

FULL GOVERNING BODY MEETING**Meeting no 3 held at the school on Wednesday 13th January 2016 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	
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
2.1	Implement hall hire 3rd party safeguarding assurance.	KK/NB	Completed
3.1	Amend lettings policy to reflect requirement for level 3 safeguarding provision.	DR	New

1. Welcome, Apologies and Vacancies

Mr. Dorrell assumed the role of chair at the start of the meeting and welcomed the governors.

Apologies were received from Mr. Bush, and Mr. Tomlinson 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 November 11th 2015 were agreed and signed.

4. Pay Committee Report

Mr. France left the room at this point. Ms. Sammons reminded the body that discussions about Headteachers' pay are confidential and that pay decisions are delegated to the pay committee. The pay committee met twice in December last year to consider the recommendation from the appraisal panel. All current documentation around schoolteachers pay and conditions was consulted and advice sought from DCC prior to a decision about a pay award being made.

5. Progress of the Headteacher's PM Objectives

Ms. Cobden reported that the Headteacher's performance appraisal had taken place as required. Challenging new objectives that are linked to the School Development Plan have been set which will be reviewed in the summer term. Mr. France then re-joined the meeting.

6. Long Term (3yr) Financial Plans

Mr. France discussed the long term financial position as Mr. Bush was unable to attend the meeting. He mentioned that no budget figures for next year are available yet and the opinion at the School's Forum is that budgets will be flat at best which may result in pressures from inflation. Therefore all the schools in the forum are exercising financial prudence and trying to maintain some reserves.

7. SEP Visit 1 Report

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

The SEP Visit 1 report (September 2015) had been circulated prior to the meeting and a copy is filed with these minutes. Mr. France invited any questions about the report. It was noted that the report was overwhelmingly positive, however the school was challenged over the average spelling results for KS2. Mr. France mentioned that the school has done a great deal to enhance the teaching of spelling. The teaching of phonics at KS1 is strong, however children who find phonics hard to grasp at KS1 can struggle at KS2. Also some children who come into the school at KS2 sometimes have poor phonics. However the school has a process in place to help the children who struggle with phonics. The school was also challenged on the average attendance record and Mr. France highlighted that the figure has been affected by children who have long-term medical conditions.

It was noted that SEP, Deborah Zachary, stated in the report that *"The data does not support the Ofsted criticism that middle ability pupils receive work that is too hard for them"* and that *"The data does not support the Ofsted action point about middle ability pupils, who have done extremely well"*.

At this point in the meeting, the body discussed the action point 2.1 (Implement hall hire 3rd party safeguarding assurance) from the previous meeting as Ms. Knudsen had now joined the meeting. Ms. Knudsen reported that of the 8 school premises hirers who provide events for children, 3 are currently compliant with the revised requirements re. Safeguarding. Some hires had queries whether level 3 safeguarding was necessary for activities that were taking place during the school day as there would be staff members on hand, especially as no such requirement is needed for peripatetic teachers who visit the school. However it was noted that the peripatetic teachers work within the school premises where there are teachers present, however some of the other activities take place at lunchtime on the school field where there are no teachers around, therefore level 3 safeguarding is required. In instances where 2 individual hirers always work together as a team, it was agreed that only one needed to have the certification. It was noted that level 3 safeguarding certification can be obtained by completing a 2 day course which costs around £50. Also model safeguarding policies are available online. The school has also made a concession on the deadline for training, amending it from February 12th to February 21st. It has also been agreed to let hires who have a policy in place combined with either completed training, or confirmation of booked training by February 21st to continue their activities until February 12th. Anyone non-compliant after February 21st would have their hire suspended until compliant.

In light of the above, it was agreed that what the school is requiring from hirers isn't too onerous. The school will continue to require evidence of level 3 safeguarding certification for a responsible adult in charge of any event being held in premises hired from the school for children's activities, along with a copy of an appropriate safeguarding policy. The lettings policy will be updated to reflect this.

Concern was also expressed that DCC had sent out mixed messages regarding the requirement for level 3 safeguarding. The school had been advised that level 3 was recommended and therefore would be regarded

as best practice, however when hirers had discussed this directly with Angela Burr at DCC they had been told that level 2 was sufficient. This had been very unhelpful to the school and the hirers as it created uncertainty and confusion that had been avoidable.

Action 3.1: - Mr. Ryder to amend lettings policy to reflect requirement for level 3 safeguarding provision.

8. Parent Governor elections – information session

A parent governor election is due to be held in March, and Ms. Knudsen suggested that a 30 minute drop-in session could be held for parents to see what being a parent governor involves. It would also help any potential candidates to understand what the commitment and obligations are of the role. The body agreed with this would be a helpful initiative, and it was agreed that sessions would be held at the 2 parent evenings scheduled for February 10th and 11th.

9. Parent Survey format

Ms. Carswell had circulated a draft of this year's survey and invitation letter prior to the meeting, and copies are filed with these minutes. She mentioned that the draft has been kept basically the same as in previous years so that any significant trends over time would become apparent. Mr Haynes mentioned that he'd investigated the possibility of enabling the survey to be completed online. The typical cost would be about £75 per month or £200 per year and the body felt that this was too expensive when considering the numbers of responses the survey was likely to get. Therefore it was agreed that the survey would again be on paper, with coloured paper being used to deter duplication of response.

10. Chair's correspondence

Ms. Knudsen had received the following –

- A letter from School Leadership Systems offering governors the chance to attend an “Effective Governance Best Practice Workshop” at which the Governors Virtual Office system will be demonstrated.
- A letter from a parent regarding a near miss traffic incident. The parent requested that more be done to enhance safety around the school entrance. Ms. Knudsen said that she would write back to the parent and that there would be more reminders about drivers taking care while in the car-park. It was also mentioned that parents could write to the council or contact the police with any concerns.

At this point, a further discussion took place around the issue of local schools moving towards academy status. Mr. France mentioned that the secondary schools are eager to push ahead, and some primaries want to as well. Mr. France has stressed that LMPS will be fully involved in the discussions locally and offer its expertise, even though academy status isn't considered to be in the best interests of the school at present. The body discussed the possibility of getting someone to visit the school to give advice to the FGB, but the problem would be who to invite, as most possible advisors probably have strong views one way or the other. Mr. France also expressed his concern that the issue isn't being considered carefully enough locally, and a hasty decision could be made. However the caution shown by LMPS has caused other schools to consider the issue more thoroughly.

11. Items for next agenda

None other than the usual standing items.

The meeting ended at 7:20 pm.

Future Meeting Dates

Curriculum Meeting no.2	Wed 20 Jan 2016	09:00 (amended)
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