

Actions

**Minutes of the Full Governing Body Meeting
Held on Wednesday 17th July 2019 at 9.15am**

26.1. Present: Mr R Amswych (RA), Mrs J Brazier (JB), Mr C Baker (CB), Mr M Carter (MC) **Chair**, Mrs N Chalkley (NC), Prof. M Dower (MD), Mr K Hales (KH), Mrs A Hawkins (AH), Ms L Humphries (LH), Ms SA Palmer (SP), Mr D Solly (DS), Mrs P Strong (PS), Mr G Townsend (GT).

Apologies: Revd. D Baldwin (DB), Mrs J Forster (JFo), Mrs P Loder (PL), Ms B Millwood (BM), Mr T Wickens (TW), all accepted.

Absent: None.

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

26.2. Declaration of Beneficial Interests: None declared.

26.3. 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. None requested.

26.4. Review and approval of the Minutes of the meeting held on 22nd May 2019 (previously circulated): The minutes were accepted as circulated, and signed as a true record by MC.

26.5. Matters arising and action list update (not covered elsewhere): Action point **25.5**; most governors had now completed the Prevent training and those that had not yet were asked to do so before the FGB meeting in September 2019. A new edition of the Beaminstor Times had been printed and governors were encouraged to distribute copies within their communities and asked to inform NC of distribution points. **25.6a**; MD confirmed he had spoken to the Head of Sixth Form and the Science department and was looking at ideas for extended project focuses and ways to bring current eco challenges into the curriculum. **25.6d**; RA and MD had met with two Y7 parents, who had appreciated the opportunity and a report would be circulated for the next FGB meeting. **25.11c**; KH confirmed MD and RA would be invited to the Careers Hub meeting in the autumn term. All other actions completed or on the agenda, with no further matters arising.

26.6. School Improvement:

a) **HT Report** (previously circulated): KH introduced the report, apologised for the late circulation and highlighted points of interest including the continuing issues over funding and the new Ofsted inspection framework and recommended governors read the Edward Timpson report on exclusions. Governors asked questions on the heavy workload and pressures on Year Heads and if there were any new initiatives for the increasing numbers of students with mental health issues. KH and DW assured governors and explained that tutors were encouraged to be the first port of call and structures were in place to share workloads and to protect teaching time. Kooth was an on-line mental health and wellbeing platform for young people, the school worked on resilience and support for students but there was a gap between concern and serious concern due to lack of resources for the services. Governors also discussed homework timetables, destinations other than 6th form for the current Y11 students, the South Somerset's education review and thanked the contributors and commended the report for its great insight to what went on in the school. A governor raised concerns on the cost of the new school skirt, which could only be bought from the main school uniform supplier. The SLT assured that low income students on FSM received small grants and the school encouraged parents struggling to pay to contact them. Feedback from parents had been very positive and not all the uniform was branded to help keep costs down, unlike many other schools in Dorset.

b) **School Improvement Plan 2019-22 (SIP)** (draft, previously circulated): KH introduced the plan, asked governors to reflect on the Vision and Collective Values statements and explained that it was still a work in progress. A governor asked that D2 include a clear link with the FTT and promotion of outdoor pursuits and opportunities for students beyond the curriculum. needed for the groups to work. Governors asked questions on formative assessment and discussed suggestions on measuring outcomes; CB agreed to email KH with suggestions.

26.7. Safeguarding

a) **Audit** (previously circulated): DW introduced the report stating it had been submitted in June with an overall grade of Outstanding and all staff had been booked onto courses in

26.5)
Governors
complete
Prevent
training

Distribute
Beaminstor
Times; inform
NC

Y7 Focus
group report;
next meeting

Invite MD and
RA to Careers
Hub meeting

26.6b) KH
update D2
and
governors
contact KH
with
suggestions

Actions

September to bring training up to date. The governors reviewed the report, asked questions on cyberbullying and the LA's response. DW explained the school's responsibilities, the use of police and recording of cyberbullying complaints and confirmed the LA were slow to respond due to staffing issues but were expected to visit the school in September.

26.8. SEND

a) **SEND Self-evaluation report** (previously circulated with SEND Governor report and recommendations): AH confirmed the report and recommendations had been discussed at the Standards meeting and governors needed to decide how and what information they wanted to receive; Governance committee agenda item. KH confirmed the actions had been included in the SIP and suggested termly reports looking at specific areas through Standards and an annual SENCo report to the FGB.

