

Bishopstone Church of England School Governors

Minutes of the Full Governing Body Meeting held on 10 February 2015 at 6:15pm

Present: Gill May (GM – Chair – Co-opted); Mark Clitherow (MC – Vice Chair – Co-opted); Emma Lindsey (EL – Headteacher); Sue Tremlin (ST - Staff); Karen English (KE - Parent); Jill Rankin (JR - Foundation); Mike Welsh (MW - LA); Helen Cooper (HC – Parent).

Absent with apologies: Philip Anley (PA – Co-opted); Reverend Bill O’Connell (RevB – Foundation) – Standing apologies.

Absent without apologies:

In attendance: Clerk – Margaret A Whitaker

1.0	APOLOGIES AND WELCOME	ACTION BY
	<p>The Chair welcomed Governors to the meeting. Standing apologies for absence were accepted from Reverend Bill O’Connell (RevB - Foundation) due to illness. Apologies were also received from Philip Anley (PA – Co-opted), who had a Master Teacher for Computing_training commitment that day. Three governors were delayed due to travel problems (two relating to a school performance event - which was why the start date for the meeting had been scheduled later than usual at 6:15pm). MC and KE arrived shortly after the meeting commenced, and MW arrived during item 5.</p> <p>The meeting was quorate from the start, despite the later arrivals.</p>	
2.0	<p>DECLARATION OF INTEREST IN AGENDA ITEMS None were declared.</p>	
3.0	<p>MINUTES FROM THE LAST MEETING – 9 December 2014 The minutes from the last meeting were unanimously confirmed as an accurate record, and signed by the Chair.</p>	
4.0	<p>MATTERS ARISING Items arising and not elsewhere on the agenda were discussed and progress updated, as follows:</p> <ul style="list-style-type: none"> • 9 December Agenda Item 4 – Parent governor election – The election process (following Lucile McGrath standing down) had been conducted and, despite some interest by a number of parents, no nomination forms had formally been received by the stated deadline. ACTION – Parent governors (KE/HC) to follow up interest expressed by parents. • 9 December Agenda Item 4 – Fair Funding (Sparsity) / meeting with Swindon Borough Council (SBC) - MC had planned to meet with Ian Burbidge (Swindon Borough Council – SBC) regarding the Sparsity factor, the concept of a tiered lump sum and related budgetary issues. (This included the Minimum Funding Guarantee (MFG) which offered protection to the school budget but further information was required regarding the longer term implications for operational costs. Governors had previously agreed that the meeting with Ian Burbidge would give the opportunity to demonstrate that the school was working in an effective and efficient way and showing that it wanted to be sustainable, including looking at options to potentially increase numbers on roll in the future). MC reported that the meeting had not yet taken place and that this item would be carried forward to the next meeting. • 9 December Agenda Item 4 – Fair Funding (Sparsity) / tiered lump sum discussions by SBC’s Schools Forum – EL/MW were to follow up the Schools Forum minutes relating to these issues and MW to discuss further with Swindon Association of Primary Headteachers (SAPH) / Schools Forum representatives. These would be carried forward to the next meeting. • 9 December Agenda Item 4 - Published Admission Number (PAN) – The headteacher confirmed that she had followed up the PAN with Swindon Borough Council (SBC). • 9 December Agenda Item 4 – Risk Mitigation – The initial template had been drafted and part populated - further work was required. The Chair commented that budget issues should be updated into the Risk Mitigation template and that this would be referred to the 	<p>KE/HC</p> <p>MC</p> <p>EL/MW</p>

