



Minutes
Full Governing Body Meeting
Monday, 18th September 2023
6.00 pm at the school

Requested Attendees:

Karen Wrixon (Headteacher), Chris Jones (Chair), Maria Dixon-Amphlett, Rachel Barbet, Russell Field, Richard Hull, Annabel Smith, Janine Wagner-Hale, Gilford Sweetenham, and Catherine Dunkley-Jones (Clerk)

Agenda Item
<p>1. Welcome and Apologies</p> <p>The clerk welcomed all to the meeting.</p> <p>Apologies were received and accepted from CJ, MDA and RB. The clerk thanked AS who kindly agreed to chair this meeting in CJ's and MDA's absence.</p> <p>KW notified the governing body that she has submitted her intention to resign this academic year to the local authority. CJ and the clerk had already been informed. Governors expressed their sadness at this news.</p>
<p>Register of Business Interests</p> <p>Governors were invited to update any business, pecuniary or prejudicial interests on the form supplied in the meeting pack. A summary version will be published on the school website. No changes to report other than the clerk who is now a Governor Services Officer.</p>
<p>KCSIE 2023 and the Governors Code of Conduct</p> <p>All present confirmed that they have read the latest version of KCSIE and agree to the Governors Code of Conduct.</p>
<p>Election of chair and vice-chair</p> <p>CJ notified the clerk before the meeting that he was willing to be chair for another year if no one else came forward. As no one else did come forward, CJ was confirmed as chair. MDA similarly offered to be vice-chair but would really like to support another governor in the role. Unfortunately, no one else offered to be vice-chair.</p>
<p>Committee structure and link governor roles</p> <p>Terms of reference and year planners remain unchanged – these were shared in advance of the meeting. These remain the same as last academic year, with the addition of new link governor roles for YP and ES- for ease, the committee structure for 2023 – 2024 is as follows:</p> <p><u>Committee structure:</u></p> <p><u>Curriculum Committee</u></p> <p>Annabel Smith (Chair), Maria Dixon (Vice-Chair), Gilford Sweetenham, Russell Field, Emma Smith, and Karen Wrixon</p>



Finance and Personnel Committee / Environment Committee

Chris Jones (Chair), Maria Dixon (Vice-Chair), Yvonne Pitman, Rachel Barbet, Karen Wrixon, and Janine Wagner-Hale

Link Governors

Karen Wrixon	Health and Safety
Maria Dixon	Safeguarding, EYFS and SRE
Gilford Sweetenham	E-safety and Y5
Chris Jones	Y2, and Mathematics, Phonics
Rachel Barbet	Y4 SEND, PP
Janine Wagner-Hale	Y3, Well-being, and School Website Compliance
Annabel Smith	Y6 and English
Emma Smith	Y1 and Maths with a focus on the objective in the RAP
Yvonne Pitman	Attendance

Governors with performance management responsibility for the headteacher:

Annabel Smith, Rachel Barbet, and Gilford Sweetenham

Dates to meet with KW and Geoff Pike to be arranged at the end of this meeting.

Plans to address governor vacancies

Members of staff have been notified that there is a staff governor vacancy - and there is information about the role and how to apply on the staff noticeboard. The deadline is next week, so this will be revisited at the November FGB. Then there will be two co-opted governor vacancies. Plans to fill those vacancies include opening up the role to parents and continuing to advertise on Inspiring Governance and Governors for Schools. It may also be a good idea to approach the Town Council.

Minutes of the last meeting and any Matters arising not covered by this agenda

The minutes of 3rd July 2023 were agreed to be an accurate record.

Actions:

- KW to investigate the possibility of using the governors' room as a place for parents to contact the Family Hub at specific times:



KW received this reply:

From query from last FGB:

From North LAG:

"We do not yet have family hubs in N Dorset. I understand there is a meeting happening in a couple of weeks to start the thinking around this. If I am honest, I don't believe we'll have 'buildings' in North, more likely to be flexible/pop-up arrangements but I'm not clear on it yet as haven't been involved yet. The family hubs are not a new service, so families would be able to request support from existing services in the usual ways, although my understanding is that services will be present in any spaces identified on a regular basis so there are touch points for families to have a chat etc.

Does that help? I am hoping the new family hubs lead, Rebecca Watson will be coming to our next LAG meeting in September so she should be able to tell us more then. "

Karen is part of a Pathfinder project that is looking at Family support.

It is certainly going to be possible to occasionally use the governors' room as a meeting place for family hub related activity for parents.

