

**Minutes of the Full Governing Body Meeting
Held on Wednesday 6th February 2019 at 5.30pm**

23.1. Present: Mr R Amswych (RA), Mrs J Brazier (JB), Rev'd D Baldwin (DB), Mr M Carter (MC) **Chair**, Mrs N Chalkley (NC), Mr M Dower (MD), Mrs J Forster (JFo), Mr K Hales (KH), Ms L Humphries (LH), Mrs P Loder (PL) *from 5.50pm*, Ms SA Palmer (SP), Mrs P Strong (PS), Mr G Townsend (GT).

Apologies: Mr C Baker (CB), Mrs A Hawkins (AH), Mr D Solly (DS), Mr T Wickens (TW), all accepted.

Absent: Ms B Millwood (BM).

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

23.2. Declaration of Beneficial Interests: None declared.

23.3. 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.

23.4. New Governor appointment and Associate member term of office renewal: *MD and DWi left the meeting at 5.35pm.* MC proposed accepting Mr M Dower, as the new Co-opted governor, who had been interviewed by MC, JB and AH for the vacancy and recommended renewal of Mr D Withers appointment as Associate member. With a show of hands the governors unanimously approved both appointments, with a 4 year term. *MD and DWi returned to the meeting at 5.40pm.* MD and DWi were welcomed into the roles and introductions were made.

23.5. Review and approval of the Minutes of the meeting held on 28th November 2018 (previously circulated): The minutes were accepted as circulated, and signed as a true record by MC.

23.6. Matters arising and action list update (not covered elsewhere): Action point **22.5**; MC had confirmed a speaker, although fees were generally high and CB was also approaching suitable candidates. GT confirmed he had yet to speak on specialist subjects with the 6th form due to health issues. The Key subscription; TH agreed to create a folder in the Governors SharePoint for resources and articles that governors felt would be useful. New Y7 focus group; RA explained nothing had happened yet and MC agreed to speak with BM and CB to help move the project forwards. **22.6**; BM had been asked to review the 6th form bursary spend as part of her link role. *PL entered the meeting at 5.50pm.* **22.8** the SIAMS inspection meeting had been set for 14th February 2019. **22.10** MC and JFo spoke of the student participation and success of the opening of the Music Suite, which would feature in the newly formed School Newsletter. RA commented on the excellence of the event. A governor asked if students were given the opportunity for mock interviews other than for Oxbridge and KH confirmed that yes, all 6th form students were encouraged to participate, and the interviews were usually conducted by 3 members of staff. GT and RA offered to assist on the interview panels. All other actions completed or on the agenda.

23.7. School Improvement:

a) **School Improvement Plan (SIP) termly review – PP3 focus** (Continuing Professional Development report, previously circulated): KH introduced the report and told governors of the programmes for development undertaken over the past three years, training opportunities attended and strategies for developing leadership at all levels. RB elaborated on the formative assessment programme, which had the option of being extended into next year and governors asked questions on extended PD days, non-teaching staff training, performance management reviews, targets and budget spend. KH confirmed the budget had a minimal overspend of £300.00 and all teaching staff received 15 hours training through CPD and 3.5 days through inset days per year plus individual target time.

b) **Summary of Department reviews and progress towards targets – PP1** (Departmental monitoring report, previously circulated): KH introduced the report and explained the colour coding and abbreviations. The governors were taken through each departments information, GCSE and A level outcomes and key areas of focus, with KH answering questions and highlighting challenges and key points for monitoring.

23.4) TH
update GB
records

23.6) update
action list
items

Actions

- c) * **Performance Tables:** (previously circulated) for information <https://www.gov.uk/school-performance-tables>: accepted.
- d) **2019/20 Staffing and budget challenges update:** KH tabled a staffing update and told governors of the staff changes, retirements, maternity leaves and advertisement for posts required in the Admin team, Science, Computing, English, Mathematics, PE, Humanities and SRP Base. The governors were updated on the LA review and re-organisation of Bases in Dorset; Two types of learning bases had been identified, Complex Communication needs (CCN) and Social and emotional needs (SEMH). To fit into the new system BS would most likely become a CCN base and par down numbers over the next 3 years, with no new students for Y7 in 2019. *DWi left the meeting at 6.20pm.* Student numbers; Y8 was currently full, which was having an impact on technology class sizes and delivery across KS3, this was confirmed by the link governor and KH spoke of project work being undertaken by technician staff to accommodate safe delivery regulations. Y7 intake for 2019 looked likely to be close to PAN and a governor asked if there had been any consultation on pupil numbers with the proposed new homes for Beaminster. KH stated no, and that longer-term data to help model staffing was not shared by the LA. KH concluded there had been a small increase in the budget for 2019/20, but this had been wiped out by the statutory increase in support staff pay costs and the budget would be incredibly tight.

23.8) **SENCO** report – deferred to next meeting

23.8. SENCO – annual report (September 2018 Information report, previously circulated): Item deferred until the next meeting.