26.9. Standards

a) * **Minutes of the Standards meeting 4th July 2019** (previously circulated): accepted.
 b) **GDPR Report** (draft policy and governor report, previously circulated): JB told governors of the work she had been doing with KH and explained, to comply with GDPR, that governors should not keep any paper data and should use the school Office 365 SharePoint and email addresses to be secure. The governors reviewed the policy, discussed the controls in place and confirmed what the school was doing. RA agreed to support JB in the Data Protection Officer role, KH confirmed the school was checking through systems and the governors unanimously approved that the draft policy be published on the school website and for KH to check for NGA guidance.

26.10. Resources

a) * **Minutes of Resources meeting 5th June 2019** (previously circulated): accepted.
 b) **Confirm approval of amended budget for 2019-20**: MC told governors that the Finance Officer presented an amended budget, agreed by the LA, to offset a duplication error totalling £93,092 and confirmed committee recommendation. With no further questions the FGB unanimously approved the amended budget as presented to the committee.

26.11. Governance

a) * **Minutes of Governance meeting 5th June 2019** (previously circulated): accepted.
 b) **Approve recommended budget for Governance**: KH explained that governance had never had a dedicated budget and for best value and transparency a budget of £1,200 was recommended. With no queries the FGB unanimously approved the suggested budget. *KH left the meeting at 10.25am*
 c) **GB Self-review** (report, attendance data, questionnaire results and skills audit combined results, previously circulated):
 i. **Attendance**: Attendance to meetings had been good and all absences reasonable.
 ii. **Skills Audit**: MC introduced the results stating all areas had at least 2 governors with good skills and the audits would be used to inform forthcoming governor vacancies. A governor asked that the skills be matched against the committees, to ensure the right skills were in the right place. Four governors had not responded and would be asked to complete the forms before the start of the new term. *KH returned to the meeting at 10.35am*
 iii. **Questionnaire**: Governors focused on the questions where one or more governors disagreed with the information they received or were able to set. KH asked governors to consider what information they wanted and how it should be received. Governors felt it was difficult to measure and see what success looked like and agreed to consider a self-evaluation of the SIP, to be more involved in the planning of the SIP and to set objectives for link governors; Governance committee agenda items and ideas to be fed back to KH. Governor/staff communication was felt to be weak and governors were encouraged to attend morning briefings, assemblies, school events and to foster stronger link department relationships. Governors received the views of parents and students through the bi-annual Kirkland Rowell report and School Council minutes; TH to circulate last 3 meetings minutes. DW told governors of the many different ways the SLT received information and agreed to put together a list of all the opportunities the GB could review this. The governors considered whether the questionnaire was supporting their self-review, agreed they needed to be more proactive and to discuss changes to the self-review for next year through the Governance committee.

26.8) GB to decide on reporting; Governance Comm. agenda

26.9b) Governors destroy all paper data, use school email address and O365

RA share Data protection role with JB

KH source guidance from NGA

26.10b) Updated budget approved

26.11b) Governance budget approved

26.11c) governors complete skills audit and Governance committee match against committees

Questionnaire results; governance comm. Agenda item, along with consideration for next self-review

Circulate School council minutes to FGB

Actions

26.11c)
update Link
governors

26.11e)
publish year
planner &
TOR's,
prepare
election for
Chair & Vice-
Chair. Sort
NGA
candidates

- iv. **Link Scheme:** Governors reviewed their links, a new governor asked for an understanding of how the system worked, KH offered to support with initial contact and changes included LH; Art, GT; Pupil Premium, MD; SRP, MC; School Council.
- d) **Chairs Review:** MC stated he was happy to continue as chair next year but would also support any new candidates, spoke of the successes of this year and the main challenges for next year, (*transcript of report attached*). A governor asked if obesity levels in students was monitored; DW answered not formally and spoke of health-related fitness programmes, catering and information shared with students and parents. *KH left the meeting at 11.15am*
- e) **Clerks Report** (report, draft year planner and committee TOR's, previously circulated): TH introduced the report, and asked for any comments on the draft year planner, committee terms of reference for approval and the process for the election of the Chair and Vice-Chair at the start of the next FGB meeting. Governors had no comments and unanimously approved the year planner, TOR's and election process as detailed. MD had requested to attend the NGA conference in October and TH asked if any other governor was interested. CB raised interest and TH agreed to sort.
- f) * **Link Report** (Three reports (SRP, Science and Geography), previously circulated): accepted. MD spoke of his link meeting with the SRP, and asked that the SLT pick up on the comments made about Dorset Council.
- g) **NGA Conference Report** (Governor report, previously circulated): accepted
- 26.12. Any other business:** RA told governors that the Marketing WG had met, a plan of action and focus had been set and would be meeting again in September. Some kids I taught and what they taught me, a book by Kate Clancy was recommended as a good read.

