

**FROXFIELD CofE PRIMARY SCHOOL  
MINUTES OF A MEETING OF THE GOVERNING BODY  
HELD AT THE SCHOOL ON THURSDAY 16<sup>th</sup> MAY 2019**

**Present:** Nik Ammar (NA)  
Tanya Darlow (TD)  
Vickie Farrow (VF) – Headteacher  
David Handley (DH) – until 7.30pm  
Lorraine Harriott (LH)  
Gillian Hollis (GH) – Chair  
Natasha Oakley (NO)  
Rev. John Owen (JO) – from 6.10pm  
Edward Sadler (ES)  
Ben Vickery (BV)

**In Attendance:** Helen Evison (HE) - Clerk

**Apologies:** Joanna Brown (JoB)  
Janice Butcher (JanB)

*The meeting opened at 6.05pm*

**19/77 Welcome & Apologies**

GH welcomed all. Apologies were received and accepted from JoB.

**19/78 Constitution & Committee Membership**

It was noted that the next governor's term of office was that of LH, staff governor, at the end of July. It was agreed to organise the staff governor election before the holidays so that the staff governor would be in place for the first meeting next term. **ACTION: VF**

**19/79 Declaration of Interests**

No interest was declared in any specific agenda item.

Standing declarations:

NA gives music lessons, potentially to pupils. BV is married to a member of staff at the school. JoB's father is a governor at Selborne Primary School. JO is a governor at another HCC school. HE clerks for other schools in Surrey and Hampshire. LH's brother was tutoring a sibling of a pupil. TD is employed at Bedales School.

**19/80 Minutes of the last meeting**

The minutes of the meeting 1<sup>st</sup> March 2019 were agreed as an accurate record and signed by the Chair.

*6.10pm JO arrived*

19/62	Decide winner of first Governors Award	Complete
19/71	Safeguarding: - potential questions for visits – VF - case study review	Circulated Agenda item
19/72	Governors to attend Parents' Evenings	Complete
19/73	Revision of Complaints Policy	Complete
19/74	Open invitation after the May dancing	Issued

**19/81 Chairman's Action, Report and Correspondence**

GH advised that:

- there had been no emergency action or correspondence.
- she had signed two policies

"What have we done at this meeting that has improved education for the children in our school?"

- she had monitored administration of the SATS on one day. She had been impressed by the quality of the material the children were expected to read. Well done to all.
- Hampshire Governor Services annual Governors' Conference was to be held on Friday 26<sup>th</sup> June. She would attend if possible. As two places were available it was noted that TD and ES might be able to go. **ACTION: GH, TD, ES**

### **19/82 Safeguarding**

VF circulated copies of a safeguarding case study with some questions for discussion. Governors discussed these in pairs and then in group session. In discussion it emerged that accurate and complete records were essential and that cases varied, it may or may not be appropriate to talk to parents.

**Q: Had there been serious incidents at the school?**

A: There had been one a couple of years ago.

LH explained that every possible concern was mentioned at every staff meeting.

Governors noted receipt of the 'safeguarding questions' and it was agreed to put a note in the governors' signing in book to remind everyone to follow up. **ACTION: GH**

### **19/83 Headteacher's Report**

VF took questions arising from her report, Attachment 1, previously circulated.

A governor remarked on the high number of school trips. VR explained that they were planning to schedule these more evenly, balancing the between the year groups and subjects, and to limit the number as these generated a significant workload for the office. She had proposed that the office staff would organise one big trip and one local trip per class each half term; if teachers wanted more they would need to arrange these themselves.

**Q: What was the process for planning trips?**

A: There should be a proposal to VF; Karin Hewson booked the transport; Mrs Ingham-Thomas as the Educational Visits Co-ordinator.

VF said that she would ensure that teachers put applications in to her so that she could consider them within the context of the curriculum cycle, number per class and scheduling. **ACTION: VF**

Governors noted that parents valued trips and the range of trips was believed to play a role in influencing choice of schools.

**Q: Was there anything that governors could do to help?**

A: This was an operational issue that VF was addressing but practical help, such as driving minibuses was valued.

