



Minutes of Full Governing Body Meeting (AGM) Monday, 10th December 2018 at 5pm at BMS



Present – Paul Burton (Chair) (PB), Lorna Button (LB), Hazel Morgan (HM), Anne Jones (AJ), Richard Herborn (RH), Phil Jones (PJ), Greville Brain (GB), Matt Anderson (MA)

In attendance - Anne Piercy (AP) (Clerk)

N.B. All items discussed at any Governors Meeting are confidential.

All Confidential items under the terms of the Education Regulation will be minuted in Red in the confidential minutes attached.

1	Declaration of Interests : None. GB, HM and MA still to complete the annual declaration of interests form. AP to resend	AP, GB, HM, MA
2	Apologies : None	
3	Confirmation of Minutes The minutes of 1 st October 2018, having been previously circulated were proposed by RH and seconded by AJ as being an accurate record of the meeting and were signed and dated by PB.	
4	Matters Arising from the Minutes • Sunflowers Nursery has re-opened at Pebworth for more hours than previously • There has been no response to the advert for a new clerk and the contacts provided by Governor Services are not interested. AP will place an advert in the local parish magazines • Some of the decorating in the kitchen has been done and it will be completed by Christmas • LB has not yet circulated the pay policy • A working party is still to be set up to look into marketing Pebworth as a 'through school'	AP LB ALL
5	Headteacher's Report • The report had been previously circulated and is attached to these minutes. • PB congratulated the school on the Good Ofsted judgement and particularly thanked Anne Jones who did an excellent job representing the governors on the day. LB said that the one day visit acknowledged inconsistencies and that we have recruited new staff who are not only good themselves but are demonstrating good practice. Lessons were not observed but our results show an improvement. They saw the impact of hard work on attendance. PB also congratulated Lorna for her determination and honesty and said that had made all the difference as the inspectors could see that there are plans to put things right. PJ said that the report shows that Ofsted has confidence in the school to move forward so we must make sure that we build on that opportunity. • RH commented on attendance and BMS and asked if we are fining parents for term time holidays. LB said yes, we do but school doesn't get the money. One parent threatened to move her child because of a fine but Lorna did not give in. Persistent absence has gone up slightly since the report but is still good. The headteachers who conducted the peer review last week were impressed with the work being done on attendance. PJ suggested that governors and SLT should now look at a long term strategy for attendance and proposed:-	

	○ Close monitoring ○ Target led interventions ○ Rewards ○ Raising awareness among staff, parents, community and students so that they want to come to school ○ Partnerships with parents • AJ queried the percentages for PFS attendance as there appears to be a discrepancy between the total and the values for disadvantaged and non disadvantaged but Lorna said that is the report pulled from SIMs. It could be because of low numbers but AP will ask JR to check the pupil data. • AJ asked about the need for governors to do an audit of the impact of the enhanced pupil premium for LAC. Lorna said that Jan Blakely is responsible for this so governors should meet with her. She has set up a new initiative 'Be You' as discussed at the last meeting. This has been recommended by the virtual school and focusses on softer outcomes but does take 12 children out of lessons for 1 day per week over 12 weeks. PJ suggested a 'case study' approach as only 12 children involved. PB will get involved as the safeguarding and LAC governor. • PB asked about the peer review that took place last week. LB said that the headteachers were very impressed with behaviour and they felt it was a happy school. When speaking with students they did notice that the atmosphere changed when students were asked about moving on from here, particularly in respect of TDMS. This is a potential recruitment issue for BMS if parents do not want their children to go there. MA said that it is now more difficult to get into Prince Henry's as they are able to pick and choose. They have permanently excluded 3 of our ex students so they are now at TDMS. LB said that this is now a serious issue for us, we only have 50% of our capacity at the moment, there is a steady loss to Bredon and St Egwins has increased their PAN by 10. We also lose children to Chipping Campden and Alcester Grammar School. Now TDMS is in Requires Improvement they are experiencing falling rolls and a diminished budget but do not have the support from the LA that we had. PB asked if there is anything we can do to help TDMS but LB said very little. We are interviewing 2 English teachers from TDMS on Wednesday so one of them is likely to be appointed meaning TDMS will lose another good teacher. All agreed that a long term strategy is needed as this is very concerning. • HM said that BMS is now a school 'on the up' and suggested that longer term we consider becoming a small secondary school. LB and PB will raise these issues at the BMS Fresh Start meeting on Wednesday. PJ said that trying to help other schools would put pressure on our capacity but more strategic discussions are necessary. BMS strength is in staff and governors so could we perhaps work with TDMS on projects and staff development? The clock is already ticking on our 'Good' judgement, nationally the need for spaces is rising so all options must be considered strategically. PB thanked Lorna for her report.	AP PB LB/PB
6 & 7	<u>Update of SEFs and Federation Development Plan</u> • The SEF and FDP have not been updated yet as LB is waiting for the next set of data. She will circulate them on the Dropbox when updated.	LB
8	<u>Reports from Performance and Resources committees</u> The performance committee meets next week. Minutes of the Resources committee meeting on 7th November have been circulated. RH mentioned that governors should be aware that the projected deficit at BMS is still £289,191 which is £4,689 more than budgeted. Considering the additional staff costs we incurred due	