23.9. Standards

a) * **Minutes of meeting 19th January 2019** (previously circulated): accepted.

23.10. Resources

a) **Minutes of meeting 10th December 2018** (previously circulated): A governor asked on the plans for the swimming pool site and KH confirmed no interested parties had approached the school, decommissioning or reinstating of the pool would be too costly and talks with DCC and Mountjoy School on converting the site into a new classroom area had been initiated, but with no firm plans as yet.

b) **Approve SFVS 2018/19** (to be circulated): TH confirmed the statutory assessment form had been reviewed at the Resources Committee meeting and CB had agreed to make minor amendments to the form, for FGB approval. The form must be submitted by 31st March 2019 and TH asked the GB to delegate final approval to the Resources Committee, who would be meeting on 18th March 2019. The governors unanimously agreed to the delegation but requested that the form be circulated to all governors for comment prior to final approval.

c) **Recommend Fundraising WG:** The Resources committee had suggested a Fundraising WG be formed and MC recommended this be combined with the Marketing WG, and also include replenishing the B&NGSF (Frances Tucker Trust) funds. LH, RA and MC agreed to join the governors on the marketing WG.

d) Convene Marketing/Fundraising WG meetings: 27th February at 3pm agreed.

23.11. Governance

a) **Chairs Report:** MC spoke of the music suite opening, the school play Animal Farm, which governors were encouraged to attend, thanked AH for her contribution to the Drama department, highlighted marketing opportunities and sporting events students were participating in (Wessex Race Way and Youth Bobsleigh) and PL also spoke of her son's participation in the junior wake boarding championships. MC updated governors on current news items, spoke about the recent CPD exchange with Woodroffe School and asked governors to consider attending the Chairs course run by Governor services.

b) **Minutes of meeting 28th January 2019** (previously circulated): accepted.

i. **Approve code of conduct** (previously circulated): A governor asked for clarity on what was *significant amounts of time*, which was agreed to be explored at the next meeting and with no further comment the code of conduct was unanimously approved.

ii. **Approve Visits to Schools policy** (previously circulated): unanimously approved with no comments.

iii. **Mentor governors:** TH asked for volunteers to mentor new governors, MD requested a mentor and asked to join the Resources Committee. MC agreed in the first instance to act as

23.10b) circulate updated SFVS to FGB for approval at Resources meeting

23.10c) arrange WG meeting

23.11b) clarify significant, update policy file

Update committee membership, mentor MD

Actions

Arrange informal discussions prior to FGB's

23.11c) arrange departmental review meetings - RB

23.12a) arrange review meeting

b) attend Discipline committee meeting

mentor. MC and KH would also be available prior to FGB meetings for informal discussion and support.

c) **Clerks Report** (report, acronyms list and Dorset Governor 89, previously circulated): TH encouraged governors to attend a link meeting, if they had not yet done so, and confirmed that RB would be setting the March mid-year departmental review meetings. RA confirmed he had attended Safer recruitment training, which had raised safeguarding questions he would share with CB.

d) **Link Scheme:**

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

23.12. Any other business:

a) **Confidential safeguarding issue:** Governors agreed to convene a meeting with KH, CB, RA, DB and PS to discuss lessons learned, protocols for governors and a review of a recent confidential safeguarding issue. *MD and PL left the meeting at 7.00pm*

b) **Pupil Discipline committee:** TH asked for volunteers for a discipline panel to meet on Tuesday 12th February 2019. PS, with exclusions training, SP and RA agreed.

There being no further business the meeting closed at 7.05pm.

Dates for next meetings:

Marketing & Fundraising WG Wednesday 27th February 2019 at 3.00pm
 Standards Wednesday 13th March 2019 at 4.30pm
 Resources Monday 18th March 2019 at 3.45pm
 Full Wednesday 3rd April 2019 at 9.15am

Agenda point	Action	Owner	By when /report
23.4	Update GB records	TH	Now
23.6	Speak with 6 th form on specialist subjects	GT	Asap
	Create folder on SharePoint for resources	TH	Now
	Take new Y7 focus group forwards	MC	Asap
	RA and GT assist in mock 6 th form interviews	KN	Asap
	23.8	SENCO report	SD
23.10b	Circulate updated SFVS to FGB, approve at Resources	TH	18/03/19
23.10c	Arrange WG meeting	TH	27/02/19
23.11b	Clarify Significant , update policy file	MC/TH	03/04/19
	Update committee membership	TH	Now
	Mentor MD	MC	Now
23.11c	Arrange informal discussion before FGB's	MC/KH	03/04/19
	Arrange mid-term departmental review meetings	RB	Asap
	Meet with CB, re safer recruitment issues	RA	Asap
23.12a	Arrange review meeting for KH,CB, RA, DB, PS	TH	Asap
23.12b	Arrange and attend Discipline meeting	TH/PS/RA/SP	12/02/19