



Malvern Wells CE Primary School
 Minutes of the Full Governing Body Meeting
 Thursday 14th February 2019 6.30pm

ACTIONS

Item	Action	By whom	By when
6&7	Look at anonymised staff targets	FS & AE	End of term
6	Send out information for governors 5 working days before meetings	AE & DS	Eg 6 Mar for TL&S 13 Mar
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 the most recent behaviour policy for comment	JA	Asap
6	Arrange joint training for governors and staff on the new Ofsted framework of inspection	AE	After half term
6	Approach potential governors	DB	
6	Add more governors' actions to the SDP	AE & FS	
6	Send parents opinion survey out in Summer 2	AE	After summer half term
7	Record absence for teachers and support staff	AE	In HT report
7	Review the Home School Agreement and add unauthorised absence and Vision	AE & governors	To issue to parents in September
8	Write Governor Visit Policy	AE	
8	Sent comments on the Code of Conduct for Governors to the clerk	All governors DS	FGB mtg 11 Apr
8	Add section on governors' allowances	DS	ditto
9	Building condition survey	Diocese	
9	Halt LCVAP work and appoint a firm of architects to write a schedule of work and project manage it	FS, PB, AE	By Easter
9	Discuss the financial management of the LCVAP process with the director of Education	AE, FS, PB	Week beginning 25 th Feb
11	Check whether the Diocese of Worcester Governance Agreement is in the Code	DS	Asap
11	Look for deeds of Malvern Wells	DB	Asap



Malvern Wells CE Primary School
Minutes of the Full Governing Body Meeting
Thursday 14th February 2019 6.30pm

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

In Attendance: Dinah Sage (Clerk)

1) Apologies Helen Routledge

2) Prayer

Led by FS

6.31 DB entered

3) Election of Vice-Chair

Not needed. Governors were delighted that PB has withdrawn his resignation

4) Declaration of pecuniary or other interests

None declared.

5) Approval of minutes of meeting held on 06th December 2018

The minutes were approved and signed, after minor amendments.
 The confidential minutes were approved.

6.25 JA entered

6) Matters arising from the minutes of 06th December

Action	By whom	By when	Progress
Send reminder to prospective DPO	AE	End of term	Completed
Look at anonymised staff targets	TL&S	Spring 1	FS will meet AE
Send out briefing pack to governors 5 working days before meetings	DS	Ongoing	Perf. Man target for Head
Use the English action plan as a focus for the next link governor's visit	HR		Being rewritten
Use the Maths action plan as a focus for the next link governor's visit	SP		Being rewritten
Circulate presentation on Maths	LL	End of term	Completed
Ensure that the LA sorts out catering and other coding anomalies	AE	End of term	Completed
Complete annual H&S checklist for classrooms	AE & staff	End of term	Completed

Edit the behaviour policy and circulate the amended version	JA	7 Dec	Not yet circulated
Check whether governors must be informed before a permanent exclusion is made	AE	Asap	The head makes the decision & informs the governors later
Send out a home-school agreement	AE	7 Dec	Sent to governors
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	Completed
Include page numbers in all policies	Staff	Ongoing	Ongoing
Approve governors' Code of Conduct	FGB	7 Feb	See Item 8
Update English and Maths SDP	AD & LL	1 st week of Spring term	Ongoing
Arrange joint training for governors and staff on the new Ofsted framework of inspection	AE	Spring Term	After half term
Approach potential governors	JA, FS	Asap	Unsuccessful, but DB has found a potential PCC governor
Combine the school and governors monitoring timetables	FS, AE	End of term	Completed
Make sure the governors' actions are included in the SDP	FW, AE		More actions need to be included See Note 1
Consider the impact of which initiative to investigate when visiting	Link governors	Ongoing	Ongoing
Look at virement	Operations	24 Jan	Completed
Send parents opinion survey out in Summer 2	AE	After summer half term	
Send emails via the Clerk	AE	Ongoing	Ongoing
Limit number of emails by referring governors to the website	DS	Ongoing	Ongoing

Note 1

Including governors' actions in the SDP encourages governors to consider the impact of school-based initiatives when visiting.

7) Reports

- **Head Teacher**

The Head Teacher's report was circulated the day before the meeting.

The head explained that staff absence had not been included as she was not sure how to report it.

Governors agreed that naming would be inappropriate and that a percentage would not be meaningful.

They agreed that recording the number of days of absence for teachers and also for support staff would be simple and meaningful.

The head commented that, as unauthorised absences for outings have increased, the Education Welfare Officer has suggested that governors write to parents to discourage them from taking their children out of school.

After discussion, governors agreed that the rules about taking children out of school should be stated explicitly in the Home School Agreement, and that parents' attention should be drawn to this when the agreement is re-issued.

Although such agreements are no longer required, governors agreed one would be useful to emphasise that education is a joint responsibility between home and school. It would be worth waiting until the Vision can be included, and issuing the new Home School Agreement in September.

The report refers governors to the SEND report which formed part of the TL&S meeting on 16th January. Governors agreed this is a good approach, as the TL&S Committee examines SEND in detail, and other governors could comment at the FGB meeting.

