



Malvern Wells CE Primary School
 Minutes of the Full Governing Body Meeting
 Thursday 06th December 2018 6.30pm

ACTIONS

Item	Action	By whom	By when
5	Send reminder to prospective DPO	AE	End of term
5	Look at anonymised staff targets	TL&S	Spring 1
5	Send out briefing pack to governors 5 working days before meetings	DS	
6	Use the English action plan as a focus for the next link governor's visit	HR	
6	Use the Maths action plan as a focus for the next link governor's visit	SP	
6	Circulate presentation on Maths	LL	End of term
6	Ensure that the LA sorts out catering and other coding anomalies	AE	End of term
6	Complete annual H&S checklist for classrooms	AE & staff	End of term
7	Edit the behaviour policy and circulate the amended version	JA	7 Dec
7	Check whether governors must be informed before a permanent exclusion is made	AE	Asap
7	Send out a home-school agreement	AE	7 Dec
7	Link governors will focus on the consistent use and impact of the marking policy in Maths, English and SEND	HB, SP, MB	End of year
7	Include page numbers in all policies	Staff	Ongoing
7	Approve governors' Code of Conduct	FGB	7 Feb
9	Update English and Maths SDP	AD & LL	1 st week of Spring term
9	Arrange joint training for governors and staff on the new Ofsted framework of inspection	AE	Spring Term
9	Approach potential governors	JA, FS	Asap
9	Combine the school and governors monitoring timetables	FS, AE	End of term
9	Make sure the governors actions are included in the SDP	FW, AE	
9	Consider the impact of which initiative to investigate when visiting	Link governors	Ongoing
10	Look at virement	Operations	24 Jan
10	Send parents opinion survey out in Summer 2	AE	After summer half term
10	Send emails via the Clerk	AE	Ongoing
10	Limit number of emails by referring governors to the website	DS	Ongoing



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Thursday 06th December 2018 6.30pm

Present: Jen Alford, Peter Boydell, Margaret Buchanan, Alison Earp (Head), Alison Findlay, Sarah Pawson, Frances Surridge (Chair), Helen Routledge

In Attendance: Dinah Sage (Clerk)

1) Apologies

Dave Bruce

2) Prayer

Led by FS

3) Declaration of pecuniary or other interests

None declared.

4) Approval of minutes of meeting held on 18th October 2018

The minutes were approved, subject to a minor correction, and signed.

JA entered 6.37

5) Matters arising from the minutes of 18th October

Action	By whom	By when	Progress
Change declaration form heading to MW	AE	FGB 6 Dec	Completed
Provide a template for the HT report	FS	Well before next FGB	Completed
Produce annual calendar of meetings	DS, FS, AE	Next FGB	Completed
Complete skills audit and send to chair	All governors	Mid November	Completed
Collate skills audit and add to the website	FS	ditto	Completed
Use the skills audit to focus on governance	All governors	FGB 6 Dec meeting	Completed
Circulate Ofsted ready folder	JA	Asap	In place
Put volunteer policy and code of conduct on website	AE	Asap	By 14 Dec
Record policy review dates, reviewing mostly every 4 years	FS, AE, PB, DS	This term	Ongoing, using compliance tracker
Circulate " Safeguarding Children in Education " "Keeping Children Safe in Education"	DS	Asap	Completed

