

**Local Governing Body Meeting
St. Andrew's Primary Chardstock Academy and
Mrs Ethelston's Primary Academy**

**Minutes
21st January 2015 6.30 p.m.
Mrs Ethelston's Primary**

Attendance	
Mrs Judy Chisholm (JC) Chair St A.	Ms Michaela Kite (MK)
Mrs Corinne Hales Chair Mrs E's (CH)	Mr Gerard Rourke (GR)
Mr Neil Vincent (NV)	Mrs Sarah Ellis (SE)
Mrs Katherine Mansi (KM)	Miss Jessica Saunders (JS)
Mr Malcolm Robinson (MR)	Mrs Amy McCrudden (AM)
Mrs Maureen D'Albertanson (MD'A)	Mr B Pringle (BP)
Mrs Mandy Slingsby (clerk)	

Item No	Item	
	<p>BP advised the meeting that he would be stepping down as a Governor. Would however be willing to offer support for the new school at Mrs Ethelston's. Thanks expressed to him for his time in office. 6.40 p.m. BP left meeting</p> <p>Governors undertook a Learning Walk focusing on the way the new staff have utilised the teaching areas, British Values information and emphasising the core values around the school. Governors were impressed and expressed their thanks to the staff.</p>	
	<p>Prayer and Welcome Welcome given to Jess Saunders (staff governor Mrs E's) who is standing in for Ruby Radcliffe currently on Maternity Leave and Amy McCrudden, staff governor from Chardstock who has returned from Maternity Leave. Governors also welcomed Fee Bowie in her absence. Meeting was advised that Morris Castro, Parent Governor from Chardstock, has decided not to remain on LGB. Election process has begun to find a replacement.</p>	
77.16	<p>To receive any apologies for absence Apologies received from NW and FB</p>	
78.16	<p>Declarations of pecuniary interests None</p>	
79.16	<p>Confidentiality and Attendance Reminder to all governors regarding confidentiality</p>	
80.16	<p>To consider any items which the Chair thinks should be dealt with as matters of urgency because of special circumstances. (Note: such circumstances need to be recorded in the minutes; any individual wishing to raise a matter under this item is requested to notify the Chairman before the meeting)</p> <p>Proposed conservation area for Uplyme – letter received from Parish Council giving information. This was circulated to the governors. Outline planning permission for the new school due for renewal so need to keep this in mind.</p> <p>Payments for Residential Trips – GR and MK requested confirmation from LGB if there is any assistance for parents having difficulty in paying in full for the residential trip. Some assistance may be available for Mrs E's children through the Trust or the Church. Action: Investigate possibility of help through Trustees or Church at Mrs E's. To be highlighted with Finance Committee/Directors for clarification if Heads have discretion to offer a reduced amount to those in need. Need to ensure confidentiality of the parent</p>	CH/VD

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81.16	<p>To confirm the minutes of the meeting held on 19/11/15 and consider any business arising Part I and Part II Minutes from meeting held on 19th November 2015 agreed There were no matters arising</p>	
82.16	<p>To agree any items to be dealt with as confidential (Part 2) None 7.30 p.m. MR left meeting</p>	
83.16	<p>Staffing Updates Chardstock –</p> <ul style="list-style-type: none"> • Additional classroom assistant working on a 1:1 • Amy McCrudden returned from Maternity Leave • Meg Emery undertaking a job share with AM in Reception Class • Cathy Lane now working at Membury Primary on part time job share • DK maths co-ordinator • HM literacy co-ordinator • HS PE co-ordinator • C G-W SENCO + RE/Christian Distinctiveness • AM Phonics co-ordinator <p>Governors were pleased to see staff who were leaving took up other job opportunities within the MAT.</p> <p>Hub - Business Manager now left MAT. Adverts currently out to replace with two roles to replace - Senior Finance Officer and Senior Admin Officer combined with PA for AR.</p> <p>Uplyme –</p> <ul style="list-style-type: none"> • New Year 6 teacher Jon Gosse • Nicol Grindrod back from sick leave and will be going onto maternity leave after Easter. Currently working with JG in Year 6 • Beth Thompson working in Year 2 previously at Axminster Primary • Kay Storer working with Reception Class • TAs now at full compliment • JS Maths co-ordinator • BT literacy co-ordinator • CM music and arts co-ordinator • MK Christian distinctiveness • NG SENCO for this tem but MK assisting <p>Governor Challenge: Governors asked for clarification of subject leads across the MAT and if TLRs were given for these roles. Heads advised that this did not happen at the present time as there have been several changes of staff and they need to establish their role within the schools. There would need to be justification of the cost involved. There would also be a cost implication for releasing them to work in other schools across the MAT. It is more beneficial at the present time to enable them to visit other schools to observe teaching. Governors also asked if there were lead coordinators. HOS advised these were not in place yet with so many new staff, the only exception to this is the Head of Marshwood has taken on the role of Maths Co-ordinator for the MAT. This would be reviewed at a later date. With the new staff appraisals more justification evidence required for movement up the scale.</p> <p>Emphasis is being placed across the MAT for staff to receive training from outside advisors ie Caroline Ainsworth from Stockland Primary and Somerset Literacy and sharing of experiences with other staff from within the MAT.</p>	

