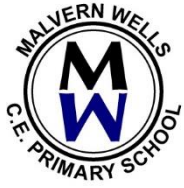


**Malvern Wells CE Primary School**  
**Minutes of the Full Governing Body Meeting**  
**Thursday 18<sup>th</sup> October 2018 6.30pm**

**ACTIONS**

<b>Item</b>	<b>Action</b>	<b>By whom</b>	<b>By when</b>
5	Change declaration form heading to MW	AE	FGB 6 Dec
8	Provide a template for the HT report	FS	Well before next FGB
8	Produce annual calendar of meetings	DS, FS, AE	Next FGB
8	Complete skills audit and send to chair	All governors	Mid November
8	Collate skills audit and add to the website	FS	ditto
8	Use the skills audit to focus on governance	All governors	<b>FGB 6 Dec meeting</b>
8	Circulate Ofsted ready folder	JA	Asap
8	Put volunteer policy and code of conduct on website	AE	Asap
8	Record policy review dates, reviewing mostly every 4 years	FS, AE, PB, DS	This term
8	Circulate “ <del>Safeguarding Children in Education</del> ” “Keeping Children Safe in Education”	DS	Asap
8	Read Part 1 and Part 2 and <b>sign list</b> in the office	All governors	When in school
8	Check governor training requirement/recommendations	DS	Asap
8 & 12f	Governors are recommended to attend the Ofsted Ready course	FS/AF attend	8 November
8	Appoint Data Protection officer (DPO)	GDPR sub-committee	This term
8	Discuss ways of sharing information from link governor visits	TL&S, then all governors	TL&S and FGB mtgs
8	Sort out requirements for the SENDCO report to governors	MB + SENDCO	Before TL&S mtg 14 Nov
8	Eliza Warrington bequest	AE	This term
8	SDP to go to governors for comment and approval	AE, DS, all governors	End of half term
8	Add the date when the SDP is updated	AE	On update
8	Focus on governance	All governors	FGB 6 Dec
11	Provide full costings for the SDP	AE	Ops 22 Nov
11	Governors requested anonymised staff targets	AE	TL&S, FGB
11	Report teaching progress using the same terms as the SDP	AE	TL&S, FGB
11	Annotate the review to show change	AE	
11	The Maths lead will give a presentation on changes to the approach	LL	TL&S
11	Send final version of SDP to governors	AE	End of half

	for comment and approval		term
11	Send relevant documents eg the Maths action plan, at the same time	AE	ditto
11	Visits will be timetabled at the next meeting	FGB	FGB 6 Dec
12a	Look at Key for School Governors	All	Asap
12b	Try meeting the SENDCO two weeks before mtg	MB	Before FGB/TL&S
12d	Send updated financial report to Operations	AE & PB	On receipt
12d	Show where savings can be made	AE	Ops 22 Nov
12d	Could MW change to Voluntary Controlled	AE	Ops
16	Briefing pack to go out at least 7 days before a meeting	DS	Seven days before meetings
17	Sort out Governors Meeting Calendar	DS, FS, Ae	TL&S? Ops? FGB



**Malvern Wells CE Primary School**  
**Minutes of the Full Governing Body Meeting**  
**Thursday 18<sup>th</sup> October 2018 6.30pm**

**Present:**

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

**In Attendance:**

Dinah Sage (Clerk)

**1) Apologies**

Jen Alford

**2) Prayer**

Led by Dave Bruce

*The chair was taken by the clerk*

**3) Election of chair**

Frances Surridge was re-appointed unanimously.

*The chair was taken by the chairman*

**4) Election of vice-chair**

Peter Boydell was unanimously re-appointed.

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

None declared.

**6) Declaration of any other business to be raised at the end of the meeting**

None

**7) Approval of minutes of meeting held on 28<sup>th</sup> June 2018**

The minutes were approved and signed.

