

**FULL GOVERNING BODY MEETING****Meeting no 3 held at the school on Wednesday 28<sup>th</sup> February 2018 at 5:30pm**

**Present:**

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

**In attendance:** **Mrs. A Clothier (Clerk)**

The meeting commenced at 17:33.

<b>No.</b>	<b>Description</b>	<b>Responsibility</b>	<b>Status</b>
2.1	Amend the Administering of Medicines Policy and email to the Governing Body for approval.	SF	Ongoing (see below)
2.2	Write a letter for all parents informing them of the change and the implementation date.	KK	Completed
2.3	Contact contractors and arrange dates for completion of the works.	NB	Completed
3.1	Update policies list and ensure that correct policies are on the website with consistent policy names.	AF	Completed
3.2	Review Data Protection Policy	PFM Comm	Ongoing
3.3	Arrange medical training in use of needles for staff	KK	Ongoing
4.1	Send feedback on SFVS to Chair.	All Governors	New
4.2	Authorise the drawing down of the £25,000 made available to school to investigate becoming part of a MAT	SF	New
4.3	Remove "Report on National Curriculum Requirements from the Headteacher" from the annual meeting agenda schedule.	AC	New
4.4	Make amendments to Child Protection Policy, Esafety Policy and Attendance Policy	AF	New
4.5	Re-issue Social Networking Policy	AC	New
4.6	Investigate Safeguarding training.	All Governors	New

## 1. Welcome, Apologies and Vacancies

The Clerk welcomed the governors to the meeting. Apologies were received from Mr A Bush and Mr A More, 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 the 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 meeting no.3 held on 10<sup>th</sup> January 2018 were agreed, subject to a change to item 5 to amend 'next year's targets' to 'this year's targets', and signed by the Chair.

*Item 2.1* Amendment on administering of medicines policy – this has yet to be circulated but Mr France will do so.

*Item 2.2* Complete.

*Item 2.3* Complete

*Item 3.1* Policy list – this is update as possible. Complete.

*Item 3.2* Data Protection Policy - This will be discussed in the next PFM meeting. There will need changes to the policy due to new GDPR legislation that comes into place in May. The school have been offered support by Hamwic Trust.

*Item 3.3* Arranging training for use of needles- ongoing.

## 4. Committee Chair Reports

Curriculum - The SEND report was circulated to all Governors, which went through the last Curriculum meeting. It was highlighted that SEND action points are aligned to the whole school ones are being dealt with as part of the School Improvement Plan.

PFM – A report from Mr Bush regarding the budget to date was placed on Dropbox. The Governing body asked questions on the expenditure on teaching staff supply, which has gone over budget. Mr France explained that the school had to pay agency supply rates due to new staff not starting. Governors asked whether the budget should account for this issue next year. Mr France confirmed that appointing teachers is difficult in the present climate so this might be something to be looked at.

PPC – nothing to report.

## 5. Review and Approve SFVS submission

SFVS has been emailed to all Governors. This is something that has been done every year – it is largely the same as last year with a few amendments highlighted in red. There is not another FGB before it is due. Governors to all look at the report and send feedback to the Chair as soon as possible.

**Action Point 4.1:** All Governors to send feedback on SFVS to Chair.

## 6. Review Progress against School Development Plan (SDP)

Mr France outline that all the targets are underway. There were markers against particular points including phonics but the phonics intervention with Read, Write Inc has produced very positive results. Staff CPDs are coming up and training is underway.

## **7. Review Written Report from the Headteacher**

Mr France highlighted that the main report for FGB is the Due Diligence Report from Hamwic. On the visit they looked at both the business and educational side of the school which was very thorough and useful. The headteacher felt that it was an improvement on the latest assessment criteria from Dorset County Council. The visit was positive and the school felt like they were getting support. The staff felt more enthused about working with Hamwic Trust. Governors questioned what other schools in the area would also be in the Trust. There were several including Twin Sails, Hamworthy Park, Bearwood amongst others. The Governors felt that this was a positive step. The Governors and headteacher felt that it is the style of MAT that would suit the school and Mr France proposed that Governors pursue this further. Governors asked what steps were involved next. The school can pull out at any time until the academy order is signed. There is £25,000 that is made available to become part of an Academy Trust but once this is drawn down it can't be claimed again. Governors stated that the process shouldn't need to keep coming back to FGB unless there is a problem. It would need to be brought to FGB before it is signed. Governors asked to have a timeline of events. Mr France stated that if the process was started now then it may be October half term that the school joins the Academy. There is a need to consult with parents and staff. As the school travel down the timeline it is important for Governors to be kept up to date with the process.

There is an issue with documents not appearing on Dropbox for Governors to consider before the meetings, however in this case the majority of Governors had adequate time to consider the document. Mr France commented that the whole process is open.

