

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY OF BERE REGIS SCHOOL

Wednesday 6th July at 5.30 p.m.

Location - School

Present: Vikki Mayo (Chair) (VM) - Co-opted Wayne Roberts (Head) (WR) - Staff
Jill Marsden (JM) - Authority Laura Maunder (LM) - Co-opted
Jeff Morley (JMo) - Co-opted Pip Evans (PE) - Co-opted
Julie Sutton (JS) - Parent Peter Foster (PF) - Co-opted
Rachael Brown (RB) - Staff Kerry Smith (KS) - Parent
Julien Lightfoot (JL) - Associate Julie Sutton (JS) - Parent

In attendance: Alison Debenham (AD) - Clerk

Actions to be dealt with by person identified.

❖ indicates questions and challenges from Governors

● School Development Plan references

Action

1. Welcome and Apologies

Apologies had been received from Sarah Taylor, because of childcare commitments and from Tim Sadd who had been delayed en-route. These were accepted. Vikki Mayo confirmed that Firdevs Honeywill had decided that she was unable to continue as an Associate. Dominic Bishop had resigned since the last meeting. Vikki confirmed that there were now two vacancies for Parent Governors and that the election process would take place early in the new school term.

2. Declaration of Register of Business Interests

There were no new declarations of interest.

3. Minutes of Last Meeting – 4th May 2016

These were accepted as a true record and signed by the Chairman. Julie Sutton mentioned that she was showing as having attended but she had given her apologies.

4. Actions Arising

There were no other actions arising other than those covered by the agenda.

5. Head Teacher's report and School Development Plan update

Wayne Roberts updated on the many things which had been going on. Kerry Smith expressed some concerns about class sizes and Julie Sutton asked when the new pupil numbers would be fed into the budget. This will be next year. There had been a number of staff changes, including the fact that Julie Govier would be giving up her TA role. Wayne also confirmed that Patricia Hobbs was having to do lots of overtime so the decision had been taken for formally increase her hours. ❖

Wayne advised that the SATS results had been received and that these had been moderated by the Local Authority. He explained that the new system is very vigorous and every box needs ticking – otherwise the result would be not working at accepted standards. The results are as they should be although Maths not so good but the moderator is seeing very few children achieving greater depth. Kerry Smith asked whether this was due to teaching standards but Wayne advised that it is not a fair picture. The Governors agreed that communication to parents would be hard because parents' expectations of their child's progress will be based on what has been achieved before, but now the measurements are different. Laura Maunder advised that the teachers' strike action the previous day was to do with these changed requirements. It is quite possible that it will appear that children are going backwards because of the new moderation requirements. ❖

Jeff Morley asked if the size of classes was taken into account as he believed that our small numbers would completely distort the figures and Jill Marsden asked how this would be communicated to parents and also if there was anything that the school could do to help the children come to terms with their results – she was concerned what impact this may have on their self-esteem. ❖

Julie Sutton asked whether the children had their results explained to them or whether the information was fed to them via the reports which had gone to their parents. She felt that if the parents had information on the scaled scores then they would get a feel for where their children are which would then be reassuring for those who had just missed out. ❖

Wayne confirmed that there had been success with Louise Bradshaw's interventions and in response to a question from Laura Maunder he also advised that the Maths booster sessions had been effective. The Governors asked Wayne to communicate with parents using the language that parents are familiar with – e.g. 'the government have moved the goalposts'. ❖

Jeff Morley suggested that we give an example of the levels and show what we're faced with, especially for the higher achievers as there is really no mechanism for this to be highlighted. The Governors believe it is important to stress that the Head is confident with the results and not disappointed – we couldn't have done any better.



Julie Sutton said that it was made very clear at the meetings which Wayne has held that the school could not have known how this would pan out in practice. At the forthcoming OFSTED inspection, Wayne is more than happy to argue and defend the situation. The results are in line with the previous year, but the tests were much harder. Laura Maunder asked when will the data come out for other schools so that comparisons can be made. Apparently there will not be school names shown – only groups and the dashboard data will not be out until October. Wayne said that he was confident that the school is heading in the right direction and that he was pleasantly surprised when he opened the results. Headteachers do communicate with each other to see how each has been affected. He felt that we can put a positive slant on this and is encouraged. In addition, he will be going through the SATS reports to see if there are any that could be re-submitted – one changed result could change the overall figures substantially.