- Governors to investigate funding allocations associated with new housing development:

RB and KW emailed our councillor Carole Jones following Rachel's' information about money from the new building site and this is Carole's reply:

"There are four pipeline schemes, please see the table below which sets out the expected value of contribution, the purpose, and the trigger points for payment. The Corralian scheme is to pay 50% of the contribution prior to the occupation of 25% or more of dwellings. William Barnes School is identified specifically below, other agreements don't name schools so there is a greater degree of flexibility and choice over where the contributions go. Where contributions cover Primary and Secondary School provision the split is typically 32% / 68%.

The allocation of s106 to schools is managed by Dorset Council as the education authority. This process will involve engagement with individual schools to help establish needs. It isn't for individual schools to 'bid' for money, the allocation is done looking at needs strategically across the area.

Sturminster High School is also named below. The school forming part of a Trust shouldn't have a bearing on the allocation of s106 funds."

Governors were advised to consider specific areas/ a definite proposal where funding might be spent. If you are building new houses, we need x from the school – re: impact of extra pupils. Very hard to get education contributions from housing developments. Play equipment?

All other actions have been completed.

Headteachers Report

Confidential

A new Y5 child has joined us with huge behavioural needs. There may be a need to permanently exclude so governors need to be aware that there may be a need to form an exclusion panel. KW has already excluded for a day and a half.



Highlights and questions arising from the report:

Danielle has completed her SENCO qualification which is brilliant news and will take over the role of SENCO with support from KW.

The janitor, Rhoda Lacey, is absent for compassionate reasons until October. KW and RF are taking on opening and closing up duties – fingers crossed going forward she will be back.

RAAC

KW has received an email from the LA about the plans for RAAC surveys. RAAC has 'not been identified in the subject property'. However, there may need to be additional intrusive surveys may be needed after the school's asbestos register has been checked. But all surveys and clean-up work will take place over evenings and weekends to minimise disruption to children.

PTFA

KW quite worried about the PTFA as serious lack of volunteers and the treasurer has resigned.

RAP

Resent out last year's RAP as we resubmitted to get the results of two pupils from Ukraine to be taken off although they did really well in maths!

The data update is as follows

April 2023- Reading – from 70%- 92% ARE with 25% GD

Reading, writing and maths- 53.6% - 10.7% GD

Writing – 82% ARE with 14% GD.

Results- Grammar, Punctuation and Spelling- 73%- 75% - with EAL taken off

Reading 71.4% , High score 32.1% EAL to come off)

Maths 78.6% GDS 17.9% - with EAL to come off

Progress: Reading -0.25

Writing 1.0

Maths -0.88

The results are in line with national levels.

Policies

School Uniform Policy – new

The government say that we do need to have a policy although there has always been information in the brochure. KW has received queries from parents – one about asking members of staff to check for bruising when children get changed for PE which governors unanimously agreed was inappropriate for reasons of dignity and safeguarding. KW will tell the parents that governors state it is inappropriate for adults to watch children getting changed.



The second related to dyeing hair. Governors discussed whether this could affect learning – and decided, on balance, that unnecessary beautification at such a young age was inadvisable.

The School Uniform Policy was approved.

Safeguarding

All staff completed safeguarding by Vanessa Bell at the start of the year which included Prevent training. The office gradually moving over to using an updated single central register template. My Concern is being used now. Difficult to get everyone registered but RH is trying to sort it out.

Training

YP and ES booked on governor safeguarding training on 19th September.

Any Other Urgent Business

The clerk explained that governors will need to appoint a new headteacher with the support of the LA and the ECL Roz. Tentative plans were made to form a recruitment working party and several governors expressed an interest in being on the interview panel. The clerk advised that at least one governor needs to have completed Safer Recruitment Training and supplied information about how this can be done (LA all day online or NSPCC four-hour courses £35).

Post meeting note: MDA confirmed that she has completed ST training in 2021. However, if anyone would like to take it, please contact the clerk.

The next step is for CJ to contact the LA to notify the intention to advertise for a new headteacher.

Parents will not be informed at this stage, so this matter is to remain confidential.

Governors will probably need several extraordinary meetings to decide the grade, interview questions to ask, things to contain in the recruitment pack and much more. F & P will need to set a budget for recruitment advertising.

Dates of next meetings:

Provisional Meeting Dates for 2023-2024

FGB

- Monday 18th September
- Monday 20th November
- Monday 25th March
- Monday 1st July

Curriculum Committee

- **Monday 9th October**
- Monday 15th January
- Monday 10th June

Finance and Personnel/ Environment Committee (5.30 pm start)

- Monday 27th November
- Monday 19th February
- Tuesday 23rd April (Budget-setting, all invited)
- Monday 24th June

First FGB to be in person and then Teams meetings in the autumn/winter moving to in-person meetings in the spring/summer