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**Minutes of the meeting of the Full Governing Body held on  
Tuesday 1<sup>st</sup> December 2015 at 4.15 pm at the school**

**Present:**

Ruth Leach (**RL**) (Headteacher)  
Jane Robinson (**JR**) (Foundation) (Vice  
Chair) left at 5.45p.m  
Kevin Moyes (**KM**) (Co-opted) Chair  
Mark Smith (**MS**) (Parent)  
Caroline Darling (**CD**) (Parent)

Carol Curtis (**CC**) (Co-opted)  
Karen Green (**KG**) (Staff)  
Richard Webber (**RW**) (LA)

**In Attendance:**

Kathy Dunmore (Clerk)  
Linda Shatford (**LS**) (Associate Member)

The meeting was quorate.

Item	Details <i><b>Governors' Challenge shown in Italics.</b></i>	Action
1.	<b>Welcome and Opening Prayer</b> KM welcomed everyone and <b>JR</b> opened the meeting with the collect for Advent	
2..	<b>Apologies for absence</b> There were no apologies. Helen Gray was absent.	
3.	<b>Urgent additional items – none.</b>	
4.	<b>Declaration of Interests –</b> there were no updates to the register and no declarations for this meeting.	
5.	<b>Approval of the minutes of the meeting on 6<sup>th</sup> October 2015 –</b> the minutes were agreed and signed as an accurate record of the meeting and filed in school.	
6.	<b>Matters arising not elsewhere on the agenda.</b> <b>Governor vacancy –</b> we are still advertising for the Foundation Governor vacancy on One Stop Shop and communicating with the Diocese but at the moment without success.	

	<b>Standing Orders</b> – these have been amended to reflect the agreement at the last meeting to have remote access in exceptional circumstances.	
7.	<b>Governors' communication and ways of working</b> – KM advised governors that business would not be conducted between meetings by email, unless in an emergency and decisions would only be made at meetings. Governors were also asked to acknowledge all emails that required a response.	<b>All</b>
8.	<p><b>Expansion of the School and vision for the future</b> – the draft plan was on GovernorHub and copies were tabled. The land issue has now been resolved and the plans are moving forward to expand for 2017. It is a three phase plan but the Governing Body are required to agree the proposal in principle for Phase 1. There is no funding available so we are trying to get the best deal for the school.</p> <p><i>Q. Has there been agreement with all parties to the change for the Community Room?</i></p> <p><i>A. The room is owned by OCC so this is not required although there is a joint use agreement.</i></p> <p>There has been assurance that there will be a separate Community Centre in Phase 1 but this is dependent on the Football Club releasing the land. There will be a room, kitchen and toilets and it will be managed by the Parish Council. This would be built at the same time as the 30 houses to be built in the first year.</p> <p><i>Q. Can we cope without the Community Room?</i></p> <p><i>A. We can but we have to provide a room for drama, music etc.</i></p> <p>The shortage of money by OCC was discussed; they have to provide all the infrastructure but there should be money from the Developer.</p> <p>Governors discussed in detail, the size of the classrooms, the numbers in year groups, the size of the kitchen.</p> <p>It was confirmed that if we agree to Phase 1 we are obliged to accept the increased number of children but there has to be a further consultation to go to Phase 2. Governors expressed concerns over Phase 3.</p> <p>Governors were asked to vote on the proposal to accept Phase 1 of the expansion and that this will be an exciting opportunity for the school.</p> <p><b>Governors agreed.</b></p>	
9.	<p><b>Data Dashboard</b> – The Ofsted Inspection Dashboard was on GovernorHub. There had been a full discussion on the data at the Learning and Teaching Committee. At KS2 100% are achieving Level 4; questions have been asked about vulnerable groups and it is around individual children and not a learning and teaching issue. All individuals are tracked and small cohorts do distort figures.</p> <p>We now have Assessment without Levels and the Partnership has been working together on this. We have no idea what the SAT's will look like next year but all children are being tracked and the data inputted regularly. Assessment will be looked at in detail at the next Learning and Teaching committee meeting and all governors are welcome to attend. It was confirmed that the new system is broadening the children's knowledge of the curriculum instead of pushing them to the next level.</p>	

