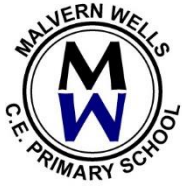


Malvern Wells CE Primary School
 Minutes of the Full Governing Body Meeting
 Thursday 06th June 2019 6.30pm

ACTIONS

Item	Action	By whom	By when
5	Head teachers report to Clerk	AE	8 July
5	Send out information for governors 5 working days before meetings	DS	8 July for FGB 15 July
5	Maths leaning walk	SP & LL	11 June
5	Circulate the most recent behaviour policy for comment	JA	Tomorrow - 7 June
5	Presentation on the new Ofsted framework	AE	Email presentation to governors by 14 th June
5	Send parents opinion survey out	AE	This half term
5	Review the Home School Agreement and add unauthorised absence and Vision	AE & governors	To go out to parents in September
5	Building condition survey - chase date	AE & Chris Shepard	When date arranged
5	Ask the Diocese who is in charge of the Eliza Warrington Trust fund - chase	AE	7 June
5	Review staffing structure	AE, FS & staff	Next staff meeting
5	Ditto See Item 5 note 1	TL&S	16 June
5	Tell parents	AE	End of term
5	Chase up report from safeguarding audit	AE	7 June
5	Actions from safeguarding audit	AE & AF	When report received
5	Follow up GDPR report	AE	7 June
5	Actions from GDPR audit	AE chase up	On receipt of report
5	Presentation on SIAMS to TL&S	AE & JA	26 June
5	RE & Coll. Worship Committee meeting	RE & CW committee	Before 26 June TL&S
5	Each governor read & comment on a section of the Governance Handbook	FS & Governors	Sept FGB meeting
5	Cost of new photocopier contract	FS	Ops 4 July
5	Start a Breakfast Club, including insurance	Vicki	To start in September
5	Pass on thanks to Linda Townsend	AE	End of term
6	See if Toni Enefer can help with marketing	AE	End of term
6	Add picture to website & keep it updated	AE	
6	Distribute flyers to nurseries	AE? JA?	This term or early Sept
6	Hold an open day	AE & school	September

6	Advertise open day in church bulletins, Malvern Gazette etc	AE + ??	Publication lead time might be AUGUST
6	Fully costed proposal for changes to the website	AE & Operations	4 July
6	Discuss class arrangement for next year	TL&S	26 June
6	Governors congratulate staff with 100% attendance	FS	Termly
6	Give governors and update on teaching and lesson observations	AE	Tue 11 June
6	Review impact of CPD training	TL&S	TL&S meetings
6	Improve access to documents in the Governors area	DS & PB	Operations 4 July
6	Governors comment on the Vision by email	Governors	14 June
6	Complete Vision and Ethos statements	RE/CW	w/b 17 June
6	Ratify Vision and Ethos	Governors	FGB 15 July
6	SIAMs SEF	RE/CW	FBG 15 July
6	Meeting re building work	AE, PB, CR, Chris Shepard	17 June
6	Address boys; writing	JA, English lead	
6	SDP headlines	AE	FGB 15 July
6	Address Yr 5 progress	TL&S	26 June
7	Three priorities with focus on observation and impact	AE & TL&S	26 June
7	Add the impact of the Pupil Premium and the Sports Premium to the website	AE	End of term
8	Read a section of the Governance Handbook and report back	Governors	FGB Sept



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

Thursday 6th June 2019 6.30pm

Governors noted that the Head Teacher's report was not received until the day before the meeting.

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

In Attendance: Dinah Sage (Clerk)

1) **Apologies for absence** Apologies were received from Jen Alford

2) **Prayer**
Led by DB

3) **Declaration of pecuniary or other interests**
None declared.

4) **Approval of minutes of meeting held on 11th April 2019 and remote meeting held on 29th April.**

The minutes and confidential minutes of 11th April 2019 and minutes of the remote meeting held on 29th April were all approved and signed.

