

**Minutes of the Full Governing Body Meeting
Held on Wednesday 3rd April 2019 at 9.15am**

24.1. Present: Mr R Amswych (RA), Mrs J Brazier (JB), Mr C Baker (CB), Revd. D Baldwin (DB), Mr M Carter (MC) **Chair**, Mrs N Chalkley (NC), Mr M Dower (MD), Mrs J Forster (JFo), Mr K Hales (KH), Mrs A Hawkins (AH), Ms B Millwood (BM), Ms SA Palmer (SP), Mr D Solly (DS) *from 9.25am*, Mrs P Strong (PS), Mr G Townsend (GT), Mr T Wickens (TW).

Apologies: Ms L Humphries (LH), Mrs P Loder (PL), all accepted.

Absent: None.

Attending: Mr R Barnes (RB), Mr D Withers (DWi) **Associate members**, Mrs T Harley (TH) **Clerk**, Ms W Howard (WH) **Clerk, Woodroffe School**, Ms M Kahn (MK) **Chair of Governors, Woodroffe School**, Ms S Dinsmore (SD) **SENCO from 9.25am to 10.00am only**, Ms K Poole (KP) **Finance Manager from 10.5am5 to 11.15am only**.

The meeting was quorate

MK and WH were welcomed to the meeting as observers on a reciprocal CPD exchange.

24.2. Declaration of Beneficial Interests: None declared.

24.3. Items for discussion: (items proposed for information only were identified by a * on the agenda). Governors were asked if they wished to un-star any items for discussion. 24.10b – Minutes of the Marketing working group meeting was requested and accepted.

24.4. Review and approval of the Minutes of the meeting held on 6th February 2019

(previously circulated): The minutes were accepted as circulated, and signed as a true record by MC.

24.5. Matters arising and action list update (not covered elsewhere): Action point **23.6**; MC confirmed the new Y7 focus group would be taken forwards next term and noted that transition was a problem for a number of students. **23.11b**; MC felt that as all new governors were told to expect to attend all FGB meetings and to join one committee, the significant time, as expressed in the code of conduct amounted to a minimum of 11 meetings per year. **23.11b** BM and LH had agreed to mentor MD and the informal discussions prior to FGB meetings, which had started today, would be held in the HT office. All other actions completed or on the agenda.

24.6. School Improvement:

a) **SENCO Annual Report** (SEN Report 1/4/19, previously circulated): SD introduced her report and told governors of the LA SEN audit taking place on 4th April. SD explained and took questions on the Whole School Approach, Quality First Teaching, the referral process, the graduated approach cycle, support plans, the breakdown of Need at Beaminster School, the number of students on the register, students with Education, Health and Care Plans (EHCP), consulting and meeting with parents and students, staff development, school partnerships, challenges and future plans. Governors asked for assurances and clarification on the register numbers, needs, support given, levels of progress in Maths and English, comparative figures with national, prior attainment, external support, the joint local review and joint working with other secondary schools. It was noted that BS tracked all students who received additional support on the SEN register, whereas some schools used a whole school approach for low ability students and SD would be seeking advice on this interpretation through the SEN audit. External support was diminishing and now mostly traded. Further work was needed to ensure improvements in Maths outcomes. With no further questions *SD was thanked and left the meeting at 10.00am*.

b) **Headteachers Spring Term Report** (previously circulated): KH introduced the report and asked for any questions. Governors thanked KH for the report as it was a very informative narrative and view of staff and asked questions on the server crash, higher level apprenticeships and the need for a better focus on students not going onto university, transport issues, the pastoral role and workload concerns, My Concern training and feedback, on-line safeguarding issues and the school responsibilities, the Head of Year cyclical process, student leadership through the School Council and the dress code for sixth form students, the use of pupil premium for purchasing workbooks and revision guides and raised concerns for sixth form numbers. KH agreed to speak with the Head of Sixth form on the current dress code policy and a governor asked that it be debated by the School Council.

Actions

24.6c)
Parental
engagement –
next agenda

MD join Y7
governor
focus group

24.6d) KH-
share 2018
data for
comparison

c) **School Improvement Plan 2016-19 (SIP) termly review, with ideas and recommendations for the 2019-21 SIP** (March 2019 progress report, previously circulated): KH introduced the report and told governors that the tasks and targets had been reviewed in depth at the Standards Committee meeting and that the Governor Focus group was now moving forwards quickly. KH asked governors to consider any key areas or issues they felt needed to be included in the new SIP, which would be aligned with the new school values. A governor asked for clarification on the Governor focus group and felt there needed to be a concordance of what parents and the school wanted for the pupils. It was agreed that parental engagement, especially those hard to reach, reporting to and aspirations would form an agenda item at the next meeting. MD volunteered to be part of the new Focus group with MC.

d) **Evidence Informed Governors** (EEF guidance, previously circulated): KH introduced the guidance stating he had circulated it as a tool for governors to use. A governor stated he had looked at the 2016 data, held by EEF, and had been very concerned by the low levels of attainment for BS, against the comparators. KH explained that in 2016 the school had offered college and vocational courses which were not included in the A8 figures; since then all students were encouraged to take all A8 subjects and KH agreed to review the 2018 figures with the governor to reassure and show the gap had reduced. Governors shared their concerns on attainment rather than a broad or tailored curriculum and were encouraged by the new Ofsted framework. It was felt strong links with the local economic sectors should also be developed.

