

Present: Louise Balaam LBAL, Lesley Bainbridge LB, Nicola Fowler NF, Pieter Mostert PM, Ali Mitchell AM, Lesley Richardson LR, Saira Sawtell SS, Emily White EW (Chair), Juliet Viney JV

In attendance: Simon Beet SB, Vicky Smyth VS, Helen Pegrum PG (Agenda item only), Rev Cora Yarrien CY (Prospective Governor)

Clerk: Pilar Colomer C

Apologies (Item 1): Moira Farley MF - accepted

Late arrivals / Early leavers: Helen Pegrum PG – left at 17.05 after their agenda item, Saira Sawtell SS – came at 17.18, Vicky Smyth VS – left at 17.28, Lesley Richardson LR – left at 18.10, Nicola Fowler NF – left at 18.20, Ali Mitchell AM – left at 18.22

| No. | Subject | Action |
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| 22/1 | <p>Declaration of Business Interests (Item 2): The Governors completed declaration forms. No new Governor interests declared. Clerk to email form to school in order that hard copies are left in reception for those Governors that are not able to print and have not completed the form. Clerk to chase outstanding forms.</p> | <p>C</p> <p>C</p> |
| 22/2 | <p>Y5 transition lead report (Item 3): Ms Pegrum announced that the report was sent to all families. Ms Pegrum went on to explain that students were excited to start at STO; lots of support has been put in place for their transition, such as transition day where they have had the opportunity to meet their new tutors, teachers and familiarize themselves with the school setting. Ms Pegrum declared that transition went well. Q: A governor asked if students have been settling well Ms Pegrum confirmed that most of the students have been settling fairly well and that in general it has gone smoothly. She added that only 2 out of 180 students were finding it tricky. Some help, such as liaison with these families, are being put in place so that they are able to come to school. Q: A governor enquired if all children have received the bus passes Ms Pegrum mentioned that some students didn't get their bus passes. However, that was a problem with Dorset Council, not with STO. Q: A governor asked if it is a difficult transition</p> | |

Signature:



Date: 21st October 2022

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| | <p>Ms Pegrum opined that it is not as students and/or parents can contact her at any time for reassurance.</p> <p>Q: A governor enquired as to succession planning for the transition lead role.</p> <p>Mr Beet emphasized that Ms Pegrum's role in transitioning students is not by accident; that she has a special bond with parents. It can be tricky and daunting for parents, a big step for parents to let their children start in Middle school and they worry that students might be concerned that they won't be able to go from class to class. She is also out at breaktimes for any encouragement needed. Ms Pegrum confirmed that she is currently in contact with a few people who could do her role.</p> <p>She added that she visits feeder schools regularly and emails parents weekly.</p> <p>Q: A governor enquired if parents can come and visit the school</p> <p>Ms Pegrum confirmed that they can, to meet tutors or to open parents' evenings, for example.</p> | |
| 22/3 | Minutes of Last Meeting – 12/7/22 (Item 4): | |
| 22/3.1 | Approval as accurate record (Item 4.1): Governors unanimously approved the minutes as an accurate record of the meeting. | |
| 22/3.2 | Matters arising not on the agenda (Item 4.2): None. | |
| 22/4 | <p>Outstanding actions from last meeting (Item 5):</p> <p>21/114 - Produce Governor Training plans – ongoing.</p> <p>The Chair informed governors they need to complete Safeguarding training on the new mentor system, provided by the same company as My Concern.</p> <p>Staff governors, do not need to complete it as they already do it as part of their staff safeguarding training duties.</p> <p>The Chair will send an individual pack to all governors once produced by the Governance Manager.</p> <p>21/128 – Safer Recruitment training – My Concern – Governance Manager confirmed she is consulting Ms Cheney for final guidance and will update the Chair as soon as possible</p> <p>The Chair showed all governors on screen where they can find the training they need to do. Also, where the following things are on the STO website: staff handbook, timetables, map of the school, school day to day routine. Governors to email the Clerk when they complete any training.</p> <p>21/108 – NF to complete performance management training</p> <p>Ms Fowler confirmed that this action is complete</p> <p>Q: A governor enquired the reason why they need to complete the safer recruitment training.</p> | <p>GOVS</p> <p>EW/VS</p> <p>VS</p> |