5) **Matters arising from the minutes of 11th April**

Action	By whom	By when	Progress
Send out information for governors 5 working days before meetings	AE, DS, Chairs	30 May for FGB 6 June	HT report not received until 5 June
Write up Maths link governors visit	SP	Asap	Completed
Maths leaning walk	SP & LL	14 th May	Postponed until 11 th June
Circulate the most recent behaviour policy for comment	JA	Half term	Tomorrow - 7 th June
Presentation on the new Ofsted framework	AE	Staff inset day Govs next FGB	Email presentation to govs by 14 th June
Add more governors' actions to the SDP	AE & FS		
Send parents opinion survey out in Summer 2	AE	After summer half term	This half term
Record absence for teachers and support staff - only need number of days	AE & JM	Headteachers report once a term	On HT report

Review the Home School Agreement and add unauthorised absence and Vision	AE & governors	To issue to parents in September	See Vision under HT report Item6
Write Governor Visit Policy	AE	Alongside Code of Conduct	Low priority
Governors' Code of Conduct	AE & FS, then govs	To circulate before FGB	Low priority
Building condition survey	Diocese	After Easter	Awaiting date from C Shepard
Appoint architects to write a schedule of work for new LCVAP & project manage it	AE & CR	At once, to get work done in summer	Completed
Ask the Diocese who is in charge of the Eliza Warrington Trust fund	AE	ASAP	Not heard back. Action AE chase tomorrow
Review staffing structure	AE & TL&S	15 th May	See Note 1
Actions from safeguarding audit	AE & AF	Asap	Awaiting report Action AE chase up
Actions from GDPR audit	AE	On receipt of report	Keep the invoice on hold until the report has been received. AE follow up again tomorrow
Circulate Maths and English action plans to all governors, to give evidence of impact	AE	ASAP	Completed
Attend school review	Available governors	8 th or 9 th May	Completed
Review link governors	AE & FS	Early September	Early September
Presentation on SIAMS to TL&S	AE & JA	15 th May	Postponed to 26 th June, after MB has attended SIAMs
RE & Coll. Worship Committee meeting	RE & CW committee	Early next term	Vision still not finalised.
Each governor read & comment on a section of the Governance Handbook	FS & Governors	Next FGB meeting	Each governor was given a

			section to comment on
Send revised budget for comment	AE + govs	Easter	Completed
Speak to Heather Hazell about staffing	AE	Easter	Completed
Cost of leaving current photocopier contract to change it	AE & FS	Asap	Struggling to get costs FS follow up her contact
Go through budget with accountant to find savings and send it out again	AE + govs	12 April	Completed
Give staff proposal on Vision to governors	AE+ staff, then govs	Early next term	See Item 6
Discuss draft Code of Conduct for Governors	FS & AE	Next half term	Deferred
Correct Clerk's pay	AE	Next half term	Completed - Clerk need to check
Survey to determine possible demand for a breakfast club	AE	Next half term	Completed
Feasibility study of breakfast club, including costing	AE	If demand is established	Parents responded positively to the survey. Action AE ask Vicki to put a breakfast club in place, including insurance by September

Note 1

The staffing structure for 2019-20 will be discussed at the next staff meeting, put before the TL&S Committee and parents will be informed before the end of term.

Governors delegated approval of the staffing structure for the next academic year to the TL&S Committee, on condition that there is no increase in the total staffing costs.

6.39 HR arrived

Stevie Sharrock is returning from maternity leave in the last week of term.

Four separate parents have said that Linda Townsend has been brilliant in covering Class 2, and that they appreciated the continuity.

Governors asked the head to thank Linda Townsend on behalf of parents and governors and show she is greatly appreciated.

See also Confidential minutes

6) Reports

- **Head Teacher**

The Head Teacher's report was circulated *the day* before the meeting. This meant that not all governors could read it in advance.

Admissions

Governors asked how many children are expected next term, and when the fall in numbers will affect the budget.

The head replied that currently there are six children registered to join Reception in September, but fifteen spaces. The October census, will probably show 89 children. The loss of funding will appear in the budget for 2020/2021.

Questions were raised of why numbers are so low and whether any Malvern schools are full.

The answer is that the birth-rate was low, and Malvern Vale school has recently opened. The Wyche probably has filled 19 out of 20 Reception places. Some schools have done more marketing. As Malvern Wells has a good reputation, parents often assume there will be no space.

Governors agreed that breakfast club should be started to encourage working parents. After school care is much more difficult to organise.

Website

Governors stressed the importance of improving the website as it is where parents look when comparing schools. Although the website was discussed on 9th May, nothing has changed.

Although the Head would like to change the home page, the governors consider the website does not need a major overhaul - just add pictures showing the extent of the grounds and sports day, and make sure information is regularly updated.

Awareness raising.

The Head said that a flyer is ready to distribute to nurseries.
Toni Enefer, who has a background in marketing, may be able to help.

Hold an open day during school hours in September.
Advertise it in church bulletins and toddler groups
JA visit toddler groups.
Malvern Gazette? Primary Times?
Hearsay is the most important influence

Governors asked for a fully costed proposal for changes to the website, and marketing, to be presented to the Operations Committee on 4th July.

