

COLEHILL FIRST SCHOOL

FULL GOVERNING BODY MEETING

Minutes of meeting held at the school 4pm on Wednesday 18th March 2015

Present: Mike Guilmant-Cush (Chair), Dave Topping, (Vice Chair), Hilary Moss, Helen Hann, Phil O'Connor, Katie Ramsden, Andrew Turrall (Head teacher), Julie Walter (Associate Member).

Attending: Debbie Bowring (Clerk)

1. **Apologies:** received and accepted from Juliet Gould, Sally Richardson, Sarah Byrne, Ruth Everton, and Matthew Johnson.
2. **Declaration of Personal, Business and Pecuniary Interests:** Helen Hann & Julie Walter re coming to end of term of office.
3. **Minutes of last meeting:** minutes of the full governing body meeting 26th November 2014 were formally approved and signed. Academy Resolution and minutes from 27th January 2015 were formally approved.
4. **Matters Arising:**
 - *Item 4 Matters Arising:* Memorial to Gordon on the agenda as a separate item
 - *Outside Validation:* AT updated Governors that as a trust we have now appointed Debbie Zachary who is an Ofsted Inspector and she will be providing outside validation.
 - *Governor Visits:* On the agenda as a separate item.
 - *Governor Audit Form:* MGC explained the DfE are looking towards what specific skills Governors bring to a school. Therefore MGC will be completing a survey of Core Skill Set of Governing Body. Will use the Governors Virtual Office (GVO) for questionnaire to be completed.
 - *Committee Reports:* Finance committee explained the Benchmarking that was postponed has now been cancelled. It was felt that through the Academy conversion process costs were scrutinised across the 7 schools and no areas of concern were identified.
 - *Item 11, Ofsted Update:* Confirmation from the school office that absent staff regarding the Safeguarding Training have all seen a copy of the presentation.
 - *Item 15, School Meals:* Confirmation that JW obtained the £8,500 capital funding to cover remainder of costs for kitchen refurbishment.
5. **Head teacher's Report:** See attached report which was placed on the GVO prior to meeting. MGC thanked AT for putting the information together. AT explained that Governor Visits are still low and please can reports be submitted quickly after a visit has taken place. HM asked how many visits were expected? It was agreed minimum of 1 per term and the report to be submitted within two weeks. Questions were invited from Governors. PO enquired if the Year 4 teacher is continuing and how the plans are progressing to fill the vacancy? AT explained the interest for Deputy Head position is high with some internal applicants too. KR enquired if the role could be split, AT explained this would have a larger impact on salaries and the size of the school does not require this. PO asked who is involved in recruitment process. AT explained it would be himself and probably DT along with MAT trustees / members due to the vacancy being a leadership role. The interviews are

scheduled for 22nd April. AT also explained in a recent leadership meeting, it was discussed about ensuring governors understand what to look for with regards to possible 'radicalisation' happening. Governors discussed indicators such as assemblies, RE, use of science, playground activities.

6. **Committee Reports:** Curriculum committee- MGC elaborated on the subject action plans that were being presented each term during the Curriculum meetings. Also explained the updated Pupil Premium information available on the website.
Premises committee- no questions
Resources committee- no questions
7. **SEF:** See attached which was available on the GVO prior to the meeting. MGC thanked AT for putting all this information together. AT explained it reflects the academy changes. PO said he found the parts in italics useful as it indicates where to find the answers.
8. **Budget Update:** JW explained the attached report was prepared by SBS accountants in preparation for conversion to academy status. We have not yet been given our individual school budget and cash flow; this is the same for all schools in the academy. Changes we are aware of will be the Deputy Head salary. HH enquired if staff salaries will be paid on time. JW confirmed they will be, although we have been advised there could be a few anomalies to sort out. Poole payroll are up and running with our information and we are utilising Poole DBS system.
MGC asks if Governors would be happy if the agenda was covered in a slightly different order – all agreed.

12. **Academy Status Review:** MGC updated where we are. All seven schools converted to academy status as part of the Wimborne Academy Trust (WAT) on 1st March 2015 and things are generally going well. DfE are happy and have expressed an interest in completing a case study as the conversion process was completed fairly quickly. We have a Board of Trustees and five members. From the Scheme of Delegation you will know that not a lot is changing as most areas are being delegated to each LGB. Due to conversion the Governing Body has in effect been 'reconstituted', this changes the scope of us as a GB. We are no longer the legal body, that responsibility lies with the Board of Trustees. We are a local governing body (LGB) with delegated responsibilities. As such we could become a risk to the WAT if we fail in these. Trustees have the right to attend GB meetings and Chairs of each LGB are looking to observe meeting to share best practice. Over the next few months Liz West and Paul Scaife will be getting to grips sorting out finer details. AT is being approached with regard to representing Head Teachers at trustees meetings which AT is happy to do.

