



**Malvern Wells CE Primary School**  
**Minutes of the Full Governing Body Meeting**  
**Thursday 16<sup>th</sup> November 2017 6.30pm**

**Present:**

Frances Surridge (Chair)	Alison Earp (Head)
Margaret Buchanan	Jen Alford
Vanessa Everitt	
Alison Findlay	

**In Attendance:**

Claire Davies (CEO of DoWMAT), Peter Boydell (prospective governor), Dinah Sage (Clerk)

**1) Apologies**

Received and accepted from Dave Bruce and Kevin Hurst.

**2) Presentation on DoWMAT**

Claire Davies has recently been appointed as the new CEO of the DoWMAT.

Although government policy is no longer for all schools to become academies, the government is driving an agenda for schools to work collaboratively, especially in finance and improvement, and is encouraging academies.

The Diocese brought in consultants to work out the best way forward. Karen Surrall (first CEO) has set up the back office systems, and spoken to governing bodies.

Voluntary Aided schools often like the security of a Diocesan MAT. The DoWMAT runs on the VA model, of 75% church governors, though other schools are welcome. The aim is to build on a Christian vision for education, with academic rigour and emphasis of personal development. Non-Christian children are supported in their belief systems.

**Structure**

The stringent legal requirements for a MAT include a very strong governance structure. The Diocesan Board of Education is overarching, with responsibility for over 100 schools. About 28 so far are academies.

If a school wants to become an academy, the Diocese and the Ministry of Education have to agree. The school would apply to the Worcester Diocesan Academy Trust (WDAT) which checks that applicants are financially and educationally sound.

The DoWMAT trust has three members who appoint the Board of Directors, including the Director of Education, and experts in finance and business. The Board is currently undergoing change.

Q How can Ann Munday be a member of the Trust and the Board of Directors?

A Her expertise is useful to both.

A central team is now being built up. Consultations have been successfully completed. Procedures have been set up eg due diligence for applicant schools regarding finance and buildings. All liabilities are transferred to the Trust. The DoWMAT does have some funds to help, but needs to be sure that liabilities are affordable.

Schools receive £25000 which covers conversion costs.

Instead of GAG (General Annual Grant) Funding going straight to a school, it goes via the Trust, which keeps 5% to cover the services they provide. The provision is similar to the LA provision eg Human Resources. Schools have direct control of much more of their funding. All the schools receive the same services, but many of the schools are small, so their contributions are low. This means that the DoWMAT is not in a position to take on massive liabilities.

### Changes

Class teachers would not see much change. There would be more collaboration, but Malvern already does that well. The DoWMAT does not intend to step in with a heavy hand.

The head teacher and governors would have access to a substantial suite of model policies.

As a new organisation, some niggles are to be expected. Some schools joined early to be part of the creation of the DoWMAT.

Q Is Malvern Wells big enough?

A Yes.

There could be economies of scale in supplies and maintenance contracts. The schools in the DoWMAT will probably become more aligned as cooperation increases.

Q What would be the impact of the changes in financial arrangements?

A The change would be massive. The finance secretary in an LA school is mostly concerned with placing orders and then the LA makes the payments. No money is seen by the school. As schools are given funds for the whole year, all supplies could be ordered in September.

A substantial amount of public money is paid directly into the bank account of an academy on a monthly basis. The school has full responsibility for accounting for it. It is not uncommon for the person who looks after the school's finance to find they are out of their depth. An increase in hours and pay scale are often required.

Q What is the benefit of joining the DoWMAT?

A The changes in finance take a massive amount of work. The DoWMAT is looking to take on a central function in finance, in response to requests from schools.

*Copies of the DoWMAT Offer Document were handed out.*

As large amounts of public money are involved, rules for public money have to be followed in addition to normal accountancy procedures.

As the income changes to monthly, there can be cash-flow problems.

Q Do auditors go into each school?

A The DoWMAT writes the accounts, which are audited and a selection of schools chosen as part of the audit process. This year auditors visited three schools.

Q Does the DoWMAT employ human resources and accountants?

A Currently these are mostly outsourced. In the future, services such as buildings and HR may be taken in house.

Schools will have to change to the SAGE accounting system. They are offered weekly support to help manage the change.

Q Will the 5% charge increase?

A No. Any surplus would go back to the schools. There need to be enough schools to be viable and to manage risk. The DoWMAT can bid for funding, and has been successful in gaining some set up money.