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| | The Chair explained that it is necessary to do so as one person on any interview panel must be safer recruitment trained and to ensure that governors are fully aware of safer recruitment practice. | |
| 22/5 | <p>Governor Code of Conduct (Item 6)</p> <p>The back sheet was signed and returned by several governors.</p> <p>The following governors are to sign and return the back sheet: LBAL, EG, AM, SS, JV</p> <p>Photocopies will be made and left in the office so that they can come to school and sign it, in case some of the governors do not have access to a printer.</p> <p>C to chase up all these documents (Code of Conduct and KCSiE) have been signed before 30.9.22</p> | <p>LBAL, EG, AM, SS, JV</p> <p>C</p> |
| 22/6 | <p>Keeping Children Safe in Education (Item 7)</p> <p>The back sheet was signed and returned by: several governors.</p> <p>The following governors to sign and hand in back sheet: LBAL, EG, AM, SS, JV, EW</p> <p>Photocopies will be made and left in the office so that they can come to school and sign it, in case some of the governors do not have access to a printer.</p> <p>C to chase up all these documents (Code of Conduct and KCSiE) have been signed before 30.9.22</p> | <p>LBAL, EG, AM, SS, JV, EW</p> <p>C</p> |
| 22/7 | <p>Relationship Policy (Item 8)</p> <p>All governors have read and approve the Relationship Policy.</p> <p>Q: A governor queried the governor recruitment process.</p> <p>The Chair explained that it is for the benefit of the governors and the school to know how the process of recruiting new governors works.</p> <p>She explained the Governors' visits process; that they need to email a copy of their visit report after the visit to Amanda Osbourn, C and the Chair and, upload it into the Governors' visits folder. The report should include concise bullet points of any actions taken such as what was discussed or seen during the visit and the next steps.</p> <p>The Chair requested governors consider Governor of the Month and look at which tasks they would like to do. The Chair also indicated that there is a need to focus this year on SIAMS.</p> | |

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| | <p>She asked governors to familiarize themselves with and sign into the School Bus system. Governors need to email Rebecca Golledge if they have not yet received a link about the School Bus.</p> <p>The Governance Manager is looking into whether quoracy can be sent up for policy approval.</p> <p>Mr Beet commented on how the students are politer and have more respect towards each other, that there is an emphasis on manners and gave an example of Year 5 pupils using Sir, Miss, Mrs or Ms to address visitors when they did not know their name.</p> | GOVS |
| 22/8 | <p>Draft Governor Action Plan (Item 9)</p> <p>The Chair stated that any feedback is always welcome and showed Governors on the screen projector the draft plan.</p> <p>Q: A governor expressed their concern about how to identify correct Performance Management with the proposed change in system</p> <p>The Headteacher agreed that it is a lot to deal with.</p> <p>Q: A governor enquired as to how the governors can monitor this new system of Performance Management</p> <p>The Headteacher agreed with a Governor's suggestion that a Governor Action Plan point should be put in place regarding Performance Management to ensure that they understand the new system and monitor its impact during implementation. The Headteacher added for the benefit of all Governors that STO is moving towards a new appraisal system called Professional Growth. The staff have set up in different Professional Learning Groups linked to the school improvement plan and gave examples. She explained how the new system will work and that success would be measured by how well staff have engaged in their chosen areas.</p> <p>Q: A governor questioned whether each teacher has their own objective or whether they can share, giving an example of what they had seen at a staff meeting regarding a shared action research topic.</p> <p>The Headteacher confirmed that each teacher will have their own objective but can also choose to work with colleagues. She gave further information as to how this system will be monitored including examples of evidence, such as amount of research, log/journal kept throughout research project, that can be considered when making decisions about pay progression eligibility. The Headteacher advised Governors that the groups are:</p> <p>Metacognition, Oracy, Reading, Automaticity – fluency, Vocabulary and Assessment & Questioning.</p> <p>Q: A governor asked how teachers feel about it</p> <p>The Headteacher verified that teachers are fed up of the old appraisal system. STO is working towards adapting to this new system, and it was noted that other</p> | |

