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Venue: St Osmund's Middle School  
TW To Chair meeting

<b>1.0</b>	<p><b>Present</b> Thomas Woodhouse <b>TW</b> Robert Fitzgerald <b>RF</b> Lesley Bainbridge <b>LB</b> Tony Holt <b>AH</b> Annabel Lane <b>AL</b> Alex Gannon <b>AG</b> Moira Farley <b>MF</b> Jon Nugent <b>JN</b> Julia Benson <b>JB</b> (Left 7pm) Emily White <b>EW</b> (Left 7pm) Nicola Fowler <b>NF</b></p> <p><b>Attending</b> Rebecca Golledge <b>RG</b> (Business Manager) Saira Sawtell <b>SS</b> (Headteacher) Simon Beet <b>SB</b> Amanda Osborn <b>AO</b> (Clerk)</p>	<p><b>Apologies Accepted</b> Lee House <b>LH</b></p> <p><b>Absent</b> Sue Wilson <b>SW</b></p> <p><b>Guests:</b> None</p>	<b>Name</b>
<b>2.0</b>	<p><b>Declaration of business, Financial and Pecuniary Interests</b></p> <p>No New declarations</p>		TW
<b>3.0</b>	<p><b>Chairman's Opening Remarks</b></p> <p>Welcome to all.</p>		TW
<b>4.0</b>	<p><b>Approval of Minutes of the last Full Governors meeting held on 10<sup>th</sup> October 2018 and 5<sup>th</sup> December 2018</b></p> <p>Minutes approved</p>		TW
<b>5.0</b>	<p><b>Matters Arising</b></p> <p>Meeting 5<sup>th</sup> December</p> <p>Smarter meetings to take place with reports sent out to the Governors with the agenda to read prior to the meeting to give more time for questions and answers. In place and worked well at this meeting.</p> <p>Notes made at last extra ordinary meeting are ongoing and beginning to happen.</p> <p>No matters arising from 10<sup>th</sup> October meeting.</p>		TW

<p><b>6.0</b></p>	<p><b>Core Action Group (CAG)</b></p> <p>The Core Action Group will take place once every 3 weeks. It is a mechanism where core people meet to manage the post Ofsted report and keep a tight rein on progression. This group will also keep records to report back evidence to Ofsted.</p> <p>The first meeting is to take place on 22<sup>nd</sup> January 2019. SS, MF and EW will attend and AO will take notes.</p>	<p>SB</p>
<p><b>7.0/14.0</b></p> <p><b>Q/A</b></p> <p><b>Q/A</b></p> <p><b>Q/A</b></p> <p><b>Q/A</b></p> <p><b>Q/A</b></p>	<p><b>Thomas Hardy School (THS) Support</b></p> <p>THS support is in place and Mike Foley has submitted the support bid. Work to move forward has happened quickly. The DMS head has kindly let her data manager job share to put in place their data tracking system as part of the bid. This is to set short term goals.</p> <p>AG asked how is this different? SS replied it is smarter use of templates; data that is just sitting there is put to use and identify data that is required.</p> <p>MF asked how did the data support materialise? SS replied that the DMS Head has been remarkably accommodating and helpful.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>SS</p>
<p><b>8.0</b></p>	<p><b>Raising Achievement Plan (to include PP update)</b></p> <p>SS said an e mail will follow later in the week with details of the Raising Achievement Plan.</p>	<p>SS</p>

<p><b>9.0</b></p>	<p><b>Governance Review</b></p> <p>A governance and pupil premium (PP) review took place by an external person on Monday and Tuesday this week. He will be sending a detailed report with recommendations to be better organised and effective. He remarked that we were all good people.</p> <p>He felt that PP had moved on already since the inspection.</p>	<p>SS</p>
<p><b>10.0</b></p>	<p>Staffing &amp; Curriculum Committee Q &amp; A (Attached sheet)</p> <p>LB said that there is going to be a change instead of reviewing the School Improvement Plan they will be reviewing the Raising Achievement Plan from the Ofsted findings which SS said will be directly linked to Ofsted.</p> <p>It was asked how the mixed ability groups were working.</p> <p>AL said they had received some parental feedback about high achievers but they had been reassured that the mastery works and gives a greater depth.</p> <div data-bbox="245 808 1352 978" style="background-color: black; width: 100%; height: 80px; margin: 10px 0;"></div> <p>AG will be taking over as S &amp; C lead in the next meeting. LB said AG has some new smarter ideas for the committee.</p>	<p>LB</p>
<p><b>11.0</b></p>	<p>Safeguarding Q &amp; A (Attached sheet)</p> <p>NF met with PA this week. No questions were raised from the report.</p> <p>NF asked who had attended prevent training. Not all governors had attended a prevent training session. This will be followed up.</p> <p>New policies including safeguarding related policies will be up loaded to the website later this week.</p>	
<p><b>12.0</b></p>	<p><b>Financial Budget Q &amp; A</b></p> <p>RG handed out the current month budget with a summary of the variance to the budget since the last budget sheet in October.</p> <p>PP expenditure is to be more detailed to show where PP money is being spent including breakfast club, trips and DT ingredients. A child receiving free school meals entitlement will be able to use £200 over the 4 years against school trips. They can use it all at once or small amounts for several trips. This information is going out on the newsletter and will hopefully encourage more people to apply.</p> <p>EW asked if new Y5's could be evaluated to see if they are eligible. This is not possible but can be encouraged to apply for FSM. SS said moving towards hot meals will help applications as cold sandwiches are not an attraction.</p>	<p>TW</p>