	<p>next Accounting for Resources Committee meeting. ACTION – Accounting for Resources Committee to update template.</p> <ul style="list-style-type: none"> • <u>9 December Agenda Item 4 - Diocesan links</u> – Reverend Bill O’Connell was absent from the meeting due to ill health so was unable to report back on progress regarding Diocesan representation at Schools Forum. ACTION – RevB to follow up. • <u>9 December Agenda Item 4 – GB Minutes to be put on website (one year of minutes)</u> PA reported at the previous meeting that this was progressing. • <u>9 December Agenda Item 4 – Code of Conduct customisation</u> The Code of Conduct had been customised with the Bishopstone School logo and circulated to governors for signature (as this reflected best practice). Signed copies were collected by the clerk from governors who were present. (Copies were required from PA and RevB). • <u>9 December Agenda Item 4 – School Improvement Plan (Governor element wording)</u> This was discussed later in the agenda at Item 7, Outstanding Governance. The governor objective had been previously agreed, but precise wording required finalisation. ACTION – GM to provide wording to EL for Governor element. • <u>9 December Agenda Item 5 – Accounting for Resources Committee – Headteacher Review</u> The clerk was requested to formerly record in the minutes that the Headteacher Review, conducted by the sub-committee, had been a robust process. • <u>9 December Agenda Item 8 – Update of Governor roles on the webpage</u> The clerk commented that some details required updating (including references to Community Governor being changed to Co-opted Governor, following reconstitution). The Clerk would liaise with PA. <p>Other Actions from 14 October meeting had been completed or were on the agenda.</p>	<p>Agenda AR Comm.</p> <p>RevB</p> <p>PA</p> <p>PA/RevB</p> <p>GM</p> <p>Clerk/PA</p>
5.0	<p>STRATEGIC ISSUES - COMMITTEE REPORTS WITH KEY AREAS FOR THE FGB TO NOTE / ACTION</p> <p>PERFORMANCE AND STANDARDS COMMITTEE The interim minutes from the Committee meeting on 27 January 2015 had been circulated to all governors ahead of the Full Governing Body meeting.</p> <p>The Chair of the Committee (JR) reported on the key actions to be brought to the attention of the Full Governing Body, as follows:</p> <ul style="list-style-type: none"> • <u>Update of Work Plan / Policy Review dates for the Committee</u> – JR reported that the Work Plan had been updated and included policy review dates as agreed with the Headteacher. Some dates had been refined in consultation with the Headteacher and an updated hard copy was circulated at the meeting. (This would be sent electronically to the clerk). • <u>Maths Calculation Policy</u> – JR reported that the Maths Calculation Policy had been reviewed. (This had been circulated to governors for comment). The Headteacher confirmed that this had been updated to include the school logo, for inclusion on the website. • <u>Assessment Changes</u> – JR reported on the key issue of assessment changes and the importance of this. She referred governors to the Performance and Standard Committee minutes. <p>(The minutes also referred to areas of special responsibility for committee members, Special Needs, The School Improvement Plan and the Website audit).</p> <p>ACCOUNTING FOR RESOURCES COMMITTEE The interim minutes from the Committee meeting on 27 January 2015 had been circulated to all governors ahead of the Full Governing Body meeting.</p>	

The Chair of the Committee meeting (MC) reported on the key actions to be brought to the attention of the Full Governing Body, as follows:

- Policy Review / Work Plan – This item was taken later on the agenda, but minuted here for ease of reference. Work Plan had been updated and included policy review dates as agreed with the Headteacher. Some dates had been refined in consultation with the Headteacher and an updated hard copy was circulated at the meeting. (This would be sent electronically to the clerk). The following policies, which had been reviewed by governors were ratified by the Full Governing Body:
 - Complaints Policy
 - Leave of Absence Policy
 - Parent Volunteers Policy
 - Health and Safety Policy
- Whiteboards / Touch screen TVs – MC updated the Full Governing Body on developments indicating the review and analysis of suppliers that had been undertaken since the last Full Governing Body. This robust analysis and selection process considered issues including price, robustness of the companies, length and quality of warranties etc for 6 companies. MC reported that PA had done a good presentation to the Committee, on all of these key points. Known installations were already considered.

MC reported that the Committee had agreed that, with no significant cost difference (after taking into account the three free tablets from Clever Touch, and their five year warranty, as opposed Alpha's three year warranty), that they should select the company that they felt most confident about to meet the needs of the school. As Clever Touch software had been considered as straightforward and there had been successful installations recently at two local schools, governors agreed that Clever Touch would be the supplier. The total cost of the three screens, at £3,160 each, was £9,480.

MC commented that the Full Governing Body on 9 December 2014 had reviewed the funding and agreed to the purchase of the three screens (one for each classroom), so this had been carried out, and that there was a significant cost saving on the original estimate of £15,000.