24.7. Safeguarding

a) **Safeguarding update**: DWi told governors that the annual audit was due on 31st May 2019 and due to the LA poor Ofsted outcome auditors would be visiting BS, as part of that review. Self-harm concerns continued to rise and the protocol for blades had been updated following an incident with a pupil, which CAHMS had been involved with. Staff had attended self-harm courses and agreements to be signed by pupils and parents after self-harm incidents were being implemented. Governors discussed the balance of issues, managing stress, external support and the challenges faced with DWi.

b) * **Approve Safeguarding policy** (previously circulated): reviewed fully at Standards Committee, accepted and approved.

c) * **Notes of Safeguarding review meeting 18th March 2019** (previously circulated): accepted.

24.8. Standards

a) * **Minutes of meeting 13th March 2019** (previously circulated): accepted.

b) * **Approve Collective Worship policy** (previously circulated): reviewed at Standards Committee; accepted and approved.

24.9. Resources

a) **Minutes of meeting 18th March 2019** (previously circulated): accepted.

b) **Approve SFVS 2018/19** (previously circulated): approved by the Resources Committee and submitted to the LA on 29th March 2019; accepted.

c) **5-year Budget Plan for review and approval** (3 detailed analysis reports, previously circulated): *KP entered the meeting at 10.55am*. KP introduced the budgets, took questions and explained changes to income due to moving towards the national funding formula (NFF). Sparsity funding had dropped from £50,000 to £950 and Lump Sum had reduced by £20,000, but the school would benefit from the minimum guarantee by £27,000 this year, but there were concerns this would be lost in future years. Governors had reviewed the current years outturn in depth at the Resources committee meeting; the premises staff budget would increase by £3,000 to allow for overtime and the utilities budget would decrease by £10,000 due to savings made since the closure of the swimming pool. Other lines would be kept in line as last year. In real terms a slight surplus would be made in year 1 but with deficits in the following years, this assumed PAN would be maintained in all years and the increased pension costs would be covered. There was uncertainty in the level of income and staffing for the future SRP base and KP recommended approving and submitting version 1 showing a surplus of £28,946 in 2019-20 and a deficit of £1,446,789 in year 2023-24, this showed the LA that unless further funding was received there would be a deficit in excess of £100,000 in year 2020-21, with a potential need to reduce staff. The LA higher needs fund was in deficit and a lack of funding on schools nationally was having an effect; 30% of maintained schools nationally were in deficit. **With a show of**

24.9c) Budget
approved –
KP submit to
LA

Actions

hands, a majority of governors approved version 1, to be submitted to the LA. KP left the meeting at 11.15am

24.10. Governance

a) **Chairs Report:** MC spoke of the recent news item concerning home educated students not under the responsibility of schools and of events he had recently attended in support of BS students including the School Play, Youth Bobsleigh, Wessex Race Way, Netball tournament, Youth Speaks, A-level drama performances and the new Head Boy and Girl presentations. MC had also organised a booklet of photos for the school play performers and arranged for Paul Blake (Inspirational speaker) to speak at a school assembly. MC suggested the school create a Wall of Fame of ex-students and would share ideas with DWi, to take this forward.

b) **Minutes of Marketing WG meeting 27th February 2019** (previously circulated): a governor asked what mechanisms were in place and the projects being sought for fundraising, as a number of funds were available to charities. TH agreed to set up a Fundraising meeting for the FTT (LH, CB, GT and MD to attend) and a marketing meeting (MC, KH, LH, DS, PS, GT, RA, CB) next term.

c) **Clerks Report** (report, previously circulated): TH introduced her report and asked governors to complete the on-line Prevent training and to forward certificates for verification. Access and use of Office 365 for governor resources and documents was still difficult to access for a number of governors and RA offered to run a training workshop; this was appreciated by governors and TH agreed to set a date. A governor asked for information on the process for electing staff governors and TH explained that the vacancy would be advertised, JFo could re-apply and if more than one nomination was received a staff ballot would be held.

d) **Link Scheme:**

i.* **Link Report** (Two reports, previously circulated): accepted.

24.11. Any other business: DWI asked that Safeguarding be made a standard agenda item for all GB meetings and AH asked that SEND be a standard agenda item for all FGB meeting. This was noted and agreed. The first edition of the newsletter The Beaminster Times had been published and copies were handed to governors. NC asked that governors distribute in their communities and let the school know where and to whom.

There being no further business the meeting closed at 11.30am.

Dates for next meetings:

Standards	Wednesday 15 th May 2019 at 4.30pm
Resources	Monday 19 th April 2019 at 3.45pm
Full	Wednesday 22 nd May 2019 at 7.00pm

24.10a) MC - Wall of Fame ideas to DWi

24.10b) set Fundraising & Marketing meetings

24.10c) Complete Prevent training – forward certs. To TH

TH - Arrange O365 training session

24.11) update standard agenda items

Distribute Beaminster Times and inform school

Agenda point	Action	Owner	By when /report
24.6b	6 th form dress code – current policy & debate?	KH, JS, School Council	Asap
24.6c	Parental engagement – agenda item	MC/KH	22/05/19
	Y7 Governor Focus Group – join/take forwards	MD/MC	Summer term 19
24.6d	Share 2018 A8 data with MD	KH	Asap
24.9c	Submit approved budget to LA	KP	Asap
24.10a	Take Wall of Fame ideas to DWi	MC	Asap
24.10b	Arrange Fundraising & Marketing meetings	TH	Summer Term 19
24.10c	Complete Prevent training – forward certificates to TH	All Governors	22/05/19
(2)	Arrange governor O365 training with RA	TH	22/05/19
24.11	Safeguarding and SEND – standard agenda item	TH	Now
(2)	Distribute Beaminster Times – tell NC where	All Governors	Asap