<p><b>12.0 Cont..</b></p> <p><b>Q/A</b></p> <p><b>Q/A</b></p> <p><b>Q/A</b></p> <p><b>Q/A</b></p> <p><b>Q/A</b></p> <p><b>Q/A</b></p> <p><b>Q/A</b></p>	<p>Y7 Top up numeracy funding is being used for a TA in all lessons withdrawing children to do Lexia.</p> <p>RG proposed that Lexia was invested into at a cost of £10,500 for the next 3 years as an all-inclusive cost. Lexia is a reading package which helps with phonics and highlights individuals with issues that they need to work on. This investment would come out of the PP funding as it would directly help PP children to excel in reading in a short amount of time.</p> <p>AG and LB stated that it would be a good investment and exactly what we should spend money on. SS said this will be a good investment for children to improve their outcomes over a short time and be labour saving. The package would mean that 96 users could use the system at any one time.</p> <p>There has been an increase in the P.E grant which has been ring fenced and used to provide yoga sessions and archery lessons.</p> <p>RG said overall there was an extra funding in the little extras pot and it was proposed that the school invest in IT. Firstly the servers need replacing to make the system more efficient. At the moment it is sluggish and could fall over at any moment. To go forward with the software investments it would be advisable to invest now in new equipment. It was also proposed that the IT suites are upgraded at the same time so the software can run easily. The total spend for all this would be £26,500K</p> <p>AG said we need to invest in new equipment before it breaks down completely and parts cannot be sought. AG was clear that the quotes need to be examined and questioned to make sure we were getting value for money and not spending anything unnecessarily.</p> <p>TW proposed that in principle we accept the proposal if it is kept under £29,000K and the reading package Lexia to go ahead.</p> <p>The governors voted 10 in agreement and 1 abstention.</p> <p>EW said she was happy to work with RG and Mark Fenwick to find the best value for money for the server replacement and seek e mail approval from the governors.</p> <p>TH asked what the timescale would be. RG said the servers could be replaced in the Easter break and the IT suites could be started in the February half term. And finished at Easter.</p>	<p>TW</p>
<p><b>13.0</b></p>	<p><b>Financial &amp; Building Q &amp; A (Report attached)</b></p> <p>EW asked why we had not moved forward with any of the fundraising ideas that TH had drafted last year. EW volunteered to investigate some of the ideas and move forward with them and feedback into the finance committee.</p> <p>MF suggested that it was good to have a project. SS suggested that £20K would revamp the library for the children to use. Following discussion the governors agreed that the library is a good project to choose and promote.</p> <p>It was discussed that the PTA has volunteers that like to help but not lead. It was suggested that a governor could be a link to the PTA. JB expressed an interest to be involved in September when her child joins the school.</p>	<p>TW</p>