**8) Matters arising from the minutes of 28<sup>th</sup> June**

Action	By whom	By when	Progress
Ask SIA to audit monitoring in school	FS	Summer term	Completed
Ask SIA to undertake an audit of the understanding of data within the school	FS	Summer term	Completed

Provide a template for the HT report	FS	Summer term	Not yet
Produce annual calendar of meetings	DS, FS, AE	Summer term	Next FGB mtg
Complete skills audit and send to Chair	All governors	Asap	Outstanding
Collate skills audit and add to the website	FS	This term	Ditto
Use the skills audit to focus on governance	All governors	FGB Nov meeting	<b>FGB Dec meeting</b>
Finish Ofsted ready folder	JA	Soon, for circulation	AE has one. Briefing pack for governors is nearly done
Finish volunteer policy and code of conduct - check GDPR compliance	AE & SP	Next week	Has been reviewed. Needs to go on website
Record policy review dates, reviewing mostly every 4 years	FS, PB, DS	Summer	More work needed
Do online Safeguarding children session	HR	Asap	Completed
Read "Safeguarding Children in Education" and sign list in the office	Governors - only need to read Part 1	Asap	Outstanding
Check governor training requirement/recommendations	DS	Asap	Outstanding
Governors are recommended to attend the Ofsted Ready course	All governors	This term if possible	FS will attend this term
Send out information about training again	DS	Asap	Completed
Review Ethos & Value statement	RE/CW	Summer term	Ongoing
Implementation of GDPR	PB SP FS AE	Summer term	Moving slowly on
Equality Policy - needs dates amending	AE	FGB 25 Oct	See Item 15
Appoint Data Protection officer (DPO)	GDPR sub-committee	FGB 25 Oct	See below*
Link governors see samples of work and meet lead teacher	Link governors	This term	See Item 12g
Define the responsibilities of the assistant heads and inform governors	AE	End of term	Completed
Give Governors login for the Key for School Leaders for Governors	AE	Summer term	Most logged in Does not accept Hotmail
Sort out requirements for the SENDCO report to governors	MB + SENDCO	This term	See Item 12b
Is any information on the trustees of the Eliza Warrington Bequest held by the clerk?	DS	Asap	No. AE is awaiting a reply from the Diocese on trustees & the contribution to the LCVAP work
Read SDP and comment by email	All governors	Summer term	See Item11

Add time and cost to next SDP	AE	September	See Items 11 & 12d
Include celebrations	AE	Ongoing	Ongoing
Add the date when the SDP is updated	AE	Ongoing	See Item 12d
Circulate Equality Policy for comment	AE DS, then all governors	This term, & FGB autumn	See item 15
Send all communications via the Clerk	AE & DS	Ongoing	Ongoing
Attend practise Ofsted inspection	SP PB?	10 <sup>th</sup> July	Completed

\*The Diocese only supports schools in the MAT.

Discussions with other schools are ongoing, to negotiate a group discount on the £500 annual fee.

A consultant would check the data map.

How much would be charged if there was a data hack?

A sample contract is needed.

*HB entered*

The next meeting will focus on governance, including the Head Teacher's report and a skills audit.

### 9) Review of committee membership and link governors

Committees are unchanged.

Link governors have been allocated by topics rather than by subject and the new subjects are attached (Appendix A)

### 10) Self-Evaluation Form (SEF)

Headlines

- Early Years results are in line with national results, and well above in phonics
- The current Year 2 is a strong year group
- Attainment in KS1 is good. At the end of KS1 English and Maths are above ARE (age-related expectation)
- KS2 is causing concern. Maths is below expectation. Progress for last year's Y6 cohort was not strong. Children at greater depth at the end of KS1 did not convert, and the group included two with SEND.

Q Why?

A In year progress looked good but progress from the end of KS1 to the end of KS2 was not good, because the KS1 assessments were over-inflated and differentiation was poor.

Q Are there not checks and balances?

A If borderline children are graded too highly at the end of KS1, it is difficult for KS2 teachers to show improvement.