Governors could see one of the screens in the room. The Headteacher reported that they were excellent, robust and were being used by all teachers and Teaching Assistants (TAs). As previously reported they provided far greater reliability for teachers and could be used interactively with all pupils to enrich lessons. There would be a demonstration arranged for the next Full Governing Body meeting. (Governors had commented on how this both benefitted pupils, by improving provision immensely, and enhanced the school's image by having such advanced equipment. A governor had commented that Bishopstone was likely to be the first school in the Swindon area to have this equipment used in every classroom).

As previously discussed, it would be possible to use one of the old projectors for the Village Hall so it would not be wasted.

- Overall Budget Position – ST had prepared an update and MC summarised the position, as a forecasted underspend. The Headteacher had documented recent expenditure on the Excel spreadsheet. The Headteacher commented that extra Pupil Premium (PP) funding had been received, and this had been committed in the knowledge that two more pupils were starting at the school. £4,641 of the PP had been spent and a mosaic event had been budgeted for. The Sports Grant was scheduled for use for the sports shed, sports trip and skateboarding activity.
- Village Hall fees update – MC reported that he had contacted the Chair of the Village Hall Committee, David Wray, indicating that the Governing Body would accept the proposal, but making clear that the school would be incurring an additional £10 per week cleaning cost, which it would absorb re goodwill. MC made clear that he was duty bound to make the Village Hall Committee aware that they would be responsible for the cleaning for the remaining 13 weeks, and that the school reserved the right to amend the terms if costs rise.

The Chair of the Village Hall Committee responded with an email, indicating that the right to

Agenda

	<p>review should be in both directions as MC had indicated. He also indicated that it was the duty of hirers to clean after use, but he didn't explicitly mention the remaining 13 weeks (outside of the 39 weeks that the school would arrange cleaning for). He also mentioned that, as a former Chair of governors, he understood the important facilities of both the school and the Village Hall, and that he couldn't see them falling out over fees.</p> <p>MC indicated that this was going in the right direction, but that there was a lack of clarity in the response regarding the cleaning for the 13 weeks. The Chair indicated the importance of ensuring that the Village Hall Committee was fully aware that the 13 weeks was not the responsibility of the school.</p> <p>ACTION – MC to send further email regarding the 13 weeks cleaning being the responsibility of the Village Hall Committee to the Chair of the Village Hall Committee.</p> <p>A governor questioned if it was clear as to whether the Parish Council were paying fees for the use of the Village Hall for Parish Council meetings. This was not known and governors would try to establish the position with regard to this. The Governing Body wanted assurance to confirm this to ensure all parties using the hall were being treated equitably.</p> <p>ACTION – MW to try to establish if Parish Council pay Village Hall fees for meetings.</p> <ul style="list-style-type: none"> • <u>Premises – Project Management for works</u> – MC reported that “Kenneth and Edwards” had been agreed as project manager to carry out the work of dealing with tenders from the start of the project and monitoring to the end of the project, at good good value, and represented a small overhead on the overall quote. <p>The Headteacher reported that SBC had confirmed that they were happy for the work to proceed, and quotes were being restarted. She had also had a response from Sally Moody at Bristol Diocese, which confirmed that it was ok to proceed and that there was no formal process, but just to keep them informed. (Sally Moody also apologised for the delay in responding).</p> <ul style="list-style-type: none"> • <u>Schools Financial Value Statement (SFVS)</u> – MC confirmed that the sub-group was to review this. It was previously a very lengthy document, but had been slightly condensed. Arrangements would be made to sign this off before the SBC deadline / end of the financial year. <p>ACTION – MC to coordinate completion, sign off and submission of SFVS.</p>	<p>MC</p> <p>MW</p> <p>MC</p>
<p>6.0</p>	<p>HEADTEACHER’S REPORT</p> <p>The Headteacher’s report had been circulated ahead of the meeting. Papers had also been provided by the Headteacher for each of the Committees. The Headteacher asked for feedback on the reporting approach. Governors welcomed the Headteacher’s documents sent to each of the Committees, and considered these as very helpful. The Chair commented that, as a Governing Body it was necessary to determine what information was required at committee level, in order to keep the Full Governing Body information at a strategic level, and provide the Governing Body with what it was not getting at the committee level. The issue was how not to duplicate information and not to take up too much of the Headteacher’s time. The Committee Chair (JR) suggested that the clerk number key points in the committee minutes to assist with cross referencing to the Full Governing Body.</p> <p>A governor commented that major, key issues should be included in the Headteacher’s Report to the Full Governing Body. It was agreed that future Headteacher reports would pick up on key issues that the Headteacher wanted to either escalate to the Governing Body or raise awareness of an issue. For the last Performance and Standards report the Headteacher indicated that this would have been Assessment, and training of staff. Governors could also ask for items to be included that they would like a little more information on.</p> <p>MW commented on his experience of using a single document “School Evaluation and Development Plan” (SEDP), which his school and a London school were using, where they updated this single document each meeting. It was a multi-purpose document that anyone could see and could be sent to Ofsted (11-12 page document, plus appendices). This was created on paper, but was going to be on-line and could be used at each committee. It allowed the Headteacher and Governors to share a single document, rather than having to go to different documents – so they could have useful, and</p>	<p>Clerk</p>