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	<p>Challenge: Heads were asked why there was not more involvement in the Pyramid Training with the Jurassic Coast Teaching Alliance. They advised that there is a need to prioritise training and meetings for staff. Need also to ensure that training is shared amongst schools to ensure that schools are not overloaded with external training. Information could be shared with all the other schools in the MAT. Governors were reassured that staff do attend courses organised by Babcock.</p> <p>Clerk Meeting advised that Veronica Dower would be taking over as Clerk from MS.</p>	
84.16	<p>Minutes of the Directors meeting for information Circulated prior to meeting Governor Action: Governors raised a concern regarding possible 2 week holiday at October half term. This would be difficult for parents who teach in other counties and for families who have children at schools in different counties. Feed back to Directors</p>	VD
85.16	<p>Development Plans 2015/16</p> <ul style="list-style-type: none"> • School – Review of School Development Plans and following highlighted for amendment:- <ul style="list-style-type: none"> • Both School and Governor Development Plans to be linked more closely especially in section of Leadership and Management. • Team work needs to be evident in both . • More meetings needed between Chairs and Heads to feed back to LGBs. • Need to ensure separate line for SIAMS training and Christian distinctiveness are in both plans with costing • Amend word ' assembly' to worship • Ethos needs to have a higher profile <p>Action: JC to meet with GR to amend as per above. Development Plan to be then circulated to governors and forwarded onto MK for insertions to be added in connection with Mrs E's</p> • Governors See above. • Staff Questionnaire results Results received and analysed. Chairs have met with the Heads to discuss. <p>Chardstock Mostly positive replies but it has highlighted that some staff were unsure of who the governors were. Action: HT to redirect staff to governor profiles and website. Staff governor to relay outcomes of meetings, thanks etc to staff after LGBs and link governor system to be set up to give pastoral support for teaching staff. This has already been set up for Mrs E's. Also need to ensure that governors wear badges to identify them to both children and staff when they visit school.</p> <p>Some staff felt that more resources were needed to enable them to carry out their role more effectively. Exact financial information is not available at the moment due to the resignation of the Business Manager. This will be redressed once a replacement is in post.</p>	<p>JC/GR</p> <p>JC/GR</p>

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	<p>Uplyme – Since completion of the questionnaires there have been several changes of staff. Mixed responses but Head confident that it is a different picture now with current staff. Exit interviews were carried out on all the staff leaving at the end of last term. It was felt that the information given was personal but recommendations could be sent to directors.</p> <p>Meeting agreed that it had been a useful exercise and should be repeated regularly.</p> <p>Action: Letters to be sent to the staff thanking them for completing the questionnaires and giving them summary information. Chairs and Heads to give verbal summaries to the staff at staff meetings. Summaries of questionnaires to be sent to Directors for information. Chairs to discuss all MAT wide outcomes at the next Chairs meeting. CH to also feedback to parents on positive parent forums and give updates from last term.</p>	Chairs
	8.15 KM left	
86.16	<p>SEF Meeting advised that Heads and Executive Head had attended a leadership training day with Graham Jones (Adviser). Half of the day was spent looking at what needs to be in a well written SEF. Each school will have an individual SEF but they will be standardised across the MAT using the OfSTED framework. Heads are preparing draft SEFs to be sent to him. Heads confirmed that they had found the day useful.</p> <p>Action: Governors were concerned at the pressure placed on the staff when GJ visited schools. In future staff should understand the remit of his visits and receive feedback.</p>	
87.16	<p>Pupil Premium Update Nothing further to report. Heads advised that uniform support is being used and appreciated by parents. Subsidised sports clubs are also being offered..</p>	
88.16	<p>Premises and H&S Update Updated reports circulated concerning each school from LT</p> <p>Chardstock – Governors accepted quote from Greenfields to repair outdoor play area – prop JC sec GR Environmental Health Inspection carried out at Chardstock for Portlocks Pantry. Received a 5 rating – Action: congratulations to be conveyed to RP and her staff Action: TA staff meetings to be set up on a regular basis and will include H&S issues.</p> <p>Mrs E's - H&S audit now taken place – updates and repairs being done carried out - final report awaited.</p>	GR
89.16	<p>Ethos Committee Clerk outlined setting up of new Ethos Committee. Possible members to be:- NW MD'A Staff member with responsibility for RE Heads Representative from Church at Mrs E's Kate Woolvin?</p>	
90.16	<p>Portfolio Holder ToRs Clerk distributed amended portfolio holder information together with ToR. Governor Challenge: Concern re number of portfolio holders and workload required for governors.</p>	

