



**Malvern Wells CE Primary School**  
**Minutes of the Full Governing Body Meeting**  
**Thursday 1<sup>st</sup> February 2018 6.30pm**

**Present:**

Vanessa Everitt (Vicechair)	Alison Earp (Head)
Margaret Buchanan	Jen Alford
Dave Bruce	Peter Boydell
Alison Findlay	Sarah Pawson

**In Attendance:**

Dinah Sage (Clerk)

**1) Apologies**

Received and accepted from Frances Surridge. DB leaving 7.15.

Kevin Hurst has resigned. Governors thanked him for his valuable contribution.

**2) Prayer**

Led by DB.

**3) Declaration of pecuniary or other interests**

None declared.

**4) Approval of minutes of meeting held on 16<sup>th</sup> November 2017**

The minutes were approved and signed.

**5) Matters arising from minutes of 16<sup>th</sup> November**

<b>Action from November 16<sup>th</sup></b>	<b>By whom</b>	<b>By when</b>	<b>Progress</b>
Send SATs results to governors over the summer.	AE & DS	Summer 2018	For summer 2018
Rehearse evacuation	AE	Spring term	Not yet
Add dates to the Governors' Calendar and check it.	DS & FS	End of term	Ongoing
Continue the process of finding a parent governor.	DS	After 24 Nov	Completed
Approach parents directly re Parent Governor	AE	Before 24 Nov	Done
Circulate Head Teacher's report 5 days before FGB meetings.	AE	1 Feb	Request to send early so governors are not rushed

Organise major renovation of internal front wall & source funds.	Operations	Summer 2018	Estimates and funding are being sought
Replace the heating control panel.	Operations	Winter 2017	A control panel with computer control has been ordered
Appoint a Health and Safety governor.	FGB	1 Feb	Peter Boydell confirmed
Sort out contracts with HR.	AE	Before the end of term	Staff are being paid, but no new contracts have been issued. AE to investigate
Send a letter to parents outlining staff changes for January.	AE	Before 8 Dec	Done
Include EAL & impact of Pupil Premium in SENDCo report.	AE & SENDCo	1 Feb	Ongoing
Add information regarding interventions & their impact to SENDCo report.	AE & SENDCo	1 Feb	Ongoing
Find out how the proportion of children with EAL at MW compares to the national average.	AE	1 Feb	Not yet. SIA working with AE
Submit the safeguarding audit.	AE	Asap	Done
Sort out the signatories for the School Fund Account.	AE	Asap	Done
Add formation of a Senior Leadership Team to the SEF.	AE & FS	Asap	Not yet
Draw up a job description & person specification, then advertise.	AE with help from HR	Feb half term	Done, but cannot advertise until the LA sorts out the school's financial position
Consider using Ofsted's suggested questions for the parents' survey	Governors	Summer 2018	Summer 2018
Send out feedback letter to parents	AE	Soon	Done
Discuss with Parents' Forum	JA	Next forum	Done
Sort out meeting dates	FS	Next week	Done
Update list of subjects and link Governors.	DS & AE	End of term	Partly done
Inform KH of subject responsibilities	DS	Asap	KH has resigned
Set dates for committee meetings.	FS	End of term	Done

Q How can governors help with forming a senior leadership team?

A Maybe by sitting in on appraisals.

## 6) Accept admissions policy for 2019-20

A governor observed that the policy could be better tailored to the school. Governors were assured that the wording has been approved by the government adjudicator.

The admissions policy for 2019-20 was approved.

**Action: Look at wording at next review. PB**

## 7) SDP

The SDP was signed off with two additions:

- Appoint a Senior Leadership Team
- Include the financial implications of actions

The governors asked the head to put updates into the governors' secure area. A School Improvement Adviser is working with AE on the SDP.

**Actions: Add alterations to the SDP. AE Asap**  
**Put updates into the governor's area. AE Occasionally**

## 8) Preparation for OFSTED

Governors started working through a list of questions which may be asked. JA noted their observations.

The new governors gave input from the new governor course.

- There should be an induction policy for governors.

