

SHILLINGSTONE CE VA PRIMARY SCHOOL

Minutes of Full Governing Board Meeting

Held on Thursday 22nd November 2017 at 7.00pm

Present:

Mrs S Weedon, Chairman (SWe)	Mrs S White, Vice-Chairman (SWh)
Mrs J Whitehouse-Sharpe, Headteacher (JWS)	Mrs S Baines (SB)
Mrs K Drake (KD)	Mrs R Oakley (RO)
Mrs A Powell (AP)	Mrs K Willey (KW)

In attendance: Mrs E Williams, Clerk (EW)

		ACTION
1	Opening of meeting: Welcoming from the chairman and prayer led by SB	
2	Apologies: Mrs Julie Barlow, Mrs Sarah Vail and Mr Paul Clark	
3	Declarations of interest: None declared for this meeting.	
4	Any other urgent business: Headteachers Performance Review	
5	Minutes of previous meetings: (GVO>FGB>Minutes): 5th July 2018, 13th September 2018 and extraordinary meeting 6th November 2018 – Approved by all and signed	
6	Headteacher’s report: (GVO>Head Teacher>Library>Headteachers Report) All happy with comprehensive and detailed report.	
7	Admissions Policy 2020-2021 (Policy Maintenance>Policies under development) JWS reported this document has be formally approved by the Governing Board. No changes to Policy to modal policy from Diocese. SW if we join the MAT will they take control of the Admissions Policy. JWS in effect yes. Policy approved.	
8	Academy Status: The application for conditional consent has been sent to the diocese for approval. JWS has had an email response to say it has been received and they will be sending out the consent letter. They were very supportive of the school’s decision. Next steps are the parent’s consultation and submitting an application to the Headteachers Board at the Regional Schools Commissioner (RSC). JWS meeting with SH next week regarding forward steps. SB what are the timeframes? JWS It is possible that school could join the MAT by Easter but certainly this academic year depending on legal framework or any delays. JWS will keep governing board update with progress.	JWS
9	Chairman’s Report: Letter received from Elizabeth who regularly attends Tuesday’s morning worship expressing concern over the use of the alter in the hall. She felt it should be the cloth and table that should be used in the hall. JWS has contacted LC who is supportive of the alter being used and the school feel this is the best option. SW has received correspondence from Jane Weeden who has handed in her notice. She wanted to Governing Board to know what she is very supportive of the school and is leaving for personal reasons. SW has responded with her thanks. SW has received further emails from Neil Revel expressing his concerns regarding previous minutes from 4 th January 2018. This has been discussed and minuted in FGB 5 th July 2018.	

	<p>The Governors agreed that they have received and acknowledge his concerns regarding the minutes but they will remain as a fair and accurate representation of what was said.</p> <p>Chairs Briefing: OFSTED are changing focus as there are concerns that schools are focusing too much on outcomes. New judgements regarding behaviour and attitudes could come into force. Safeguarding remains paramount. All is currently under consultation with commencement due September 2019. Due to lack of funding DCC are appealing for funding from the main school’s budget to help fund the higher needs budget. If schools do not agree to this DCC will take this to the government to get policy agreed. Dorset School Improvement Board – have advised that local training services are not being taken up by schools due to lack of budget and therefore the local authority can no longer afford to offer them. This means that local schools need to self-improve and schools will be clustered together geographically and linked to a teaching school. JWS ‘this is the Local Authorities alternative to a MAT.’ SB ‘is there a timeframe for this’, SW ‘this will be phased in slowly’.</p>	
10	<p>GVO Shutdown 23rd November 2018 Due to updates and improvement this will take place over the weekend of 23 November 2018. The system will be up and running again 26th November 2018.</p>	
11	<p>Committee reports & recommendations, apart from policy reviews (GVO>[Committee]>Minutes) and Terms of Reference (GVO>[Committee]>Library)</p> <p>(a) Christian Ethos (16th October) JWS reported they are underway with the new SIAMs framework. The school had their vision day yesterday 21st November 2018. The day was very successful with parents also coming into the school to join in. SB commented that it felt very inclusive and is a lovely way to start the vision; ‘the enthusiasm was great to see’</p> <p>(b) Finance & Resources (12th November) AP reported the 5-year forecast we are submitting to the LA is very much the same as the last forecast in June. As a member of staff plans to retire, we expect a small salary saving, pending the outcome of academy discussions and when we see how that role can be covered. However reduced pupil numbers in reception will carry on through future years as reduced income. We are pretty much in the same situation as last year. Provided nothing expensive and unforeseen happens we can expect to end this year in balance or with a small surplus, but next year is forecast to move into deficit.</p> <p>(c) Pupil & Curriculum (29th October) SWh stated nothing to add to the minutes which are currently on GVO.</p>	
12	<p>School Council (GVO>Head Teacher>Library) JWS would like to acknowledge the work that Nicki Bray does with the school council and the tremendous effort she puts in. This was agreed by all and SW to send a letter of thanks from all Governors. The students all decided that they wanted to be part of the village commemoration. The students choose a wreath that they would like to lay to represent the school and raised funds to purchase this wreath. AP stated it was lovely to see the school represented at the Sunday service. SWh commented that it helps to build a relationship with the village.</p>	SW
13	<p>Link Governor reports SW encouraged all Governors to be proactive and supportive in their subject area. JWS to display a list of link Governors in the staff room for teacher’s information. Numeracy and literacy book scrutinies are calendared</p>	JWS