Governors asked if there is enough detail on Safeguarding. They were assured that the reporting does follow guidance from the Management of Allegations training which AE and FS attended and a full record of all discussions is held in the Child Protection folder.

Five children have left from four families. Governors wondered how this compares to previous years.

The head noted that although this is unusual, it is also happening more in other schools. Four children have entered the school - also more than usual.

As the number leaving is causing concern, with parents wondering if there is something they should know, governors agreed that is especially important to keep them really well informed.

Governors consider the work on mental health to be very valuable.

The head was thanked for producing increasingly informative reports.

- **Teaching, Learning and Standards Committee**

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

The committee reported that the school has made great progress in many areas. FS will examine anonymised staff targets.

- **Operations Committee**

The minutes of 24th January were signed as an accurate record.

See Items 9 & 10

- **RE and Collective Worship Committee**

Members of the committee attended the Vision meeting and will meet formally when the Vision Statement is complete.

8) Approve

- **Code of Conduct for Governors**

The following alterations are needed.

- 2.2 refer to the website
- 2.7 should be in line with the Governors Induction Policy
- 7.2 A Governor Visit policy needs to be written
- Governors Allowances should be included

The Code could be shortened.

Send comments to the Clerk

- **Home School Agreements**

See Item 7

9) Buildings

AE and FS have met representatives of YMD Boon and Margaret James, the Director of Education.

A number of questions were raised.

YMD Boon have submitted another quote to get the remaining work done. This included an additional amount of money and as previously there would be a 10% liability for governors.

There was a discussion in the meeting about where the responsibility lay for the work undertaken. There was also the question of a contribution towards the work from YMD Boon. David Yates suggested that it would be possible for them to make a gesture.

The Diocese recognises that the protocol is poor.

MJ will find out who is responsible for condition surveys and Malvern Wells will be in the first batch to be surveyed.

Governors presume that the Diocese will pay for the survey.

Anton Woods from YMD Boon is the latest surveyor. A schedule for remedial work has gone to tender.

We were advised by a surveyor who works for a well-known local building company. He acted as a personal friend to the Headteacher. He considers that the proposed schedule of work is insufficiently concise. It is open-ended, and lacking in detail, leaving the school open to extra charges and to exploitation.

Governors have further concerns.

- They consider the work should be done by local firms.
- YMD Boon have factored in a contingency fund as if the project is expected to go over budget. Malvern Wells cannot afford more mistakes.
- A full breakdown of charges for the work done has still not been received.

Governors noted that the Head gave up the whole summer to act as project manager. They want to ensure this does not happen again.

- YMD Boon is charging 10% for totally inadequate project management.
- At best work has been done to a minimal standard.
- A full schedule of work would have avoided such problems as arguments over a handrail.

- Payment of £2000 for repair to an alarm damaged by YMD Boon has been automatically taken from the school budget. The school expects a refund.
- The Diocese did not realise that YMD Boon is signing off its own work.
- Other schools in the area have had problems with YMD Boon, but not on the same scale.

The surveyor is writing comments on the proposed schedule of work.

If Malvern Wells arranged its own work, would LCVAP funding be affected? Probably not as the agent is appointed by the governors.

Proposal

Malvern Wells will halt the current tender process in order to appoint a firm of architects to write a schedule of work and project manage it to satisfactory completion. Proposer Peter Boydell, seconder Margaret Buchanan, unanimously approved.

Although in theory this approach should take more time than delegation to YMD Boon, in practice it is likely to take less time, with better results.

AE has already written to MJ to halt proceedings.

Governors asked where the money budgeted for the work is now.

The Head thinks the Diocese might still have it. As loss adjusters are involved, it is unclear how much has been paid to whom. Some funds might be with YMD Boon

Proposal

The head invites the Director of Education to discuss the financial management of the LCVAP process. Proposer PB, Secunder MB. Unanimously approved.

The Governors also felt that there was a responsibility to investigate this for the protection of others. The Diocese were entrusted with the management and organisation of the work and we feel let down by the situation.

Financial Liability of Governors

Governors were reassured that they cannot be held personally liable for the school finances unless they engage in fraudulent activities.

The Governance Handbook states that governors do not have personal liability so long as they act honestly.

10) Items for next agenda

Budget
SDP

11) Any other business

The governors found having the Chair's report useful, and did not have any questions. MB reported that she has made link governor visits for Early Years and PE.

It was decided that visits should be noted in the FGB minutes and put on the website under Link Governor Visits.

If governors find anything which needs addressing at a committee or FGB meeting, they could ask the clerk to add it to the agenda.

Is the Diocese of Worcester Governance Agreement mentioned anywhere eg the governors' induction or code of conduct?

The two committee system is working well.

Who owns Malvern Wells School? The Diocese? Parish? The paperwork from the old St Peter's Church? MJ say the school should have the deeds, but no one has ever seen them. Is the building too old to have deeds?

12)Dates of next meetings

TL&S 13 March, 15 May, 26 June

Operations 28 March, 9 May, 4 July

FGB 11 Apr, 6 June, 11 July

RE & Collective Worship ??

Signed: Date:.....