The DoWMAT is trying to increase the size of the team as the number of schools increases, hoping to build a team to take backroom functions in house.

Q If Malvern Wells decides to join, what is the process?

A The school would register an interest with the WDAT (Worcester Diocesan Academy Trust). Parents would need to be consulted.

Although the DoWMAT would have a frank initial discussion, it does not make the decision but refers the matter to the Regional Schools Commissioner, who is in charge of the quality of education.

Formal due diligence would be undertaken, including finance, health and safety and buildings.

Q What happens if the local authority owns the land?

A A long lease would be arranged. The Diocese has an interest in protecting the many buildings which were founded as schools.

Q Can governors email further questions?

A Yes. The school has Claire Davies's email address [Claire.Davies@dowmat.education](mailto:Claire.Davies@dowmat.education)

The DoWMAT systems have been well thought through. An audit has recently taken place and the auditor was really pleased.

### **3) Prayer**

Led by FS.

### **4) Declaration of pecuniary or other interests**

None declared.

### **5) Approval of minutes of meetings held on 28<sup>th</sup> September and 2<sup>nd</sup> November**

The minutes were approved and signed.

The minutes of the RE meeting held on 16<sup>th</sup> October 2017 were also approved and signed.

### **6) Matters arising from minutes of 28<sup>th</sup> September**

Rather than holding the July meeting after the SATs results come out, the results could be sent to governors by email over the summer.

**Action: Send the SATs results to governors over the summer. AE & DS Summer 2018**

The Teaching, Learning and Standards Committee has not met.

The evacuation rehearsal has not yet taken place.

**Action: Rehearse evacuation. AE Spring term**

Governors are emailing details of informal visits to the Clerk.

The Governors' Calendar needs further work.

**Action: Add dates to the Governors' Calendar and check it. DS & FS End of term**

The parents' survey has been completed.

As no nominations for a parent governor were received, a reworded letter has been sent out.

**Actions: Continue the process. DS After closing date of 24<sup>th</sup> Nov  
Approach parents directly. AE before 24<sup>th</sup> Nov**

The committee structure and terms of reference have been examined and changes undertaken.  
See Item 13

The Chair's description of the role of a governor went in the newsletter.

Providing the head teacher's report five days before the FGB meeting is work in progress.

**Action: Circulate the Head Teacher's report five days before FGB meetings AE 1 Feb**  
The attainment data has fed into the SEF and SDP.

AE has thanked the staff for the results.

The new Operations Committee will deal with the damp problems of the front wall.

**Action: Organise the major renovation of the interior front wall and source the funds. Operations Committee (who have responsibility for the buildings) Summer 2018**

The decision has been taken to replace the control panel like with like, and to keep the heating under the control of the school. A firm quote from Schneider is awaited.

**Action: Replace the heating control panel. Operations Committee Winter 2017**

The Pay Policy has been adopted.

The RE Committee has met.

VE, MB and FS attended the Diocese governor session.

References are being taken up for parent volunteers.

DB passed on the questions used by the Wyche school. These could be adapted for any volunteers.

There may be a prospective Health and Safety governor.

**Action: Appoint a Health and Safety governor. FGB 1 Feb**

Discussion on the format of new committees has taken place by email.

Margaret Buchanan was thanked for taking minutes at the extraordinary FGB meeting on 2<sup>nd</sup> November.

## **7) Head Teacher's reports**

The number of girls in Class 4 was corrected to 11.

Measures to encourage attendance have been put in place, including letters to parents of children with less than 90% attendance. There is usually a good reason for the absences.

Q What are the current thoughts of staffing.

A Plans were outlined. See confidential minutes.

**Actions: Sort out contracts with HR - AE before the end of term.**

**Send a letter to all parents outlining staff changes for January. AE before the 8<sup>th</sup> December**

Q Is there a pupil with an Epipen?

A Yes, and a member of staff who should have an Epipen

## **English report**

The report on English had been circulated in advance.

Q The aim is to improve poor spelling results. Governors asked that this target could be made more measurable?

A The results in spelling in the English SATs were quite low.

Q Please could the aims be made clear on this report?

A A new resource has recently been introduced.

Q Are the lists of spellings differentiated?

A Yes, the lists of spellings are differentiated according to the year group the children are in, The National Curriculum also gives a list of difficult words which children need to know. The children follow No Nonsense spelling.

