



THORNER'S CE VA PRIMARY SCHOOL, LITTON CHENEY

**Minutes of Full Governing Board meeting held on Monday 19 November 2018  
at 5.30pm at Thorner's School, Litton Cheney**

**Present:** *Foundation Governors:* Helen Jones HJ (Chair), Tony Taylor TT, John Vercoe JV (Vice-Chair),  
Caroline Morrish-Banham CMB, Nicola Miller NM  
*Parent Governors:* Hazel Hetherington HH, James Sharpe JS  
*Staff Governor:* Mike Sitch MS  
*Authority Governor:* Peter Strange PS

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**In attendance:** Natalie Green NG (Clerk), Heather Goffee HG Prospective Foundation Governor.

**1 Welcome and Prayer**

HJ welcomed all present particularly new Parent Governor JS and JV opened the meeting with prayers.

**2 Apologies**

These were received and accepted from Jyotsna Chaffey JC, Headteacher.

**3 Register of Governor's Business Interests**

There were no changes to business interests conflicting with items on the Agenda.

**4 Formal Ratification of Authority Governor Appointment**

PS had now been formally approved by the DCC Authority Governor Panel and ratification of his appointment was agreed unanimously by the GB. This term would commence from the date of the meeting that day.

**5 Minutes of Meeting on 24 September 2018**

The minutes of this meeting were unanimously agreed as a true record.

**6 Matters Arising**

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| 5  | Draft suitable CCTV policy - <i>JV reported that this had been drafted but there was a need to consider data protection issues and he would discuss with JC before progressing it.</i> COMPLETED  |
| 5  | Identify Safeguarding in Schools level 2 training for HJ - <i>NG had booked this course and HJ had attended.</i> COMPLETED  |
| 7  | Draft new committee structure, link governor roles and governor monitoring schedule – <i>this had been completed but would be revisited in the meeting due to Ian Maston's (IM) resignation.</i> ON-GOING   |
| 9  | Discuss setting up a Governors Share Point on Office 365 with Iain Cowper - OUTSTANDING   |
| 12 | Check on Section 128 Clearance for Governors - <i>NG reported that DCC were now stating that all governors needed to be retrospectively cleared but could not find mention of this in the Keeping Children Safe in Education (KCSiE) guidance and HJ agreed. NG had raised the query with Governor Services and awaited a reply -</i> ONGOING |
| 21 | Discuss options arising from Music Report - <i>JC had dealt with this.</i> COMPLETED  |
| 22 | Review Governor's Information Pack - <i>this was subject to discussion with JC.</i> OUTSTANDING   |

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| 24 | Conduct audit of new website - COMPLETED. <i>It was noted that a few changes to the new website were still required.</i> |
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There were no other matters arising that would not be covered by the Agenda.

### 7 Chair's Report & Correspondence

Since the last meeting, IM had resigned as Parent Governor and the GB had expressed thanks to him for his service to the school and the GB. JV had now been re-appointed by the Diocese as Foundation Governor. HG's appointment letter was still awaited. HJ noted that this had been a long and very challenging process in the absence of a Rector and rural Dean.

The SEP report had previously been circulated. HJ noted the new SEP Peter Farrington as very experienced, rigorous yet supportive. A letter had been received from DCC advising that the school had been downgraded to Category 2, and HJ noted the robust explanation of reasons for this included in the SEP report, which she encouraged governors to read, alongside the HT 'Self-Evaluation Overview' which accompanied it. Reading results were the key issue and HJ noted that this may be due to a temporary blip, the particular cohort and statistical sensitivities related to small numbers of pupils. HJ noted that this was not shared further and was not a major concern. There would be 4 SEP visits this academic year, and one would include a talk to the GB about what was now expected of them. Dates and times for this meeting next term would be arranged.

HJ reported that JC had talked through staff appraisal with members of the Pay Committee who then met to complete the HT Appraisal with the SEP. After discussion, the committee considered that all Objectives for 2017/18 had been met. Any increase in salary would require an extension of Salary levels in Teachers Pay Policy. This had been amended accordingly and was presented for adoption in this meeting. She noted that the committee had to write to DCC justifying their decision and that this would be done in the near future.

HJ then gave an overview of the recent Chair's Briefing:

- John Twigg (JT), Senior Manager for Educational Services had given an input. His role would cover Good/Outstanding Schools, Permanent Exclusions, CM, Off-Rolling, Elective Home Education and KS2 results as his priority areas. He talked about the new Ofsted framework due to start in September 2019, under which Outcomes would no longer be a standalone judgement and the quality of Education would be based on curriculum & outcomes and not just on results. There would be a new judgement on isolating behaviour & attitudes, also on personal development, whilst leadership & management would remain as a key judgement. Noted changed expectations already starting to creep in
- Andrew Reid, Assistant Director Schools & Learning had spoken on high needs overspend, asking schools to make a contribution to the £9.8 million DCC overspend. This had not been well received by Chairs, particularly in light of the admission that DCC had the means to cover the shortfall. He had mentioned that he was attempting to reduce associated costs, for example taxi fares for individual pupils.
- Lyn Gaudreau had delivered a very useful resume on Dorset standards related to National. Whilst Dorset had improved in EYFS, Phonics, KS1, the high gains for KS2 in 2017 had not been maintained. Reading progress had declined, writing had improved, maths had declined with girls' performance low. MS added details of the experience at Thorne's, which did not correlate with the Dorset picture and was better. The Key Priorities for 2018-19 include safeguarding, raising achievement in maths, improving achievement of disadvantaged pupils, improving assessment, tackling low attendance, CME and wider curriculum development with less focus on statistics. This would be related to Ofsted priorities with the focus on progress & closing gaps, and accuracy of self-evaluation. The quality & impact of the SDP was noted as key.