Wayne confirmed that the detail in his Headteacher's report was as much information as he could give at that point in time but that he would be spending more time analysing this over the coming weeks.

Rachael Brown said that EYFS had been missed off the Headteacher's report. She confirmed that Early Years was good – 73%. A different approach is taken for these – emerging, expecting or achieving. It is necessary to have to have expected or above in the 17 early learning goals. Pupil Premium report is on the website and has been gone through by the P&F committee.

6. Report from Data Group

Rachael Brown reported that nothing been done since the last meeting as there had been no new data to deal with. However, the group have tweaked what goes out to make it easier to understand.

As a result of the work which Julie Sutton and Peter Foster had done to produce graphical representation on Maths results, it was suggested that similar data could be produced for other subjects. Emma Adcock has been able to produce data for all year groups although it is necessary to exclude special needs to help make data more accurate.

7. Maths Governors' Report

Julie Sutton and Peter Foster had worked on this with Emma Adcock. Julie talked through the way this had been done and explained how the graphs gave easily understood and detailed information on Maths results. These now give a really good picture and then Julie and Peter can concentrate on what is happening for each year group to identify what other interventions were needed.

Julie asked if people were happy with this format and suggested that the other specialist areas were done in a similar way. It is much easier to understand and highlights needs straight away. Laura Maunder commented that there was a PP child who had made 4 points progress.

Classifications for SEN have changed which may distort the figures. Jill Marsden asked what would be happening when they go backwards – this highlights where investigation is required. YR 3 shows the real impact of the change in curriculum and the impact this has had on results. Peter and Julie will go through this all and then present back to the FGB at the next meeting. Everybody was extremely appreciative of the work these governors have done. This work will be very beneficial for an OFSTED inspection. Data should be anonymised – this has been confirmed.

Emma Adcock has been doing a lot of additional material and has produced learning walks for each class. Julie Sutton asked about the plan for who will be the Maths lead when Emma was on maternity leave – Wayne Roberts confirmed it would be himself.

Kerry Smith highlighted the fact that there has always been considerable concentration on SEN and PP but felt that the higher ability children may be being neglected and she asked what was being done for these students. Wayne Roberts had discussed with Lytchett to see how they might help and they are looking at an able pupils programme for yr 5 and yr 6. They would lay on a minibus to collect them. Wayne knows this is very important and want to see those children supported. However, the priority, to date, has been to get as many as possible to the ARE. It was accepted that if the school was not able to challenge the high performers they could get bored or coast. Vikki Mayo asked if it were possible to run special workshops within the pyramid for the more able children.



8. Governors' Action Plan Update

Lots had been done on this tool and Sarah Taylor and Kerry Smith have worked on this. They had used the traffic light system – green = done, orange = working towards it, red = not tackled yet. Wayne Roberts suggested that the master document should be retained so that this shows where the changes have taken place and the applicable dates. Work is still to be done to align with the OFSTED levels. Wayne will circulate these and the OFSTED descriptors for leadership.

WR

Alison Debenham will re-do the Governors Skills Audit Matrix and will circulate this to all governors for completion so that she can then do the matrix overview that was completed in 2014.

AD

All governors gave their thanks to Kerry and Sarah for the work which they had put into the Action Plan.

9. Progress on Policies

Unfortunately, Firdevs Honeywill had been unable to follow through on the project to review policies on behalf of the FGB. She had since resigned her position as an Associate.

Vikki Mayo asked if there could be a working group to move this requirement forward but accepted that it was a very onerous task, and probably one which would be better co-ordinated by a single individual. It would be helpful to come up with some ideas of how this can be tackled. GVO will help manage them once they're on there.

Rachael Brown has got the list and then there are others which may be needed. The ones shown in yellow are statutory, but not all of these are in place. Often the LA will send out a template policy but these need personalising to individual schools. Pip Evans advised that the P&F committee has also started to find the ones for which they are responsible. Unfortunately, not all are in an electronic format. Alison Debenham will make sure that Rachael's document is loaded on to GVO.

AD

Jeff Morley asked if any were specific to the old school building and would therefore need redoing for the new school.

