

**FULL GOVERNING BODY MEETING****Meeting no 6 held at the school on Wednesday 4<sup>th</sup> July 2018 at 5:30pm**

**Present:**

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

**In attendance:**

**Mrs. A Clothier (Clerk)**  
**Mrs L Dominey**

The meeting commenced at 17:31.

<b>No.</b>	<b>Description</b>	<b>Responsibility</b>	<b>Status</b>
3.2	Review Data Protection Policy	PFM Comm	Ongoing
3.3	Arrange medical training in use of needles for staff	KK	Ongoing
6.1	Link Governors to update Curriculum Committee	Link Governors	New
6.2	Review Dropbox storage.	JB	New
6.3	Arrange training on data use for Curriculum committee		New
6.4	Self assessment forms to be completed by all Governors.	All Governors	New

**1. Welcome, Apologies and Vacancies**

The Chair welcomed the governors to the meeting. Apologies were received from Mr N Burton and were accepted by the committee. It was noted that the school has two co-opted governor vacancies as Diana Cobden has tendered her resignation, and one staff governor vacancy as Mrs Murray has tendered her resignation.

**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.5 held on 25<sup>th</sup> April 2018 were agreed and signed by the Chair.

*Item 3.2* Data Protection Policy - It was thought that this matter had been resolved - Mr Bush to investigate.

*Item 3.3* Poole Hospital has been written to regarding the issue with needles and asked whether they would conduct some training at the school.

#### **4. Committee Chair Reports**

##### Curriculum

The Chair had circulated a report prior to the meeting and a copy is held on the governor's shared drive. The report summarised the work of the committee over the school year. The Chair highlighted the issue of link governors and asked that the committee would like feedback from link governors.

**Action Point 6.1:** Link Governors to update Curriculum Committee

##### PFM

The Chair had circulated a report prior to the meeting and a copy is held on the governor's shared drive. The Chair highlighted that there will need to be a new budget at the end of the year and that the financial year is changing to the school year with the transition to Hamwic. It was highlighted that a local school had given up hot school meals because of the cost of providing them. LMPS have not considered this as this as hot meals are running smoothly and are self-sustaining.

##### PPC

The Chair gave a verbal report on the work of the PPC committee. There are ongoing staffing issues and difficulties in recruiting. Staff attendance and pupil attendance are improved and there are no pupil exclusions. The committee are looking at building on community links including joining in the village Armistice Day celebrations with Year 6. Recruitment to PTEC was also discussed and it was suggested that Governors set up a stall at the first parents evening to recruit new members.

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

A report was placed on the Governors shared drive. The academy conversion was discussed which will be in effect from the 1<sup>st</sup> November 2018. A consultation with staff and parents will take place with events on the 10<sup>th</sup> and 19<sup>th</sup> July. The school will still be fairly autonomous and a Governor will serve on a trust committee. Deborah Zachary will be kept on. Parent Governors questioned what the best way would be to respond and voice concerns. The most appropriate way is through the formal channels outlined in the parent letter. The transition to Hamwic will be on the Agenda for the first FGB in September. In the meeting in September the consultation results will be examined along with the full picture of the situation with the Local Authority. Mr France stressed that any decisions need to be made on what the best for the school and the children.

Staff vacancies were discussed and Mrs France outlined that there are 4 positions still be to filled. Recruitment has been very difficult and much time has spent interviewing, however this is reflected nationwide. Governors asked whether the school have considered secondary teachers and it was replied that they were already applying for roles. Governors raised concerns that teachers would not be in place for September but were reassured that this would not be the case. Governors challenged whether the school would look into being a teaching school but it was replied that the school would need to be rated 'Outstanding' to do this. This would be discussed again in the September meeting.

#### **6. Review Draft School Development Plan**

The Year 6 SATs results were not published at the time of the meeting. This will be brought to the September meeting.

#### **7. Review Financial Policy**

This has been placed on the governors' shared drive. There were no significant changes. There was a concern raised about items being placed in Dropbox without adequate time for Governors to read it. An extra week was granted to look at this document. It was suggested that Governors could use e-votes to approve things between meetings. Dropbox needs reviewing as there are issues with uploading.

**Action Point 6.2: Review Dropbox storage.**

**8. Review Financial Risks and Controls**

It was agreed that the current arrangements were adequate.