Prior attainment for all children in all year groups has been examined, so staff know who was working towards and who was at greater depth at the end of KS1. Staff are running booster and intervention sessions, especially in Year 6.

All staff are aware of the process.

The judgement of levels at the end of KS1 has to be really secure, as it is so important for the children's learning in KS2.

Q The results should not be below national average with a cohort which is above average.  
What effect is Glow Maths having?

A The head's observation suggest that the mixed ability approach is stretching the stronger pupils and motivating the weaker, as they no longer see themselves as being less able in Maths.

Q The middle attaining group of pupils have made expected progress, but the higher and lower attainers much less.

A This shows insufficient differentiation. Pupil progress meetings with class teachers are taking place, covering all the children in each class.

Q Is there a rigid basis for SPTO assessment?

A Children are assessed every half term. It is usually possible to give a clear score.

Q Could internal assessment be made more accurate?

A Some published assessment tests are used.

Governors recognise the major improvements in teaching and assessment.

## **11) School Development Plan (SDP)**

- **Allocation of resources**

From the figures PB extracted, £7000 would be needed to implement the SDP, not including TAs. Full costings are needed for the Operations Committee to be effective.

Q Is so much release time necessary? Could data be discussed at lunchtime or after school?

A The review recommended release time for the English and Maths leads.

Q Surely staff are paid to do extra work or they are given release time, not both?

A The review says some release time is necessary.

Q Is it affordable?

A Some is needed. Next time the progress reviews will not take so long. Much of the release time is covered in-house.

Q In terms of the SLT, who is leading on which area? Priorities p2 2018-19. Need to add accountability - what are subject leaders accountable for?

Q Has the £5000 for fixing the damp been paid?

A No, as the work is unsatisfactory.

The Head's appraisal has been deferred. Staff appraisals are due by 31<sup>st</sup> October.

## **Governors requested anonymised staff targets. AE**

Targets will be based on SDP priorities. This will include the use of data to monitor the progress and attitude of each child.

Q Teaching is not yet approaching the desirable 85% strong.

A This has been picked up and measures put in place

## **Governors asked the Head to report teaching progress using the same words as the SDP.**

Q Could governors be told about significant changes to improve practice, eg the new marking scheme, well before meetings.

A The SEF will be completed when the pupil progress meetings are completed.

Targets for children have been set on SPTO.

## **Annotate the review to show changes. AE**

Q Great progress has been made.

Does the SDP show how Maths is being improved? Reference needs to be made in the SDP to the Maths and English action plans, in addition to reports to the TLS.

A The SEF is a working document. Governors have a numbered version as of today.

The completed version of the SEF will be sent to governors at the end of half term.

A monitoring and evaluation timetable (MET) is included for English and Maths.

## **The Maths subject lead will give a presentation on changes to the approach**

**The final version of the SDP will be sent to governors at the end of half term for comment and approval.**

**Governors requested that relevant documents, eg the Maths action plan, should be circulated at the same time.**

- **Plan governor visits**

Visits will be timetabled at the next meeting.

## **12) Reports by exception**

### **a) Head Teacher's report**

Governors' requirements need defining.

The report should cover what is being done and why.

Governors were reminded to look at the Key for School Governors

### **b) SEND**

This report could go to the TL&S Committee, rather than the FGB.

MB met the SENDCO to find facts. Formally a SEND report is only required annually, but governors feel this would not be often enough. The impact of interventions on maths and spellings are reasonably easy to report. Summarising the impact of interventions to improve well-being or attitudes to learning is very difficult, and may be better addressed annually. Some information could be gained from the pupil passports.

MB will try meeting the SENDCO two weeks before the governors' meeting.

#### **c) Teaching, Learning and Standards Committee**

The minutes of the meeting on 19<sup>th</sup> September were signed as an accurate record. They acted as the report to the FGB.

- **School review**

See Items 10 and 11.

#### **d) Operations Committee**

The minutes of the meeting on 27<sup>th</sup> September were signed as an accurate record. Steps need to be taken to avoid an overspend of £14000.