Pip Evans said that the P&F would carry on with all the ones identified for that committee. Wayne Roberts also advised that there is ongoing work on policies for the new school website. He confirmed that he's never been asked for policy information by OFSTED. Only certain ones have to be on the school website. They are being worked on at the moment and the ones related to safeguarding are the priorities.

P&F

As far as those being worked on by the CC, Kerry Smith had come to a bit of standstill as to whose responsibility for approving these. Julie Sutton asked if Wayne Roberts could go through the list and determine who would be responsible for which priority. P&F will do Admissions first.

WR

Julie Sutton asked what the process would be to follow these up –

and it was confirmed that the urgent ones will be done before the end of term. Wayne also requested that the dates are not shown on the PDF versions

It was agreed that all the yellow policies would be completed by October half term and looked at the following meeting. All policies will then go on to GVO.

10. Feedback on Chairs' briefing

Vikki Mayo gave a brief overview of the presentation which had been made by Jackie Groves at a recent Chairs' Briefing. The handouts for this had been circulated prior to the meeting for all governors to read.

One thing to be clear about is the impact for a small (under 200 roll) school budget. For the next five years the funding might be seriously impacted. Vikki said that we need to think about joining a MAT as the LA's funding will be much less. Jeff Morley asked if there would still be a compulsion, for schools with a 'requires improvement' OFSTED report, to become part of a MAT. Lytchett want to be a small MAT – just the current pyramid. Pip Evans expressed concern about our feeder school status and that the fact that this has changed frequently. As indicated in the minutes of the last meeting – this will be picked up in the new term. Although there is a less great time pressure it is very important that this subject remains high on the agenda. Meetings will be arranged with both Lytchett and Purbeck and the small schools group to talk further. Pip will be attending the meeting at Kingston Maurward on 7th July. Ultimately the decision to join a MAT will rest with the Governors. There would need to be separate meetings for this and to confirm our approach.

11. Governors' Newsletter – initial draft

Alison Debenham had circulated the initial draft of the next Governors' newsletter prior to the meeting. Agreement was obtained on the suggested content. Alison will aim to get the final draft circulated to the FBG quickly so that this can then be issued to parents (including pre-school parents) by the 15th July. Alison would also circulate the information pack for prospective governors and this would also be handed out at the parents' school reports afternoon.

12. Ratification of Staff Code of Conduct

The FGB confirmed their approval of the Staff Code of Conduct.

This had been updated and approved and could now be signed by Staff members. Pip Evans asked if this was for all staff or just teaching. Wayne confirmed that it was all staff including volunteers and also informed that all were shown on the SCR (Single Central Record) list.

13. Feedback on Safeguarding Audit

It was reported that everything has now been reviewed and that Angela Burr had visited to carry out this audit. The Single Central Record had been checked. A risk assessment needs writing for PREVENT. There is now a Safeguarding button on the website.

There was then a side discussion about the school website and the amount that this is used by parents. There needs to be a great deal of encouragement given to parents on how they should use it for all information and regular checks are needed to make sure it's used regularly. Jill Marsden suggested that a notice be put on main door to remind parents to look at the website.

WR

14. Committee Reports

a) People and Finance Committee

The Financial Procedures Policy and the Charging Policy were ratified by the FGB at this meeting. Pip Evans advised that there had been no changes other than reference to Wisepay being introduced for on-line payments.

Laura Maunder asked if there had been agreement with regards to the hire charges would be for the new school hall. She is a member of the village's Indoor Sports and Facilities Community Group and this information would be helpful to that group.

b) Buildings and Environment Committee

There had not been a meeting of this committee, but Vikki Mayo confirmed that she would be taking on the chair role, following Dominic Bishop's departure, because of her experience on the new school. They will meet before the next FGB meeting.

A lot of work had been done at the time of the school 'clear out' day. Jeff Morley expressed concern that there was a requirement for an emergency management team within the school and that this team must meet annually. The B&E committee will need to progress this action. Jeff also mentioned that it will be advantageous to get all plans and drawings and layouts from the contractors so that we have master documents to refer to.

B&E

c) Curriculum Committee

Laura Maunder advised that most things had been covered in the Headteacher's report. She did, however, alert the Governors to the situation regarding the after school clubs – and the fact that a letter would be going out that week. As there are only four or five members of staff available so it is not possible to offer any more clubs. However, there was now a request for parents' expertise in a variety of specialisms, so that they can be trained up to run clubs – netball,

choir, sports premium funding etc. It was also suggested that this request might be included in one of Debbie Tibbey's future parish magazine articles.