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| | schools, such as Damers, St Mary's and Bere Regis are joining this system. The new system is to support, monitor and understand the teacher's appraisal procedure, as teachers are learners too. | |
| 22/9 | <p>Succession Planning (Item 10)</p> <p>Ms Bainbridge and Ms Farley have confirmed that they are to leave the LGB at the end of the year.</p> <p>Governors expressed their sadness towards their decision.</p> <p>Q: A governor asked how many foundation governors are needed in the governing body</p> <p>The Chair responded that at least 50% need to be foundation governors (adhering to Christian values), as it is indicated in the Articles of Association.</p> <p>Q: A governor enquired what is the maximum number of governors</p> <p>The Chair confirmed that at least 13 or 14 are required and explained that a foundation governor is somebody who comes via the church. The Chair added that there is also a need to have a non-teaching staff governor. The Chair will speak to the Governance Manager to understand how this type of governor should be recruited</p> <p>A governor advised the LGB that they have already approached a couple of individuals through LinkedIn without any response. Governors opined that the MAT needs to recruit more governors. The Headteacher highlighted the importance of having diversity on the local governing body, noting that most individuals on local governing bodies and/or the trustees are older white males.</p> | |
| 22/10 | <p>Review Admissions Policy incl PAN (Published Admissions Number) (Item 11):</p> <p>The PAN is the number of admissions of new students to the school each year. The headteacher highlighted how STO has been targeting feeder schools by approaching them in person, sending emails to new parents, offering an open evening session as well as three different open mornings (Sept, Oct, Nov) in order to attract new students. In addition, banners have been put up at the school entrance for prospective parents to see, children being the best example of why they need to apply to go to STO, booking a stall for Remembrance Day and St George's Day.</p> <p>The Headteacher made an emphasis on how this academic year the classes are all full bar 2 pupils; next academic year, according to the 3 main feeder schools, will only fill 4 ½ classes. She added that National figures show a decrease in births in following academic years.</p> <p>Q: A governor enquired as to how much of a commitment to recruit new students the Council has made</p> | |

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| | <p>The Headteacher declared that the Council approved the building of new classes at STO and their commitment is ongoing.</p> <p>Headteacher to report on numbers on roll at next meeting</p> <p>A few governors stated that the school has a very nurturing family feel and commented on the diversity of pupils (23 different languages amongst those 40-odd students for whom English is not their first language at home).</p> <p>Q: A governor asked if parents know about these open days</p> <p>The Headteacher confirmed that she has sent emails to feeder schools and added that proof of how this system works is that, for example, one school has sent the whole cohort of students to STO. A few governors have spread the news of how popular STO is, in addition to dispersing the results of the latest Ofsted results – Good. There is a new plan of making a monthly video of a parent and their child to promote STO via social media.</p> <p>Q: A governor enquired if the school has lost any students due to the previous Ofsted results</p> <p>The Headteacher stated this was not typical and that a few students perhaps went to the Studio school in Kingston Maurward.</p> | HT |
| 22/11 | <p>End of Year Outcomes (Item 12)</p> <p>Mr Beet expanded on the Governor Questions Sept 2022 document, where there is a class-by-class analysis of all the data collected. Mr Beet added that he is not overly concerned about the exam results as there is not a significant difference between the national average and STO students in most areas.</p> <p>Q: A governor asked if having inexperienced teachers has had an effect on SATs results</p> <p>The Headteacher responded that given the budget forced upon the school, she had no alternative but to employ non-qualified and nearly qualified teachers, and that, given the circumstances, STO has done as best as it could regarding the results.</p> <p>Q: A governor asked how reading and inference in English and Maths can be improved to obtain better results</p> <p>The Headteacher answered that there has been a lot of support from STO, teachers will modify their way of teaching upon reflecting on the results obtained. Mr Mitchell added Numeracy has been taught implicitly and there is an emphasis on understanding algebra better.</p> <p>Q: A governor enquired as to whether teachers adjust their teaching in light of these results</p> <p>Mr Beet confirmed that they do.</p> <p>Q: A governor questioned why is there such a gap in gender results in Maths – 10%?</p> | |