Governors asked how the classes can be arranged, and whether the same teachers will take the same classes.
The Head informed them that Year 1 will probably be split by age between Classes 1 and 2. It is impractical to have children from different key stages in the same class.

This needs to come to TL&S committee.

Attendance

Governors asked what action is taken when children are persistently absent.

Letters are sent, comparing the child's attendance with its registration group. Parents may be called in. This term there have been viruses, chickenpox - and holidays. The Education Welfare Officer is involved..

Staff absence

The Head clarified that the absence figure covers two teachers.

Governors suggested that 100% attendance for staff should be acknowledged

SEND

See TL&S minutes

Teaching and Learning

Governors asked for an update on teaching and lesson observations

CPD

Could the impact be shown to governors?

The head is trying to do this. Eg Fire training has increased knowledge of legal obligations.

Governors asked if any changes have been made, the answer was no.

Governors would like to see the impact of training reviewed after half a term. This could be scheduled on the MET. They would like some indication of the most important topics for review.

Governors recommended that CPD training which does not have a useful impact should not be undertaken.

PB noted the difficulty of finding documents on the Governors Secure Website.

Ethos and Vision

The Vision statement should have been ready for this meeting. Paper copies were handed out, but will need to be studied.

Governors agreed to delegate the Vision and Ethos to the RE and Collective Worship Committee, to be ratified by the FGB.

The SIAMs (Statutory Inspection of Anglican and Methodist Schools) will take place in September.

The SIAMs SEF can be started, but need the Vision statement.

Building Work

The building work has gone out to tender. A tender report is expected on 14 June, in time for a meeting with AE on 17th June.

CR suggested a liquidated damages clause of £500. This is very difficult to assess for a school.

Governors acknowledged the expertise of CR and PB, and thanked them.

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

The minutes of 15th May were signed as an accurate record.

JA's analysis of date at the TL&S meeting proved that great improvements have been made.

Governors noted that boys' writing is poor, and asked how this is being addressed. It needs to be picked up by the English lead and the link governor.

The head reported that data entry is being checked tomorrow. JA will then ask for evidence and a plan will be made.

Comments were made that this is a problem highlighted in the review and that it needs to be correlated with the book scrutiny.

The Head assured governors that lesson observations and book scrutiny do not suggest a failing in teaching.

Assurance was given that boys' writing will be an area of focus on the next SDP.

Governors expressed concern that helping Yr 6 catch up while Yr 5 falls behind is not sustainable. Could Yr 5 be taught separately by putting younger classes together?

The head pointed out that this is not practical, because numbers would mean children from two key stages being in the same class.

Could resources be moved? It would be possible to move the strongest TAs to the area with most need.

A governor noted that if the problem with Yr5 could be solved one year, the benefit would be perpetuated.

- **Operations Committee**

The minutes of 9th May were signed as an accurate record.

A balanced budget has been set, but it is not sustainable in the long term. Work is being done towards having a five year plan.

7) Report on Project Board meeting

This outlined the next steps for school improvement.

The head is questioning some important differences of opinion and dealing with a problem. See Confidential minutes.

8.05 AF left

Governors asked how the Head feels about the review.

The reply was that the school has made progress.

- Monitoring needs to be followed up by evidence of improvement
- The feedback marking policy should be embedded by September. Some classes do not have enough fix-it time.
- Problems with English teaching are a priority.

Governors were assured that the head is measuring impact against the SDP

The head agreed that the remaining lesson observations must be a priority.

In reply to a question on whether anything came as a surprise, the Head remarked on assessment of some of the lessons observed. In some cases, the judgement was made on an introductory lesson, and uncompleted work. When the set of lessons had been completed, the work and learning done were good. This snapshot approach could cause problems with the Ofsted inspection. It could be ameliorated by showing the inspector clear lesson planning.

Governors asked for three priorities for this half term, with a focus on observation and impact. To be discussed by TL&S

20.20 DB left

There is nothing about Pupil Premium and Sports Premium on the website, though the figures are available.

8) AOB

Committees

Colin Robbins will serve on the Operations Committee and Ali Mesley on TL&S until September. Lorna Lymer will join Operations.

Membership of committees will be addressed at the September meeting.

Sections of the Governance Handbook were given to governors to read over the summer.

9) Dates of next meetings

TL&S Wednesday 26 June

Operations Thursday 4 July

FGB Monday 15 July

RE & Collective Worship week beginning 17 July

Signed: Date:.....