



Malvern Wells CE Primary School
 Minutes of the Full Governing Body Meeting
 Thursday 11th April 2019 6.30pm

ACTIONS

Item	Action	By whom	By when
5	Send out information for governors 5 working days before meetings	AE, DS, chairs	30 May for FGB 6 June
5	Write up Maths link governors visit	SP	Asap
	Maths leaning walk	SP & LL	14 th May
5	Circulate the most recent behaviour policy for comment	JA	Half term
5	Presentation on the new Ofsted framework	AE	Staff inset day Govs next FGB
5	Add more governors' actions to the SDP	AE & FS	
5	Send parents opinion survey out in Summer 2	AE	After summer half term
5	Record absence for teachers and support staff - only need number of days	AE & JM	Headteachers report once a term
5	Review the Home School Agreement and add unauthorised absence and Vision	AE & governors	To issue to parents in September
5	Write Governor Visit Policy	AE	Alongside Code of Conduct
5	Governors' Code of Conduct	AE & FS, then gov's	To circulate before FGB
5	Building condition survey	Diocese	After Easter
5	Appoint architects to write a schedule of work for new LCVAP & project manage it	AE & CR	At once, to get work done in summer
5	Ask the Diocese who is in charge of the Eliza Warrington Trust fund	AE	ASAP
6	Review staffing structure	AE & TL&S	15 th May
6	Actions from safeguarding audit	AE & AF	Asap
6	Actions from GDPR audit	AE	On receipt of report
6	Circulate Maths and English action plans to all governors, to give evidence of impact	AE	ASAP
6	Attend school review	Available governors	8 th or 9 th May
6	Review link governors	AE & FS	Early September
6	Presentation on SIAMS to TL&S	AE & JA	15 th May
6	RE & Coll. Worship Committee meeting	RE & CW committee	Early next term

6	Each governor read & comment on a section of the Governance Handbook	FS & Governors	Next FGB meeting
7	Send revised budget for comment	AE + govs	Easter
7	Speak to Heather Hazell about staffing	AE	Easter
7	Cost of leaving current photocopier contract to change it	AE & FS	Asap
7	Go through budget with accountant to find savings and send it out again	AE + govs	12 April
8	Give staff proposal on Vision to governors	AE+ staff, then govs	Early next term
10	Discuss draft Code of Conduct for Governors	FS & AE	Next half term
10	Correct Clerk's pay	AE	Next half term
12	Survey to determine possible demand for a breakfast club	AE	Next half term
12	Feasibility study of breakfast club, including costing	AE	If demand is established



Malvern Wells CE Primary School
Minutes of the Full Governing Body Meeting

Thursday 11th April 2019 6.30pm

Present: Peter Boydell, Margaret Buchanan, Alison Earp (Head), Alison Findlay, Sarah Pawson, Frances SurrIDGE (Chair), Dave Bruce, Colin Robbins, Lorna Lymer

In Attendance: Dinah Sage (Clerk)

1) Apologies for absence and welcome

Apologies were received from Ali Mesley, Helen Routledge and Jen Alford. Colin Robbins and Lorna Lymer were warmly welcomed. The governing body is up to strength for the first time in many years.

2) Prayer

Led by DB

3) Declaration of pecuniary or other interests

None declared.

4) Approval of minutes of meeting held on 14th February 2019

The minutes were approved and signed.

5) Matters arising from the minutes of 14th February

Action	By whom	By when	Progress
Look at anonymised staff targets	FS & AE	End of term	Completed
Send out information for governors 5 working days before meetings	AE & DS	Eg 6 Mar for TL&S 13 Mar	Not yet achieved
Use the English action plan as a focus for the next link governor's visit	HR		FS & AD met. It is being used as a working document
Use the Maths action plan as a focus for the next link governor's visit	SP		Wasn't ready 1 st March. Today's visit shows much improvement
Circulate the most recent behaviour policy for comment	JA	Asap	Not yet
Arrange joint training for governors and staff on the new Ofsted framework of inspection	AE	After half term	Presentation arranged for staff. Governors next FGB
Approach potential governors	DB		Successful, thanks to DB
Add more governors' actions to the SDP	AE & FS		Not yet

Send parents opinion survey out in Summer 2	AE	After summer half term	
Record absence for teachers and support staff	AE	In HT report	Data uploaded, but won't print
Review the Home School Agreement and add unauthorised absence & Vision	AE & governors	To issue to parents in September	See Item 8 Vision
Write Governor Visit Policy	AE		Not yet completed
Sent comments on the Code of Conduct for Governors to the clerk	All governors DS	FGB mtg 11 Apr	DS has added comments to draft
Add section on governors' allowances	DS	ditto	Done
Building condition survey	Diocese		Not yet done. See Note 1
Halt LCVAP work and appoint a firm of architects to write a schedule of work and project manage it	FS, PB, AE	By Easter	Contract with YMD Boon terminated. See Note 1
Discuss the financial management of the LCVAP process with the director of Education	AE, FS, PB	Week beginning 25 th Feb	New LCVAP agreed
Check whether the Diocese of Worcester Governance Agreement is in the Code of Conduct for Governors	DS	Asap	Checked
Look for deeds of Malvern Wells	DB	Asap	See Note 2

Note 1

Chris Shepard did the preparation for a new LCVAP bid, to cover completion of the toilets and damp proofing A local head has recommended Chris highly.

Governors insisted on knowing the project management fees. - could be a range of costs.

The exact fees would be shown in the final bid.

Chris Shepard would communicate directly with AE, and the school report to the Diocese. This should in practice make less work for the head.

Governors would sign off the work.

Note 2

The Diocese believes there are no deeds.

