



Malvern Wells CE Primary School
Minutes of the Full Governing Body Meeting
Thursday 28th September 2017 6.30pm

Present:

Frances Surridge	Alison Earp (Head)
Kevin Hurst	Jen Alford
Vanessa Everitt	Alison Findlay
Paget Thomas (part of meeting)	
Dave Bruce (part of Meeting)	

In Attendance:

Dinah Sage (Clerk)

1) Apologies

Received and accepted from Margaret Buchanan.

2) Prayer

Led by VE.

The chair was taken by the clerk

3) Election of Chairman

Frances Surridge was appointed unanimously.

The chair was taken by the chairman

4) Election of Vice-chairman

Vanessa Everitt was unanimously appointed.

5) Declaration of pecuniary or other interests

None

6) Any other business to be raised at end of meeting

None

7) Approval of minutes of meeting held on 22nd June 2017

The minutes were approved and signed.

8) Matters arising from minutes of 22nd June

- Claire Davies has taken over as CEO of DoWMAT from Karen Surrall. AE will invite her to talk to the governors in November. Claire will discuss Malvern Wells becoming part of the Diocese of Worcester Multi Academy Trust (DoWMAT)

Action: AE invite Claire Davies to the FGB meeting on 16th November

- Replies from the parents' survey are being collected.

Action: AE report results at the next FGB meeting

- Teachers have done the risk assessments and AE has the results.
- Tim Reid is meeting AE next Wednesday to go through progress data for the last academic year. The Teaching, Learning and Standards Committee will then examine the data and report to the FGB

**Actions: AE & Tim Reid discuss attainment and progress data.
T,L&S examine the data and report to the FGB**

- The new Health and Safety Governor will go over the action plan for maintenance with AE.

Action: New H&S governor discuss maintenance plan with AE

- A mistake on the School Account signatory form means KH needs to sign a new one.

Action: KH sign School Account form

- A meeting between the link governor & English subject leader remains outstanding.

Action: MB meet Alison Dainty

- As Tony Pullen and Louise Luckman were unable to find a compatible date, the meeting was postponed until this term.

Action: The new Maths governor to meet Louise Luckman

- DS has checked the content of policies required for the school website.
- As Hanley Castle has developed its own Academy Trust (Hanley and Upton Educational Trust), to become a feeder school, Malvern Wells would have to join HUET.
- KH has appraised the Clerk, and future appraisal will take place around the same time as the Head's appraisal.
Human Resources have been informed of the change in the Clerk's pay.
- The lunchtime supervisor post can largely be covered by a TA. An advertisement in the school newsletter has met with little interest.

- Hold the last FGB meeting of the school year after SATs results are published.

Action: Hold last FGB meeting in 2017-18 after SATs results are published FS & DS

- A new agenda template has been drawn up.
- The T,L&S committee has not yet discussed the SATS results.

Action: T,L&S meet on 16 Oct to discuss the 2016-17 SATs results

- The overall SATs scores were put in the newsletter.
- The LCVAP confirmation forms have been sent in.
- The heating panels have been examined.
- The B&F committee has not yet drawn up an action plan.

Action: B&F draw up a plan to prioritise building work and spend the surplus

- Jen's presentation on Early Years provision has been circulated.
- Changes in Early Years provision have been prioritised.
- The B&F Committee needs to consider a contribution to Early Years resources.

Actions: B&F consider contributions to Early Years resources

- The Staffing Committee has met.
- As Sarah Yeadon has retired, a staff representative is needed for the H&S committee.

Action: AE appoint a staff representative for the H&S Committee

- An evacuation rehearsal has not yet been arranged, but a fire drill has taken place.

Action: AE rehearse evacuation

- Look at training needs for governors - see Item 12h
- AE attended Theology of Leading a Church School
- Record attendance at events and off-site visits.

Action: Governors email DS with details of informal visits

- A calendar showing annual tasks has been drawn up, but needs to be refined and checked against Governor Services recommendations.

Actions: FS & DS refine the calendar and check annual tasks against Governor Services recommendations

- Enter policy review dates on the calendar

Action: MB & AE enter policy review dates

9) Review of Committee Membership and Link governors

- There are currently vacancies for parent, LA and DBE governors, and a PCC governor intends to resign at half term
- As several governors have joined recently, including the Chair, appointing committee members and link governors has been held over till the November meeting. Ideally one of the new governors needs experience with buildings.

**Action: Update and send out the letter about parent governor elections DS, FS, AE
FS ask MB about the skills audit**

Dave Bruce entered

- The Chair questioned whether the format of committees is optimum, and whether cutting down on committee meetings would help with the recruitment of governors. Eg could H&S be combined with B&F? Could the membership be connected to the skills audit? Need to look at terms of reference.

**Action: FS & AE look at Terms of Reference and work out optimum committee structure
FGB appoint committee members and link governors**

- DB reported that the Parents' Forum would like to know what governors do.

