



Parrett & Axe CE VA Primary School

Minutes of:

Minutes of the Full Governing Body Meeting held in school on 18 June 2024 at 6.00pm

Present:

Simon Smith	Headteacher	SS
Lisa Raison	Co-Chair	LR
Emma House	Co-Chair	EH
Antoinette Howard Gardner	Parent Governor	AHG
Stuart Copping	Co-opted Staff Governor	SC
Tanya Cox	LA Governor	TC
Megan Hill	Parent Governor	MH
Rachael Snook	Clerk to Governors	RS
Jenny Fry	Foundation Governor	JF

Apologies:

David Baldwin	Ex Officio	DB
Allison White	Staff Governor	AW

Full Governing Body Meeting

		Action
	Opening Prayer SS said the opening prayer.	
23/121	Apologies & Welcome EH welcomed all present. Apologies received from AW & DB	
23/122	Declarations of Interest No new business interests were declared. No other business declared.	
23/123	Approval of minutes The minutes from the meeting held on 16 th April 2024 were reviewed, agreed and approved as an accurate record.	
23/124	Matters arising from minutes of meeting held on 16th April 2024 <u>LA Governor</u> – Dorset Council have agreed for TC to be an LA governor. All Governors approve. <u>SCA money</u> – No response from the Diocese to the letter that was sent. At the collaboration meeting another school explained that it was due to the number of schools that were not academies.	

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	<p><u>Breakfast Club</u> – Applying for funding through Dorset Council. Contacted parents for expression of interest to attend breakfast club. A member of staff is willing to run this club. Funding will be free for a year, and if Labour win the next election Labour have said they will fund free breakfast clubs. Only children who attend this school will be eligible to attend.</p> <p><u>Pupil/Parent/Staff Questionnaire</u> – Chairs will be working on an official response to parents.</p> <p><u>New Staff Employed</u> – Appointed a senior TA for Year 6 class who will also be teaching PE in KS1. There are now 3 members of staff leaving at the end of term due to retirement. An emergency decision was made to employ a 1:1 to look after a looked after child within the school.</p> <p><u>Budget</u> – has been approved by LA</p> <p><u>Governor Fund</u> – Money has been moved into the school account and ringfenced.</p>	
23/125	<p>Premises Walk</p> <p>The Governors walked around the school and highlighted any issues they were concerned with, photos were taken of any concerns.</p> <p>The cleanliness of the school was highlighted as below par including toilets in classrooms especially Chesil Class and the hall floor only being mopped once a week. The chairs will be writing a letter to the cleaners regarding this.</p> <p>Governors noted that storage is insufficient with items being stored in unsafe places including balanced on top of cupboards/bookcases. It was also noted that everything is looking a little tired and needed re-painting including classroom walls and outdoor fences.</p> <p>A Governor suggested that perhaps a call for parent and local volunteers could be put out to ask for help with giving the school a lick of new paint.</p> <p>A Governor also noticed that the windows in Chesil Class appeared to be blown out and a hole was found near the bottom of the school field that may cause an injury at playtimes.</p>	
23/126	<p>Heads Verbal report</p> <p>Attendance – 95.4% for whole school. PP 94.2%, SEN 94.9% which is an improvement.</p> <p>137 pupils currently on roll.</p> <p>Sports – sports day is coming up. Rounders was cancelled due to bad weather. Platinum award application has been completed. SS will be leading PE next year.</p>	

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	<p>PP – Pupils identified in class and given extra support.</p> <p>Stat report – ASP has not been released yet. Safeguarding to be discussed towards the end of the meeting. Drug related incident where a child was mimicking cutting up chalk and putting into lines.</p>	
23/127	<p>Staff Governor feedback</p> <p>Nothing new to report.</p>	
23/128	<p>SFVS</p> <p>CFR report has been sent. Staff performance reviews will take place.</p> <p>Finance staff skills audit was completed and scores were high/good apart from certain areas as the finance Officer is still relatively new so some tasks are only completed once a year so doesn't feel overly confident in those areas.</p> <p>Nothing has changed with the budget. Finance officer will be running a new report that will allow a view of where we are financially in real time.</p>	
23/129	<p>Collaboration Update</p> <p>SS and Chairs attended a meeting – Collaboration Improvement plan was signed and new targets will be set. Some areas already discussed are Girls' maths higher achieving, boys writing & SEND. Also discussed at the meeting was RAG rating and where they are in the Ofsted cycle. Headteachers in the collaboration who are not expecting Ofsted will help with mock Ofsted visits to help other headteachers due a visit. The Collaboration has also stated they do not want to be academised but there is pressure from the Diocese.</p> <p><i>A governor asked why the diocese wants schools to be academised</i></p> <p>Money will be an issue and the diocese believe that schools are better as academies.</p>	
23/130	<p>Monitor Risk Assessment/Accident Books</p> <p>SS asked to postpone until next meeting</p>	
23/131	<p>Premises Plan</p> <p>Health and safety report – most areas were yellow or green so good.</p>	
23/132	<p>Website</p> <p>SS asked to postpone until next meeting</p>	
23/133	<p>Spring term data review</p> <p>SS asked to postpone until next meeting</p>	
23/134	<p>Impact of staff CPD Plan</p> <p>SS asked to postpone until next meeting</p>	