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	<p>Portfolio holders were confirmed as:- Early Years – JC Parents and Community – Ch - FB Mrs E's – MR Personnel – CH Premises and H&S – NW School Improvement and Standards – NV SEN and Inclusion KM Ethos – Ch MD'A Mrs E's NW Finance – vacancy Safeguarding – SE Curriculum – FB</p>	
91.16	<p>Portfolio Holder Reports</p> <ul style="list-style-type: none"> • New Template New template distributed at the meeting. MS explained that the Portfolio Holder Reports were not governor visit reports, although there could be a crossover. The example of the new form should help with understanding the role. 	
92.16	<p>Safeguarding Report See visit notes by SE. SE had attended Responsibilities of a Safeguarding Governor course. Visit to Chardstock useful and informative. Had found meeting with school council enjoyable and she emphasised the importance of speaking to the children. Actions: Keeping children safe in education document to be distributed to governors and volunteers. DSO to be inserted in contracts. Ensure bullying and online safety displays at each school.</p>	MS Heads
93.16	<p>Governor Briefing</p> <ul style="list-style-type: none"> • Safeguarding Audit GR/MK advised that this had now been completed on line for each school. The following were highlight:- <ul style="list-style-type: none"> • Requirement for a named lead for child sexual exploitation as well as safeguarding. Information will also be included in heads report and in staff meetings agendas. • CPOMS – on line chronology reporting installed at Chardstock and to be implemented at Mrs E's. • Training for child sexual exploitation to be undertaken. 	
94.16	<p>Governor Training and Development</p> <ul style="list-style-type: none"> • Reports from Training EY training - JC attend – information to be circulated SIAMS Christian Distinctiveness - JC– useful and informative and has informed suggested amendments to SDP/Gov.Dev.Plan. • Future Training – Child Protection 2/2/16 at Axminster 	
95.16	<p>Governor Visits</p> <ul style="list-style-type: none"> • Safeguarding Visit – see above • Review of timetable – timetabled reviewed and additional visits inserted 	
96.16	<p>Policy Review and Approval</p> <ul style="list-style-type: none"> • SEND Policy - Accepted • Admissions – Mrs E's accepted. Chardstock – accepted with small amendment re over subscription criteria concerning siblings. • Volunteers in School – accepted. Action:-To be included on websites. All volunteers to be asked to sign a copy of agreement and both volunteer and school to retain a copy. Volunteers should also be given and confirm receipt of Keeping Children Safe in School Document. 	MS

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97.17	Chair's business - correspondence and items for next agenda Jo Cursley – expressed interest in becoming a Foundation Governor at Mrs E's. She has already had involvement with the school. Action: Invite her to next governors meeting. Preliminary skills audit to be sent to her.	CH/MS
98.17	Date and time of the next meeting – 10th March 2016 Chardstock	

Actions

80.16	Refer query re residential payments to finance committee/directors	VD
84.16	Refer concern re term dates to directors	VD
85.16	JC/GR to meet to update Development Plans	JC/GR
	JC/GR to set up Link Governors for Chardstock – staff to be advised	JC/GR
	Letter and summaries from questionnaires to be sent to all staff	JC/CH
88.26	TA staff meetings to be held	Heads
92.16	Governors to receive copy of Keeping Children Safe in Education	MS
	DSO confirmation to be sent to staff concerned	MS
	Bullying and online safety displays to be put up around schools	Heads
96.16	Volunteers Policy to be circulated to all volunteers	MS/Admin staff

Chairman Date