

APPROVED MINUTES



ST MARGARET'S CEVA PRIMARY SCHOOL, TINTINHULL MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 7 FEBRUARY 2019 AT 5.30pm

OPENING PRAYER

PRESENT

Miss J Young (Chair), Mrs P King (Head of School), Mrs S Gunn, Mrs M Touch, Mrs J Wallace and Mr A Bradshaw (Clerk). In attendance as guests: Mrs C Perry and Mr G Horsington

1. INTRODUCTION

Welcome – The Chair welcomed Mrs Perry and Mr Horsington, prospective Governors to the meeting.

Apologies for Absence – Mrs K Buckhurst, Rev P Down, Mrs T Hobbs and Mr T Pople

Pecuniary Interests – None

Notice of AOB – 3 items were declared.

2. MINUTES OF LAST MEETING (previously circulated)

It was agreed that the minutes of the meeting held on 13 December 2018, were a true and accurate record and were signed by the Chair. The matters arising were discussed as follows;

- 3 Governors to sign Governor Code of Conduct Policy and Business Interests form – Action Completed
- 5 PE Grant Update – Later Agenda Item (AOB)
8. Chair to contact LA to ascertain the name of H&S person assigned to the School – Action Completed

3. EXECUTIVE HEADTEACHER'S REPORT (previously circulated)

The Head of School presented the report to Governors. Salient Points were as follows:

- **Number on Roll** – 101, with 11 children on SEND register and 2 EAL children. There were 31 Pupil Premium children and 13 children on free school meals (excluding KS1 UFM)
- **Attendance** – no exclusions this term, attendance was generally good, currently at 94%
- **Leadership and Management** – new arrangements were working well, Workload of 1.5 days for Executive Headteacher is heavy. Priority has been to ensure all staff feel supported and that the school is safe with appropriate systems in place. SDP will be reviewed and updated later this half-term
- **Staffing**: a member of teaching staff is presently recovering from an operation and is not expected to be back in school until sometime after half-term. New SENDCO has taken up her post. Three part-time support staff have recently been appointed: a 1:1 TA, a TA to help primarily in Pendragon Class and a Nursery Assistant.

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- **Teaching & Learning** – book scrutiny will take place on a regular basis and numeracy observations are booked in for this term. The Head of School has observed all teaching assistants during a numeracy problem solving activity as this was a target in their performance management

A Foundation Governor, on behalf of the Governing Body, thanked the Head of School for her presentation.

4. GOVERNANCE

- **Election of Vice Chair** – Deferred to next Meeting (**Action**)
- **Appointment of Local Authority Governor** - Deferred to next Meeting (**Action**)
- **Parent Governor Election** – due to the resignation of the current Parent Governor there is a vacancy to be filled. Parents will be notified of this. (**Action**)
- **Governor Lanyards** – The Chair reminded Governors that when they come into school during the day on Governor duties, they must wear their Governor lanyard even if they are only in school for a short period of time.

5. BUDGET & MONTH 9 REPORT (previously circulated)

The Head of School reported that the budget was on track for the period to Month 9. The estimated balance at the end of the financial year was £91.1K of which £31.7K was committed expenditure (Pupil Premium, PE Grant, UNFSM and School Trips) and £59.4K of uncommitted expenditure. This meant that barring any unforeseen costs, a figure of circa £57-£59K would be carried over into the next year's budget. As the report had been circulated to Governors prior to the meeting, the Head of School asked if there were any questions arising out of the budget report.

A Foundation Governor requested if the Finance Officer could clarify what could be a misposting in a budget heading. The report showed an expenditure of £8.4K in premises staff (against a nil budget) and an underspend in cleaning materials of £7K

Afternote: At the time the budget was produced, cleaning was contracted out to a local company. This has since been brought in-house, hence the premises staff cost. The overspend has been almost covered by the underspend in cleaning materials, as previously this was the ledger code where payment to the cleaning contractor were debited.

6. SFVS UPDATE (previously circulated)

This item was deferred until the next meeting. (**Action**)

7. BENCHMARKING (previously circulated)

The latest benchmarking report (2017-18) had been sent to Governors prior to the meeting. Governors agreed that it was a very useful exercise. The data indicated that in the majority of the comparisons, our school expenditure was very marginally above average within the group (0.3% - 4.6%). This was felt to be an accepted variant.