There being no further business the meeting closed at 11.35am

Dates for next meetings:

Full	Wednesday 18 th September at 7.00pm
Governance	Wednesday 2 nd October at 5.30pm
Resources	Monday 14 th October at 3.45pm
Standards	Wednesday 6 th November at 4.00pm

Agenda point	Action	Owner	By when /report
26.5	Complete Prevent training	GB	Sept 19
	All governors not completed training to complete and forward certificates to TH	All untrained governors	Asap
	Distribute Beaminster Times, inform NC	GB	Sept 19
	Y7 Focus group report	RA, MD	18/9/19
	Assist with Careers Hub meetings	MD, RA, KH	Asap
26.6b	Forward ideas for SIP to KH; update D2	GB, KH	Sept 19
26.8	SEND reporting – agenda item	<i>Governance</i>	2/10/19
26.9	Destroy paper data, use school email addresses and O365 for GB work	ALL	NOW
	Source GDPR guidance from NGA	KH	18/9/19
26.11c	Complete skills audit	All governors not completed for FGB	2/10/19
	Review and match skills	Governance	2/10/19
	Review questionnaire results and determine next self-review	Governance	2/10/19
	Circulate School Council minutes to FGB	TH	Asap
	Update governor links/special responsibilities	TH	Now
26.11e	Publish year planner, TOR's	TH	Now
	Prepare Chair & Vice-Chair elections	TH	August 19
	Sort candidates for NGA conference	TH	Sept 19

Chairs Report transcript:

I've attended a Chairs Briefing in each term. These Briefings are held at Athelhampton and Blandford, and provide a useful forum for Chairs to learn about current matters and exchange ideas. In terms of next year, I'm happy to continue as the Chair, but am not precious about it, if anyone else has the time and energy to take on the role.

Ahead of the exam results, I think we've had a successful year, maintaining a balanced budget, and seeing the Frances Tucker Music Suite opened in January, and I was pleased that we manage to secure Ian Gillan's services for this.

The main challenge for next year will again be the budget. We have a decision to be made on switching to Complex Communication Needs, and we also need to resolve the future of the swimming pool, which may be resolved together.

Nationally, much is happening; as Keith reported, there's a new Ofsted framework that isn't so focused on exam results, and finally, a realisation from government that education funding needs to be restored to 2010 levels. Approximately one third of all secondary schools are now in debt, and the scale of this debt often exceeds £500,000.

Much to her embarrassment, Theresa May's former secondary school has been closing on Friday afternoons to save money, and to make a point about the shortfall in school funding, Labour MP Jess Philips has been leaving her son outside 10 Downing Street on Friday afternoons when his school is closed.

Ofsted have been inspecting schools previously assessed as Outstanding, and deemed exempt, and of 305 'Outstanding' schools, 166 have been downgraded to Good, 76 Required Improvement and 14 were found to be Inadequate!

For more on the new Ofsted Framework, you can watch Amanda Spielman's 14th May speech on you tube, where you'll also find a 3 minute summary.

Nationally, permanent exclusions are a growing problem, with Dorset reporting 57 permanent exclusions in Years 7 to 11, with 37 of these in Years 10 and 11, about 80% are boys. These figures are for September to April, and mainly relate to persistent disruption.

Pearson, the world's largest education publisher has just announced plans to replace text books with digital learning resources. More than half their revenue already comes from the digital market, and they will initiate this move in the USA before introducing it to the UK. Typically, Pearson make digital text books available on a 3 year term, which is sufficient to complete a course.

Lastly, there's new government initiative for children to have the opportunity to do 60 minutes of sport or physical activity each day, seemingly in response to the growing obesity problem, and a detailed action plan for this will be published by the government later this year.