



**Malvern Wells CE Primary School**  
**Minutes of the Full Governing Body Meeting**  
**Thursday 28<sup>th</sup> June 2018 6.30pm**

**ACTIONS**

<b>Item</b>	<b>Action</b>	<b>By whom</b>	<b>By when</b>
14	Ask SIA to audit monitoring in school	FS	Summer term
14	Ask SIA to undertake an audit of the understanding of data within the school	FS	Summer term
14	Provide a template for the HT report	FS	Summer term
14	Produce annual calendar of meetings	DS, FS, AE	Summer term
5	Complete skills audit and send to Chair	All governors	Asap
5	Collate skills audit and add to the website	FS	This term
5	Use the skills audit in focus on governance	All governors	FGB Nov meeting
5	Finish Ofsted ready folder	JA	Soon, for circulation
5	Finish volunteer policy and code of conduct - check GDPR compliance	AE & SP	Next week
5	Record policy review dates, reviewing mostly every 4 years	FS, PB, DS	Summer
5	Do online Safeguarding children session	HR	Asap
5	Read "Safeguarding Children in Education" and sign list in the office	Governors - only need to read Part 1	Asap
5	Check governor training requirement/recommendations	DS	Asap
5	Governors are recommended to attend the Ofsted Ready course	All governors	This term if possible
5	Send out information about training again	DS	Asap
5	Review Ethos & Value statement	RE/CW	Summer term
5	Implementation of GDPR	PB SP FS AE	Summer term
5	Equality Policy - needs dates amending	AE	FGB 25 Oct
5	Appoint Data Protection officer (DPO)	GDPR sub-committee	FGB 25 Oct
5	Link governors see samples of work and meet lead teacher	Link governors	This term
5	Define the responsibilities of the assistant heads and inform governors	AE	End of term
7	Give Governors login for the Key for School Leaders for Governors	AE	Summer term
7	Sort out requirements for the SENDCO report to governors	MB + SENDCO	This term

10	Is any information on the trustees of the Eliza Warrington Bequest held by the clerk?	DS	Asap
11	Read SDP and comment by email	All governors	Summer term
11	Add time and cost to next SDP	AE	September
11	Include celebrations	AE	Ongoing
11	Add the date when the SDP is updated	AE	Ongoing
16	Circulate Equality Policy for comment	AE DS, then all governors	This term, & FGB autumn
16	Send all communications via the Clerk	AE & DS	Ongoing
16	Attend practise Ofsted inspection	SP PB?	10 <sup>th</sup> July



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**Thursday 28<sup>th</sup> June 2018 6.30pm**

**Present:**

Frances Surridge (Chair)	Alison Earp (Head)
Margaret Buchanan	Peter Boydell
Sarah Pawson	Alison Findlay
Dave Bruce	

**In Attendance:**

Dinah Sage (Clerk)

**1) Apologies**

Jen Alford, Helen Routledge

**2) Prayer**

Led by DB

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

None declared.

**14) Governance - roles and responsibilities**

*6.35 AE left the room but wished for it to be minuted that she was concerned at being asked to leave.*

See confidential minutes

*6.47 MB arrived*

*7.45 AE returned*

The Head was reassured that the discussion had been on how to make the governing body more effective, by ensuring that the right questions are asked and informative answers given.

The governors fully support the Head.

In order to help the Head provide the information the governors require, they will provide a template for the HT report. Data is needed to support this information.

Working with the Head, governors will produce an annual calendar, to show when items should be addressed, eg April budget, end of year SDP.

**Actions: Provide template for Head Teacher’s report FS**  
**Produce annual calendar of meetings DS, FS, AE**

FS experience of Ofsted suggests that they need to know governors have had enough information and have interrogated it. The FGB do not feel that enough information has been provided to them on monitoring systems within school.

During the discussion, the following resolutions had been passed.

**Proposal**

Governors ask Tim Reid to undertake an audit of monitoring in school

Proposer Frances Surridge, Seconder Peter Boydell

**Proposal**

Governors ask Tim Reid to undertake an audit of how well all teaching staff and the SLT understand the data.

Proposer Frances Surridge, Seconder Peter Boydell

Governors agreed, with MB abstaining

Apparent anomalies in the Maths data were questioned. There is a problem with the SPTO, and an expert is coming in to correct the system.

