

**Minutes of the Full Governing Body Meeting
Held on Wednesday 18th July 2018, 9.15am**

20.1. Present: Mr R Amswych (RA), Mr C Baker (CB), Mrs J Brazier (JB), Mr M Carter (MC) **Chair**, Mrs N Chalkley (NC), Ms J Forster (JFo), Mr K Hales (KH), Mrs A Hawkins (AH), Ms L Humphries (LH), Mrs P Loder (PL), Ms B Millwood (BM) *from 10.48am*, Ms S A Palmer (SAP), Mr D Solly (DS), Mrs P Strong (PS), Mr D Webb (DW), Mr T Wickens (TW).

Apologies: Rev'd D Baldwin (DB), Mr D Norris (DN), all accepted.

Absent: None.

Attending: Mr R Barnes (RB), Mr D Withers (DWi) **Associate members**, Mrs T Harley (TH) **Clerk**,
The meeting was quorate.

20.2. Declaration of Beneficial Interests: None

20.3. Items for discussion: (items proposed for information only and to be noted as accepted were identified by a * on the agenda). Governors were asked if they wished to un-star any of the items for discussion. None requested.

20.4. Review and approval of the Minutes of the meeting held on 23rd May 2018, (previously circulated): The minutes were accepted as circulated, and signed as a true record by MC.

20.5. Matters arising and action list update (not covered elsewhere): Action point 19.9bii; LH confirmed this was in hand. 19.10b; A governor had met with the IT department and assistance was ongoing. All other actions completed or on agenda.

a) **Lesson Study & Learning Performance Report** (previously circulated): the governors had received and read the reports but had no further questions for the SLT.

b) **Out of catchment intake % for September 2018:** NC confirmed this was over 24%, with students coming from 17 other schools, other than the feeder schools, with a South Somerset drift. A governor asked how many were SEND students and KH stated this information was not yet available.

20.6. School Improvement:

a) **HT Summer Term Report** (previously circulated): KH introduced the report and apologised for Mr I Randall, who was unable to attend and meet the governors as anticipated, due to a personal reason. It was agreed to invite Mr Randall to attend the Autumn term FGB meeting for the HT Report item. A governor referenced the sixth form taster day section of the report, and asked in the interest of openness and transparency, so that governors gain a full understanding, that issues, as well as positives be reported. The governor knew of a number of issues that had transpired that day, but the report did not mention them. KH spoke and gave context to the issues, which had affected 10-15 students, it had been a genuine mistake and further workshops were being arranged for September. A governor highlighted that the Standards Committee visit with the Head of Sixth Form had been very candid and enlightening. Governors asked questions on the pastoral care concerns and DWI talked about the new family partnership remit, which was not working well, especially as 1:1 support had stopped. A meeting had been set up with Paula Buxton, who was setting up a private service, but this would come at a cost. A governor asked for safeguarding advice on social media contact with students. DWI explained that guidance for staff, and through debate, the governors felt this included them, was that they should not have personal contact with current students on social media. Self-contained groups, such as the Greece FB group, that was set up during production, and established personal, out of school (family) relationships could be exceptions, and common sense should prevail, but access to a student's private world could put the staff/governor in a compromising position. The governor also asked about the risk on escorting students to extra-curricular activities. DWI explained that this was a high risk and would advise staff not to. Adult chaperones and written authority from the parents prior to any arrangements being made was suggested. A governor raised concerns that this could become a culture issue by creating an accepted practise and advised looking at the worst-case scenario and working backwards. The governors concluded there needed to a certain flexibility but in their relation to and role as a governor they should follow and apply the same rules and code of conduct as staff. Governors asked further questions and discussed attendance, financial constraints and Y10 work experience opportunities for

20.5)TH
update action
list

Actions

20.6a) GB assistance with work experience

2019. Two governors offered to contact and assist Mr Donovan with suggestions and organisation.

b) **Departmental Monitoring** (June review, previously circulated): KH introduced the report stating that the Red, Amber, Green was based on past historical results and the termly updates were a quick reference guide. A governor asked if the measures put into place had helped the departments. KH felt that all Red departments had moved forwards, but the new grade boundaries made it very difficult to set targets. The link governor for Drama was impressed with the improvements and was thanked for their support of the department.

