compliance by February 12th, the contract will be cancelled and any dates that had been scheduled for events will become available for other organisations to book.

Action 2.1: Ms. Knudsen & Mr. Burton to implement hall hire 3rd party safeguarding assurance.

8. Chair's correspondence

There was none

9. Items for next agenda

None other than the usual standing items.

The meeting ended at 7:30 pm.

Future Meeting Dates

PPC Meeting no.2	Mon 30 Nov 2015	17:00
Curriculum Meeting no.2	Wed 2 Dec 2015	09:00
PFM Meeting no.2	Thu 10 Dec 2015	17:30
FGB Meeting no.3	Wed 13 Jan 2016	17:30
FGB Meeting no.4	Wed 9 Mar 2016	17:30
PPC Meeting no.3	Mon 14 Mar 2016	17:00
Curriculum Meeting no.3	Wed 23 Mar 2016	09:00
PFM Meeting no.3	Thu 28 Apr 2016	17:30
FGB Meeting no.5	Wed 4 May 2016	17:30
PPC Meeting no.4	Mon 13 Jun 2016	17:00
Curriculum Meeting no.4	Wed 22 Jun 2016	09:00
PFM Meeting no.4	Thu 30 Jun 2016	17:30
FGB Meeting no.6	Wed 6 Jul 2016	17:30