

**Actions**

**Minutes of the Full Governing Body Meeting  
Held on Wednesday 22<sup>nd</sup> May 2019 at 7.00pm**

**25.1. Present:** Mr R Amswych (RA), Mrs N Chalkley (NC), Prof. M Dower (MD), Mrs J Forster (JFo), Mr K Hales (KH), Mrs A Hawkins (AH), Ms L Humphries (LH), Ms B Millwood (BM) **Vice-Chair**, Ms SA Palmer (SP), Mr G Townsend (GT), Mr T Wickens (TW).

**Apologies:** Mrs J Brazier (JB), Mr C Baker (CB), Revd. D Baldwin (DB), Mr M Carter (MC) Mrs P Loder (PL), Mr D Solly (DS), Mrs P Strong (PS), all accepted.

**Absent:** None.

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

**25.2. Declaration of Beneficial Interests:** None declared.

**25.3. 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. 25.11c – Link reports was requested and accepted.

**25.4. Review and approval of the Minutes of the meeting held on 3<sup>rd</sup> April 2019** (previously circulated): The minutes were accepted as circulated, and signed as a true record by BM.

**25.5. Matters arising and action list update** (not covered elsewhere): Action point **24.6**; the Y7 focus group had not yet been taken forwards and MD and RA were waiting on MC for direction. **24.6d**; KH had forwarded the FFT data to MD but had yet to meet with MD to discuss. **24.10c**; TH agreed to forward a link to the Prevent training to all governors and asked those who had not completed the training to do so. The Office 365 training session would be set before the end of term. **24.11(2)**; governors told NC where they had distributed the Beaminster Times and it was agreed further copies could be requested for printing. It was hoped the newsletter would be published once termly. All other actions completed or on the agenda. **24.7a**; LA Health & Safety review visit – DWi confirmed the visit had not gone ahead due to other school samples proving sufficient.

**25.6. School Improvement:**

a) **School Annual Review** (Report May 19, SEF March 2018 and SIP 2016-19, previously circulated): KH introduced the report, an internal review to inform governors, and took time explaining and answering questions on the exam outcomes, Progress 8 and Attainment 8 data, pupil groups, curriculum subjects, absence figures, destinations, exclusions, SEN and prior attainment levels. Focus areas included Boys outcomes, additional support for disadvantaged and low KS2 pupils, breadth of curriculum with recognised qualifications, challenging and lifting middle attainers outcomes, girl's absence and rising mental health issues and the below national prior attainment, particularly for Maths, along with rural poverty and deprivation issues. The sixth form ALPS data and points per pupil was explained and further questions on funding, reasons for outcomes, the high SEN cohort, CAMHS thresholds and intervention were answered and discussed. The SEP (School evaluation partner) review (pg. 5-6) had been covered at the December FGB meeting and the next visit in June would focus on the new SIP. Lesson observations and Quality of teaching (pg. 7-8); governors discussed SLT feedback, post threshold whole school targets and student voice and feedback through formative assessment. Stakeholder feedback (pg9); KH explained a new Kirkland Rowell survey was due and would be used to inform the new SIP. A governor asked if more healthy meals were provided, would students be encouraged to eat them and DWi explained that the catering company had regular meetings and was responsive to student demands, healthy food was provided but the culture was grab and go rather than plated meals; this led to a discussion on school litter and plastic waste, with students taking more responsibility through participation in assemblies and the School Strike actions. Landscape (pg. 10-11); governors discussed 'off-rolling', accepting out of catchment students with complex needs, demographic numbers, parental expectations and the governor focus group initiative to improve engagement. Emerging priorities (pg12); KH asked governors to consider and share priorities to inform the new SIP. A governor asked for clarification on 'local' for the 'Appropriate, local and challenging curriculum', and was the school dominated by the national curriculum or able to adapt to local economy needs. KH answered the school could be more flexible at KS3 and at KS4 the vocational option allowed for

25.5) MC  
direct on Y7  
focus group

TH forward  
'Prevent' link  
to GB

TH arrange  
O365 training  
session

GB – liaison  
with NC for  
Beaminster  
Times

**Actions**

25.6a) MD meet KH for local enterprise and resilience ideas

25.6b) review at Standards

25.6c) GB Forward ideas to KH on SIP by 7/6/19

25.6d) Form Y7 focus group & meet parents

25.9b) Date of Standards meeting changed

25.11c) MD assist with Careers Hub meetings

25.12) Organise social with PS & MC

opportunities but did need to have some form of qualification attached to them. MD offered to assist, with his links to the Rural Enterprise Partnership, and agreed to meet with KH. The governor also asked for clarification on 'resilience' and whether this was in response to the climate emergency and increased digital immersion. KH asked MD to email his ideas to him and it was noted Dorset had been chosen as a career's hub through the Local Enterprise Partnership and BS was attending a meeting in June. The SEF summary, produced in March 2018, had been circulated for reflection and to be used as a baseline.