14	<p>Flexible Working request A member of staff has formally requested Flexible Working. This was discussed by group of Governors on 16th November 2018. Advice from HR is to allow a temporary change of contract to 4 days a week from January until February ½ term and to fill the extra day with a supply teacher. School will advertise for a member of staff for 1 or 2 days per week on a fixed term basis. HR also advised that this is on the proviso that the school can recruit a suitable member of staff. JWS ‘this could very well work depending on the response from the advert’. KD reported that parents have raised concerns regarding a teaching assistant being in charge of a class. JWS advised that the teaching assistant is a higher-level teaching assistant and qualified to teach the class. SWH commented that it was nice to see the teacher back in school. All Governors agreed unanimously to advertise for a member of staff for 1 or 2 days per week and to agree the flexible working request on a temporary basis initially and until a suitable appointment can be made.</p>	JWS
15	<p>Policy reviews:</p> <p>Policies reviewed by <u>Finance & Resources Committee</u> and recommended for approval <i>(GVO>Finance & Resources> Library>SFVS Documents):</i> Dorset Scheme of Financial Management Financial & Administrative Regulations Standing Orders for Contracts & Sub-Contracts</p> <p><i>(GVO>Policy Maintenance>Current Policies):</i> Allegations of Abuse Appraisal (Teachers) Attendance Management (updated September 2015) & Toolkit Complaints Criminal Records Checking Financial Efficiency Financial Procedures Health & Safety Induction of New Staff Leave of Absence (Support Staff) Leave of Absence (Teaching Staff) Maternity, Adoption, Paternity, Parental Leave Personal Security in School Redundancy Retirement Staff & Governors Allowances Support staff Pay Volunteer Helpers</p> <p>Policies reviewed by <u>Pupil & Curriculum Committee</u> and recommended for approval <i>(GVO>Policy Maintenance>Current Policies):</i> Accessibility Plan Appraisal Policy Attendance Attendance Bullying Confidentiality E-Safety Health & Safety Intimate Care Prevent Risk Assessment Reasonable Force Supporting Children with Medical Conditions, & Managing Medicines Social Networking Guidance Violence at Work</p>	

	All these policy reviews were approved . Health & Safety policy reviewed by both Committees	
16	<p>Any other business</p> <p>Headteachers performance review</p> <p>Conducted this evening by SW, SWh and Jo Hicks. SW extended for thanks to JWS for all the hard work she puts into the school and reported that she successfully met her targets and accepted new targets similarly challenging. SW has recommended an increment to the pay committee.</p> <p>SW also thanked all Governors for the effort they put into the school.</p>	
	<i>The meeting closed at 8:20pm.</i>	
	<p>Next meetings, all in School at 7pm:</p> <p><u>Thursday 14th March 2019</u> Thursday 25th April 2019</p> <p>Thursday 4th July 2019</p>	<p>All Governors to note</p>