c) **School Vision - Values** (2015 summary report, Values report, current statement and NGA Being Strategic guide, previously circulated): The Chair spoke of the issues facing the school when the statement was first developed in 2015 and current issues and priorities, including academy status and financial challenges and asked how to achieve the Vision and realise the Core Values. A governor felt that student ambitions were not being raised sufficiently and this should be a priority. The governors and SLT discussed the processes, promotion, student perceptions, role models, installing belief and tools for achievement. It was agreed the first step was to set the values, then the vision, and finally the strategic priorities, which would be fed into the new SIP. DWI asked governors to consider the staff feedback report circulated and to complete the values and acronyms task. MC agreed to coordinate and collate the responses and the Governance committee were tasked with agreeing the process and taking the initiative forwards in the Autumn Term. *JF and RB left the meeting at 10.12am*

20.6c) GB complete values task, MC to collate

Governance agenda item

20.7. Safeguarding:

a) Keeping Children Safe in Education (KCSiE) guidance (DfE guidance, previously circulated): DWI introduced the guidance and tabled a NSPCC report of the key change, stating the guidance came into force on 3rd September and DWI would update governors fully in the Autumn Term. A governor asked that child criminal exploitation form part of the discussions and went on to tell governors about a DCC joint inspection and evidence of the exploitation in Dorset. It was noted further information could also be found on the Ofsted website and DWI agreed to forward the key changes paper to the governors. *DWI left the meeting at 10.15am*. Through discussion and on reflection the governors agreed that the KCSiE guidance was required reading and asked that this be formally recorded along with all other staff required reading material. TH to coordinate. A governor asked if there was a problem with drugs in the school and KH confirmed not in the school, but the school was aware of the issues surrounding the school and students. The policy of permanent exclusions (PEX) for drug offences and the rise of PEX, related to drugs, in Dorset was a concern and KH assured schools were working together with managed moves and routes other than PE where possible.

20.7a) DWI forward key changes to FGB

TH complete required reading report and GB to confirm once read.

20.8. Standards

a) * **Minutes of meeting 20th June 2018** (previously circulated): accepted.

20.9. Resources

a) * **Minutes of the meeting 2nd July 2018** (previously circulated): accepted.

20.10. Governance

a) **GB Self-review** (attendance report, skills audit matrix and questionnaire results, previously circulated): MC opened the discussion. Skills Audit; it was felt there were no real gaps in skills and the governance committee would use the data when considering recruitment in 2018/19. Questionnaire; weak areas included views of parents, evaluation of the induction process and data analysis. MC suggested annual review meetings/conversations between the Chair and governors to help with induction, succession planning and personal development. This was unanimously supported, and MC agreed to implement with immediate effect. A whole board training session on data to enable the GB to better understand and ask questions was requested and TH agreed to speak with GS. It was also suggested to ask the SiP (Faith Jarrett (FJ)) to lead a discussion on specific data at her annual GB meeting. A governor felt communication with the wider community needed attention which led to a discussion on accessing the local volunteer base and social media sites. To aid engagement with parents the GB agreed to raise their profile in the school and attend parent evenings, open days and other school meetings and events including academic monitoring day. TH to coordinate and request volunteers from September 2018. Attendance; at meetings was good, but formal reporting of link visits was weak. Governor

20.10a) MC implement GB review meetings

TH investigate Data training

Sip – data discussion at FGB meeting

TH-coordinate GB attendance at school events

Actions

Governors attend SR training

attendance at staff interviews was good, but not recorded. Safer Recruitment training was transferable, and governors were asked to attend the DCC or on-line NSPCC sessions. *BM entered the meeting at 10.48am*

20.10b) TH update links

b) **Review and confirm department/special links:** A number of changes were discussed and agreed. It was noted DN had resigned from the GB with immediate effect and DW would be resigning at the end of his term in December 2018. Changes made; D&T – PL, History – RA, PE – MC, Photography – TW, Safeguarding – CB, Sixth Form – BM.

c) * **Link scheme** (3 reports, previously circulated): accepted.

d) **Review Committee membership:**

i. **Consider commitments and confirm memberships:** Changes discussed and agreed; Governance - new members AH and CB, resigned – DW; Resources – new member DS.

ii. **Confirm HTPM arrangements and appoint governors for next cycle:** MC confirmed the objectives had been set with assistance from FJ and these needed to be reviewed next term.