	<p>the right, conversations without too much paperwork, and showing progress / resources.</p> <p>A governor questioned whether the School Improvement Plan (SIP) already did that. The Headteacher agreed and said that the SIP was continually being updated.</p> <p>The Chair commented on the difficulty of very small cohorts and avoiding identification of individual children in reports. It was agreed that in some instances this was very difficult to achieve, and that it may be necessary to identify some documents as confidential or separate out confidential elements. (EL would review the current Headteacher’s report in that context).</p> <p>A governor asked how the new music teacher arrangements were working and the Headteacher indicated that this was going very well, as was demonstrated at the recent Traded Services event at STEAM. She was well qualified, experienced and was good with discipline. She was teaching stringed instruments to Key Stage 2 children. The children had only had three lessons with their violins and cellos, but performed brilliantly in front of an audience at the STEAM event. The Headteacher reported that she had numerous positive comments from adults at the event about the quality of their playing and their excellent behaviour, and people were amazed that they had only had three lessons. A governor asked if it would be possible to expand the music teacher’s provision, even if this meant payment from parents. The Headteacher indicated that she was looking into this.</p>	EL
7.0	<p>STRATEGIC ISSUES – OUTSTANDING GOVERNANCE</p> <p>The Chair introduced the item. A number of key documents had been updated in January 2015 which were of interest to the strategic operations of the Governing Body, and these included the following:</p> <ul style="list-style-type: none"> • Governors Handbook • Twenty Questions (2nd Edition 2015)- Key questions every governing board should ask itself • School Inspection Handbook January 2015 • A Framework for Governance: A flexible guide to strategic planning (January 2015) <p>Links to all documents had been circulated to governors ahead of the meeting. In addition extracts of the School Inspection Handbook, which specifically related to governance, were compiled into a single document and circulated to governors ahead of the meeting.</p> <p>Governors had discussed the previous version of the Twenty Questions document and used this in the evaluation of the governing body in preparing the new committee structure, roles and responsibilities. (Skills audits had been undertaken relating to this).</p> <p>The Framework document indicated Key Performance Indicators (KPI). A governor commented on the need to be proportionate and not to generate extra work that might detract the Headteacher from her core functions. From his experience he considered that the Governing Body was working very well. The Chair commented that there had been major developments with the committee structure, Terms of reference, work plans etc, and governors thanked the clerk for her contribution.</p> <p>The Chair commented that these were reference tools and prompts and expanded awareness. JR was interested in the Framework document (with the examples relating to evidence for monitoring strategy) and asked the clerk to resend it.</p> <p>In the light of these documents, Governors considered the specific wording for the Governor objective in the School Improvement Plan (SIP) – around developing a structure in pursuit of excellence etc. The Chair agreed to refine the wording and, once confirmed, email this to the Headteacher for inclusion in the SIP</p> <p><i>ACTION – GM to confirm wording for the governor element of the SIP and email this to the Headteacher to update the SIP.</i></p>	GM EL