**4) Approval of minutes of meeting held on 26<sup>th</sup> April 2018**

The minutes were approved and signed.

**5) Matters arising from minutes of 26<sup>th</sup> April**

- Governors are appalled that Mercury HR has still not provided contracts.

Action	By whom	By when	Progress
Keep MAT on the agenda	Governors	Ongoing	Ongoing
Invite head of Hanley Swan to talk to FGB	AE	When appropriate	Not this year
Chase staff contracts	AE	Summer	JA has signed her contract. KC still has not had one
Draw up a maintenance plan	Operations	Summer	Meeting Place Partnership 6 <sup>th</sup> July
Collate skills audit and add to the website	FS	This term	Few received
Prepare Ofsted ready folder	JA	Asap	Progressing
Email contents to governors	DS	Asap	Waiting

Finish volunteer policy and code of conduct	AE & SP	Asap	Needs checking re GDPR
Rationalise grouping of policies on website	AE & DS	This term	Completed
Record policy review dates	FS, PB, DS	Summer	Ongoing
Do online Safeguarding Children session	HR	Asap	
Do Prevent training	Governors	Asap	
Check if governor DBS checks need renewing	DS	Asap	They do not need renewing
Read "Safeguarding Children in Education" and sign list in the office	Governors - only need to read Part 1	Asap	
Check Secretary is getting the updates needed for the Single Central Record	DS & School Secretary	After GDPR training	Secretary is receiving updates and SCR is regularly checked
Check training requirements/recommendations	DS	Asap	Not yet
Link governors visit	PB	Summer term	
Formulate and implement an induction plan for governors	DS, FS, AE	Summer	See Item 12
Put it on next FGB agenda	DS	28 <sup>th</sup> June	ditto
Investigate changing school day	AE	This term	To be considered next year
Ensure Head Teacher's report is compliant	FS & AE	Next FGB meeting	
Attend Health and Safety Training	PB AF?	July	Completed
Do NSPCC online Safer Recruitment training	AF	Asap	Completed
Next steps from Tim Reid's review	AE + Staff	Ongoing	Ongoing
Repair steps	Caretaker	Asap	Summer holiday
Review Ethos and Values Statement	RE/CW Com	3 <sup>rd</sup> May	Begun
Report on English	English Leader	Next T,L&S meeting	Completed
Implementation of GDPR	PB SP FS AE	25 <sup>th</sup> May	Met, ongoing
Include Equality Policy on next Operations agenda	DS & Ops Committee	June	Included, needs work
Put template for training feedback on website	AE & DS	Asap	Completed
Give feedback on training & link gov visit	All governors	Next FGB	
Download GDPR pack from the Key for School Leaders	AE	Before GDPR meeting	Completed
Find out how other schools are appointing DPOs	DB	Asap	Various - groups eg academies,

			Babcock confirm the DPO can be a governor
Send in Budget Planning Summary	AE	Asap	Completed
Implement the Focus for Improvement	AE + Staff	End of term	Ongoing
Link governor see samples of work and meet lead teacher	AE	This term	Ongoing
Email AE to arrange meetings with link governors	Link governors	Summer term	Some have
Alter wording on link governors templates	DS	Asap	Completed
Publish corrected term dates	AE	Asap	Completed
Return SFVS	AE	Asap	Completed
Add SDP review to next FGB & T,L&S agendas	DS	June	Completed

Q What progress has been made in defining the responsibilities of the assistant heads?

A The head has drafted proposals and will meet the assistant heads before the end of term.

The draft proposals were outlined.

**Action: Define the responsibilities of the assistant heads and inform governors AE End of term**

## 6) Approval of confidential minutes

The confidential minutes were accepted and signed.

## 7) Head Teacher's report

Q Governors asked how many lesson observations have taken place?

A Ten, English, Maths and Science

Q What grades are used in the SEF?

A Grading from the Key for School Leaders for Governors. Governors can log in to find templates

**Action: Give Governors login for the Key for School Leaders for Governors AE**

Governors were assured that extra support and observations had been given to teachers where necessary.

They asked for evidence - number of observations, book scrutinies, learning walks, how often is regular?

Actions and their impact are described in the section on Teaching and Learning.

Q Are staff confident that they know how to analyse the data?

