

FULL GOVERNING BODY MEETING**Meeting no 5 held at the school on Wednesday 4th May 2016 at 5:30pm**

Present:

| | |
|-------------------------------------|-----------------------|
| Ms. K. Knudsen (Chair) | Ms. L. Dominey |
| Mr. S. France (Head teacher) | Mr. N. Burton |
| Ms. N. Carswell | Ms. D. Cobden |
| Ms. M. Sammons | Mr. A. Bush |
| Ms. R. Thynne | Mr. Alex More |

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

The meeting commenced at 5:30

| No. | Description | Responsibility | Status |
|------------|---|-----------------------|---------------|
| 4.1 | Investigate how to organise closing the school gates during busy times. | KK/FGB | Completed |
| 5.1 | Investigate how much it would cost to employ a gate operator. | SF | New |
| 5.2 | Arrange for a children's questionnaire to be completed. | SF/LD/AM | New |
| 5.3 | Collate responses from the governor skills audit. | DR | New |

1. Welcome, Apologies and Vacancies

Ms. Knudsen welcomed the governors to the meeting. Mrs. Thynne and Mr. More were welcomed to their first FGB meeting as newly elected parent governors. Apologies were received from Ms. Foster and were accepted by the committee. It was noted that the school has one co-opted governor vacancy.

2. Declaration of Business Interests

Ms. Knudsen 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 March 9th 2016 were agreed and signed.

Note on action 4.1 – A further discussion took place around the issue of the school gates being closed during the times when the grounds are busiest with pedestrians. Mr. France stated that he felt the best option was to keep the gates shut at these times. Although this does create occasional inconvenience when delivery vehicles arrive, this is a small problem, and delivery drivers are already starting to re-schedule their arrival times to suit. Ms. Thynne mentioned that this is the usual practice at other schools in the area. It was also noted that parents seem to be happy that the gates are now being shut. However it was also agreed that the gate shut times could be reviewed and possibly shortened. Larger signs showing the gate shut times were also suggested.

However some residents have complained that shutting the gates has led to increased parking problems near the school. There is also an issue over who will shut and re-open them. The job is currently being done by volunteer parents, however this is not an ideal long-term solution. It was agreed that the role should really be carried out by a member of staff but nobody is available at the moment. If extra hours were given to support staff, this would cause extra costs for school. The FGB agreed unanimously that the school gates should continue to be closed at the currently stated times, and Mr. France agreed to investigate how much it would cost to employ a gate operator.

Action 5.1: Mr. France to investigate how much it would cost to employ a gate operator.

Mr. Burton mentioned that he had been investigating the possibility of installing barriers to keep pedestrians and cars apart in the school grounds and indicative costs seem to be about £6,000. Mr. France also mentioned that the Pre-School has indicated that they would be prepared to contribute towards the cost. This matter is currently being dealt with by the PFM committee.

4. Report on SEND Provision from Headteacher and SEND Link Governor

The ‘SEND Governor Update – March 2016’ and ‘SEND Maintenance Action Plan’ had been circulated prior to the meeting and copies are filed with these minutes. Ms. Sammons discussed each section of the report, and in particular the section called ‘Road Blocks’. Mr. France discussed the issues raised. For example the school receives limited engagement from some outside agencies as they are now all under resourced. Comments and questions from the governors were invited.

Mr. France also mentioned that Ms. Kate McGrail has been a great help and the school could not have managed its SEND responsibilities without her. It was also noted that there is an ongoing need for extra SEND training for staff.

The governors also discussed the action plan. Ms. Sammons mentioned that Ms. Helm had managed SEND very well and she thanked her for all she had done.

5. Safeguarding Review

Mr. France had circulated the DCC Dorset Safeguarding Children Board 2015/16 safeguarding audit prior to the meeting and a copy is filed with these minutes. The audit was discussed and Mr. France mentioned that the report indicates that all the necessary safeguarding provisions are in place. Under most headings the school is rated as outstanding and the school is very thorough in its record keeping. It was also noted however that it is has been difficult to get parents to attend E-Safety training sessions, but the school does have some ideas to improve on this next year. Comments and questions from the governors were invited, and the matter of a children’s questionnaire was raised. It was noted that one should be carried out every 2 years. Mr. France and Ms. Dominey agreed to arrange for one to be produced. Different options were discussed. Mr. More suggested that one option could be to use an online Google Drive / Google Forms arrangement which would allow children to complete the questionnaire and also ensure that just one reply was received from each child. It was agreed that this would be a suitable method.

Action 5.2: Mr. France, Ms. Dominey and Mr. More to arrange for a children’s questionnaire.

6. Review Purchase of Services

Mr. Bush mentioned that these had been reviewed by the PFM committee and the FGB agreed to delegate approval to the PFM committee.

7. Approve Budget for 2016/2017 Financial Year

Mr. Bush had circulated the recommended 2016/17 budget prior to the meeting and a copy is filed with these minutes. It was noted that the school pupil numbers are at capacity. Mr. Bush also noted that although it was hard to predict what percentage of the overall budget will be spent on staff costs, the figure used of 83% is probably a good assumption. It was also noted that the school has saved huge amounts on energy costs due to various energy saving schemes that have been implemented. Comments and questions from the governors on the budget were invited.

Mr. Bush proposed that the draft budget be accepted and this was agreed unanimously by the FGB.

8. Governor Skills Audit

Mr. Dorrell had created a new skills audit for governors to complete. Each governor has been sent a copy and Ms. Knudsen asked that they be completed and returned to Mr. Ryder as soon as possible. Mr. Ryder will then collate the results.

Action 5.3: Mr. Ryder to collate responses from the governor skills audit.

9. Committee Membership

Mr. More and Ms. Thynne were invited to attend any committee meetings they wished during the rest of the school year in order to give them an understanding of the workings of the committees and decide which one they would like to be on next year. This would then be discussed at the next FGB meeting on July 6th.

10. Chair's correspondence

There were none.

11. Items for next agenda

2016/17 committee membership.

The meeting ended at 6:45 pm.

Future Meeting Dates

| | | |
|-------------------------|-----------------------|--------------|
| 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 |