<p><b>13.0</b> <b>Cont...</b> <b>Q/A</b></p>	<p>AG raised a concern about the rising staff costs and what plan is in place to help reduce it.</p> <p>SS said there is a tentative plan when the 30 extra children are in KS3. Teach in larger groups. Currently the class sizes are approximately 26 so could afford to increase. RG said she had shown the expenditure at the worst case scenario with long serving staff who are keeping costs high.</p> <p>[REDACTED]</p> <p>Financial pressures are prominent at the moment but there is a lag on the payment for extra children and this will catch up next year when we are at full capacity.</p>	
<p><b>14.0</b></p>	<p><b>Mike Foley's bid for Support Grant</b></p> <p>See item 7</p>	<p>TW</p>
<p><b>15.0</b></p>	<p><b>Strategy Q &amp; A</b></p> <p>Nothing to report</p>	<p>Clerk</p>
<p><b>16.0</b></p> <p><b>Q/A</b></p>	<p><b>Sports Centre Q &amp; A</b></p> <p>Report attached</p> <p>TH expanded on the report submitted and explained that there were decisions to be made following the sports centre charity winding up on the 31.01.2019. The charity felt the club was in decline due to lack of members and pressure to increase the school donation of £10,500 per annum. TH has secured cash injection of £15K from the town council and can be drawn down as required. The predicted income annually could be between £20 -30K and the sports centre could be used by the school during the day and rented out in the evenings and weekends. This would help the build a reserve for maintenance. It was suggested the gym would be changed into a dance and health studio.</p> <p>RF raised a concern to how the centre would be managed in the evenings and at weekends.</p> <p>TW wanted to thank TH for the hard work put in to keep the reputation of the sports centre especially in the last 6-7 weeks.</p> <p>TH has written to sport England, Oliver Letwin (MP) and Dorset council to let them know what is happening as well as talking to the charitable trust. Any money raised by equipment sold will be donated to the school.</p> <p>TH recommended for the school to continue running the sports centre as from the 1<sup>st</sup> February and would seek advice from Mike Foley who was in a similar position.</p> <p>The governors voted 10 for and 1 abstention.</p>	<p>TH</p>

17.0	<p><b>New Parent Governor Update</b></p> <p>The letter went out on the 1<sup>st</sup> day of term and the closing date is on the 18<sup>th</sup> January 2019. So far we have had 3 applicants. Due to there being more than two applicants the process will need to go to a vote. This process will begin in the next couple of weeks.</p>	Clerk
18.0	<p><b>Policies to Discuss</b></p> <p>There is a backlog of polices which need to be ratified. The following were discussed.</p> <p><u>Relationship Policy</u></p> <p>SS explained how the new policy works teaching the staff/children it is not just about rights but responsibility. A higher archy is now in place to keep everything consistent, tight sactions when children are being unmanageable.</p> <p><b>Q/A</b> AG asked if it was clear how the teachers deal with the behaviour. In reply low level behaviour is dealt with in the classroom by the teacher involved which the teachers can personalise to effect with practice.</p> <p><b>Q/A</b> NF questioned merits in Year 7 &amp; 8 not being popular. SS said she had asked the children and they were very much wanted in Year 7 &amp; 8 but they just like to collect them rather than put them in the spotlight.</p> <p><b>Q/A</b> TH suggested Nonviolent aggression, harassment and intimidation to be added.</p> <p><u>Single Equality Policy</u></p> <p>No additions</p> <p><u>Feedback Policy</u></p> <p>A discussion surrounding deep marking and marking. The policy lets the teachers exercise their own style of marking.</p> <p><u>Equality Objective (Action Plan 2018)</u></p> <p>MF questioned how it is monitored. Feedback for this will be at the next meeting.</p> <p><u>P E Policy</u></p> <p>NF questioned on her learning walk the etiquette for entering the changing rooms to check the children and the reasons for it. SB said it was dependent on the member of staff. SS will talk to Head of PE.</p> <p><u>EVC Policy</u></p> <p>No additions</p> <p><u>ITT Policy</u></p> <p>Governors would like the acronyms expanded to make the policy easier to read.</p>	TW/LB

	<p><u>MHEWB Policy</u></p> <p>No additions</p> <p><u>Accessibility Plan</u></p> <p>No additions</p> <p>All policies to be uploaded to the website when the alterations have been made.</p>	
<b>19.0</b>	<p>GDPR</p> <p>Nothing to report</p>	RG
<b>20.0</b>	<p><b>Health &amp; Safety Q &amp; A</b></p> <p>Report attached</p> <p>No questions were raised from the report.</p>	RF
<b>21.0</b>	<p><b>AOB</b></p> <p>Website observation – The prospectus is out of date. SS replied we are aware. It is a PDF version featuring the previous Head. A new one will be compiled shortly to replace it.</p> <p>LB has got a new visit sheet for the governors to use. It will be e mailed out shortly.</p> <p>No visits in the file since February 2018, any visits made since please send your forms the clerk.</p> <p>The new meeting schedule will be set once we have the feedback from the governance review feedback.</p> <p>The 20 questions given out at the previous meeting is due back, please hand back as soon as possible.</p> <p>A reminder that governors are invited to the SLT meetings held on a Tuesday's at 2.30pm. Please check meeting is going ahead before arriving.</p> <p>Permanent exclusion etiquette, panel is to meet within 15 days to validate decision.</p> <p><b>Meeting closed: 7.15pm</b></p>	
<b>22.0</b>	<p><b>Next FGB Meeting 27/03/2019</b></p>	

Signed by Chair.....Date.....