



**Corfe Castle CE Primary School Full Governing Body Meeting
Wednesday 25 November 2015, 3.45pm**

MINUTES

PRESENT:

Mrs Lara Manningham-Buller (Chair)	Mr Simon Starmer	Mrs Louisa Dearn
Major Michael Bond	Mr Jon Phillips	Mr David Grinsted
Mrs Emma Morgan	Mr Ryan Norman	

IN ATTENDANCE:

Mrs Nichola Wood
(Clerk)

F2.1 APOLOGIES

Rev Ian Jackson: accepted.

F2.2 DECLARATION OF BUSINESS INTERESTS

None declared. A copy of the 'declaration of business interests' form' was distributed to those Governors who still needed to sign.

F2.3 MINUTES OF THE LAST MEETING

Signed as a true record.

F2.4 MATTERS ARISING AND ACTION POINTS

- i. *Sharepoint*; This was not currently being used however there will be a central website for Saturn Education Trust where policies and guidelines will be available.
- ii. *Keeping Children Safe in Education*; New guidelines for 2015 that all Governors should be aware of. Mrs Manningham-Buller has attended Safeguarding training and reported that money will be available to target vulnerable children to allow for a quick response if necessary.
- iii. *Headteacher's Performance Management*; This will be carried out by Mr Beckett, Mrs Manningham-Buller and Mr Phillips. The 4th December at 10.30am was proposed as a suitable date. Baseline targets will be set as a benchmark and will be based on the School Development Plan priorities.
- iv. *Purchase of Governor Services*; Governor Services SLA has been purchased by the MAT.



F2.5 HEAD'S REPORT

- i. *School Improvement Plan*; A published test has been taken by pupils which produced results lower than expected. The test however was acknowledged by staff and other Headteachers to have been hard. It was also noted that of the ten pupils in Year 2, three have joined the school recently and are below expectations. The baseline data was discussed.
- ii. *Safeguarding (audit)*; Mrs Dearn has completed the training and is now the DDSL. The audit is being completed and will be finished by the 31 December.
- iii. *Feedback from 'External Review'*; Mrs Morgan distributed a copy of the results of a recent 'Audit of the School's Effectiveness' where the school was judged to be 'Good' with the capacity to be 'Outstanding'. The recommendations from this report form the basis for the action plan 'Journey to Outstanding 2015-2016' which was also distributed. Several areas have already been addressed.

F2.6 FEEDBACK FROM WORKING PARTY

The Governors thanked the Working Party comprising; Mrs Manningham-Buller, Mr Norman and Mr Phillips for their work in looking at the RAISE data. Mrs Manningham-Buller had distributed a summary sheet of observations and questions prior to the meeting and this was discussed. Pupils with SEN are identified and assessed separately. Teaching staff assessments will be discussed with the SENCo.

F2.7 CLERK'S REPORT

- i. *Governor Training; Performance Management Training*; Mrs Manningham-Buller, Mr Phillips and Mr Norman. **Chairs Briefing**; Mrs Manningham-Buller. **Clerks Briefing**; Mrs Wood.
- ii. *PE Governor and SEN Governor*; Mr Norman agreed to become the Governor for PE and Mr Starmer the Governor for Inclusion.
- iii. *Update of contact details*; Governors were requested to check the details currently held and amend if necessary.
- iv. *Declaration of Business Interest Forms*; all completed forms were requested.

F2.8 AOB

- i. Mrs Manningham-Buller requested a list of action points on the bottom of Minutes.
- ii. Mrs Manningham-Buller asked if our Governing Body had a role and responsibility document for the Governing Body. Mrs Wood reported that we have all the information but not in one document and agreed to create a document for our Governing Body. **ACTION: NW**
- iii. Mrs Morgan requested permission to close the school early on the last day of term. Agreed.



- iv. Nativity Tickets are available for the 8th December at 1.30pm and 9th December at 6pm. Please request if you wish to attend.
- v. Carol Concert on the 17th December at 2pm – all welcome.
- vi. Raffle Tickets are for sale for the Christmas Fayre on Friday 27th November.
- vii. The police have been observing the school crossing outside the school and have recommended a pelican crossing. The School Council will be writing to the council to request a new crossing and Parents and Governors are also encouraged to write.

ACTION: LMB TO WRITE ON BEHALF OF THE GOVERNING BODY

- viii. The stage will be going up after school on Monday 30th November and any offers of help will be gratefully received.

Future Meetings:

Wednesday 27th January 3.45pm

Wednesday 9th March 3.45pm.

The meeting closed at 5.15pm.

ACTION POINTS

- i. NW to produce a Governing Body Roles and Responsibilities Document
- ii. LMB to write to the Council re: Pelican crossing.