A vote was taken and the proposal to draw down the £25,000 was agreed with 7 For and 0 Against. 2 Governors abstained.

**Action Point 4.2** Authorise the drawing down of the £25,000 made available to school to investigate becoming part of a MAT

## **8. Report on national curriculum requirements from the Headteacher**

Mr. France mentioned that the national curriculum is examined each year and any necessary changes are implemented. It was agreed that this agenda item can be removed from the annual meeting agenda schedule.

**Action Point 4.3:** Remove "Report on National Curriculum Requirements from the Headteacher" from the annual meeting agenda schedule.

## **9. SEND Report to Governors**

Covered in Item 4 above.

## **10. Policy Update**

The Safeguarding Audit was submitted on 19<sup>th</sup> February subject to the fact that the school were going to make changes to some of the policies including Child Protection, Mobile Technology and Social Networking.

Mrs Foster had put a draft revision of the Child Protection Policy on the governors' shared drive prior to the meeting. The changes have been made in line with national guidance and case reviews. 'My Concern' is a

new online way in which the school can record concerns and this has been met positively with staff. Governors questioned whether in Section 3, page 2, wording concerned with over 18's should be taken out? Mrs Foster explained that this covers work experience students. It was also questioned whether the policy should mention the Single central register. Mrs Foster to check if this is in the Recruitment Policy. Finally, in Section 4.4 it was challenged that there was no explanation of the procedure if there are concerns with the DSL? Mrs Foster to insert a line regarding who to contact if the concern is about DSL. Subject to the changes, the policy was approved.

Mrs Foster had put a draft revision of the Social Networking Policy on the governors' shared drive prior to the meeting. This is aimed at staff. Governors asked if there had been any history of problems in the last 12 months. Mr France stated that there have been no incidences that have been cause for concern but it has been useful to clarify what is acceptable. The policy was approved.

The E Safety policy was discussed – this is aimed at pupils and parents. Need to modify the statement about whether we have a managed system. These policies are down to be reviewed every year as the technology changes so rapidly. The Governing Body gave their thanks to Mr P Burton in producing the policies. Subject to the changes, the policy was approved.

The Attendance Policy was discussed. One question highlighted in red which needs research. Subject to the changes, the policy was approved.

**Action 4.4:** Mrs Foster to make amendments to Child Protection Policy, ESafety Policy and Attendance Policy

**Action 4.5:** Mrs Clothier to re-issue Social Networking Policy

Governors highlighted the importance of keeping the Policy files in Dropbox up to date and making sure the policies are in the correct place. A register with the list of policies is important.

## 11. Results of Due Diligence

Covered in Item 7 above

## 12. Chair's correspondence

Letters regarding absence. The Chair replied on behalf of Governing Body that the school are not the ones issuing the fine but have an obligation to notify DCC.

The Key Membership Renewal – this is well used so all in agreement that this will be renewed

The document 'Keeping Children Safe in Education' has been circulated to all Governors. At the next FGB meeting Governors will be asked to sign a register to confirm that they have read and understood this document.

All new Governors are required to undertake the Safeguarding Training Level 1 and the Chair and Safeguarding Lead are required to Level 2. All Governors that need to undertake training to look for the relevant course online

Lockdown Policy - the implications of this policy are installing blinds as the school has many external windows. The quote for this is just under £5000. Ofsted are asking for a lockdown ability. It is also to shield children and adults from other environmental hazards. There is money from the reserves that

could be spent on it. A vote was taken and all were in agreement to install blinds on the external windows.

**Action Point 4.6:** Governors to investigate Safeguarding training.

The Chair gave a reminder that all documents for consideration at meetings should be placed on Dropbox a week in advance of the meeting. In future the Agendas will be placed on Dropbox 2 weeks in advance in order to give everyone opportunity to do this.

### 13. Items For Next Agenda

- **Approve Budget for 2017/18 Financial Year**
- **Safeguarding Review**
- **Review purchase of services including LA and governor services**
- **Lockdown Policy**

### 14. Presentation on ‘My Concern’

Mrs Foster gave a presentation on the ‘My Concern’ system.

Governors asked a number of questions on the system including asking for clarification about how the internal communication works. The system has the ability to share internal messages, which is very helpful. Pupils can be linked to each other if there are regular issues between children. Governors also asked about the chain of events. It firstly goes to DSLs – they respond appropriately either by closing the case and monitoring the situation or taking it further. The system is only being used for safeguarding issues rather than behaviour.

The meeting ended at 19:00.

### Future Meeting Dates

PPC Meeting no.3	Mon 12 Mar 2018	09:00
Curriculum Meeting no.3	Wed 21 Mar 2018	09:00
PFM Meeting no.3	Mon 16 Apr 2018	15:30
<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>