Read Part 1 and Part 2 and sign list in the office	All governors	When in school	
Check governor training requirement/recommendations	DS	Asap	Can be removed
Governors are recommended to attend the Ofsted Ready course	FS/AF attend	8 November	Completed
Appoint Data Protection officer (DPO)	GDPR sub-committee	This term	Awaiting reply
Discuss ways of sharing information from link governor visits	TL&S, then all governors	TL&S and FGB mtgs	Completed
Sort out requirements for the SENDCO report to governors	MB + SENDCO	Before TL&S mtg 14 Nov	See Item 5a
Eliza Warrington bequest	AE	This term	Awaiting reply
SDP to go to governors for comment and approval	AE, DS, all governors	End of half term	Completed
Add the date when the SDP is updated	AE	On update	Ongoing
Focus on governance	All governors	FGB 6 Dec	See Items 9 & 10
Provide full costings for the SDP	AE	Ops 22 Nov	Completed
Governors requested anonymised staff targets	AE	TL&S, FGB	TL&S next term
Report teaching progress using the same terms as the SDP	AE	TL&S, FGB	Ongoing
Annotate the review to show change	AE		Completed
The Maths lead will give a presentation on changes to the approach	LL	TL&S	Completed
Send final version of SDP to governors for comment and approval	AE	End of half term	Duplicate
Send relevant documents eg the Maths action plan, at the same time	AE	ditto	Completed
Visits will be timetabled at the next meeting	FGB	FGB 6 Dec	See item 11
Look at Key for School Governors	All	Asap	Governors like it
Try meeting the SENDCO two weeks before mtg	MB	Before FGB/TL&S	Completed
Send updated financial report to Operations	AE & PB	On receipt	Completed
Show where savings can be made	AE	Ops 22 Nov	See Ops minutes
Could MW change to Voluntary Controlled?	AE	Ops	No - see Ops mins
Briefing pack to go out at least 7 days before a meeting	DS	Seven days before meetings	5 working days
Sort out Governors Meeting Calendar	DS, FS, AE	TL&S? Ops? FGB	Ongoing

5a) SENDCO report to governors

MB has discussed the format of the report with the SENDCo.

The SENDCo needs to collate information to be incorporated into the Head Teacher's report.

Governors agreed the report could be less detailed, and could be attached to the HT's report as an appendix.

The report is needed once a term. As the figures are collected at the end of term, they would be best presented at the first FGB meeting of the next term.

6) Reports

- **Head Teacher**

The Chair complimented the Head on producing such an informative report.

Governors noted that "Achievements and Standards" only needs to be present as a heading when there is something to report.

The Head agreed to the governors' request for figures on staff attendance. Although pupil attendance is not needed every time, it is easier to include it than to remember to put it in occasionally.

Governors asked why the HT report says 8 children receive Pupil Premium, whereas the Pupil Premium Strategy refers to 7.

The Head explained that another child entitled to PP has joined since the Strategy was written.

Governors raised concerns about Spellzone, as some children have not made any progress. Is the problem with Spellzone, or are there underlying issues to address? An explanation would have been helpful.

They were assured that teachers are aware of the problem. The question of underlying issues needs further investigation.

Spellzone is still a free trial. Feedback is that it can be tricky to use and a more user-friendly resource may be trialled.

6.55 HR entered

Governors noted that the action plans may raise training issues.

The English Action Plan is a really good example, closely matching the SDP. Ideally the Maths Action Plan should show delivery and outcomes more clearly, and governors find the abbreviations difficult to understand.

The English and Maths action plans will form the focus for link governor visits

The governors appreciate the good and thorough SENDCo report Louise Luckman has produced.

The excellent work being done by a TA was discussed. See confidential minutes.

- **Teaching, Learning and Standards Committee**

A reminder was given to circulate the presentation on Maths.

The minutes of 16th January were approved as an accurate record, and signed.

- **Operations Committee**

The Operations Committee has examined the funding of the SDP. Whether the Pupil Premium Strategy represents value for money would be better discussed by the TL&S Committee.

Governors questioned £27,000 expenditure on catering when the balancing income is only £6000.

County has assured the Head that there the amounts will balance when a coding anomaly has been corrected. She will keep governors informed.

The minutes of 22nd November were signed as an accurate record.

After discussion between the Chair and the Clerk the format of the minutes has been successfully changed, to show more clearly how governors hold the school to account.

- **Approve Pay Policy**

The Pay Policy was unanimously approved. Proposer Peter Boydell, seconder Frances Surridge

- **RE and Collective Worship Committee**

The meeting has been postponed until the Diocese has agreed the vision statement in January.

The next meeting of the RE & Collective Worship Committee will be held on ~~Tuesday~~ Friday 8th March.

- **Health and Safety**
- **Safeguarding**

As these are covered in the Head Teacher's report, they no longer need to appear as separate agenda items.

Governors asked if the annual Health and Safety checklist has been done - it remains outstanding.

7) Approve

- **Admissions policy for September after next**

The admissions policy for 2020-2021 was unanimously approved.