b) **Departmental monitoring update** (previously circulated): KH introduced the report stating it was for information and would be reviewed in depth at the Standards committee.

c) **School Improvement Plan 2019-23 (SIP)** (draft, previously circulated): KH introduced the plan and asked governors to share their thoughts and ideas and to email to him three aspects that should be worked on and one thing that should be dropped, by 7<sup>th</sup> June 2019. A governor felt that attachment, resilience and health & wellbeing were most important aspects to focus on.

d) **Parental engagement**: BM tabled a short report on the first Y8 focus group session and it was agreed to ask MC to lead the Y7 focus group with MD, RA and CB and arrange a session date before the end of term. NC agreed to find the parents but asked the focus group governors to set a date and focus for the meeting. A governor asked what was being done with the results and BM answered the were shared and taken up by the SLT and would be feedback to parents. It was hoped the groups would meet 2-3 times per year, along with questionnaires. A clear focus and outcomes without duplication was needed for the groups to work.

**25.7. \* Safeguarding** – no report.

**25.8. \* SEND** – No report.

#### 25.9. Standards

a) **\* Minutes of meeting 15<sup>th</sup> May 2019** (previously circulated): accepted.

b) **Change date of next meeting**: TH explained that due to a conflict with a school function the date of the next meeting needed to be change; Thursday 4<sup>th</sup> July 4pm agreed.

**25.10. \* Resources** – No report or meeting held since last FGB.

#### 25.11. Governance

a) **\* Minutes of Marketing WG meeting 29<sup>th</sup> April 2019** (previously circulated): accepted.

b) **Clerks Report** (report, previously circulated): accepted.

c) **Link Report** (Two reports (History and Careers), previously circulated): A governor asked if access to text books was an issue and KH spoke of the huge expense, changes to the schemes of work requiring new books, website-based materials and bid funding opportunities for departments to secure further books. Parents were generally happy to pay for revision guides, supplied by the school at reasonable prices but it was felt the school should provide text books where needed. A governor asked if teachers other than the Careers lead (K Donovan) were providing careers and apprenticeship advice to students. KH answered that university was provided by the Head of Sixth Form and KD focussed on Y11 for 6<sup>th</sup> form, college and apprenticeships. KD did an excellent job, but had many other school duties, the school did not have an apprenticeship specialist and better use of tutors, and Heads of Year taking on more responsibility would help. Apprenticeship opportunities in the local area were limited and MD offered his assistance with the Careers Hub meetings.

**25.12. Any other business**: SIAMS Inspection; KH confirmed the inspection went well and the report would be shared after the half term break. MC was proposing a governor social gathering in June at the Strong Orchard, governors showed good interest and PS would be asked to suggest dates.

**There being no further business the meeting closed at 9pm.**

#### Dates for next meetings:

FTT Awards	Wednesday 5 <sup>th</sup> June 5.00pm
Governance	Wednesday 5 <sup>th</sup> June at 6.00pm
Resources	Monday 17 <sup>th</sup> June 2019 at 3.45pm
Standards	Thursday 4 <sup>th</sup> July 2019 at 4.00pm – <b>Note new date and time</b>
Full	Wednesday 17 <sup>th</sup> July 2019 at 9.15am

<b>Agenda point</b>	<b>Action</b>	<b>Owner</b>	<b>By when /report</b>
25.5	TH forward link for Prevent training	TH	completed
	All governors not completed training to complete and forward certificates to TH	All untrained governors	Asap
	Office 265 training session for GB	TH & RA	Summer term
	Liaise with NC on Beaminster Times distribution by GB	All governors	Asap
25.6a	Local ideas and resilience ideas discussion with KH	MD	Asap
25.6b	Review Departmental monitoring update at Standards	TH	04/07/19
25.6c	Forward ideas for <b>SIP</b> to KH	ALL	07/06/19
25.6d	Y7 Governor Focus Group – set date	MC	Summer term 19
	Find parents for Focus group	NC	Asap
	Agree focus	MC, MD, CB, RA	Asap
25.9b	Change date of Standards meeting	TH	Completed
25.11c	Assist with Careers Hub meetings	MD	June 19
25.12	Organise GB social & set date	PS & MC	Asap