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23/135	School Improvement Plan SS asked to postpone until next meeting	
23/136	Policies Financial Procedures Policy – This mentions a resources committee, as there isn't a committee anymore this needs to be changed. Behaviour policy – There has been a discussion with staff regarding what consequences they wanted included in the policy. All Governors are happy with the policies, LR proposed and SC seconded	
23/137	Review of finance account Outturn figures are looking good, nothing has changed.	
23/138	Outturn All Governors are happy with the outturn. EH Proposed and MH seconded	
23/139	Financial Risk and Control Checklist This had an error but LR attended SFVS training and was informed that this checklist will be removed.	
23/140	Statement of Internal Control SS asked to postpone until next meeting	
23/141	Governance Self-Audit Financial staff self-audit has been completed	
23/142	Succession Planning and recruitment New recruits for foundation governors are needed. A Governor suggested sending an email out to parents again.	
23/143	Health & Safety Action Plan All Governors are happy with the health and safety action plan.	
23/144	Fire Safety Action Plan All Governors are happy with the fire safety action plan.	
23/145	Correspondence There has been a complaint from a local resident regarding parking around Whites Meadow. An email was sent out to all parents asking for them to drive and park respectfully.	
23/146	Dates of future meetings – 6pm start on school premises. 9 th July 2024	
23/147	AOB	

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	<p>Most Governor subject visits have either been completed or scheduled. From September it is hoped other governors will take on the role of completing subject visits</p> <p>EH will be responsible for Safeguarding, SEN, PSHE</p> <p>LR will be responsible for Literacy, Early Years and music</p> <p>JF will be responsible for RE and Humanities</p> <p>TC will be responsible for Maths & Modern Foreign languages</p> <p>MH will be responsible for PE and Science</p> <p>It was agreed the AHG will not take on a subject due to a conflict of interest with them also being a member of staff.</p> <p>Once all monitoring visits have been completed by the Chairs of Governors subsequent visits can be arranged in September by the new governor subject leads. Clerk will send out a list of teacher subject leads to the Governors.</p> <p>EH attended the Chairs briefing.</p> <p>All staff performance reviews will take place including lunchtime staff.</p> <p>School transitions will now be referred to as phase transfer. This will be updated in all documents for 2024/25.</p> <p>A governor has struggled with how to react to parents coming to them regarding certain incidents that have happened in the school. Chairs will add this to the letter they are sending to parents asking them to speak to the Head regarding these issues as he is on the gate every morning.</p> <p>The refuse bins are not big enough for the school and the neighbouring pre-school to use, they are often overflowing. It is agreed that Pre-school will be contacted regarding this and asked to contact the council regarding their own bins.</p> <p>It has been a difficult few weeks regarding a looked after child at the school. Since the last FGB meeting the numerous interventions that were in place have all collapsed and failed. This included Forest school which was overturned and staff pushed to the floor. It was decided that the child would be taken off timetable and allowed in staff room to play Lego and do art etc. This collapsed last week when the child ran out of school and a staff member had to stop them jumping in front of car. This staff member was also kicked and punched multiple times. The child's 1:1 TA was also punched and kicked. The Staff room was vandalised and the Head had to constantly go and sort out this behaviour. A behaviour specialist from Mountjoy school came in to observe and explained the school were doing everything possible. The child also refused to get in the taxi home and locked themselves in the shed and toilet. This delayed the taxi taking other children home. The child has also been running around school throwing objects including iPads and tried to</p>	
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	<p>climb the roof of the school. SS spoke with Chairs of Governors and the decision was made to contact Torbay social services to explain that we cannot meet his needs and he will be banned from site. This is not a permanent exclusion and we will wait for a response from the council to find another provision that can meet the child’s specialist needs. If they push back a permanent exclusion will be enforced for the safety of staff, child in question and all other children at the school. The child’s carer is fully on board with all of this. A Governor asked if work will be sent home – not at present. The Chairs of Governors has asked for all staff who were involved to be thanked for going above and beyond to help this child.</p> <p>A Governor asked if any other child has been affected by this behaviour – It cannot be guaranteed that no other child has been affected by this. A wellbeing check in will be done for children and ELSA support offered if required. It will take a while for staff to get over and an eye will be kept on the children. The 1:1 TA for the child will now be working with another child. The support from Torbay Social Services has been non-existent throughout all of this. All Governors agree and fully back SS decision.</p>	
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Meeting ended at 8:10pm

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