Qualified coaches could be sought and trained up at the school's expense. It will be very important to use the sports facilities to the full at the new school. There was also some discussion about Rachael Brown's contact with the Children's Centres for funding so that a Communication Café could be provided for Pebbles Pre-School. There are some brilliant courses available from the Children's centre but our parents don't really engage with these facilities.

15. Clerk's notices

a) Clerks' Briefing on 18th May

Alison Debenham advised the Governors that she had received an E-Safety briefing and an Academies presentation at the recent Clerks' Briefing. Notes from both these had been circulated prior to the meeting. Rachael Brown will become the E-Safety governor – they are simply guidelines at present but will become statutory in September. It is the parents that need to be educated not just the children.

Alison also advised the FGB that now that she has access to Dorset Nexus, all training course bookings will be done by her, rather than through Governor Services. She also showed the Governors how these records are kept and the ease with which she now has access to historical records and forthcoming interventions.

Finally, Alison drew the Governors' attention to the procedure for appointing a Chair and Vice Chair. It was agreed that in future, the Term of Office for these roles would be three years. However, for consistency, and to allow time for personal development, it was agreed that Vikki Mayo would remain as chair for the next three years.

Vikki then confirmed that she would be approaching a member of the governing body to fulfil the Vice-Chair role for the short term, but she also asked for expressions of interest from other governors for this role with the aim of having someone experienced and ready to take over the Chair role in three years' time. It would then be wise for the Leading the Team course planned for 22nd November, to be attended by the relevant members of the team.

16. Training and Visits to School

a) Class Observations

The Governor Visits are now taking place and a number had been carried out. Reports had been completed and had been uploaded to GVO. It was confirmed that it would be acceptable for these to only be stored electronically in this way and they would be reviewed by the Curriculum Committee on a regular basis and discussed with Wayne Roberts as necessary.

b) Courses attended and booked

Safeguarding 2 had been attended by Jill Marsden and Vikki Mayo.

Jeff Morley had attended Health and Safety for Governors.

Vikki Mayo had attended the Chairs' Briefing and Alison Debenham the Clerks' Briefing. Unfortunately, the Managing unreasonable complainants course had been cancelled, but is rescheduled for 29th November 2016 and will be attended by Vikki Mayo, Jill Marsden and Wayne Roberts.

Pip Evans and Peter Foster will be attending the Headteacher performance management on 19th October 2016.

Pip Evans is attending the course – Academy Status, the same but different – on 7th July 2016.

The majority of the FGB attended the PREVENT training on 26th May.

Alison Debenham advised that there were upcoming courses which could be beneficial:

Financial Planning and Monitoring – 3.11.16 (Dorchester)

Chair's Briefing – 10.11.16 (Athelhampton) or 14.11.16 (Blandford)

Funding for Schools and Academies – 10.11.16 (Dorchester) *

Understanding Data for School Improvement and Accountability for Primary Schools – 1.2.17 & 8.2.17 (Stoborough)

**Probably only for P&F members*

17. Dates of next meetings

There had been a discussion via GVO regarding the days of future meetings but it was confirmed that they would need to stay as Wednesdays. The start time of 4.00pm was preferred but Vikki Mayo agreed that this would be confirmed at the end of the previous meeting, perhaps changing to a later time if this was appropriate.

It was also confirmed that the October meeting would be on the Wednesday rather than the Tuesday. Pip Evans' apologies were accepted for this meeting and Julie Sutton agreed that she would report back on P&F committee matters.

Confirmed dates for future meetings are as follows:

Wednesday 5th October 2016 - 4.00 p.m.

Wednesday 30th November 2016

Wednesday 18th January 2017

Wednesday 22nd March 2017

Wednesday 3rd May 2017

Wednesday 5th July 2017

AOB

Staff letter

Letter had been received from Mandy White – TA paid member of staff regarding a holiday request. Pip Evans asked why the Governors were being asked to give guidance when this was surely a Headteacher decision. Considerable discussion took place with a number of options and questions.

Jill Marsden re-appointment.

The FGB were asked to confirm their support for Jill Marsden being re-appointed as the Authority Governor. Alison will confirm this decision with Governor Services.

The meeting ended at 8.45 p.m.

AD