**9. Approve Standing Orders and Terms of Reference for 2018/19**

These were placed on the governors' shared drive prior to the meeting. They were both approved with no further changes.

**10. Review Report from SEP Visit**

A copy of the SEP Visit report had been placed on the governor's shared drive prior to the meeting and a copy is filed with these minutes. Mr France discussed the report with the governors and it was noted that the Year 6 assessments were difficult to predict. Ofsted are focusing on other items on the curriculum that are not assessed in SATs such as sport. If the school transition to an academy there will be a lot more freedom to change the curriculum and expand it. Governors commented that it was a very helpful report.

**11. Review the Effectiveness of the FGB and Committees**

It was agreed that the FGB and all committees had operated successfully during the year. The governors were reminded of the need to place items on the shared drive in the agreed time for the meetings. There have been areas identified which need focusing on such as links with parents. Curriculum committee members asked for training on the use and understanding of the data being presented to them.

**Action Point 6.3: Arrange training on data use for Curriculum committee**

**12. Committee Membership for 2018/19**

There will be two co-opted governor vacancies from September and therefore there needs to be some recruitment. Mrs Murray has resigned as a staff governor so this will also need to be recruited for. Self-assessment forms need to be refreshed and then it will be possible to identify which skill set is needed. Memberships of committees may be moved round for 2018/19. The structure of governor's meetings needs to be a question for the next meeting with Hamwic.

**Action Point 6.4: Self assessment forms to be completed by all Governors.**

**13. Agree election process for chair and vice chair**

It was agreed that the election processes would remain unchanged.

**14. Draft Meeting Schedule for 2018/19**

Mrs Clothier had circulated a draft meeting schedule for 2018/19. The dates were agreed by the governors subject to changes for the PFM committee. There may be some additional meetings in relation to the transition to Hamwic Trust.

**15. Chair's correspondence**

A resignation letter from Mrs Murray had been received.  
A letter from a parent had been received on confidential issues.

At this point in the meeting the Chair reminded Governors that this was Mrs Cobden's last meeting as a governor as her resignation was taking effect at the end of the school year. The governors thanked Mrs Cobden for her 45 year connection to the school as her support and knowledge have been invaluable. In the light of this the Chair announced that the new school hall would be formally named the Diana Cobden Hall in appreciation of Mrs Cobden's service to the school

**16. Items For Next Agenda**

- **Transition to Hamwic**

**Future Meeting Dates**

<b>FGB Meeting no.1</b>	<b>Wed 12 Sept 2018</b>	<b>17:30</b>
PPC Meeting no. 1	Mon 17 Sept 2018	09:00
Curriculum Meeting no.1	Wed 26 Sept 2018	09:00
PFM Meeting no.1	Thu 11 Oct 2018	17:30
<b>FGB Meeting no.2</b>	<b>Wed 14 Nov 2018</b>	<b>17:30</b>
PPC Meeting no. 2	Mon 19 Nov 2018	09:00
PFM Meeting no.2	Thu 29 Nov 2018	17:30
<b>FGB Meeting no.3</b>	<b>Wed 5 Dec 2018</b>	<b>17:30</b>
<b>FGB Meeting no.4</b>	<b>Wed 9 Jan 2019</b>	<b>17:30</b>
Curriculum Meeting no.2	Wed 9 Jan 2019	09:00
PFM Meeting no.3	Thu 14 Feb 2019	17:30
<b>FGB Meeting no. 5</b>	<b>Wed 27 Feb 2019</b>	<b>17:30</b>
PPC Meeting no. 3	Mon 11 Mar 2019	09:00
Curriculum Meeting no.3	Wed 20 Mar 2019	09:00
<b>FGB Meeting no.6</b>	<b>Wed 24 Apr 2019</b>	<b>17:30</b>
PFM Meeting no.4	Thu 9 May 2019	17:30
PPC Meeting no. 4	Mon 10 Jun 2019	09:00
Curriculum Meeting no.4	Wed 19 Jun 2019	09:00
<b>FGB Meeting no. 7</b>	<b>Wed 3 Jul 2019</b>	<b>17:30</b>
PFM Meeting no.5	Thu 11 Jul 2019	17:30

The meeting closed at 18.30