8. HEADTEACHER RECRUITMENT UPDATE

The Chair confirmed that the proposed soft-federation between St Margaret's School and Chilthorne Domer Church School was not going ahead. Whilst St Margaret's parents were in favour of forming a soft-federation, 80% of Chilthorne Domer's parents were against it. Having planned for both eventualities, an advertisement for a new Headteacher for St Margaret's School

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was now in the TES and Somerset Council's job website. Closing date for applications is 25th February, with shortlisting taking place on 28th February and interviews are being held over two-days, 12th and 13th March 2019. The Recruitment Panel are meeting on 11 February to draw up a list of tasks and exercises that the shortlisted candidates would be asked to undertake and a timetable for the two-day interview process has still to be produced. The Chair commented that it would be good to have as many Governors as possible over the two days, to meet and greet the candidates, be present at lunch and to observe the school council meeting with each of the candidates. It was important that the right candidate of the school was selected. The Chair wished to thank Rev Peter Down and Mrs Katie Buckhurst for all their hard work in preparing the documentation for the appointment of a new Headteacher.

9. SEN UPDATE & EXCLUSIONS (previously circulated)

The Head of School reported that there had been no exclusions since the last meeting. Governors had received a copy of a SEN report prepared by the outgoing SENCO who retired at the end of the autumn term. The new SENCO was settling into her post and some initial training needs had been identified and these would be addressed as and when appropriate courses become available.

10. HEALTH & SAFETY UPDATE

The Head of School confirmed that there had been no accidents or reportable issues since the last meeting.

11. SIAMS HEADINGS

The Chair updated Governors on the two new strands that have been added to the SIAMS inspection framework. She reported that Inspectors would grade the school on the following question: "How effective is the school's distinctive Christian vision, established and promoted by leadership at all levels, in enabling pupils and adults to flourish?"

The Chair then briefly outlined the two new strands and the areas that inspectors would be looking to establish whether the school was meeting the required standard. These were:

- Strand 1 – Vision and Leadership – this will explore how well the school has developed and implemented an inclusive and distinctive Christian vision, monitoring its impact to ensure the school's original foundation is maintained. How well the school lives out that Christian vision in relationships and partnerships with key stakeholders.
- Strand 2 - Wisdom, knowledge and Skills - the following must be explored: How well the school's staff and leaders apply their Christian vision to ensure curriculum and extra-curricular opportunities meet the academic and spiritual needs of all learners.

It was important for Governors to know this as we may have a SIAMS inspection in 2019.

12. POLICY REVIEWS (previously circulated)

The following policies were discussed, reviewed and approved by Governors:

- Staff Sickness Policy – A new policy for the school, all staff to receive a copy.
- Curriculum Policy – *minor changes*
- Homework Policy – *minor changes*.

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13. GOVERNOR OF THE MONTH FEEDBACK

This Item was deferred to the next meeting.

14. GOVERNOR TRAINING FEEDBACK

The Head of School reported that she would be undertaking the new Safeguarding and Governance on-line training.

15. CLERKS' BRIEFING (previously circulated)

The Clerk updated Governors on salient points from the Clerks Briefing Meeting he had attended last month:

- **Primary School Performance Tables 2018:** Link added in December 2018 detailing each school's KS1 and KS2 data for the past three years
- **DfE Deals for Schools:** It is recommended that schools regularly check this site for updates regarding deals that the DfE offer schools
- **Controlling Access to School Premises:** Short DfE guidance produced in November 2018 to help schools who wish to remove someone who is on school premises without permission or is using inappropriate language
- **Health & Safety Responsibilities and Duties for Schools and Health & Safety on Educational Visits:** Both have been updated and H&S Governor should read both documents
- **Section 128 Checks for Governors:** Now mandatory for maintained school Governors since 1 September 2018. This only applied to new Governors who have been appointed or existing Governors who have been re-appointed on or after 01.09.2018.

16. ANY OTHER BUSINESS

- (i) The Head of School presented three quotations for the purchase and fitting of a new canopy for the nursery. The recommended bid was the middle-priced quotation of £3K. This was from a local known company who had done work in the school before. Whilst there was a slightly lower quotation, there were issues regarding building regulations and the third quotation was much higher than the other two received. Governors agreed the mid-priced quotation of £3K
- (ii) The Head of School gave an update on PE Grant and expenditure to date.
- (iii) The Chair wished to thank two Governors for their hard work, service and dedication to the School, Mrs Maggie Touch who was retiring as a LA Governor and Safeguarding Governor for the past 8 years and to Mr Gus Carnie, Parent Governor and Vice-Chair.

17. PAY RECOMMENDATION

This is a confidential minute and recorded separately.

18. DATE OF NEXT MEETING

Date of Next Meeting – Thursday 14 March 2019 at 5.30 pm

The meeting closed at 7.15 pm

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Signed..... Dated.....