Action: FS write an account for the newsletter

10)Self-Evaluation Form (SEF)

See next item.

11)School Development Plan (SDP)

- The SEF and SDP are not yet complete. They will be emailed to governors next week for comment.
- Both need to be examined by the Teaching, Learning and Standards Committee (T,L&S).
- An extraordinary meeting will take place for all governors to discuss the SEF and SDP.

**Actions: AE complete the SEF and SDP and circulate them to governors
All governors comment on the SEF and SDP
T,L&S discuss the SEF and SDP
All governors attend an extraordinary meeting to discuss the SEF & SDP**

12)Reports (Governors' comments and questions are shown in *bold italics*)

- a) Head teacher (written)

The Chair requested that the Head's report be circulated five days before the meeting.

Action: Circulate the Head's report 5 days before the meeting

- Four children have left and six joined.

Why have the children left?

For family and individual reasons - not because of the school.

- Claire Davies has taken over from Karen Surrall as COE of the DoWMAT.
- An update on staffing was given - see confidential minutes.
- The attainment data were discussed.

KS2 shows a pleasing improvement

With small numbers, just one child's results affect the overall percentage.

Reading and Maths results are strong.

Based on the attainment scores, the focus will be on writing.

Could last year's scores be added in brackets, for comparison?

Yes

Action: AE add the previous year's attainment scores in brackets.

How do the scaled scores work?

The raw scores are adjusted to give a mark out of a hundred. The Fischer Family Trust gives more detail.

The figures will be more meaningful when data collected at the end of KS1 works through, so that progress from KS1 to KS2 can be measured.

The attainment is good.

Has the attainment data been compared to targets?

This will be done next Friday and will feed into the SEF and SDP.

Paget left at 7.50pm

Is the SDP connected to the budget?

No, but that's a good idea.

- The governors asked AE to pass on their thanks to the staff for their role in the attainment and to say well done.

Action: AE thank and congratulate the staff on the results attained

- The investigation of the damp showed that the whole of the front wall needs to be treated. This will be done next summer.
 - As the £8000 allocated this summer will not cover the cost, the work will have to be factored into next year's budget.

Action: AE + B&F organise the major renovation of the front wall and find the funds

- The fencing will be done at half term.

Action: Contractors improve the fencing

- Class 1 has been refurbished and provided with some new resources.

The governors thanked Jen Alford for thoroughly updating Early Years provision.

- The governors asked AE to thank the caretaker for filling in over the summer.

Action: AE thank Nick Monkton on behalf of the governors

- Each class has an interactive touch screen to replace the whiteboards using Devolved Capital funding.
- A new fort/den has been built on the adventure area which has been funded by The Friends.

Action: Pass on thanks to the Friends for funding the fort/den

- Could the press be involved?
- Quotes for various heating control panels have been received, with a large range of specifications and price eg Schneider £5000 with Place Partnership control, or a cheaper panel which the school controls.

Action: Send quotes to governors for comment.

b) Buildings and Finance Committee

- Nothing to report

c) Teaching and Learning Committee

- Nothing to report

d) Staffing Committee

- The minutes of the meeting on 20th September were signed as an accurate record.
- The Staffing Committee will need to meet again soon.

Does the Pay Policy go to the Staffing Committee first, then the FGB?

Yes

Is the Pay Policy out yet?

Yes, and it has been circulated to the Staffing Committee.

The Staffing Committee minutes should be marked Confidential.

Action: DS ask the clerk of the Staffing Committee to mark the minutes Confidential

e) RE and Collective Worship Committee

- The RE and Collective Worship Committee will meet on the 16th October as planned. FS will be able to join them.

Actions: RE & Collective Worship Committee meet

f) Special Needs

- The Special Needs report had been circulated in advance.

Is it harder to access support?

Yes. In particular the parameters for family support have changed even though the intervention works well. For some children the family support is essential.

Is Louise Newby doing all the interventions?

Yes, currently in the afternoons.

g) Admissions Committee

- Minor changes were made to the admissions policy to comply with the admissions code and standards.

h) Governor Training / Courses

- VE and MB will go to the Diocese governor session on 6 November.

Action: AE inform Diocese

- DB cannot commit to the three half days training offered by Babcock.

**Action: DS find out if there are any single sessions, preferably Diocese
AE send AF information on NSPCC Safer Recruitment Training**

Are we taking up references for parents coming in to school?

AE has just written a volunteer policy. Parents need to be interviewed.

Action: DB pass on questions used by Wyche school

i) Governor visits

- TP and VE attended the Leaver's Service at All Saints in July
- DB to see AE
- MB Open the Book
- MB helping in in Class 1
- DB taking Assembly
- MB language
- DB attended the Family Rounders and BBQ on 15th Sept

(Exact dates are recorded in the governors' signing-in book)

13) Health and Safety

- Tony Pullen has left Health and Safety in good shape. He believes everything is up-to-date and in compliance, and suggests that the incoming H&S governor completes the "School Governors & School Management Inspection Safety Checklist" soon after his/her appointment.