LH advised that there was a form that governors could complete when they had been on a trip. It was agreed to circulate this. **ACTION: LH**

**Q: Was learning from trips shared with other classes?**

A: Sometimes.

TD highlighted the music event with The Grange; this was brilliant and had contributed to topic work and enrichment. It was agreed that she would do a report and that BV would do one for the Mary Rose visit. **ACTION: TD & BV**

**Q: Governors noted the reduced SEN funding; was this expected to have a direct impact on staffing?**

A: Not this year. VF outlined a case in which £4,000 of funding had been withdrawn due to the application being technically 'late'. In the circumstances the withdrawal of funding was considered unreasonable. It was agreed that the Chair would write requesting that this be re-instated. **ACTION: GH**

**Q: Was there a limit on pupil numbers?**

A: KS1 class size was limited to 30 except in limited specific circumstances. For this reason the PAN (Published Admission Number) had been set at 15. Theoretically the school was full if there were 15 x 7 = 105 pupils. They did not take pupils over PAN unless they knew others were leaving.

**Q: Had all first choice applicants got places?**

A: Yes; one had since dropped out so the current number was 14 but the space would probably be filled. There seemed to have been an issue with a parent telling potential applicants that they would not get places as these were to be filled by siblings; this was misinformation and needed to be corrected.

VF highlighted that there were no data breaches to report. GH reported that she had been to a training session and had emphasised the security of 'GovernorHub'.

Governors were pleased to note that statistics for the 'more able' (% at GDS, Greater Depth Standard) were above the national average.

**Q: Was there trend data?**

A: Yes, this had been presented at SDG but could be added here. **ACTION: VF**  
LH cautioned that as cohort size was small, each child usually accounted for 8%, so variations were not necessarily significant.

**19/84 Committee Minute, Reports and Matters Arising**

Governors noted receipt of the draft minutes of the committee meetings:

- SDG 30<sup>th</sup> April 2019 and
- Resources 10<sup>th</sup> May 2019.

Questions and matters arising:

**SDG**

ES highlighted that the new Ofsted framework was imminent and that the SDG would review the curriculum against this next term.

**Q: Why had the school chosen French for modern foreign languages?**

A: They only needed to do one language; French linked into TPS where most pupils would go for secondary school.

GH highlighted the new requirement for a Welfare Policy and suggested that there should be one for staff as well as for pupils.

**Resources**

TD reported that the committee would finalise questions for the staff questionnaire and circulate this soon using 'Survey Monkey'; it was agreed that where staff preferred paper copies would be provided.

**Q: Were all payments now paperless?**

A: No. It was noted that the most vulnerable tended not to have bank accounts. Governors recognised the desirability of reducing paperwork and asked whether 'the pack' for new parents needed to be a paper pack. VF stressed that the school must be inclusive and ensure access for the most vulnerable.

**19/85 Approval of the 2019-20 budget and three year plan**

Governors reviewed the 2019-20 budget and three year plan circulated with the agenda and raised questions arising

**Q: Was there a possibility of staff reduction?**

A: VF explained that this was a possibility for 2020-21. It was not possible to say for certain as they did not know how much EHCP funding they would get in future years or whether they would continue to get extra payments to cover the increases in teachers' salaries and pensions. They budgeted conservatively.

**Q: If there were to be staff cuts would it have to be of classroom assistants?**

A: Yes because staffing accounted for the majority of spending. However, all sorts of things might change.

**Q: Did the school pay for student teachers?**

A: No, they were paid to take them.

**Q: Was there a limit to the number they could take?**

A: There was a practical limit because of the staff resource need to support them.

GH requested approval of the budget for 2019-20:

	£	£	£
Carry forward from 18-19	34,661		
Total funding & income 19-20		590,257	
Total available revenue funds			624,918
Less planned expenditure 19-20		-592,243	-592,243
<b>19-20 in-year deficit</b>		-1,986	
Carry forward to 20-21			32,675

and three year plan giving rise to a **deficit of £20,418 at the end of 2021-22** as shown in Attachment 2.

