

**FULL GOVERNING BODY MEETING****Meeting no 2 held at the school on Wednesday 15<sup>th</sup> November 2017 at 5:30pm**

**Present:**

<b>Ms. K. Knudsen (Chair)</b>	<b>Mr. A More</b>
<b>Mr. S. France (Head teacher)</b>	<b>Ms. D. Cobden</b>
<b>Ms. R. Thynne</b>	<b>Mr. N. Burton</b>
<b>Mr. D. Dorrell</b>	<b>Mr. D. Newman</b>
<b>Ms. A. Foster</b>	<b>Ms. J. Murray</b>
<b>Mr. A. Bush</b>	<b>Ms. M. Sammons</b>

**In attendance:** Ms L. Dominey

The meeting commenced at 5:35

<b>No.</b>	<b>Description</b>	<b>Responsibility</b>	<b>Status</b>
6.1	Re-issue the Financial Policy with reference to the correct issue of the Teacher Pay policy.	DR/SF	Ongoing (see discussion below)
6.2	Re-issue revised Teacher Pay Policy.	DR	Ongoing (see discussion below)
2.1	Amend the Administering of Medicines Policy and email to the Governing Body for approval.	SF	New
2.2	Write a letter for all parents informing them of the change and the implementation date.	KK	New
2.3	Contact contractors and arrange dates for completion of the works.	NB	New
2.4	Prepare the papers required to progress the application for MAT	SF	New

**1. Welcome, Apologies and Vacancies**

The Clerk welcomed the governors to the meeting. Apologies were received from Mr. D. Ryder and were accepted by the committee. Mr. D. Newman was welcomed to the Governing Body as a newly elected parent governor. It was noted that the school has one co-opted governor vacancy.

Due to Mr. Ryder being unable to attend the meeting, Ms. Knudsen was nominated and elected as temporary clerk.

Ms. Knudsen also informed the committee that Mr. Dorrell's term of office as the Local Authority governor is due to end on November 13th. Mr. Dorrell has kindly volunteered to serve another term of office and the Local Authority have approved this. Ms. Knudsen proposed that the FGB should approve his application and this was unanimously agreed.

## 2. Declaration of business interests

Ms. Knudsen asked the governors if they had any changes to their Business Interests Form and there were none. Mr. Newman declared to the FGB that he attends Governing Body meetings at Poole High where he works.

## 3. Minutes of previous meeting, matters arising and actions

The minutes of the FGB meeting held on September 13<sup>th</sup> were agreed and signed by the Chair.

*Discussion on 6.1 and 6.2* – Mr. France reported these policies are now with Mr. Ryder awaiting uploading to Dropbox. There were no other matters arising.

## 4. Committee Chair reports

### Curriculum

A report has been placed on the governors' shared drive ahead of today's meeting. Ms. Sammons highlighted an agreed change in the workings of this committee which will now be of a more strategic nature. Governors with a Curriculum Link Governor role were reminded of their role:

- Link Governor for Mathematics is Ms. Cobden.
- Link Governor for Assessment is Ms. Knudsen
- Link Governor for Literacy is Mr. Moore
- Link Governor for Science is Mr. Dorrell.

### PPC

The Parents, Personnel and Community Committee has met and have a number of policies due renewal still at the start of this academic year. These have all been allocated to Governors to complete. Two main areas of focus have been identified for 2017-18 which is to complete another parent survey, and to ensure continued effective staff performance management.

### PFM

The Premises, Finance and Marketing Committee has also met and set their priorities for the year. An immediate priority for this committee was to conduct an analysis of the financial implications of joining the Hamwic Multi Academy Trust. The results of this analysis will be discussed in detail during this meeting.

## 5. Headteacher's report

The Headteacher's report has been placed on the governors' shared drive ahead of today's meeting. There is a focus on issues related to a possible conversion to Academy status and joining the Hamwic Trust. This will be discussed in further detail under agenda item 8.

Safeguarding has also been taking a significant amount of time as the school prepares for the annual safeguarding audit. Staff are now using an online service called 'My Concern' where they can raise concerns about pupils. Any entries come to the Headteacher and Deputy Headteacher as an email. This generates a significant number of emails for Mr. France and Mrs. Foster to check as at present they are choosing to be notified by the system every time a concern is logged.

Once again we are experiencing an unsettled period with regards to staffing as there is a national trend of teachers choosing to leave the profession. Recruiting to TA roles is also proving difficult and the school are exploring different strategies. All staff have had their performance management meetings and been set appropriate targets.

Administering medicines to pupils have recently raised some challenges with regards to pupils with life-long conditions within the school. Some of the issues are particularly related to the use of needles and ensuring all pupils and staff alike are safeguarded from potential needle stick injuries. A discussion took place and it was proposed to amend the school's Administering of Medicines policy to have a paragraph specific to possible needle stick injuries and the school requesting the use of safety needles for injections undertaken at school.

**Action 2.1:** Mr France to amend the Administering of Medicines Policy and email to the Governing Body for approval.

Pupil attendance remains an issue, particularly in relation to parents taking their children out of school to go on holiday. This was pointed out during a recent visit from the Local Authority and it was asked why LMPS has not implemented the option to fine parents for this practice.

A discussion was had during which several challenges were made regarding whether implementing such practice would help improve our attendance rates. Mr. France informed the Governing Body that our attendance is presently below the national average and attendance statistics are available in evidence of this. Whilst it was recognised that some parents may still choose to take their children out of school despite the additional cost of a fine it was also pointed out that schools near us have already implemented the option to fine.

The Governing Body requested baseline statistics of current absences related to unauthorised absences. A proposal was made to start implementing the fine for unauthorised holiday absences at the start of the next financial year commencing 06.04.18. The Chair conducted a vote where 10 governors voted in favour of the proposal, 1 governor abstained and none voted against.