10. **Governor Terms of Office:** MGC explained with the reconstitution our legal minimum number of Governors is 9 with no maximum. KR asked what we do at the moment as we have 13. MGC discussed that SB, HH terms of office ends 31st August and JW ended 15th March. JW retires from school office 31st August 2015 but has offered to remain a Governor for a further year if the Governors are in agreement. MGC explained JW could be a co-opted member. All Governors agreed for JW to remain. MGC enquired what HH intention was, HH thought as she would no longer have children at the school she would have to step down. MGC explained she is a valuable Governor and contributes skills and experience and would like her to remain, HH said yes and all governors agreed. SB not at the meeting so unable to ask intention. MGC TO SPEAK

WITH SB. Deputy Head JA has left employment with the school and therefore no longer a governor. Clerk has advised Governor Services.

9. **Governor Development Plan:** MGC spoke about the need to look at the Governor Development Plan (GDP) now the academy conversion is complete. The GDP is Governor led; some priorities to consider are the '20 key questions' as per the discussion zone on the GVO. Once we have agreed a way forward with these then follow up actions can be allocated. The plan needs to be visible and show how each and every Governor contributes towards it. AT explained how the role of Governor is evolving and the requirement to bring expertise from the community into school is essential. It was agreed the focus for the GDP would be Governor Visits, The Twenty Questions, and Outside Validation.

JW left 5.15pm

11. **Governor Visits:** MGC positioned the low number of visits this academic year and how this would reflect should an inspection take place. Governors are good at turning up to specific events however general class, school visits need to happen. There are key roles as governors such as SEN, Inclusion, Safeguarding, Equality, need to be knowledgeable in your areas and have an understanding of all areas. It was agreed that a separate signing in sheet for Governors would be devised; this can be used to ensure reports are submitted within 2 weeks. CLERK TO ENSURE SHEET READY FOR SUMMER TERM. AT reminded governors that week commencing 23rd March the school was having a 'Science week' where a number of activities would be taking place. Particularly on Wednesday children would be in mixed year groups and will visit each classroom to complete experiments. There would be an assembly to launch on Monday and another to close on Friday.

13. **Health & Safety Update:** see attached report. Clerk highlighted new areas identified per PO email and actions taken. PO & HH explained the overall standard at the school is excellent, areas are tidy and safe. The report leads them to look for negatives but there are so many positives.

14. **Safeguarding Audit:** See attached which was on GVO prior to meeting. AT updated governors regarding no Deputy Safeguarding Lead at present, this is not an essential requirement, is good practice. This is an area to include in the new Deputy Head role. We are confident in the vigilance of staff and all concerns are logged.

- Safeguarding Policy agreed and ratified with slight update required in terminology. CLERK TO AMEND.
- Child Protection Policy agreed and ratified.

15. **Memorial to Gordon:** We have been unable to make contact with Gordon's family to enquire what they felt would be an appropriate recognition of his service to the school. As Governors we need to consider what we would like to do. Ideas discussed were planting a colourful tree, having a trophy that is awarded for achievement, a storytelling chair either outdoors or indoors. MGC GOING TO SET UP A DISCUSSION ZONE FOR GOVERNORS TO CONTRIBUTE IDEAS. AT WILL MAKE ENQUIRIES WITH THE STAFF AND SCHOOL COUNCIL.

16. Policies and Documents:

- Intimate Care: this has been updated to reflect new terminology regarding Safeguarding. Agreed and ratified
- Constitution and Terms of Reference: agreed and ratified.
- Value for Money Statement: recommended by Resources committee. Agreed and ratified.

17. **Clerks Update:** see attached which was in meeting pack on GVO. Clerk talked through Safer Recruitment Training now available online through NSPCC at a cost of £30. GEL training not been purchased by Governor Services so schools need to purchase individually if required. General Governor training following up on email sent 6th March asking Governors to look for appropriate courses. It was agreed that Clerk will email Governors with course suggestions for Governors to consider.

18. F.A.I:

- Gordon's Memorial
- Meetings to be held in the staff room with use of iPads to connect to GVO.
- 20 Questions

19. Date of Next meeting:

- Budget Setting 29th April
- Full Governing Body – Wednesday 1st July 2015