The head is expecting an updated report from the finance department.

The pay rise will be reflected in the Pay Policy. Some government funding is expected.

In order to balance the budget, projected spending in some areas must be cut to less than 100%.

**Send updated finance report to chair of the Operations Committee AE & PB**

**Show where savings can be made. AE Next Ops meeting**

The Charging and Remittance Policy has been accepted.

There are grave concerns over the quality of the LCVAP work on the damp. Management by the subcontractors was appalling.

The school is pressing for a discount or extra work to be done in lieu.

Place Partnership has taken photographs for a report on the inadequate standards.

As the school is Voluntary Aided, the governors have to find 10% of the cost from the school budget. This seems unfair, as the government gives funds to the Diocese for maintenance. Voluntary Controlled schools do not have to contribute.

**Find out whether Malvern Wells could change from Voluntary Aided to Voluntary Controlled. AE Before Ops meeting**

A third quote for the Astroturf is still needed.

- **TOR**

The TOR were approved.

#### **e) RE and Collective Worship Committee**

Nothing to report

**f) Governor training/courses**

AF Safer Recruitment June  
PB Health and Safety July

**g) Governor visits**

The number of link governor visits has increased.  
Recent visits should be listed for FGB meetings.  
Ways of sharing the information will be discussed at the next TL&S and FGB meetings.

PB ICT walkthrough Sept 18  
MB SEND Oct 18

**13) Health and Safety**

The Health and Safety audit has been completed. The few actions needed have already been taken.

**14) Safeguarding**

No safeguarding issues have been reported.

**15) Policies**

- **Single Equalities Policy** The Single Equalities Policy was approved.
- **Review equality objectives** Not needed
- **Equality Policy** This is the same as the Single Equalities Policy
- **Pay Policy** Needs updating
- **Finance Policy** See item 12d

**16) Any other business**

- The next FGB meeting will concentrate on governance
- **FS and AE need to discuss**
  - What is needed for an action plan for governors
  - What governors need to know for Ofsted.
- Governors asked that all information for a meeting should be sent out and put on the website as a single briefing pack. The agenda must go out ten days before the meeting. The briefing pack could be seven days before, but needs to include all reports and data

**17) Dates and times of meetings for the coming year**

The governors meeting calendar will be discussed at the next FGB meeting. The Key for School Governors has specimen calendars.

The next full governors meeting will be held on

- **Thursday 6<sup>th</sup> December 2018, 6.30pm**

**Signed:** ..... **Date:**.....

## Appendix A

<b>Governor</b>	<b>Subject Responsibility</b>	<b>Lead Teacher</b>
<b>Sarah Pawson</b>	<b>Mathematics</b>	<b>Louise Luckman</b>
<b>Helen Routledge</b>	<b>English</b>	<b>Alison Dainty</b>
<b>Frances Surridge</b>	<b>Leadership</b>	<b>Alison Earp</b>
<b>Teaching, Learning &amp; Standards Committee</b>	<b>Teaching, Learning and Standards</b>	<b>Alison Earp</b>
<b>Alison Findlay</b>	<b>Safeguarding</b>	<b>Alison Earp</b>
<b>Dave Bruce</b>	<b>Data/Assessment Outcomes</b>	<b>Jen Alford</b>
<b>Peter Boydell</b>	<b>Health and Safety</b>	<b>Alison Earp</b>
<b>Frances Surridge</b>	<b>Behaviour/Wellbeing/PSHE</b>	<b>Louise Luckman/Jen Alford/Stevie Sharrock</b>
<b>Margaret Buchanan</b>	<b>PE including Sports Premium</b>	<b>Sara Hernandez</b>
<b>Margaret Buchanan</b>	<b>Early Years</b>	<b>Jen Alford</b>
<b>Margaret Buchanan</b>	<b>SEND</b>	<b>Stevie Sharrock (maternity leave) Alison Earp/Louise Newby</b>