**Action 2.2:** Chair of Governors to write a letter for all parents informing them of the change and the implementation date.

Site management is becoming more challenging, particularly due to the fence at the rear of the property not being fit for purpose. There is a run of 100 yards in need of repair to ensure full site safety. Due diligence has been carried out by the PFM committee and quotes have been obtained in line with school policies. The cost of the proposed fence is £10,000. It was proposed to go ahead with the works required. The Chair held a vote on the proposal where 10 governors voted in favour, 1 governor abstained and there were no votes against the proposal.

**Action 2.3:** Mr Burton to contact contractors and arrange dates for completion of the works.

## **6. Review current year's financial position and forecast**

Mr. Bush reported to the meeting that the school budget remains on track. There is a projected carry forward into the next financial year of £103k.

## **7. Performance Data**

There is presently nothing to report as this is all with the School Improvement Partner Ms. Zachary.

## **8. MAT update**

A detailed discussion was held regarding the pro's and con's of seeking Academy status and joining the Hamwic Trust. Mr. Bush informed the Governing Body that LMPS as a school presently has an annual spend of £44k on services bought through the Local Authority (LA). The cost of these services via the Hamwic Trust is 5.5% of the budget which amounts to approximately the same. The need for finance training was identified. It was felt that some of the services offered through Hamwic Trust would be better than those received from the LA at present, an example given was HR as well as school improvement services. Mr. Newman challenged the Governing Body regarding why it was looking at joining a MAT. Mr. France replied

there seems to be a pattern within Dorset where schools are being instructed to become part of a MAT, LMPS would like to make its own decisions of when and whom to join. LMPS has looked at different MAT groups, the final two being Ocean Academy Trust and Hamwic Trust. A decision had been made to investigate the Hamwic Trust in even more detail and they were found to have better services available as well as allowing a higher level of autonomy once within the trust. Hamwic also allows a greater level of autonomy when making decisions around educational directions.

A number of Governors have contacted schools in the local area who are members of the Hamwic Trust already. The overall feedback has been very positive including reports of good internal support school to school when required. Mr. Bush has spoken to finance officers and placed a report on the governors' shared drive ahead of this meeting.

Mr. Moore challenged the meeting with regards to the school presently buying in services from Ms. Zachary to ensure it continues to challenge itself. Mr. Moore felt this could be achieved without having to join a MAT. Ms. Cobden asked Mr. France if any disadvantages to joining had been identified, Mr. France replied there had been none identified at this stage. Ms. Sammons stated she concurred with some of the previously listed observations regarding the lack of educational support services. Mr. Dorrell stated he felt within the primary setting the status quo was no longer an option and LMPS needs strong support from somewhere new. He also asked Mr. France his recommendation to the Governing Body to which he replied he presently cannot identify another viable option. Ms. Sammons expressed she felt the Headteacher had explained the proposed benefits well. Ms. Cobden reported she had visited one of the local schools part of the Hamwic Trust already and was very impressed with the teaching and learning environment. Ms. Thynne expressed her observations regarding schools having been able to keep their identity whilst part of the Hamwic Trust as she visits a number of these schools through her work.

After a detailed discussion the Chair asked the Governing Body to vote on whether to move to the next stage with the Hamwic Trust, which would be to formally notify them of an 'expression of interest'. Mr. Burton asked for clarification of what that would mean and Ms. Knudsen explained it would mean LMPS applying to become an academy, drawing down the £25k available to support a school through the transition, and that if we reached a stage where our opinion changed we could still withdraw if agreed by the Governing Body. The vote was cast and 8 governors voted in favour of proceeding to the next stage, 1 governor voted against and 2 governors abstained. There were 11 governors with a vote present at the meeting and all votes were accounted for.

**Action 2.4:** Mr France to prepare the papers required to progress the application.

## 9. Roundabout articles

Ms. Knudsen asked for volunteers among the Governing Body to write contributions for Governor's Corner in the school newsletter. Volunteers were found as below.

Mr. Newman	Nov/Dec	Mr. Bush	May
Ms. Thynne	Jan	Mr. Moore	June
Ms. Sammons	Feb	Ms Knudsen	July
Mr. Dorrell	Mar		

## 10. Chair's Correspondence

## 11. Review performance data

Mr. France reported that the performance data had still not been received from DCC. It was agreed to carry it over to the next FGB meeting and the Curriculum committee meeting.

**12. Chair's correspondence**

There was none.

**13. Items For Next Agenda**

- Performance data
- MAT

The meeting ended at 7:20 pm.

**Future Meeting Dates**

PPC Meeting no.2	Mon 20 Nov 2017	09:00
PFM Meeting no.2	Thu 7 Dec 2017	17.30
Curriculum Meeting no.2	Wed 10 Jan 2018	09.00 (amended)

<b>FGB Meeting no.3</b>	<b>Wed 10 Jan 2018</b>	<b>17:30</b>
<b>FGB Meeting no.4</b>	<b>Wed 28 Feb 2018</b>	<b>17:30</b>
PPC Meeting no.3	Mon 12 Mar 2018	09:00
Curriculum Meeting no.3	Wed 21 Mar 2018	09:00
PFM Meeting no.3	Thu 19 Apr 2018	17:30

<b>FGB Meeting no.5</b>	<b>Wed 25 Apr 2018</b>	<b>17:30</b>
PPC Meeting no.4	Mon 11 Jun 2018	09:00
Curriculum Meeting no.4	Wed 20 Jun 2018	09:00
PFM Meeting no.4	Thu 28 Jun 2018	17:30
<b>FGB Meeting no.6</b>	<b>Wed 4 Jul 2018</b>	<b>17:30</b>