**Action: Write an induction policy based on Babcock's advice. DS 22 March**  
**Read the Governance Handbook. All Asap**

*7.15 DB left*

- Knowledge of Finance - governors need to know what is going on and where it is documented
  - LCVAP bid

**Action: AE circulate LCVAP bid for governors to read. AE & Governors Asap**

- Draw up a maintenance plan

**Action: Operations Committee draw up a maintenance plan. End of term**  
**PB join AE and the Place Partnership adviser on their fact-finding tour. 6 Feb**

- Are the results of the skills audit on the website?

**Action: Check if skills audit is on the website. DS Asap**

- OFSTED ready folder
  - Keep folders of key documents in the staff room and the head's office
  - Email the contents to governors

**Action: Prepare folders and email contents. AE and JA End of half term**

- Add teachers' subject responsibilities to list of link governors

**Action: Complete link governors list. AE & DS**

- Draw up a volunteer policy and code of conduct

**Actions: Finish the volunteer policy and code of conduct. AE & SP**

These questions led to governors holding the head to account

Q How can we tell if sports funding has had an effect?

A The number of children participating - about 25% - and surveys of the children.

Q What checks are made that policies are being implemented?

A Asking children, parents and staff.

Policy review dates need to go on a calendar.

**Action: Record policy review dates on a calendar for governors. DS, AE & FS**

- Safeguarding
  - Governors need to read "Safeguarding Children in Education" and sign the record in the school office. AE keeps this record
  - Governors should do the online training on Safeguarding Children. AE keeps the record.

**Action: Read and sign. All governors Asap  
Do online training and inform AE All governors Asap**

- Do Prevent training

**Action: AE circulate link and governors use it. AE & Governors Asap**

- Governors agreed that governors' DBS checks should be renewed every four years

**Action: Renew Governors DBS checks every four years**

- Julie is checking the Single Central Record is up to date. AE & AF are reviewing monthly

**Action: DS check that she is forwarding the changes in governor information that Julie needs**

**OFSTED committee**

Peter Boydell  
Alison Earp  
Frances Surrudge  
Sarah Pawson when available  
Vanessa Everitt will cover for Frances temporarily  
Alison Findlay when available

The Ofsted committee will continue work on the specimen questions and feed back to the other governors. It is meeting on 8 Feb.

**Action: Work on specimen questions and feedback. OFSTED committee 8 Feb  
MB seek advice at the Diocesan cluster meeting**

### 9) Head Teacher's report

- 100 on roll
- Attendance generally good, though there has been a lot of illness

Q Does the register show reason for absence?

A Yes. If there is no adequate reason the absence is shown as unauthorised.

- Governors were updated on staffing
- The job description and advertisement for an assistant head are ready

**Action: Advertise for an assistant head as soon as the LA confirms the school's finances. AE**

Q Figures are given for the autumn term. Is there a mechanism for checking progress as we go along?

A Data is added to the SPTO (School Pupil Tracker Online) every half term.. Governors can be given access, limited to protect pupil confidentiality.

**Action: AE give headlines in the HT report.  
AE give governors passwords to access the SPTO.**

- Staff have found that working on the curriculum offer is valuable for checking their teaching skills as well as the content of topics.
- Foundation skills are evaluated at the end of each topic.
- The SIA (School Improvement Adviser) helped with an audit of writing. A quick fix for spelling is already in place. She will address a staff meeting on the sequence of learning.
- There needs to be more evidence of challenge for the more able pupils. They need to write every day at length. Changes are already taking place. Eg some standards are now non -negotiable.

Q When will the new handwriting be embedded?

A It was introduced in September and is being used by children and teachers.

- Buildings

Q Has the alignment of the fence been sorted out?

A It depends on what is practical, so will be decided when the work is being done.

- The Diocese architect has looked round the areas in the LCVAP bid, and appears quite positive.

Q When will the decision be made?

A We never know. March or later. This means a quick turn round as the work will have to be done over the summer.

- JA has applied for numerous funding grants. Success included
  - Earnest Trust for Science and Maths
  - Parish Council £1000
  - Councillor Hodgson £500
  - Parish councillor £250

These grants will cover equipment.

- If the National Lottery bid for £10000 is successful, it will be spent on resurfacing the outdoor area outside Reception and on storage.
- The school has been invited to bid for S106 funding, up to £14000.

**Action: Discuss an S106 bid PB, AE and Operations**

## **10) Teaching, Learning and Standards Committee Report**

The minutes of the meeting held on 9<sup>th</sup> January were approved.

### **a) Agree Terms of Reference**

The document is very long. Governors decided to work with these TOR for the next two meetings, then to make them more concise.

**Action: Review TLS TOR to make them more concise. TLS Sept 18**

### **b) RE and Collective Worship Report**

- RE & CW will meet on 15<sup>th</sup> February at 12pm.
- DB will chair
- The Methodist minister and two children will join the committee
- The committee will meet once a term, looking particularly at the spiritual life of the school

## **11) Operations Committee Report**

The minutes of the meeting held on 9<sup>th</sup> January were approved.

### **a) Agree Terms of Reference**

The Terms of Reference were agreed.

### **b) Ratify Sarah as a committee member and Kevin as vicechair**

Sarah Pawson was ratified as a member of the committee. As KH has resigned, SP agreed to act as Vicechair.

## **12) Governor training/courses**

- New Governor Induction, Babcock PB & SP
- Online Safeguarding VE
- PB will attend Governor Visits on 26 Feb
- MB and VA attended the Diocesan Governors Cluster meeting on 6 Nov
- MB attended the Diocesan Heads and Governors meeting 12 Feb
- AE did Safer Recruitment in August 2017

The Head will record safeguarding training, and the Clerk will record the rest.

Governors agreed to undertake the following training

**Action: Read Safeguarding Children in Education and sign the list in the school office**

**All governors**

**PB Governor Visits**

**PB Health and Safety**

**AF Safer Recruitment**

**DS check training requirements**

## **13) Link governor visits**

- MB comes into school every Wednesday to help with Class 1 Forest School
- MB has spoken to Stevie Sharrock as SENDCo and Ali Dainty about English.
- PB will visit school after training.
- PB and VE have been shown round the school as part of their induction as Governors. SP will be shown round.

Other governor visits

- MB tea party
- DB Class 3
- MB Open the Book
- FS Head Teacher - regularly
- DB Assembly
- FS Maths support
- DB Head Teacher
- MB Class 1 - often
- MB Class 3 - often
- AF school garden

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

## **14) Items for next agenda**

- Talk on Hanley and Upton Academy Trust (HUET)

- Length of school day
- Rest of Ofsted questions
- Format of Head teacher's report

## 15) AOB

### Report from Governors Induction Course

The course is very good. The most important action points are outlined below.

- Website compliance
  - Some information in the Governor Secure Area should be made public
  - PB has checked compliance and highlighted omissions

**Actions: Send the compliance list PB has checked to AE**

**Ensure all legally required documentation is in the appropriate area of the school website AE, DS, PB, SP**

- Induction of governors
  - There should be an induction plan for governors including
    - Tour of school
    - Code of conduct for governor

**Action: Formulate and implement an induction process for governors DS, FS 22 March**

- Head teacher's report
  - The format of the head teacher's report is owned by the governors.
  - There is a statutory requirement to publish it 7 days before a governors' meeting
  - Training is available, but there are no templates.
  - Suggestions - less detail
  - Use tables and bullet points, data to show evidence, report on progress of SDP, maximum two pages
  - Include box for governors' questions
  - Impact logs
  - The statutory requirement is for the head to report three times a year, though it can be more often. AE prefers to give a written rather than an oral report.
  - Formal governor visits must be reported to the governing body.
  - Informal invitations to governors to school events could be included in the HT report

**Actions: Discuss requirements for HT report at committee meetings. TLS & Ops  
Governors clarify their requirements SP lead, PB, FS, AE Early March  
Produce head teachers report 7 days before the FGB meeting AE 15 March  
Put specimen governor pre- and post- visit forms on the website. DS Asap**

- The complaints procedure is fine, but would be better with a flow chart

## 16) Dates of next meetings

Next Operations Committee meeting **Tuesday 6<sup>th</sup> March, 6.30pm**

Next Teaching, Learning and Standards meeting **Friday 9<sup>th</sup> March, 1pm**

The next full governors meeting will be held on

- **Thursday 22<sup>nd</sup> March 2018, 6.30pm**

All these meetings will take place at the school.

Item	Action	By whom	By when
5	Send SAT's 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	Ongoing
	Send Head Teacher's Report early	AE	15 March
	Organise major renovation of internal front wall & source funds	Operations	Summer 2018
	Have heating control panel installed	Operations	Easter
	Make sure staff have contracts to sign	AE & DS with Mercury HR	Half term
	Discuss EAL, the impact of the Pupil Premium and the impact of interventions with the SENDCo and the SIA, and ask for information on them to be included in the report to governors.	MB discuss with the SENDCo & the SIA	Discussion next week. Report 22 March
	Find out how the proportion of children with EAL compares to national average	AE with SIA	SIA's visit
	Add formation of a Senior Leadership Team to the SEF	AE & FS	When working on SEF
	Consider using Ofsted's suggested questions for the survey of parents	Governors	Summer 2018
	Update list of subject leaders and link governors	DS & AE	This week
6	Look at wording on admissions policy	PB	Next review
7	Add alterations to the SDP	AE	Asap
	Put updates into the governors' area	AE	Occasionally
8	Write an induction policy for governors	DS	22 March
	Read the Governance Handbook	All	Asap
	Circulate LCVAP bid	AE	Asap
	Read LCVAP bid	All	Asap
	Draw up a maintenance plan	Operations	End of term
	Fact-finding and advice on a maintenance plan	PB, AE + Plan Partnership adviser	6 Feb

	Check the results of the skills audit are on the website	DS	Asap
	Prepare OFSTED ready folders	AE & JA	End of half term
	Email contents to governors	AE & DS	ditto
	Complete link governors list	AE & DS	Asap
	Finish the volunteer policy & code of conduct	AE & SP	Asap
	Record policy review dates on a calendar	AE, DS & FS	Asap
	Read "Safeguarding Children in Education" & sign list	All governors	Asap
	Do online Safeguarding Children session	All governors	Asap
	Circulate link to Prevent training	AE	Asap
	Do Prevent training	All governors	Asap
	Renew governors DBS checks		
	Check Julie is getting the updates needed for the Single Central Record	DS & school secretary	Asap
	Work on specimen OFSTED question & give feedback	OFSTED committee	8 Feb
	Seek advice on OFSTED	MB	Diocesan Cluster mtg
9	Advertise for an assistant head	AE	As soon as LA confirms school finances
	Give headlines from SPTO in head teacher's report	AE	15 March
	Give governors access to SPTO	AE	15 March
	Discuss S106 bid	PB, AE, Operations	Bid deadline 29 March
10a	Review TLS TOR to make them more concise	TLS	Sept 18
12	Read Safeguarding Children in Education and sign the list in the office	All governors	Asap
	Attend training on Governor Visits	PB	26 Feb
	Attend Health & Safety training	PB	When a course is available
	Attend Safer Recruitment training	AF	When a course is available
	Check training requirements/ recommendations	DS	Asap
13	Link governor visit	PB	After Feb training
	Show SP round school	SP & AE	Asap
14	Add items for next agenda	DS	Early March
15	Send the list which show to what extent the website complies to regulation	PB send to AE	Asap

	Ensure all legally required documentation is in the appropriate area of the school website	AE, DS, PB, SP	Asap
	Formulate and implement an induction plan for governors	DS, FS	22 March
	Discuss requirements for HT report	TLS	9 March
	Ditto	Operations	6 March
	Clarify format of the head teacher's report	SP lead, PB, FS, AE	Early March
	Produce HT report 7 days before FGB mtg	AE	15 March
	Put specimen pre- and post-visit form on the website	DS	Asap
	Include informal invitations to school events in HT report	AE	15 March

**Signed:** .....

**Date:**.....