SP agreed to replace DN on the panel and TW offered to assist on the following cycle. *DW left the meeting at 11.00am.*

20.10d) update commitments

e) **Chairs Review:** MC spoke of his year as Chair, which started with the Ofsted inspection last September, commented that the SLT did an amazing job, that the GS Chairs Briefing were very informative and encouraged other governors to attend the training for New Chairs of Governors course, to ensure succession planning. MC was happy to continue as Chair but was not precious about the role and encouraged other governors to consider the post for September. The new music suite was an excellent marketing opportunity, Wessex FM had agreed to record and promote and MC was looking for a suitable local celebrity to open the suite. *AH left the meeting at 11.07am.*

20.10f) Governance comm agenda item

f) **Clerks Report** (previously circulated): TH spoke of the need to review the size and makeup of the GB periodically, advised that BM, JB, NC and DS terms were due to end in December 2018 and it was agreed the Governance committee would review the constitution, recruitment and re-appointments at the autumn term meeting. It was noted that a candidate from the last recruitment round had been placed on a waiting list for this academic year and it was agreed MC would confirm with DN whether his resignation was immediate and contact the applicant if so.

20.10fi) TH set up voting process

i. **Agree election process for Chair and Vice-Chair** (guidance, previously circulated): Process agreed; Term of office one year, nominations invited prior to the meeting, with nominee's acknowledgment. Self-nomination allowed. If only one nominee a ballot to ensure majority GB support will be needed. Voting to be by secret ballot at the start of the September FGB meeting, nominees able to vote for themselves.

MC contact new governor applicant

20.10fii) publish dates and planner

ii. **Approve year planner and dates for meetings 2018/19** (previously circulated): Governors discussed possible clashes with personal commitments but agreed with planning meetings could be met and unanimously approved the dates and planner.

20.10fiii) Update TOR and policy file

iii. **Agree Terms of Reference for committees:** TH explained these were reviewed and approved annually and asked if governors wished to remove the appointment of vice-chairs as they had not been elected last year. The governors discussed and agreed that Vice-Chairs should be elected each year and to keep the TOR's unchanged. With no further questions the TOR's were unanimously approved.

20.11) Governors provide ideas for planned inspirational lectures,

20.11. Any other business: MC told governors that he had received a letter of thanks from MJ CoG, for the vacation of the music suite and it was noted that MJ would be erecting a new taller fence around the perimeter of the school for child protection reasons. Re-planting to enhance screening would be considered. Governors were asked to provide names and ideas to DS for the planned inspirational lectures. DS also offered his assistance with the commemorative tree planting for Shirley Preston. A governor asked if the GB could consider a subscription to The Key, rather than the NGA, at the next renewal date. TH agreed to investigate costs and benefits.

DS assist tree planting

TH investigate The Key

There being no further business the meeting closed at 11.25am

Dates for next meetings:

Beaminster School (FGB 2018/19 – 20)

Full	Wednesday 19 th September 2018 at 7.00pm
Governance	Wednesday 3 rd October 2018 at 6.00pm
Resources	Monday 8 th October 2018 at 3.45pm
Standards	Wednesday 7 th November 2018 at 4.30pm

Agenda point	Action	Owner	By when /report
20.5	Update action list	TH	completed
19.9bii	Action CAF bank on-line authorisation to include NC	LH	In hand
20.6a	Support 2018/19 work experience	AH & DS	
20.6c	Complete Values task and forward to MC	All govs	31/7/18
	MC collate data for review at Governance & FGB	MC	19/9/18
20.7a	Forward key changes to KCSiE NSPCC document to GB	DWI	Asap
	Complete required reading matrix – instruct GB and confirm once read	TH & all govs	Asap
20.10a	Contact all governors for annual review	MC	Asap
(2)	Investigate GS Data training, invite SiP to discuss data analysis	TH	Asap & SiP FGB agenda
(3)	Coordinate GB attendance at school events	TH	On going
(4)	Attend Safer Recruitment training	Link governors	Asap
20.10b	Update link governor commitments	TH	Asap
20.10d	Update committee and membership commitments	TH	Asap
20.10f	Discuss and agree Constitution, Governor ToO and recruitment	Governance	3/10/18
i	Set Chair and Vice Chair voting process for Sept	TH	19/9/18
ii	Publish year planner	TH	Asap
iii	Update ToR and policy file	TH	Asap
20.11	Provide ideas to DS for inspirational lectures	All govs	Asap
(2)	Assist with commemorative tree planting for SP	DS	Nov 2018
(3)	Investigate subscription with The Key	TH	Asap