## **Mathematics report**

The report on Mathematics had been circulated in advance.

Q How much time does it take to test a child for a times tables certificate?

A Fairly quick

Q Could FS help?

A Yes, please! The certificate scheme has just been re-launched. FS could test children when she is in school.

Q Are Year 1 children joining Year 2 for Maths?

A More staff training is needed. There is now a much larger difference between the way Early Years and Year 1 Maths are taught. Early Years is child-led, Year 1 follows the National Curriculum. Caroline, the link mentor, advised that Year 1 children would now be better taught with Year 2 for Maths, so that they become familiar with the approach and terminology, even if they find it a struggle. The Year 2 teacher would know where the children are when they move up. There may be a change after a discussion with maths subject lead and staff

Q Are the deployment of Teaching assistants and resources being considered as in the SDP?

A The TAs are going on a course in January on teaching Maths.

## **SENDCo report**

The SENDCo report had been circulated in advance.

Q The problems affecting the children are outlined. Could more indication be given of what they struggle with?

Could information regarding interventions and their impact be added to the report, please?

A Next time there could be a report on vulnerable groups including Pupil Premium, also on English as an Additional Language (EAL). The impact of the Pupil Premium is on the website.

**Action: Include EAL and the impact of the Pupil Premium in the next SENDCo report. AE and SENDCo.**

**Add information regarding interventions and their impact. AE and SENDCo.**

Q How does the percentage of EAL compare with national averages?

A 8% of children have EAL. A data sheet from parents was used to gather this information but it is also up to staff to identify EAL children. Now classification is based on having parents of a different nationality or speaking another language at home.

Free help is at present available from Babcock. Assessment is a legal requirement. Babcock's example of an assessment for different year groups is pretty comprehensive.

In the past Malvern Wells has had very few children with EAL. The proportion is quite high for this area.

**Action: Find out how the proportion of children at MW compares to the national average. AE Next FGB meeting.**

#### **8) Safeguarding - Approve Annual Safeguarding Compliance Audit**

As this meets with the safeguarding governor's approval, FS signed it and AE will submit it.

**Action: Submit Annual Safeguarding Compliance Audit AE Asap**

#### **9) School Fund Account Audit**

FS has signed it.

Q When will the fund be spent?

A When the signatories have been changed. The last form was still the incorrect one, and one for charities had to be filled in instead.

The balance was about £12000. The insurance claim, which was paid into the School Fund, will need to be transferred to the school budget account.

**Action: Sort out the signatories for the School Fund Account, AE Asap**

#### **10) Health and Safety**

Covered in the Head Teacher's report.

#### **11) Proposed Staffing Structure**

Kif Cullerne has qualified as a first aider.

At present the head does not have a deputy, or a senior leadership team. Appointing a deputy head is impractical, as it would mean advertising nationally, and there are no vacant posts. An assistant head could be appointed internally, and could be a job share. The post would be permanent.

The main difference in the role is that a deputy would be obliged to take over as acting head if the need arose (although this can depend upon the experience of an appointed deputy head).

Q What would happen if the head was out of action for a long time?

A If there is no assistant or deputy head an acting head would be appointed.

The governors are all in favour of establishing a Senior Leadership Team to include an Assistant Headteacher to take on some management responsibilities. This should be included in this year's SEF.

**Action: Add formation of a Senior Leadership Team to the SEF. AE & FS Asap**

Q Is there money in the budget.

A Yes, a modest amount. The post would be Scale 1 on the leadership scale

### **Proposal**

An assistant head teacher should be appointed internally, possibly as a job share.

Agreed unanimously.

**Action: Draw up a job description and person specification, then advertise. AE with help from HR. Feb half term.**

## **12)Parent Survey results**

The Governors consider the survey to be very comprehensive and congratulated FS on compiling the results.

Next year use of the questions suggested by Ofsted will be considered and possibly an online survey.

**Action: Consider using Ofsted's suggested questions for the parents' survey. Governors Summer 2018**

The feedback letter to parents was approved.

Let parents know that they are being listened to and that stated actions will take place as a result of the survey. Prior to the next survey, parents will be given feedback on the promised actions.

**Action: Send out feedback letter to parents. AE soon.  
Discuss at Parent's Forum. JA to attend next forum if possible.**

### 13) Confirm committee structure and allocate governors

The governors confirmed that there will be two committees:

- Teaching, Learning and Standards (including staffing and a RE and CW subcommittee)
- Operations (including work done by the Buildings and Finance Committee).