10.	<p><b>Academy update</b> – a meeting had been held last week with a talk by John Hanson on the options available to a small school regarding Academy status and it had been good to have a discussion with an independent person. It was concluded that there are no advantages to us to become an academy and that the recommendation was that we stay as we are at the moment but keep the situation under review.</p>	
11.	<p><b>Annual Safeguarding Report</b> – the report was on GovernorHub and the questions for the Governing Body were completed. It was agreed that the Action Plan would include a statement that all new governors should complete Safeguarding training and that members of the Finance and Staffing committee should check that their Safer Recruitment training is still valid. Governors expressed concerns about children who move schools and the relevant authorities are not aware of their move.</p> <p><b>Anti bullying report</b> – this was also on GovernorHub. <b>Both documents were approved and signed.</b></p> <p><b>Safeguarding policy</b> – this is the new model OCC policy and includes ‘Prevent’. The policy was approved.</p>	
12.	<p><b>Pupil Premium report</b> – the reports were on GovernorHub and had been discussed in detail at the Learning and Teaching Committee. Governors felt that the 2014/15 report showed the impact of the spending and was a good report. The Breakfast Club had a huge positive impact on attendance.</p>	
13.	<p><b>Committee reports</b> – the minutes of all the meetings were on GovernorHub.</p> <p><b>Finance and Staffing – 21.10.15 and 19.11.15</b> The HT appraisal has been completed and also Teachers’ appraisals. Support Staff is ongoing. Spending is on track but it is still not possible to send out the Teachers’ Salary letters. This is a legal obligation but because of the transfer of finance to Hampshire we are not able to fulfil. Staff should have received their letters by the 31<sup>st</sup> October, this was then changed to the 15<sup>th</sup> December but this is unlikely to happen. External benchmarking was completed against similar schools and we are around the centre for all areas.</p> <p><b>Learning and Teaching – 24.11.15</b> A full discussion had been held at the meeting around monitoring and that monitoring is linked to the School Vision Map. Ruth holds a monitoring document with a Governors’ section but it is not possible to make an annual plan. <b>LS</b> has revised the Visits Policy and this will be sent to governors for discussion at the next FGB meeting. Other visits also take place not linked to the SVM for example to assemblies.</p> <p>The Terms of Reference were updated to include all areas of the committee’s work.</p> <p><b>Premises and Community – 15.10.15</b> The Grounds Maintenance Contract is due for renewal and the H &amp; S audit will be on the 19<sup>th</sup> January 2016. <b>MS</b> will visit next week to review the Grounds Maintenance and also do a walk round for the H &amp; S audit. Terms of Reference for all the committees had been updated, approved and were signed.</p>	<p><b>LS</b></p> <p><b>MS</b></p>

14.	<p><b>Self Evaluation Form</b> – This is on GovernorHub; it is not a statutory requirement but is a helpful document and Ofsted will look for it. It is important that all governors understand the position of the school.</p> <p><i>Q. The low level at which pupils’ start is a concern is this correct?</i></p> <p><i>A. The current predictions are low and we are always lower than the National average but the Baseline does not take account of age. We are starting to see a benefit from the children who attend Red Dragon as they are prepared for school when they start.</i></p> <p>The document is a live document so is continually being updated.</p> <p><b>JR</b> left at 5.45p.m</p>	
15.	<p><b>Head teacher’s update</b> – the new administrator is now updating the website. The audit of the website that <b>LS</b> conducted is being worked through to ensure everything is up to date and that documents are PDF.</p> <p>Governors asked if more information on BOBS (Buddies of St Blaise School) should be included but <b>RL</b> advised that at the moment nobody is attending meetings, fundraising was discussed and possible solutions to encourage parents to be involved but nothing is working at the moment.</p> <p>Governor information has also been updated on the website.</p>	
16.	<p><b>Governor Visits and monitoring</b> – All reports are on GovernorHub. Governors attended Parents’ Evening, this did overrun so timings may need looking at but it is important that there is a governor presence at these events.</p>	
17.	<p><b>Governor Training</b> – The records have been updated and <b>CD, KM and MS</b> have completed the Prevent training.</p> <p>The link to the DfE document is</p> <p><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf</a></p> <p>This is the full document, the one below is revised guidance.</p> <p><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf</a></p> <p>Governors must ensure that all staff have read Part 1 of the Keeping Children Safe in Education document.</p> <p><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447596/KCSIE_Part_1_July_2015.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447596/KCSIE_Part_1_July_2015.pdf</a></p> <p>this has also been updated to include ‘Prevent’.</p>	<b>All</b>
18.	<p><b>Policy Review – Pay Policy</b> – this is the model OCC policy and was approved.</p> <p><b>Behaviour Principles</b> – these had been discussed in detail at the Learning and Teaching Committee and were approved.</p>	

	<p>Items for the next agenda</p> <p>Governor monitoring – new protocol and Visits Policy Governor Healthcheck (on GovernoHub)</p> <p>There being no further business the meeting closed at 6.05p.m</p> <p><b>Date of next meeting – 2<sup>nd</sup> February 2016 at 4.15p.m</b></p>	<b>LS</b>