An official has visited the school to try to establish the boundaries.

Governors wondered if the trustees of the Eliza Warrington Trust could help. Presumably the Diocese knows who they are?

6) Reports

- **Head Teacher**

The Head Teacher's report was circulated 2 days before the meeting. This meant that not all governors could read it prior to the meeting.

The staffing structure will be reviewed at the TL&S meeting.

The safeguarding audit went well. Some actions were needed.

The report from the GDPR audit has not yet been received.

Governors asked about lesson observations. The termly report is due next meeting.

The action plans are now good. Governors would like to see them embedded, then the impact will be monitored.

The head explained that the new curriculum is a change of emphasis rather than content. Intent, Implementation, Impact. Governors recognised that they will need to focus on following this cycle through.

Governors asked whether, in the head's estimation, the school will be ready to stand alone at the end of next term, when the current level of support from the LA is reduced. The head gave assurance that this will be the case by the end of the summer term. The last meeting with the SIA was very positive. Subject monitoring is more effective and data driven. Changes need to be embedded and impact monitored.

Governors asked to be shown the impact next term. What will the evidence be?

AE replied that Ofsted will look at children's books and differentiation. They will no longer look at in-school data, though it can be offered as evidence.

SP added that the Maths action plan is very specific.

AE suggested circulating the Maths and English plans to all governors. Issues are identified, addressed and impact noted.

In reply to a question on how often data is input, AE said that staff input data as they see fit. The termly analysis has just been done, and the next actions are being planned. Governors asked whether lesson observations look for specific things. The head confirmed that in-school lesson observations are specific, and that Ofsted will look at the pitch and match of lessons.

Helen Pretty will be doing a school review on the 8th or 9th of May and would like to speak to some governors.

Curriculum

The curriculum will be the focus of the INSET day

Governors asked if they will be given details of all subjects. The head said they will, but not in such depth as the core subjects. There will be a two-year rolling programme.

The Chair reported that Ofsted do not want to see the whole curriculum based on English and Maths. For example, avoid writing up a History visit as a diary - concentrate on historical content.

Focus for Governors

- Review of Curriculum
- New OFSTED framework
- SDP updates and headlines
- Preparing for SIAMS
- Review subject link governors

It will probably be better for governors to be linked to groups of subjects. To be reviewed early September.

- **Teaching, Learning and Standards Committee (including RE and Collective Worship Committee)**

The committee chair is impressed with the progress made by the school. Monitoring and SEND are particularly good.

There were no questions.

The minutes of 13th March were signed as an accurate record.

SIAMS is expected in September. AE and JA are booked on courses, which other governors are welcome to join.

DB volunteered to write the parts which are particularly connected with the Church. The SIAMS includes surprisingly little RE.

As several governors gave input at the Vision meetings, the RE & Collective Worship meeting was postponed until early next term. DB is engaging the TAs.

MB has a large file on monitoring values. She attends assemblies and services, and asks children what they understand by the current value.

- **Operations Committee**

The minutes of 28th March were signed as an accurate record.

Chris Shepard has started a timescale, and hopes to schedule the work for the summer holidays.

See also Confidential Minutes

- **Chairperson's report**

The Chair's report can be found on the website. The Cluster meeting was very good.

Governors agreed to try each governor reading a section of the Governance Handbook and summarising it.

7) End of year figures and school budget

Although £42,000 has been brought forward, a deficit budget looks likely. Fewer pupils means less income, and there is no extra funding for the pay rise. The huge increase

in pension contributions (from 14% to 23%, representing 9% of the teaching budget) has only been funded for 2018-19.

Some income from insurance is expected, to cover maternity leave.

Governors insisted that the budget must balance.

They agree that Read Write Inc is too expensive and asked how much is needed to resource books. AE does not have an exact figure, but expects it to be less than £1000.

The school's percentage of the LCVAP could possibly be around £20,000.

Staff costs of 89% of the budget is unusually high, but cutting would be difficult and undesirable.

Service level agreements have been cut.

Governors made the following suggestions

- Could the staff training budget of £5000 be frozen?
- Worth looking at whether the insurance is good value
- Better photocopier contract
- Find out why audit and professional fees are £17,750 - looks very high
- Allow minimum for supply as most absence can be covered in-house

Proposal: The deficit will equal the increase in pension contributions and no more. Proposer Peter Boydell, Seconder Sarah Pawson. Unanimously agreed.

8) School vision

While discussing ideas collated from meetings about the Vision governors made the following points:

- The Christian ethos need to be clear
- Needs to be inspiring, but short
- "Uniquely known, lovingly grown" has potential
- Make some reference to educational aims in the widest sense.

9) Admitting children above PAN

Governors ratified the proposal (agreed by email) to admit three children above the Published Admission Number (PAN) for the appropriate years.

10) Approve Code of Conduct for Governors

Chair to discuss draft with head.

11) Items for next agenda

FGB Presentation on new Ofsted framework for governors.

TL&S Staffing structure

12) Any other business

Clerk's pay

The Clerk's hours were temporary to be reviewed at the end of March.

Proposal: The Clerk should be paid for 132 hours per year, unless the number of meetings is changed. Proposer Peter Boydell, seconder Frances Surridge. Agreed unanimously.

Better Governor

As governors do not make use of this subscription, it has not been renewed. The subscription to the Key runs out in June.

Breakfast Club

The possibility of a breakfast club to benefit children and working parents was discussed. Staffing, times, demand and costing would need to be investigated. A feasibility study is needed.

13)Dates of next meetings

TL&S 15 May, 26 June

Operations 9 May, 4 July

FGB 6 June, 11 July

RE & Collective Worship Early Summer 1

Signed: Date:.....