	to long term sickness this is very good because savings have been made elsewhere. The site manager is on long term sick so we will have to bring in temporary cover which will incur costs. The committee is confident that LB and AP will do everything possible to make savings and keep the deficit as low as possible. PFS is projecting a surplus of approx. £4,500 against a budgeted deficit of £4,672.	
9	<u>Governor visits and monitoring</u> RH did visit BMS on 19/10 and submitted a report. AP will circulate it. He visited Maths lessons and looked at books and interventions. Marking was up to date and challenging. LB said that Ofsted looked at Maths lessons and were very impressed with KS LB will circulate dates for drop in days and both schools next term	AP LB
10	<u>Governor Training</u> All up to date	
11	<u>Review and agree annual work plans</u> PB continues to monitor and the annual timetable is being followed	
12	<u>Succession Planning</u> - PB sees a crisis looming as some governors may be resigning at the end of the academic year (RH and AJ). HM's availability will be limited from September so she may have to resign too. PB said that we do need to start recruiting asap and asked RH, AJ and HM to see if they can recommend anyone who may be interested as word of mouth is the best advert. RH said that the 'good' Ofsted is a good foundation to attract new governors. LB suggested Alastair Adams. HM will put an advert in the Pebworth Piper and LB will write an article for all parish magazines. - PB himself will carry on until things are more stable but as he doesn't have a connection with the school or live in the community he will not continue long term - We also have a vacancy for a parent governor	ALL HM LB
14	<u>Health & Safety and Safeguarding</u> There has been one reportable incident – a cleaner stacking chairs tripped and chairs fell over. It was not serious and procedures are in place to avoid similar incidents.	
15	<u>Policies to be reviewed</u> - RH and AJ have reviewed a number of policies and AJ has 4 more to do. - AJ had queried the Anti-Bullying Policy because there should be a simplified version for PFS. LB will look into this - AJ also had queries on the Educational Visits policy as it refers to an audit of serious incidents that may have happened a number of years ago. LB/AP to check and remove the clause from the policy if necessary. - MA asked if it would be a good idea to make students aware of the emergency information carried by staff on a lanyard when on trips in case staff are incapacitated. It was agreed that this is a good idea. The policy and the EMP will be updated.	LB LB/AP AP
16	<u>Any other business</u> - HM raised the issue of Sunflowers staff parking in the road at PFS leading to parents parking dangerously when collecting children. LB will speak with Sunflowers staff to ask them to park in the staff car park. - HM asked if it is possible to install CCTV at PFS. A box of food and drink collected by the Friends committee has disappeared from the office there. AP will arrange quotes for CCTV - HM informed governors that it is children's mental health week in February and she would like to see it recognised in both schools. There is a charity, A place to be, who	LB AP

	provide resources. HM feels that the federation should provide mental health support. LB will look into it 4. HM asked if the shed near the entrance to Sunflowers can be painted as it is shabby. LB advised that we do not have site manager at the moment but this can be added to the list to be done when things change 5. HM asked if more after school clubs can be arranged at PFS, particularly sport activities. LB said that uptake has been poor in the past. AJ knows of a person/company who runs clubs in schools and she will forward the information to LB 6. HM asked if Performance committee meetings could be during the day in future as she finds it difficult to attend after school. LB will look at timetables and see what can be done 7. AP presented updated quotes for the upgrade to broadband in both schools. The previous approved quotes could not be delivered by IBS so they have renegotiated with another supplier. There is a small increase cost making BMS £6,139 per year and PFS £1,729. This will give much better speed and governors approved this. PB proposed and RH seconded. 8. AP has recently done the annual inventory checks and produced a list of items that have been written off due to being worn out. This was approved and signed by RH	LB AP AJ/LB LB
17	<u>Date of next meetings</u> FGB – 1st April at 5pm at BMS	

The meeting closed at 6.40pm

Anne Piercy

Clerk

SUMMARY OF ACTIONS

Action	By whom
Send declaration of interests to GB, HM & MA	AP
Advert for clerk in parish magazines	AP
Circulate pay policy	LB
Set up working party re PFS as through school	ALL
Ask JR to check pupil data re PFS attendance	AP
Audit of enhanced pupil premium spend	PB
Raise issues at Fresh Start meeting	LB/PB
Circulate updated SEFs and FDP	LB
Circulate RH visit report	AP
Dates for drop in days	LB
Recruit new governors	ALL
Advertise for governors in parish magazines	HM/LB
PFS Anti Bullying policy	LB
Educational visits policy	LB/AP
Update EMP	AP
Speak to Sunflowers staff re parking	LB
Quotes for CCTV	AP
Research mental health support	LB
Arrange for shed to be painted	AP
After school clubs at Pebworth. AJ to send info to LB	AJ/LB
Look at timetable re Performance Committee meetings during day	LB