

## St Paul's C of E V C Junior School

Minutes of the **Full Governing Body** Meeting  
 Tuesday 29 03 17  
 6:30 pm

Colour Coding – **Red = monitoring**, **green = challenge**, **blue = strategic planning**

Item		Action
	Clerk: Lynn Crisp Present: Chris Partridge, Julian Thompson, Albert Owen, Mark Hood, Fran Lenzi, Sally Jefferies, Laura Parfitt, Cliff Brown, Anna Muggleby, Guest: Tracey Roberts, Hayley Green, Matt Amos	
	Intro Hayley Green Proposal for HG to be appointed as Governor. All agreed.	
001	Prayer AO opened the meeting with a prayer	
002	Apologies MB Absent SM	
003	Pecuniary Interests No change	
004	Minutes of the last meeting AO signed as a true record.	
005	Matters Arising from Minutes Policies. These are in hand. Myra is going through them. They will be stored on the Cloud. Please all familiarize yourselves with the website – Shared new website format and clear focus on Church links on home page and separate tab. ELIM requirements booklet to show what should be on the website. Please check we have everything. Short paragraph from each Governor asap. CP email the ones we have to all to see the sort of thing required.	All  ALL CP
006	<b>SDP</b> Thanks to all the authors for their hard work. CP explained the SDP to new Governors. First page shows a flowchart of the plan. School and Church values more links added and linked to curriculum. Rights and respect, 5 key articles the children have voted for. PDA2 – speech and not speed. PDA1 – overarches all of the others – CP responsible for this. All observations although not judged, are good or outstanding in CP's opinion. Maths observations were good/outstanding. Continuity is good across the school and curriculum. English – observations were good/outstanding. RE lesson observation were outstanding Dialogue takes place constructively after the lesson with the member of staff. Team support is taking place – encouraging and staff feel supported. Inadequate lessons - teachers are supported. Noted the children are enjoying their learning and able to reflect on their learning.	

Signed  
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	<p>PDA2 - SJ.  Writing observations went well. The children are very motivated to write. Progress analysis – pockets of real progress.  Writing books in all books including topic and RE – rich content from the children. SJ and AM have attended a course which will help school progress in writing.</p> <p>PDA3 – CP supporting Karen on this.  Y3 phonics is flagged as an issue.  Some pockets of excellence.  Through the whole document, in blue text is where ICT can enhance learning.  2<sup>nd</sup> week back, a spelling bee is planned.  Teacher subject knowledge on grammar is tremendous and the children are learning this.  Q: Is there a surefire way of teaching spelling? A No, the right strategies for the children are taught. Starts from reception with letter formation.  Y1 take a national phonics test if they do not meet the ARE then re take in Y2.  What % of intake have made it to the national standard? No percentage but we know who they are. They continue with phonics from September and see if they have improved. 1 child has not moved so discussed at consultation.  Provide Governors the % of children who come in at Y3 not making the phonics expected level. Please provide this to governors.</p> <p>PDA4  Curriculum being enriched this year. Topics have been enhanced.  Visitors in, trips planned.  Subject leaders are passionate and speak to the children and take on board children’s wishes.  Q: Could this lead to every child looking forward to next year as trips are the same each year. A: Yes. i.e. Y3 trip to Stonehenge to learn specifics.  Look to put in each trip per year and estimate of cost into the prospectus.  Excellent links with Wells Literacy and Diocese for future development of writing. Yr6 visitng Tor and using this time as reflection before some key chapters in their lives. Moving on and SATs</p> <p>PDA5 - Maths – LP  Taught in mastery blocks now. Major shift in delivery. Progress looking good. Lots of work at every year group, analysing where the gaps are.  Guided groups working well. Flexible on not rushing to next topic before current topic is secure.</p> <p>PDA6 – Greg emailed MH.  Book Week, building upon book week, reading week, library being re vamped.</p> <p>PDA7 – MA – Premises.  Enhancing learning and Reflective areas environment.  Lower school have new chairs. Some were broken and all very old. Non swing chairs.  Fence installed – £10,000 from County no intruders reported since</p>	<p>CP/SJ</p>

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	<p>installation. Signs are in place on fence. Intruders have been warned!  Outdoor classroom – funded by parent partnership.  Looking into flooring prices.  Willow structure Y3 going well.  Received money from Mulberry. This has funded 2 intervention rooms upstairs. Q: Did you invite Mulberry in to see it? A: Yes, however they have not responded.  Any questions?  None.  Governors thanked staff for their work on this. LP sent an email to staff passing this on.</p>	
007	<p>Report from Finance Committee</p> <p>MH reported:  The overview was available at the meeting.  Looking at the middle column, proposed budget for next year.  Looking in 16/17 column, notice in year deficit, no deficit, it should balance and have a small surplus.  Concerns with £35,000 minus and £70,000 minus in future years.  Aware we cannot slip into a deficit. Stringent spending is planned to minimize the deficit.  This year looking good, balances.  Next year slight concern, 12 months is a long time, with good planning and saving, deficit could be much less. This will lessen the deficit the year after.</p> <p>MH invited questions from fellow Governors.  No questions asked.</p> <p>MH proposed the GB accepted the budget proposed for 2017-18.  CB seconded.  All agreed</p>	
008	<p>Chart of Accounts review  This was available at the meeting.</p>	
009	<p>Summary Report from MA on premises.  H&amp;S monitoring and inspection programs.  MA handed the H&amp;S report to Governors.  ML to email reports to LC which will be kept with the electronic document held for this meeting. MA went through the report. Comments and questions will be recorded here.  PEEP – Personal Emergency Evacuation Plan.  Couple of RAs needed doing, will link up with curriculum lessons in future.  Thank you to Myra for inputting certificates onto the system.  CHSU – Governors please attend. 22 06 17  CB and MH liaise on H&amp;S please. H&amp;S walkabout was handed out.  Reflective areas being developed outside the classroom as reflective points for the children. Some areas have naturally become a reflective/quiet area and these need to be development.  AO thanked MA for typing the report.Any questions?  None asked.</p> <p>Replacement BEMIS scheme packs were given to Governors showing</p>	