Governors were allocated as follows:

#### Teaching, Learning and Standards

Dave Bruce	Frances SurrIDGE
Alison Findlay	Alison Earp
Margaret Buchanan	Jen Alford

#### Operations Committee

Kevin Hurst	Frances SurrIDGE
Peter Boydell	Alison Earp
Vanessa Everitt	

The suggestion was made that these committees meet the week before FGB meetings. Governors are concerned that two meetings in one week may not be practical for the Headteacher.

It was discussed that the RE and Collective Worship Committee would remain as a sub-group of the Teaching, Learning and Standards Committee and core members of that group would be Alison Earp, Dave Bruce, Vanessa Everitt and Margaret Buchanan.

**Action: Sort out meeting dates FS Next week**

### 14) Allocate link governors

Link governors were allocated as follows:

Margaret Buchanan	English
Kevin Hurst*	Geography
Alison Findlay	Science
Vanessa Everitt	Music
Peter Boydell	Art
Peter Boydell	DT
Peter Boydell	Computing
Margaret Buchanan	PE
Kevin Hurst*	History
Vanessa Everitt	PSHCE
Alison Findlay	Modern Foreign Languages
Dave Bruce	RE and Collective Worship
Margaret Buchanan	SEND
Margaret Buchanan	Early Years
Frances SurrIDGE	Mathematics
Alison Findlay	Safeguarding
Peter Boydell	Health and Safety

\*in his absence

**Action: Update list of subjects and subject leaders. DS and AE End of term  
Inform KH DS Asap**

**15) Agree SEF**

Governors agreed the latest SEF, which they had already read.

**16) Governor training**

VE took part in a webinar about the new ASP, run by Babcock Prime  
DS took part in a Clerks' Briefing webinar.

**17) Governor visits**

- FS attended the Harvest Festival
- FS to see AE
- DB Class 1 & 2
- DB CREW
- MB governor business
- DB Prayer lesson
- MB Assembly
- DB Assembly
- MB Open The Book
- MB Tea party
- DB Class 3

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

**18) Agree dates of meetings 2017-2018**

A proposed list of dates for all meetings has been circulated by email. Formal acceptance was held over to the next meeting.

**Action: Set dates for committee meetings. FS End of term**

**19) Correspondence**

None.

**20) Items for the next agenda**

Dates of FGB and committee meetings.

**21) Date of next meeting**

The next meeting will be held at 6.30pm at the school on

- **Thursday 1<sup>st</sup> February 2018**

Item	Action	By whom	By when
6	Send SATs results to governors over the summer.	AE & DS	Summer 2018
	Rehearse evacuation	AE	Spring term
	Add dates to the Governors' Calendar and check it.	DS & FS	End of term
	Continue the process of finding a parent governor.	DS	After 24 Nov
	Approach parents directly re Parent Governor	AE	Before 24 Nov
	Circulate Head Teacher's report 5 days before FGB meetings.	AE	1 Feb
	Organise major renovation of internal front wall & source funds.	Operations	Summer 2018
	Replace the heating control panel.	Operations	Winter 2017
	Appoint a Health and Safety governor.	FGB	1 Feb
7	Sort out contracts with HR.	AE	Before the end of term
	Send a letter to parents outlining staff changes for January.	AE	Before 8 Dec
	Include EAL & impact of Pupil Premium in SENDCo report.	AE & SENDCo	1 Feb
	Add information regarding interventions & their impact to SENDCo report.	AE & SENDCo	1 Feb
	Find out how the proportion of children with EAL at MW compares to the national average.	AE	1 Feb
8	Submit the safeguarding audit.	AE	Asap
9	Sort out the signatories for the School Fund Account.	AE	Asap
11	Add formation of a Senior Leadership Team to the SEF.	AE & FS	Asap
	Draw up a job description & person specification, then advertise.	AE with help from HR	Feb half term
12	Consider using Ofsted's suggested questions for the parents' survey	Governors	Summer 2018
	Send out feedback letter to parents	AE	Soon
	Discuss with Parents' Forum	JA	Next forum
13	Sort out meeting dates	FS	Next week
14	Update list of subjects and link Governors.	DS & AE	End of term
	Inform KH of subject responsibilities	DS	Asap
18	Set dates for committee meetings.	FS	End of term

Signed: .....

Date:.....