A Yes, but some need ongoing support. Data is now being used.

Q That is where an assistant head could help.

Q Governors need to be told how the analysis is used, and its impact. This is beginning to happen.

A This was discussed by the TLS Committee. The SEND report gives details.

Q The data shows writing to be under ARE. (Age-Related Expectation). Have the recent interventions had impact?

A Yr 1 may not reach the targets, Yrs 3 & 4 should. The tabular data suggests accelerated progress this term

An updated to the SPTO will be needed. If it does not show improvements, the interventions will need to be changed.

Children who are really secure at greater depth can now be distinguished by using #4.

Q Governors need to know whether the interventions for SEN & EAL children are making a difference and could do with a brief description in the reports.

A The information is in the SEND report.

Q Why for a cohort of 13, is a percentage of 12 given?

A Because one child has recently joined the school, so has no baseline assessment.

Q How much progress have SEND children made? Have any made more than expected progress ie no longer have special needs?

A Children receiving outside help are put on the SEND register. Children supported within school are not shown on the register.

Q So the SENDCo report is not accurate?

A "Additional support" includes all children receiving intervention.

Q What is a "vulnerable child"? EAL? Does it include children at less than ARE?

A "Vulnerable children" are those who is on the SEN register, have EAL or are struggling in other ways. Problems with social skills are not shown on the SPTO.

If more precise information was given, in a small school it would be too easy for an individual child to be identified.

**Action: The SEND governor to sort out what is required on the report with the SENDCO MB & SENDCO**

Most of the detail could be delegated to the TLS Committee

Governors need be told about staffing plans for September. If there is no change since last term, the HT report could just say "no change"

**8) Sign Annual Report on Safeguarding Children**

Signed

**9) Teaching, Learning and Standard Committee report**

The minutes from the meeting held on 13<sup>th</sup> June were signed as an accurate record.

Examination of reports showed the school has made good progress in the last few months.

## **10) Operations Committee Report**

The minutes of the meeting held on 7<sup>th</sup> of June will be signed at the next Operations Committee meeting.

LCVAP funding has been received to rectify the damp and refurbish the toilets. The school is liable for 10%.

The Diocese is prepared to look at ways to help - possibly a loan.

Money from the Eliza Warrington Bequest could be used. In 2015 about £2500 was available - this should have increased. Who are the trustees? The Charity Commission may hold records.

### **Action: Is there any information in the Clerk's records? DS**

Q Could the School Fund be used?

A The school would be left without a slush fund.

The Chair signed the LCVAP agreement, to confirm work needed, and added that some may need to be paid over five years.

## **11) Review of SDP**

Governors took copies of the SDP home. Comments will be made by email.

The latest version is in the governors' area.

Writing will be a priority.

Test results are likely to show 100% in Phonics, good level of development for Early Years, KS2 less strong.

TLS review of the SDP will show what needs to be in there.

Costings are to be included.

Governors asked for the dates of updates to be added.

### **Actions: Read SDP and comment by email. All governors**

**Add time and cost to next SDP AE**

**Include celebrations AE**

**Add the date when the SDP is updated. AE**

*8.33 DB left*

## **12) Induction Policy for Governors**

### **Proposal**

The Induction Policy for Governors should be accepted.

Proposer Peter Boydell, seconder Frances SurrIDGE

Unanimously accepted.

## **13) Link governor visits**

Nothing to report

**14) See after Item 3**

**15) Items for next agenda**

Equality Policy

**16) Any other business**

Equality Policy - dates need checking

**Action: Send it to governors for comment AE, DS, all governors**

Streamline communication

Governors had received the head teacher's report from the head & from the clerk, causing confusion over whether it was different versions.

**Action: Send all communications via the clerk AE & DS**

Tim Reid and Helen Pretty are conducting a practise Ofsted on July 10<sup>th</sup> - governors are invited.

**Action: Available governors attend SP & possibly PB**

Contingency plans are in place for the Head to return from a residential trip if an Ofsted inspection takes place.

**17) Dates of FGB and committee meetings**

- RE/CW 10<sup>th</sup> October 2018
- TLS 4<sup>th</sup> October 2018
- Operations October tbc
- **Thursday 25<sup>th</sup> October 2018, 6.30pm**

All these meetings will take place at the school.

**Signed:** .....

**Date:**.....