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	<p>everything that has been put into place. Statement from Governor: It was good that we met with Dave Payne who worked with SCC (Surveyor). He is being employed by Baileys part time as a Quality Inspector. He is pleased to be coming back to this school to see the changes. Agreed we are no longer reactive to repairs due to proactive capital spend in the past, this will reduce our yearly spend. AO has signed the new agreement on behalf of the governors.</p> <p>CP thanked MA for his work in moving the H&amp;S, compliance and maintenance. Means that CP and SLT can concentrate on teaching and learning. Pro-active repairs have been something Matt has taken on.</p> <p>AO thanked MA on behalf of the GB.</p> <p>Key fob system will be installed in September 2017. In budget. Safeguarding discussions took place re premise security. Policies must and do reflect what we do.</p>	
010	<p>Summary of carried forward spend Month 11 underspent Cost centre adjustments have been made. Looking at cost savings. Photocopier can possibly save £5,000. Looking at utilities when leases are up. C/F £142,848 predicted. Any questions? Q: What about grounds maintenance – big spend? A: With the outdoor canopy, money from parent partnership, money has been received but the money came out before it went in! Q: Supply Teacher cost increase? A: Is overspent as new TAs in classes. They did not cover for teachers while they were new. In the summer term TAs should cover with confidence. SCITT money and SJ's time money is expected back and will be added to the right cost centre. SCITT days are £400 per day charged to them the charge is for planning time and PFSA time. Q: Do we charge for the SCITT interviews? A: Not the time but for the food and refreshments. MA has been asked by other schools to support them with premises maintenance. Some schools have expressed an interest in using the service he provides. There is a line to be drawn on his time. Every 6 weeks just £1,000 is raised via lettings. Discussions took place.</p>	
011	<p>Summary for future spending OFSTED security – 20k towards security. No major changes planned. BIMIS money kept aside but we will not need to spend it.</p>	
012	<p>Pupil Premium for September 2017 and spending. Handout included in the governor pack. PP is paid April to April but assessed September – September. Pupil Passport will be out in the summer term. The idea is to tell parents and children that they receive extra money. Workshops will be put on showing parents how they can support their children. For attending the workshops and improvement in attainment, we can offer to help with financial support for school activities. Discussions took place. If the results</p>	

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	<p>improve, payment by results.  Details to be worked out. The passport will hopefully support and encourage our families to take an active part in the child's learning – so that the whole child can develop. Governor stated that the sheet of accounts re monitoring PP was fantastic. Just what the Governors requested. Maybe look at how the Church can support us on this area and work with some families? Report refers to last year.  This year's impact will be reported at a later date.  Do we ever ask ourselves why there is a greater proportion of PP and SEN children? A: Could be a number of reasons. Possibly is what is happening is attitudes stay in families and is passed down. Discussions took place.</p>	
013	<p>SEND – core standards for SEND  The code of standards was handed out.  All staff members have a copy.  Discussions took place.  CP attends County exclusions panels.</p>	
014	<p>Safeguarding and safer recruitment.  Standing agenda item in future  Now have 4 safeguarding leads:  KR L3 trained, CP TR SJ L2.  Safer Recruitment takes place.  Staff meetings will have prevent and safeguarding agenda items.  CP trained for safer recruitment.  Discussions took place.  Staff mobile phone usage was discussed.  Parent mobile phone usage was discussed.  Agreed can only minimize risk.  CP asked Governors to join in H&amp;S walks.  Staff lock their phones in lockers in the classroom.  If staff need to take an urgent call they can use their phone away from the children.  Children's phones are locked away during open school hours.</p>	AO
015	<p>Website – Statutory Information  Email questions to CP</p>	
016	<p>Policies Update  Agreed to carry this item over.</p>	
017	<p>Agree Items for next meeting:</p> <p>Safeguarding standing agenda item  Governor's monitoring and visits  Review Governor linked to PDAs at next meeting.  Policy Update. <b>Noted that when a policy is finalized it goes to FGB for approval and sign off (paper copy) by the Chair of Governors.</b></p> <p>Official letter to SM e absence. Clerk send draft to Chair for approval.</p> <p>Working party – Shepton MAT  Document has been issued which was produced this week asking GBs to vote on the way forward for the CLP, not just schools in Shepton.  CP proposed:</p> <ol style="list-style-type: none"> <li>1. To go down the line of a MAT within Shepton.</li> <li>2. Consider a federation, hard federation, GB, one GB, 1 set of</li> </ol>	

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	<p>criteria. – If other Shepton Schools don't want this St Paul's GB we will go alone and look at other options.</p> <p>3. CLP Matt</p> <p>Discussions took place, Pros and cons were discussed.  Redstart MAT – we have asked up to join their MAT.  Diocese MAT – AO has met Phillip from there and was impressed when they met.</p> <p>Proposal for tonight:</p> <p>Governors decided not to vote tonight until information regarding the vote was clearer. The FGB will meet to discuss this and will discuss all the above scenarios.</p> <p>CP will ask what other schools have voted on i.e. what were the proposals.</p> <p><b><i>MAT Meeting for FGB - Thursday 20<sup>th</sup> 6.00 in school MAT FGBM Clerk not required.  CP will confirm if it's going ahead.</i></b></p>	
018	Date of next FGB meeting Tuesday 4 <sup>th</sup> July 6.00	

Signed  
Date