8.0	<p>SBC TRADED SERVICES</p> <p>The Headteacher reported that she and ST had attended the Traded Services event at STEAM. She reported that all services had to be purchased and that the same set of services, as represented in the budget, would continue to be purchased in 2015-16. It was confirmed that Governor Support would continue to be purchased. (The clerk had been asked to seek clarification on this before the beginning of March by Governor Support, and she would report back accordingly).</p> <p>No change was proposed to existing financial support, as the bursar service was very responsive and provided a good service.</p>	
9.0	<p>AOB /CORRESPONDENCE</p> <ul style="list-style-type: none"> • <u>Governor roles / Structure documents updates / Visits</u> - Governors clarified some governor lead role updates, following changes to the Governing Body membership. HC had been identified as the Art/DT/Drama governor at the Performance and Standards Committee meeting on 27 January. As there was a governor vacancy, GM agreed to take on the Science lead role on an interim basis. In the continued absence of Reverend Bill O’Connell, JR agreed to take on the lead role for spiritual, moral, social and cultural (SMSC), as an interim arrangement (Clerk to provide SBC course details). (The Headteacher reported that alternative arrangements had been put in place for school church services etc, including plans for the Easter service, during Reverend Bill O’Connell’s absence). The Headteacher updated on a number of visits made by governors (noted in the Headteacher’s Reports), including a walk through by MW, Maths visits by KE and visits by JR. <i>ACTION – Clerk to update roles / structure documents and forward to PA to put the updated information on the website.</i> • <u>Trial of “Soundfield” hearing system</u> – The Headteacher reported that the free trial of the Soundfield hearing system was due to come to an end and a decision would need to be made as to whether to purchase the system (£1,115 one off). Governors asked for clarification of how it was used. The Headteacher outlined that it was a loop / speaker system which helped a specific child but also had benefits for other children. A governor asked about the impact of the trial. The Headteacher indicated that the evaluation of this was ongoing as the system had not been working for the whole time, partly due to compatibility issues. A governor asked about different suppliers and the Headteacher indicated that it had been difficult to get quotes and one system from a different provider had been trialled but had not worked. A governor asked if there might be a grant to cover the cost. The Headteacher indicated that a grant had not yet been identified, but this was being investigated. The Headteacher indicated that once she had received full feedback on the trial, she would contact governors. The Chair commented on the Governing Body’s responsibilities, including supporting diversity, which was endorsed by governors. <i>ACTION – Headteacher to evaluate impact of the trial and to contact governors regarding outcome / next steps.</i> • <u>Lunch Time supervisor / Crossing patroller</u> - The Headteacher indicated that the school would be presenting a gift in recognition of her long period of service. Governors confirmed that they would also be arranging a gift. • <u>Friends of Bishopstone School (FOBS)</u> – KE reported that the recent FOBS toy sale had made £85 and further monies were expected from the Ragtex collection. A curry night for dads was also being arranged to review how they could best support the school. (A list of jobs had been produced). • <u>Dance Production</u> – MW commented on how well the dance production had gone at the Wyvern Theatre that afternoon. The Headteacher commented that all the children had enjoyed it and it had involved children from Year 1 to Year 6, working together, which very much demonstrated how the school worked. There would be another production in November. 	<p>Clerk/PA</p> <p>EL</p>

10.0	<p>DATES OF FUTURE MEETINGS</p> <p><u>Full Governing Body meeting dates (Tuesdays 6pm):</u></p> <ul style="list-style-type: none"> • 12 May 2015 (It was noted that the Chair, GM, would be away on the date of the next meeting and it was agreed that MC would chair the meeting.) • 7 July 2015 <p><u>Committee meeting dates:</u></p> <p>Performance and Standards Committee – Tuesdays 5:30pm to 6:30pm, followed by: Accounting for Resources Committee – Tuesdays 6:30pm to 7:30pm</p> <ul style="list-style-type: none"> • 28 April 2015 • 23 June 2015 <p>Apologies should be sent to the Clerk, at least 5 days before meetings.</p>	
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The meeting ended at 7:40pm.

Signed:.....Date:.....
Chair of Governors