Governors declared that they were aware of the future year deficit as shown on this plan and that they would take action to address it. Governors noted that no government grants for Teachers Pay or Teachers Pensions had been included for 2020-21 or 2021-22. Governors approved the 2019-20 budget and three year plan.

#### **19/86 Development & Training**

TD encouraged governors to look at the summer term training programme.

TD reported that she had completed the Safer Recruitment training.

TD proposed postponing the Whole GB Training to the autumn term in order to allow more governors to attend. It was agreed to try to rearrange this or 6pm on a Thursday in October.

**ACTION: TD**

GH reported that she had attended 'Managing and resolving complaints' and was pleased to advise that NO's idea of adding a covering note had been well received.

It was suggested that a section on how to deal with vexatious or persistent complainants be added in to the school's policy.

**ACTION: VF**

#### **19/87 Governors' Monitoring**

ES presented his report on monitoring of Topic Books, Attachment 3, and took questions arising.

**Q: Was it clear which sections were homework rather than class work?**

A: LH said that there were variations; in class 4 children were told to re-do home work if this was not done properly.

VF advised that this was the first time that teachers had completed the 2-year cycle of topics; these would be reviewed and in some cases adjustments made before starting again in September.

DH reported that, as a start in the role of literacy governor, he had visited the school to listen to the children read; all were interested but some were more enthusiastic than others. There was a marked enthusiasm for having someone listen to them read.

GH requested that governors make use of the format that ES had used for topic books for monitoring reports in general.

*7.30pm DH left the meeting*

"What have we done at this meeting that has improved education for the children in our school?"

GH reported that 'Pollipromise' had been launched; beds had been dug and plants planted with the help of Froxfield and Privett Gardening Club and other volunteers. GH highlighted that the new SIAMS (Statutory Inspection of Anglican and Methodist Schools) as more testing. Pupils were encouraged to be 'stewards of the planet', 'global citizens' and to develop a much wider relationship with the local community. JO added that it was planned to put a beehive by the Church.

**Q: Were there plans for an Open Day?**

A: The plan was for people to be invited to watch the dancing (2pm on Thursday 6<sup>th</sup> June) and, if they wished, to then visit the school. Parents would offer tea and coffee after the dancing.

GH noted that it was important to develop relationships in order to keep the school full. Governors discussed the possibility of holding a summer fete. It was noted that, in the past, the school had contributed to the village summer fete and that FOFS organised a Christmas Fayre. It was agreed to organise flyers to advertise the dancing etc and that governors would be available to chat with visitors. **ACTION: ALL available**  
It was suggested that villagers might be offered the school newsletter and suggested that they might be invited to help with reading or gardening.

**19/88 Policies & Required Documents**

Governors agreed to re-adopt the GDPR Statement of Intent.

**19/89 'GovernorHub'**

HE explained that she now had to use 'GovernorHub' for record keeping but that this was, in fact, a 'governors virtual office' and was available to use if governors so wished. HE demonstrated some of the features of the system.

Governors were keen to reduce paperwork and, as such, it was agreed to develop the use of 'GovernorHub' with immediate effect.

**19/90 Meeting Review and Self-evaluation**

Governors considered the potential impact off their actions. They had:

- promoted safeguarding
- approved the budget
- considered the benefits of and the workload related to trips
- agreed to reduce paperwork
- noted the need for 'marketing' and
- developed awareness of the latest Ofsted and SIAMS frameworks.

**19/91 Diary dates & dates of forthcoming meetings**

GH proposed a governors 'social event'; the format was discussed. It was agreed that GH would suggest some dates. **ACTION: GH (ALL)**

Next FGB 4pm-6pm Friday 12<sup>th</sup> July 2019

**ACTION: ALL**

*The meeting closed at 8.15pm*

Chairman ..... Date .....

H&S Committee	1330 Fri 7/6	Changed from 0915 on Mon 3/6
Resources	0930 Fri 5/7	
FGB	1600 Fri 12/7	Changed from 1830 Thurs11/7
SDG results review	0915 Tues 16/7	