- **Behaviour policy**

Governors raised the following points

- In section 2.3, "punished" should be replaced by "appropriate sanction"
- 3.1 & 3.2 Although the class teacher takes ultimate responsibility for behaviour, the role of TA's should be made clear - could refer to "class teaching team"
- 3.5 "keep safe" rather than "restrain"
- 4.4 Governors do have to be informed about a permanent exclusion, but whether they must be notified in advance needs checking.
- 7.4 Change LEA to LA
- 7.6 Reduce the number of governors on an exclusion panel to three
- 8.6 Need to mention weapons
- 9.5 Change the review date to 2022

The governors asked whether parents sign a home-school agreement. The head said this has not been done recently, and will be sent out.

The behaviour policy was approved, subject to the minor amendments. Jen Alford was thanked for producing such a coherent policy.

- **Marking policy**

The link governors for Maths, English and SEND will look for evidence of the marking policy being consistently used, and will monitor its impact.

Governors commented

- The symbols work well for English, but less well for Maths

The Head pointed out that there is a section on marking Maths. Crosses are no longer used, and have been replaced by dots.

- The review date should be 2022
- Page numbers would be useful for all policies

The marking policy was approved, subject to the minor amendments.

AE has drafted a Code of Conduct for the governing body to be approved at the next meeting. It is based on the Diocese version.

8) Application to delay school entry

The application was given careful consideration, and action decided. See confidential minutes.

9) Creating an outstanding governing body

- **Ofsted**

The Head thanked the staff, the governors and the children for their valuable contributions.

The preliminary report is a fair reflection of the school.

Most of the issues raised have already been identified and are being addressed. A Section 5 inspection will be made during the next school year, which gives a couple of terms for changes to embed.

The Governors thanked the Head and acknowledged her hard work, especially at the time of the inspection.

The advice given at the post-Ofsted meeting with the School Improvement Adviser included

- Need to make sure all the points Ofsted raised are included in the SDP.
- English and Maths leaders need to produce updated versions
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The governors' strategy is to make sure the focus is only on the key priorities. The SDP could reflect this. For example, Ofsted acknowledged that behaviour is good, so the SDP could simply record embedding the behaviour policy.

The head assured governors that changing the focus of the SDP forms part of the Ofsted framework.

It appears to governors that some items on the SEF are only included because there is a box on the form. The head said these items cannot be ignored.

Governors pointed out that weaknesses are often value judgements.

The head responded that she could update the SEF eg as a result of anti-bullying week...

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The head told governors that the Ofsted framework is changing from September 2019. The inspectors will be trained to conduct inspections in a new way. The next SDP, to be examined in Summer 2, will be in line with the new framework.

Governors requested training on the new framework.
The Head can arrange joint training for governors and staff.

- **Skills audit**

The skills audit shows that the governors do have a wide range of skills. There are currently three vacancies. Ideally an accountant, a surveyor or someone with experience in HR or the law will be recruited.

- **Governance audit**

The Chair considers that performing an audit on the governors would not be worthwhile at present.

- **Action plan**

The school monitoring timetable and the governors monitoring timetable will be combined, and governors' actions need to be added to the SDP. This could help link governors know where to focus eg impact of new senior leadership team, impact of sequences of learning in English and Maths.

The head confirmed that she is happy with the structure of the head teacher's report and finds it a useful checklist.

10) Functioning effectively

- Sometimes funds are moved from one area of the budget to another. To avoid this appearing as an outgoing of more than 100%, a formal virement needs to be made.

- Governors asked that all emails be sent via the Clerk, to avoid duplication.

Documents such as the Head Teacher's report do not need to be sent separately, as governors can read them on the website when they are notified of a meeting

- Governors considered the advice to have school emails, but decided it is not practical and using personal emails poses low security risk.

- **Parent questionnaire**

- This has been superseded by the Ofsted questionnaire.
- The next parent opinion survey should be sent out just after the summer half term
- To encourage participation
 - No longer than a page
 - Don't send it when there are lots of letters and not on a Friday
 - Collect it when parents are waiting for their children

11) Monitoring timetable

To be incorporated into school monitoring timetable (Item 7)

12) Items for next agenda

Link governor visits -decide time and focus

13) Any other business

Governors were invited to attend the performance of children of the World at All Saints Church on 19th December, 2pm and 6pm

14) Dates of next meetings

TL&S 16 Jan, 13 March, 15 May, 26 June

Operations 24 Jan, 28 March, 9 May, 4 July

FGB 7 Feb, 11 Apr, 6 June, 11 July

RE & Collective Worship 8 March

Signed: Date:.....