## 8 Attendance

HJ referred governors to the HT Report where JC had reported attendance at 96.8% during the 1st half of the autumn term. One child missing education had still not been placed but a resolution was expected in due course. Governors expressed dismay that this situation was continuing and HJ noted that the SEP was also unhappy about it. **Q/C Governors asked where responsibility for the child's education lay and HJ confirmed that this was with DCC.** HJ confirmed that JC kept relevant agencies informed regularly. HJ had also raised the matter at Chairs Briefing, and JT had agreed to take it forward.

## 9 Ethos

HJ reported that the school Ethos Committee had met once that term and was due to meet again on 5.12.18 to plan the second assembly of the term on 10.12.18. There had been a 'wonderful' Armistice Assembly on 9.11.18 during which the children gave their all in a very moving tribute to the 'Litton 9'.

The Communication & Ethos Committee had examined the Pupil Questionnaire responses which were considered favourable across all areas of the curriculum. The school vision statement had been amended and included in the header of the SDP. Governors agreed this. **Q/C Governors asked about feeding back to children on their responses.** HJ said that JC did discuss this in classes afterwards but governors felt that a review process down the line would be helpful so children know that their input was being listened to. HJ would discuss this with JC.

## 10 Safeguarding

HJ noted succession planning around some of the roles she undertook and invited governors to consider taking on some of these roles before she steps down from the Chair position in September 2019. She had attended a Safeguarding in Schools Level 2 course in October 2018, led mainly by Ann Shaw (AS) and David Alderson. He had briefly talked about the role of the Looked After Child governor with an accompanying pack which HJ had filed.

AS briefly went over two case studies where GB's had been found to be negligent in Safeguarding issues with staff found guilty of child abuse, and after discussion it was stressed that knowledge of who the DSL was in schools is vital together with thorough vetting of new staff at their appointment. She also mentioned County lines and the recruiting of vulnerable children to supply drugs in the local area. She reminded governors that tempting though it was to think this did not happen in Dorset, they should be aware that it did. The bulk of the evening was mainly devoted to updates in the KCSiE September 2018 material & reminders. All governors should read section 1 of this which HJ would now circulate. Other points covered were:

- Child Protection Policy – checking that it was up to date and 'up front' on the website? Did new staff, trainee teachers know about it? HJ had followed this up and had checked with JC who informed her that Ryan, the teacher trainee attached to Eggardon had a copy in his file and all staff including 2 new members had been informed about it during the Staff Inset day at the start of term. It was up to date and easily accessible on the new website.
- PREVENT knowledge was vital, and JV would report on this further.
- Staff should ensure that if matters like FGM, sexual violence & harassment came to their attention they should be reported to the DSL immediately and investigated.
- AS recommended the NSPCC on-line course for Safer Recruitment, noting that there had to be one governor who had completed this on each interview panel. HJ and JC had completed this but HJ noted that it would be preferable for another governor to complete this shortly. NM volunteered to do this and HJ would send her the online training link. She stressed the need for there to be two contact numbers on every child's record. HJ had checked with JC who had confirmed that this was in place as far as was possible.

- In November 2018, an LA Advice document was placed on Nexus about the Single Central Record, and HJ would advise Marion Harp.
- Governors were advised to check risk factors thoroughly for trips, especially residential trips. HJ had followed this up with JC who had sent her a copy of the risk factor sheet for the journey to Dorchester. She noted the residential course at Leeson House, which was undertaken biennially with Eggardon. She confirmed that staff completed risk factors for the journey whilst staff at Leeson House were responsible for risk factors there as they led activities. Boys & girls slept in separate dormitories with a locked door between, with MS & JH next door to boys & girls respectively.
- Code of Conduct for Staff/whole school policy on use of mobile technology on e-safety policy, Child Protection Policy, Code of Conduct & Social networking.

#### **11 Vice Chair's Report**

JV had attended the WRAP workshop on PREVENT since the last meeting and gave an overview of input on preventing radicalisation and ideologies of terrorism in pupils. He highlighted the indicators of radicalisation in children's behaviour. He noted this as a very good course and commended it to other governors. He would share the slides with the GB. (Post meeting note: Slides circulated to GB on 20/11.)

#### **12 Collaboration Report**

KS1 and KS2 teachers had received training on 'Reasoning for Greater Depth' delivered by a DCC Maths Advisor. MS added that working with other practitioners had been very useful.

#### **13 Headteacher's Report**

The report had been previously circulated and there were no further questions.