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| | <p>The Headteacher answered that this is a Dorset wide problem and a complex issue. She expressed how there has been trials on teaching Maths in only male and only female classes and how there has been no improvement in teaching students separately. Therefore, having no impact on the data results.</p> <p>Q: A governor asked if there are more men teaching Maths than women</p> <p>The Headteacher replied that at STO it is fairly equal.</p> <p>Q: A governor enquired about the huge gap in the results between PP and non-PP students</p> <p>The Headteacher said that a lot of effort has been put in place to support PP students, especially for the covid cohort students. Ofsted inspectors didn't highlight any gaps on performance or pupils suffering lack of progress according to the national picture in 2018. Mr Beet commented that students need to make accelerated progress.</p> <p>The Headteacher added that the school is trying to readjust children's well-being and attendance, which is one of most important things for a child to improve academically.</p> | |
| 22/12 | <p>Pupil Premium Review (Item 13)</p> <p>The Chair confirmed that LR will talk about PP.</p> | |
| 22/13 | <p>SIAMs Planning (Item 14)</p> <p>The Chair and C to help develop new ideas.</p> <p>The Chair to create an action plan in a new format, e.g. visiting groups.</p> <p>The Chair said that the governing body needs to track what the school is doing to focus on improvements.</p> <p>The Chair is going to visit Beechcroft school in order support her to plan a term ahead.</p> | EW and C |
| | Date of next meeting: Thursday 20/10/22 – 4.30pm | |

Action Log

| Person | Item | Action | Timing | Outcome/Update |
|---------------|------|--|----------|---------------------------------------|
| Pilar Colomer | 2 | 22/1 Declaration of Business Interests: Email form to school in order that hard copies are left in reception for those Governors that are not able to print and have not completed the form. | 20/10/22 | Completed |
| Pilar Colomer | 2 | 22/1 Declaration of Business Interests: Chase outstanding forms. | 20/10/22 | SS and EG forms are still outstanding |

Signature:



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| Governors | 5 | 22/4 Outstanding actions from last meeting: 21/114 - Produce Governor Training plans: Complete Safeguarding training on mentor | 20/10/22 | SS, LBAL, EG, AM and PM to complete and send their certificate |
| Emily White/Vicky Smyth | 5 | 22/4 Outstanding actions from last meeting: 21/114 - Produce Governor Training plans: Send an individual pack to all governors once produced by the Governance Manager. | 20/10/22 | Completed |
| Vicky Smyth | 5 | 22/4 Outstanding actions from last meeting: 21/128 – Safer Recruitment training – My Concern: Update the Chair respecting Safer Recruitment Training | ASAP | Chair to identify Governors to undertake Safer Recruitment Training. Identified Governors to undertake Safer Recruitment training course on mentor system |
| Louise Balaam, Emma Gould, Ali Mitchell, Saira Sawtell, Juliet Viney, Emily White | 5 & 6 | 22/6 Governor Code of Conduct and 22/7 Keeping Children Safe in Education: Governors are to sign and return the back sheet | 30/9/22 | EG to sign form |
| Pilar Colomer | 5 & 6 | 22/6 Governor Code of Conduct and 22/7 Keeping Children Safe in Education: Arrange for photocopies and left in the office. Chase up these documents | 30/9/22 | Completed |
| Governors | 8 | 22/7 Relationship Policy: Familiarize themselves with and sign into the School Bus system. Email Rebecca Gollege if School Bus link not yet received. | 20/10/22 | Completed |

Signature:



Date: 21st October 2022

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| Saira Sawtell | 11 | 22/10 Review Admissions Policy incl PAN (Published Admissions Number): Report on numbers on roll at next meeting | 20/10/22 | Completed |
| Emily White/Pilar Colomer | 14 | 22/13 SIAMs Planning: Help develop new ideas and create an action plan in a new format, e.g. visiting groups. | ASAP | On going |

Signature:



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