Action: New H&S Governor complete the Safety Checklist

14) Safeguarding

- Nothing significant to report.

15) Correspondence

- None

16) Items for the next agenda

2nd November

- SEF
- SDP

16th November

- DoWMAT
- Sort out committees

Action: FS, AE & DS consider which committees are needed

- Set dates for FGB meetings

17) Any other business

- A parent asked how anonymous the questionnaires are as they are handed in at the same time as signed slips.
- Parents can be reassured that they are completely anonymous by the time AE receives them. A collection box for surveys in the office lobby might be better practice. Put on newsletter to reassure parents and that they can send the survey in an envelope to ensure confidentiality.

Action: If practical, a box could be placed in the entrance lobby for the next survey

18) Dates and times of next meetings

- T,L & S need to meet a week before.

Action: T,L&S meet a week before the FGB meeting w/e 27 Oct

- An extra meeting will take place on **2nd November** 2017 to discuss the SEF and SDP
The Clerk gave her apologies.
- The next ordinary meeting will be held on Thursday **16th November** 2017.
- Both will take place at 6.30pm at the school.
- The number of FGB meetings may be increased to one every half term.

Agenda Item	Action	By whom	Complete by
8	Invite Claire Davies to the FGB meeting on 16 th November	AE	16/11/17
	Report parents' survey results	AE	16/11/17
	Discuss teachers' risk assessments	AE & H&S governor	When H&S gov has been appointed
	Discuss attainment and progress data	AE & Tim Reid	w/e 06/10/17
	Discuss data and report to FGB	T,L&S	16/11/17
	Discuss maintenance plan	New H&S governor & AE	When H&S gov has been appointed
	Sign School Account form	KH	28/09/17
	Link governor meet subject leader for English	MB & Alison Dainty	Half term
	Link governor meet subject leader for Maths	New Maths gov & Louise Luckman	After 16/11/17
	Refine annual governors' calendar and check it against Governor Services recommendations	FS & DS	16/11/17
	Hold FGB meeting after SATs results are published	FS & DS	16/11/17
	Discuss 2016-17 SATs results	T,L&S	16/10/17
	Draw up a plan to prioritise building work and spend the surplus	B&F	16/11/17
	Consider contributions to Early Years resources	B&F	Asap
	Appoint a staff rep for the H&S Com	AE	Asap
	Rehearse evacuation	AE	Asap
	Email DS with details of informal visits	All governors	Around FGB meetings
	Enter policy review dates on governors' calendar	MB & AE	16/11/17
9	Update and send out the letter about parent governor elections	DS, FS & AE	06/10/17
	Ask MB about the skills audit	FS	06/10/17
	Look at TOR and work out optimum committee structure	FS & AE	Half term
	Appoint committee members and link governors	FGB	16/11/17
	Write an account of what governors do	FS	06/10/17
10 & 11	Complete & email the SEF & SDP	AE	06/10/17
	Comment on the SEF & SDP	All governors	When circulated
	Discuss the SEF & SDP	T,L&S	Half term

	Attend an extraordinary meeting to discuss the SEF & SDP	All governors	02/11/17
12a	Circulate the Head's report 5 days before the meeting	AE	11/11/17
	Add the previous year's attainment scores in brackets	AE	Sept 2018
	Thank & congratulate the staff on the results attained	AE	Next staff meeting
	Organise the major renovation to cure the damp	AE + B&F	Summer 2018
	Improve the fencing	Contractors	Half term
	Thank the caretaker for filling in	AE	Asap
	Pass on thanks to the Friends for funding the fort/den	AE	Asap
	Send quotes on the heating control panel to governors for comment	AE, then governors	Asap
12d	Mark the minutes of the Staffing Committee as Confidential	DS & Clerk to Staffing Com	Ongoing
12e	RE Committee meet	RE Com + FS	16/10/17
12h	Inform Diocese that VE & MB will attend the governor session	AE, VE & MB	06/11/17
	Find out about single sessions for new governor training	DS, DB	Asap
	Send AF information on Safer Recruitment Training	AE, AF	Asap
	Pass on interview questions to ask parent volunteers	DB	Asap
13	Complete "School Governors & School Management Inspection Safety Checklist"	New H&S Governor	After 16/11/17
16	Consider which committees are needed	FS, AE, DS	16/11/17
17	Assure parents that survey is anonymous	AE	Next newsletter
	If practical, a box could be placed in the entrance lobby for the next survey	AE	Next survey
18	Meet before the SEF & SDP are discussed by the FGB	T,L&S	w/e 27/10/17

Signed (Chairman)..... Date.....