#### **14 Policy Adoption**

The policies due for adoption had all been circulated previously and the Home School Agreement and the Pay Policy for non-Teaching Staff had been adopted in the Staffing and Curriculum Committee. The Pay Policy for Teachers was adopted by the FGB. Further non - statutory policies - Anti-bullying Policy, Attendance Policy, Social Networking Policy had been circulated for the information of governors.

#### **15 School Development Plan**

HJ noted the new vision statement at the top and mentioned that PF had suggested review dates for each section, which JC had now included.

#### **16 Health & Safety**

IM and JV had completed an inspection on 11.10.18 and the report had previously been circulated. No major Non - conformance had been identified. JV noted that there was still the question of maintaining the Discovery Area (DA) and felt that some expenditure would be appropriate at some point. Sarah Churchill had emailed about the Local School Nature Grant Scheme - this was not a funding grant but was up to £500 worth of equipment. JC had asked JV to consider this and he noted that a school employee needed to make the application, which MS agreed to action. NM suggested asking a local landscaping firm to sponsor the DA and would make approaches once JV has formulated a list of parameters and discussed it with JC. TT said that an annual budget and maintenance plan were needed and would discuss proposals with JC. Governors suggested asking the children to write a wish list to Father Christmas for the DA which MS would action. HH also noted that the TSA had monies available to spend on the DA.

#### **17 Finance & Premises Committee Minutes**

The minutes of the meeting had previously been circulated and JV highlighted the following.

Period 7 figures were outlined. The following virements had been agreed in the committee and now needed to be approved at FGB: £12 from 810 into Primary Sport, £3250 from 810 into 110 and £2500 from 810 into 120 Support Staff. Governors approved these virements.

The Outturn figures were presented and JV noted that the adjustments from the original budget to the

Outturn were £1448 on Teaching Staff and £3250 on Supply. The carry forward figure for 2018/19 was £15,374 and for 2019/20 £12,644. The Outturn was to be submitted to DCC by the end of the month and was signed off. There were no voluntary funds to audit. A benchmarking review had been conducted and JV reported that for most cost elements the school was midway in the tables but that costs for "Premises" were at the high end, which undoubtedly reflected the work done to provide facilities for hearing impaired pupils.

JV noted a bid for £45k to the Diocese for improvement works to the fabric of the buildings. These were mainly flat roof coverings and the removal of asbestos which was remaining in small amounts. This had been agreed and approved. A further consideration was that 17 children were expected in Reception in 2019, therefore another bid to the Diocese had been made proposing to extend extension or re-build the EYFS area. JV also noted a third project to look at providing covered outdoor space for Fledglings. This would need to be funded by school.

**18 Committee Reports**

Minutes of recent Staffing and Curriculum and Communication & Ethos committees had been circulated previously and there were no further questions.

**19 Review of Governor's Information Pack**

On hold pending discussion with JC.

**20 Governor Monitoring and Reports**

Changes to the monitoring schedule and link governor roles were agreed and the updated documents would be circulated. HJ referred to the reports already circulated and noted that the Geography report was outstanding. MS noted that staff were now using SIMS for assessment and tracking. The Literacy report would be circulated shortly. There were no changes to Pupil Premium since the last meeting. A SEND report would be compiled after the County Schools Advisor visit.

**21 Review of Governors' Action Plan**

HJ noted that governors were working to implement Diocesan advice from the SDBE course 'New SIAMS Framework' 2018 onwards and the plan would be updated further after the next SIG meeting.

**22 Clerk's Notices**

Training was discussed and NG asked governors to examine the list of courses provided in the termly Dorset Governor magazine and let her know which courses were relevant to them. She would then book the place. She would also remind governors of how to access Nexus.

**23 Any Other Business**

HJ reminded governors of the forthcoming SIG meeting on Wednesday, 16 January 2019 at 2.30pm.

**24 Date of Next Meeting:** Monday 11 February at 5.30pm. This would be preceded by a meeting with staff at 4.45pm to discuss Subject Action Plans.

There being no further business, the meeting closed at 7.32pm.

| Item No | Action   | By Whom | Date |
|---------|--|---------|------|
| 6 (7)   | Draft new committee structure, link governor roles and governor monitoring schedule.       | NG      | ASAP |
| 6 (9)   | Discuss setting up a Governors Share Point on Office 365 with Iain Cowper                  | JC      | ASAP |
| 6 (12)  | Report further on Section 128 Clearance for Governors following query to Governor Services | NG      | ASAP |

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| 10 | HJ to send NM link to Safer Recruitment training and NM to complete it.  | HJ/NM | ASAP |
| 10 | HJ to advise MH about Nexus document on SCR                              | HJ    | ASAP |
| 16 | Complete application to Local School Nature Grant Scheme                 | MS    | ASAP |
| 16 | Compile list of parameters for DA and consult JC                         | JV    | ASAP |
| 16 | Subject to above, NM to approach potential sponsors for DA               | NM    | ASAP |
| 16 | Work with children to write letter to Father Christmas with DA wish list | MS    | ASAP |

Date of Meeting: 19.11.18  
Q/C = Question/challenge  
Signed:

Dated: