



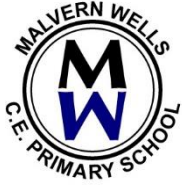
**Malvern Wells CE Primary School**  
**Minutes of the Full Governing Body Meeting**  
**Thursday 22<sup>nd</sup> March 2018 6.30pm**

**ACTIONS**

| <b>Item</b> | <b>Action</b>  | <b>By whom</b>                       | <b>By when</b>           |
|-------------|--|--------------------------------------|--------------------------|
| 3           | Email the scheme of delegation   | Lindsey Cooke                        | Asap                     |
|             | Plan how to move forward on considering joining a multi-academy trust  | FS & AE                              | Summer                   |
|             | Seek more information, including <ul style="list-style-type: none"> <li>• Forward the HUET scheme of delegation</li> <li>• Invite head of Hanley Swan to talk to governors.</li> <li>• Invite a head of a primary in the DoWMAT</li> </ul> | AE                                   | Summer                   |
|             | Discuss whether to become an academy   | T,L&S + Ops                          | 18 + 19 April            |
|             | Hold an extraordinary meeting  | FGB                                  | If necessary             |
| 6           | Rehearse evacuation  | AE                                   | Summer                   |
|             | Have heating control panel installed   | Operations                           | Summer                   |
|             | Make sure staff have contracts to sign - email again   | AE with Mercury HR                   | Summer                   |
|             | 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 | Next FGB meeting?        |
|             | Put SEF on website   | AE                                   | Asap                     |
|             | Add updates of SDP to governors' area  | AE                                   | Asap                     |
|             | Send notes on governors' induction to FS   | DS                                   | Asap                     |
|             | Write an induction policy for governors  | FS                                   | Summer                   |
|             | Check latest Governance Handbook is on website   | DS                                   | Asap                     |
|             | Invite Neil from Place Partnership to help draw up a maintenance plan  | PB, AE + Place Partnership           | Easter                   |
|             | Draw up a maintenance plan   | Operations                           | Easter                   |
|             | Collate skills audit and add to the website  | FS & MB                              | Summer                   |
|             | Send contents for Ofsted ready folder  | AE                                   | Easter                   |
|             | Prepare OFSTED ready folders   | JA                                   | Beginning of summer term |
|             | Email contents to governors  | JA, AE & DS                          | ditto                    |
|             | Finish the volunteer policy & code of conduct. Also to cover governors   | AE & SP                              | Asap                     |
|             | Record policy review dates on a portal   | AE,FS,PB,DS                          | Asap                     |

|    |  |                                  |  |
|----|--|----------------------------------|--|
|    | Do online Safeguarding Children session  | Ditto                            | Asap                                   |
|    | Do Prevent training  | Ditto                            | Asap                                   |
|    | Do gov DBS checks need renewing?   | DS                               | Asap                                   |
|    | Check Julie is getting the updates needed for the Single Central Record                    | DS & school secretary            | After GDPR training                    |
|    | Advertise for an assistant head  | AE                               | As soon as LA confirms school finances |
|    | Give remaining governors access to SPTO  | AE                               | Asap                                   |
|    | Read "Safeguarding Children in Education" and sign the list in the office                  | Governors who haven't signed yet | Asap                                   |
|    | Check training requirements/ recommendations   | DS                               | Asap                                   |
|    | Link governor visit  | PB                               | Summer                                 |
|    | Show SP round school   | SP & AE                          | Easter                                 |
|    | 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                                    | FS                               | Summer                                 |
|    | Put specimen pre- and post-visit form on the website                                       | DS & FS                          | Asap                                   |
|    | Produce HT report 7 days before FGB meeting  | AE                               | 7 days before 26 April                 |
| 7  | Add September figures to data summaries  | AE                               | September                              |
|    | Investigate progress of Years 4 & 6  | AE                               | Early summer term                      |
|    | Present data to the T,L&S Committee, then the FGB termly                                   | AE                               | First FGB mtg of each term             |
|    | Ask for SEND report to show how interventions are targeted                                 | AE                               | For next FGB meeting                   |
| 9d | Attend GDPR course   | PB                               | 16 April                               |
|    | Ditto  | AE & Julie Matthews              | 27 April                               |
|    | Prepare action plan for GDPR   | FGB                              | 1 May                                  |
| 9e | Circulate SFVS   | AE                               | Asap                                   |
|    | Read it  | All governors                    | "                                      |
|    | Collate & return to AE   | DS                               | "                                      |
| 9f | Send assistant head job spec to HR   | AE                               | After staff consultation               |
| 10 | Check changes to the school day against requirements                                       | FS                               | Easter                                 |
|    | Put to Parents Forum   | AE                               | Summer                                 |

|     |   |          |                            |
|-----|---|----------|----------------------------|
|     | Add change of school hours to next FGB agenda                 | FS, DS   | 26 April                   |
| 11b | Give JA a contents page for an Ofsted-ready file              | AE       | By Easter                  |
|     | Produce an Ofsted-Ready file                                  | JA       | Over Easter                |
| 13  | Attend Health & Safety training                               | PB<br>AF | July<br>Book course        |
|     | Attend Safer Recruitment training                             | AF       | When a course is available |
| 14  | Make two content lists for HT reports, and improve the format | FS & AE  | Next FGB mtg               |
| 15  | Liaise over visits as a link governor                         | PB & AE  | Summer term                |
| 16  | Add dates to agenda   | DS       | Next FGB                   |



**Malvern Wells CE Primary School**  
**Minutes of the Full Governing Body Meeting**  
**Thursday 22<sup>nd</sup> March 2018 6.30pm**

**Present:**

|                          |                    |
|--------------------------|--------------------|
| Frances Surridge (Chair) | Alison Earp (Head) |
| Sarah Pawson             | Dave Bruce         |
| Peter Boydell            | Jen Alford         |
| Alison Findlay           | Helen Routledge    |

**In Attendance:**

Lindsey Cooke (HUET CEO), Dinah Sage (Clerk)

**1) Apologies**

Received and accepted from Margaret Buchanan and Vanessa Everitt

Governors accepted Helen Routledge as the LA Governor in her absence

**2) Prayer**

Led by DB

**3) Presentation on HUET (Hanley and Upton Educational Trust)**

*6.35 JA, AF, HR arrived*

Helen Routledge was welcomed as a Governor.

Lindsey Cooke, CEO of the Hanley and Upton Educational Trust (HUET) and head of Hanley Castle High School, gave a presentation on the HUET and handed out information.

The nature of Hanley Castle remained unchanged when it became an academy in 2011.

This MAT (Multi-Academy Trust) is designed to give schools maximum autonomy. Church schools will remain C of E in perpetuity.

The duties of local school governors change little. The HUET runs governor forums.

The LA's top slice of funding is returned to the schools, which then make a similar contribution of 5% to the HUET. Any surplus would be refunded.

Some policies need to be common to enable the HUET to take on most back office work,

Schools share best practice and training.

The MAT has taken over finance and HR from the Local Authority It is actively pursuing the Mercury payroll system for compensation for its inadequate service.

Accountancy, including ordering, is done by the Hanley Castle team, and junior schools can access help.

All staff are employees of the MAT. Performance management is moderated. Flexibility is increased eg morale-boosting day's holiday in November.

There are plans for the development of middle leaders by providing local career progression

Year 6 and Year 7 teachers are co-operating to avoid any drop in performance when the children change school, and to ensure consistency of support.

By sharing expertise, the schools are able to increase their curriculum offer, eg engineering, music.

If necessary, a school can be helped at an early stage.

The SEF was rated good by the Regional Schools Commissioner.

Although there are no current plans to force academisation Government resources aim to encourage MATs, eg the capital improvement fund. The HUET helps its schools write bids.

GDPR and financial reporting are handled at HUET level. IT strategy is planned for five years. Schools can access IT support five days a week.

The HUET wants to work with like-minded schools, keen to strengthen the relationship between junior and secondary. Malvern Wells would fit this model.

Q What guarantee is there that 5% will be enough and will not be increased?

A There is no guarantee. Most of the money comes from Hanley Castle. 5% is enough this year. As the Education Services Grant is to be significantly reduced, the fee might have to go up.

Q What happened to Upton?

A Upton Primary School is unable to join until the legal issues caused by it taking over a children's centre have been resolved.

Q Although the HUET is set up as a business, does it have no commercial ethos?

A It is a charity. All the money received by the accounting officer from the DfE has to be spent on the children.

Q Head Office can easily become inflated....

A It will remain lean. Having a head as CEO ensures that funding for children is the priority.

Governors were invited to email questions. Other heads would be willing to give reassurance that the HUET is not a takeover.

Q How would Malvern Wells fit in?

A The school would make an expression of interest, then due diligence would take place. All the schools are equal. The trustees have responsibility for every child. Local governing bodies are under a scheme of delegation. Less good schools would be supported.

**Action: Lindsey Cooke email the scheme of delegation**

Q Are there school advisers?

A Yes, and best practise is shared. If necessary, an external specialist could be sought.

Q Do you use Babcock?

A No, the service is unimpressive.

Q Why was Malvern Wells not involved?

A No interest had been expressed.

The governors thanked Lindsey Cooke

*7.05 Lindsey Cooke left*

Governors discussed the way forward.

- Put together a SWOT analysis
- Is joining a serious consideration?
- Which direction?
- Can we afford not to take advantage of the incentives?
- Which MAT would be most effective?
- The huge burden of school finance would be removed
- The HUET is very transparent, with a small team sharing good practice
- AE would want to keep existing links with other heads

*7.15 DB left*

**Governors unanimously agreed to actively consider joining a multi-academy trust**

**Actions:**      **Make a plan on how to move forward FS & AE**  
                    **AE seek more information, including**

- **Forward the HUET scheme of delegation**
- **Invite head of Hanley Swan to talk to governors.**
- **Invite a head of a primary in the DoWMAT**

**Discuss whether to become an academy T,L&S and Operations committees**

## Hold an extraordinary meeting if necessary FGB

### 4) Declaration of pecuniary or other interests

None declared.

### 5) Approval of minutes of meeting held on 1<sup>st</sup> February 2018

The minutes were approved and signed.

### 6) Matters arising from minutes of 1<sup>st</sup> February

| <b>Action</b>  | <b>By whom</b>                       | <b>By when</b>                        | <b>Progress</b>                             |
|--|--------------------------------------|---------------------------------------|---|
| Send SAT's results to governors over the summer  | AE & DS                              | Summer 2018                           | Ongoing                                     |
| Rehearse evacuation  | AE                                   | Spring Term                           | Carried forward                             |
| Add dates to the Governors' Calendar and check it  | DS & FS                              | Ongoing                               | Ongoing                                     |
| Send Head Teacher's Report early   | AE                                   | 15 March                              | Improved                                    |
| Organise major renovation of internal front wall & source funds  | Operations                           | Summer 2018                           | Ongoing                                     |
| Have heating control panel installed   | Operations                           | Easter                                | Asbestos problems                           |
| Make sure staff have contracts to sign   | AE & DS with Mercury HR              | Half term                             | No contracts yet. Mercury are working on it |
| 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                           | 7%, national figure is 21%                  |
| Add formation of a Senior Leadership Team to the SEF   | AE & FS                              | When working on SEF                   | Completed                                   |
| Update list of subject leaders and link governors  | DS & AE                              | This week                             | Completed                                   |
| Add alterations to the SDP   | AE                                   | Asap                                  | Completed                                   |
| Put updates into the governors' area   | AE                                   | Occasionally                          | Carried forward                             |
| Write an induction policy for governors  | DS                                   | 22 March                              | Started                                     |
| Read the Governance Handbook   | All                                  | Asap                                  | Some have                                   |
| Circulate LCVAP bid  | AE                                   | Asap                                  | Completed                                   |
| Read LCVAP bid   | All                                  | Asap                                  | Completed                                   |

|   |                                    |  |  |
|---|------------------------------------|--|--|
| Draw up a maintenance plan  | Operations                         | End of term                            | Ongoing                                  |
| Fact-finding and advice on a maintenance plan                           | PB, AE + Place Partnership adviser | 6 Feb                                  | Met Neil from Place Partnership          |
| Check the results of the skills audit are on the website                | DS                                 | Asap                                   | Not present                              |
| Prepare OFSTED ready folders  | AE & JA                            | End of half term                       | Carried forward because of illness       |
| Email contents to governors   | AE & DS                            | ditto                                  | Carried forward                          |
| Complete link governors list  | AE & DS                            | Asap                                   | Completed                                |
| Finish the volunteer policy & code of conduct                           | AE & SP                            | Asap                                   | Partly completed                         |
| Record policy review dates on a calendar                                | AE, DS & FS                        | Asap                                   | PB suggested using a portal              |
| Read "Safeguarding Children in Education" & sign list                   | All governors                      | Asap                                   | Ongoing, some have signed                |
| Do online Safeguarding Children session                                 | All governors                      | Asap                                   | Ongoing                                  |
| Circulate link to Prevent training                                      | AE                                 | Asap                                   | Completed                                |
| Do Prevent training   | All governors                      | Asap                                   | Ongoing                                  |
| Renew governors DBS checks  | DS                                 | Asap                                   | If term of gov is renewed - if necessary |
| Check Julie is getting the updates needed for the Single Central Record | DS & school secretary              | Asap                                   | Carried forward                          |
| Work on specimen OFSTED question & give feedback                        | OFSTED committee                   | 8 Feb                                  | Work is going on                         |
| Seek advice on OFSTED   | MB                                 | Diocesan Cluster mtg                   |  |
| Advertise for an assistant head   | AE                                 | As soon as LA confirms school finances | Waiting                                  |
| Give headlines from SPTO in head teacher's report                       | AE                                 | 15 March                               | Completed                                |
| Give governors access to SPTO   | AE                                 | 15 March                               | Some logins have been sent out           |
| Discuss S106 bid. Decking would cost £20000 as the rise in ground       | PB, AE, Operations                 | Bid deadline 29 March                  | Completed                                |

|  |                     |                            |                         |
|--|---------------------|----------------------------|-------------------------|
| level would necessitate work on the fence  |                     |                            |                         |
| Review TLS TOR to make them more concise   | TLS                 | Sept 18                    | Noted                   |
| Read Safeguarding Children in Education and sign the list in the office                    | All governors       | Asap                       | Some                    |
| Attend training on Governor Visits   | PB                  | 26 Feb                     | Completed               |
| Attend Health & Safety training  | PB                  | When a course is available | Booked for July. AF too |
| Attend Safer Recruitment training  | AF                  | When a course is available | Summer term             |
| Check training requirements/ recommendations   | DS                  | Asap                       | Carried forward         |
| Link governor visit  | PB                  | After Feb training         |                         |
| Show SP round school   | SP & AE             | Asap                       | Next week               |
| Add items for next agenda  | DS                  | Early March                | Completed               |
| Send the list which show to what extent the website complies to regulation                 | PB send to AE       | Asap                       | Completed               |
| Ensure all legally required documentation is in the appropriate area of the school website | AE, DS, PB, SP      | Asap                       | Partly completed        |
| Formulate and implement an induction plan for governors                                    | DS, FS              | Summer term                | Started                 |
| Discuss requirements for HT report   | TLS                 | 9 March                    | Completed               |
| Ditto  | Operations          | 6 March                    | Completed               |
| Clarify format of the head teacher's report  | SP lead, PB, FS, AE | Early March                | Completed               |
| Produce HT report 7 days before FGB meeting  | AE                  | 15 March                   | 3 days before           |
| Put specimen pre- and post-visit form on the website                                       | DS                  | Asap                       | Started                 |
| Include informal invitations to school events in HT report                                 | AE                  | 15 March                   | Completed               |

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

*A Maybe by sitting in on appraisals.*

## **7) Headteacher's report (including SEND)**

Governors had summaries of "Achievement Data 2017-2018" and "Percentages of children making expected progress across the whole school"

Q What is the difference between these summaries?

A Progress shows how much a child has improved since September and can be good even if the expected standard has not been attained.

“Age-related expectations” are set for the end of a school year, so children “working towards” could still achieve them.

The Governors congratulated AE on the performance of the children

They asked if next year the September figures could be added for comparison.

**Action: Add September data figures AE Sept**

The governors held the head to account on the percentages of children making expected progress.

Q Are year 4 and 6 cause for concern, and is this because they are not stretched enough as they are in mixed age classes?

A 50% of Year 4 should not be making less than expected progress. Year 4 and Year 6 need to be investigated.

**Action: Investigate progress of Years 4 & 6 AE Early summer term**

The data is taken from the SPTO (School Pupil Tracker Online).It measures children against the end of year expectations as some of as the objectives are wide. So throughout the year most will be pink working towards

AE does not rely on the tracking system alone, but also looks at children’s books.

As data is added at the end of term, some might not be up to date.

If anomalies appear, AE can access the records for individual children.

FS suggested that the data is examined at the beginning of each term, and that it is presented first to the T,L&S committee.

**Action: Present data to the T,L&S Committee, then the FGB termly. AE First meetings of each term**

Q Could the SEND report show how interventions are targeted?

A Yes

**Action: Ask for SEND report to show how interventions are targeted. AE**

Q Has monitoring changed?

A Yes, following advice from the SIA

Q If it is a major change, could it be explained to the T,L&S committee?

Q Have phonics been updated for year 1?

A Yes

Q If four lessons have been observed, does this mean some teachers have not been seen?

A All teachers have been observed. The science lead has just started.

[Item 14 was addressed next]

## **8) Teaching, Learning and Standards Committee report**

The report was accepted and the minutes signed.

There was nothing the FGB needed to note.

**a) RE and Collective Worship Report - accepted**

A new SIAMs evaluation is in use.

## **9) Operations Committee Report**

**a) Approve Finance Policy and Best Value Statement**

Unanimously approved.

**b) Agree reduction of reserve from 8% to 7% to fund an assistant head**

Unanimously approved. This will give £3000 to secure funding for this important post.

**c) Clerk's pay Ratified**

**d) GDPR**

**Actions: Attend course on GPDR 16<sup>th</sup> April PB**

**Attend course on GPDR 27<sup>th</sup> April AE & School Secretary**

**Prepare action plan by May 1<sup>st</sup> FGB**

**e) SFVS (School Financial Value Standards)**

**Actions: Circulate to governors AE**

**Read and comment All governors**

**Collate DS**

**f) Assistant Head job specification**

Governors have made no alterations. When the staff have commented, it will be sent to HR.

Q Could there be some reference to professional development towards headship?

A Staff could go on a senior leadership course, and will take part in discussions on building and finance.

**Action: Send to HR after consultation with staff AE**

## **10) Length of School Day**

The school hours of 8.45am to 3.30pm are longer than other schools in the area, increasing workload on staff. AE would like to bring them in line, probably with an earlier finish.

Q Is there a formal consultation required?

A No

Comments

- The Parents Forum should be consulted, as a small change can have a large effect for parents.
- Would the hours the children are in class meet government requirements?
- Governors would like a full discussion of this topic

**Actions: Check against requirements FS**

**Put to Parents Forum AE**

**Add change of school hours to next FGB agenda FS, DS**

**11)Preparation for Ofsted**

**a) Rest of Ofsted questions - Completed**

**b) Ofsted Ready file**

JA offered to do this over Easter, if she is given a contents page

**Actions: Give JA contents AE**

**Make an Ofsted-ready file JA**

**12)Policies to be approved**

**a) Amended Admissions Policy 2019-20 Approved**

**b) Recruitment policy Approved**

**13)Governor training/courses**

Courses attended

- PB Governor visits

Governors agreed to undertake the following training

**Action:**

**PB GDPR**

**AE GDPR**

**PB Health and Safety for Governors**

**AF Safer Recruitment**

**14) Format of Headteacher's report**

The format of the headteacher's report has been compared with the example given in the induction training.

Not everything is needed every meeting, eg attendance

As the SEND data is analysed every half term, perhaps the report could be done when the data is analysed, with more about the effects of interventions.

**Action: Make two content lists, and improve the format FS & AE**

### 15) Link governor visits

- SP has discussed Maths with Louise Luckman.

**Action: PB liaise with AE re visits as a link governor**

Other governor visits

- PB seeing head
- MB regularly help with Class 1
- DB visited Class 3
- PB Astrorturf
- DB Assembly
- MB Diocesan cluster meeting
- MB Christmas and Easter services
- MB Children in Need tea party

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

### 16) Items for next agenda

- Budget

### 17) AOB

The National Lottery bid has been successful. The £10000 grant is to be spent on structural changes to develop an area of learning eg a Forest School transition area for changing. The contractor will be appointed by the National Lottery and will work closely with the school.

The governors congratulated Jen Alford on the successful bid and thanked her for the hours she has spent on it.

### 18) Dates of FGB and committee meetings

**Action: Add dates to agendas DS**

Next Teaching, Learning and Standards meeting **Tuesday 18<sup>th</sup> April, 2pm**

Next Operations Committee meeting **Thursday 19<sup>th</sup> April, 6.30pm**

The next full governors meeting will be held on

- **Thursday 26<sup>th</sup> April 2018, 6.30pm**

All these meetings will take place at the school.

**Signed:** .....

**Date:**.....