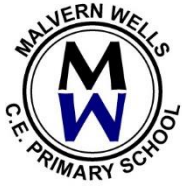


**Malvern Wells CE Primary School**  
**Minutes of the Full Governing Body Meeting**  
**Monday 15<sup>th</sup> July 2019 6.30pm**

**ACTIONS**

<b>Item</b>	<b>Action</b>	<b>By whom</b>	<b>By when</b>
5	Send out information for governors 5 working days before meetings	AE & DS	To clerk In time to be sent out 5 days before meetings
5	Review the Home School Agreement and add unauthorised absence and Vision	AE & governors	16 July, then to govs for email review
5	Building compliance survey	AE & Chris Shepard	19 July
Note 1	Ask LA who is responsible for a buildings condition survey	CR	
Note 2	Discuss investment of Eliza Warrington Trust capital and use of interest	Ops	19 Sept
5	Each governor read & comment on a section of the Governance Handbook	FS & Governors	FGB 10 Oct
5	Check new photocopier meets requirements	AE	16 July make appt for early in holiday
Note 3	Arrange for a second adult to be present in the Breakfast Club room	AE	19 July
5	Write to thank Linda Townsend	MB	19 July
5	See if Toni Enefer can help with marketing	AE	16 July
5	Add pictures and breakfast club to website	AE	19 July
Note 4	Inform Head of Clerk's requirements for website	DS	Before 1 August
"	Upgrade to website	AE + Primary Site	1 August
"	Improve access to documents in the governors' area	DS, PB, FS	September
Note 5	Add up-to-date pictures to flyers	PB & JA	July
"	Distribute flyers, inc emailing staff and governors for ideas	JA organise	Early Sept
"	Advertise open day in church bulletins, Malvern Gazette etc	JA + AE	Watch publication lead times
"	Visit pre-school groups	JA	Early September
"	Open day	AE & school	3 Oct evening, 4 Oct morning

5	Governors congratulate staff with 100% attendance	School secretary + Chair	School secretary check
6	Address unauthorised absence, including letters to parents of persistent absentees	AE	
6	Resolve clash of interests over door in Class 2	CR	Sept
7	Thank Kif Kullerne for his hard work	AE	19 July
10	Meeting with SIAMS manager	MB	18 July
11	Amend the Complaints Policy and the Charging and Remissions Policy, then circulate to them governors for comment	AE & FS	Early Sept
11	Attend training, appoint adviser and conduct the appraisal of the Head Teacher	FS, PB, SP	Training is in November
11	Check all staff appraisals have been completed	AE	19 July
11	When sending an email to all governors, sent it via the Clerk, to avoid duplication	AE	Ongoing



**Malvern Wells CE Primary School**  
**Minutes of the Full Governing Body Meeting**  
**Monday 15<sup>th</sup> July 2019 6.30pm**

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

**In Attendance:** Dinah Sage (Clerk)

1) **Apologies for absence** DB and HR will be late

Governors thanked Alison Findlay for her work as a governor, especially for taking on Safeguarding, and for her contribution to the Ofsted inspection.

2) **Prayer**

Led by MB

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

None declared.

4) **Approval of minutes of meeting held on 19<sup>th</sup> June 2019**

After the addition of Ali Mesley as present, the minutes of 19<sup>th</sup> June 2019 were approved and signed.

5) **Matters arising from the minutes of 19<sup>th</sup> June**

<b>Action</b>	<b>By whom</b>	<b>By when</b>	<b>Progress</b>
<b>Head teachers report</b> to Clerk	AE	<b>8 July</b>	Verbal
Send out information for governors 5 working days before meetings	DS	8 July for FGB 15 July	Ongoing
Maths leaning walk	SP & LL	11 June	Completed
Circulate the most recent behaviour policy for comment	JA	Tomorrow - 7 June	Published with minor amendments
Presentation on the new Ofsted framework	AE	Email presentation to governors by 14 <sup>th</sup> June	Completed
Send parents opinion survey out	AE	This half term	Completed
Review the Home School Agreement and add unauthorised absence and Vision	AE & governors	To go out to parents in September	To include strapline of Vision. Unauthorised absence was discussed
Building condition survey - chase date	AE & Chris Shepard	When date arranged	See Note 1

Ask the Diocese who is in charge of the Eliza Warrington Trust fund - chase	AE	7 June	Margaret James See Note 2.
Review staffing structure	AE, FS & staff	Next staff meeting	Completed
Ditto See Item 5 note 1	TL&S	16 June	Completed
Tell parents	AE	End of term	Completed
Chase up report from safeguarding audit	AE	7 June	Completed
Actions from safeguarding audit	AE & AF	When report received	Completed
Follow up GDPR report	AE	7 June	Completed
Actions from GDPR audit	AE chase up	On receipt of report	Completed
Presentation on SIAMS to TL&S	AE & JA	26 June	By email
RE & Coll. Worship Committee meeting	RE & CW committee	Before 26 June TL&S	Vision completed
Each governor read & comment on a section of the Governance Handbook	FS & Governors	Sept FGB meeting	
Cost of new photocopier contract	FS	Ops 4 July	Agreed in principle to move supplier
Start a Breakfast Club, including insurance	Vicki	To start in September	See Note 3
Pass on thanks to Linda Townsend	AE	End of term	MB write
See if Toni Enefer can help with marketing	AE	End of term	Not yet
Add picture to website & keep it updated	AE		Ongoing
Distribute flyers to nurseries	AE? JA?	This term or early Sept	See Note 5
Hold an open day	AE & school	September	Ditto
Advertise open day in church bulletins, Malvern Gazette etc	AE + ??	Publication lead time might be AUGUST	Ditto
Fully costed proposal for changes to the website	AE & Operations	4 July	See Note 4
Discuss class arrangement for next year	TL&S	26 June	Completed
Governors congratulate staff with 100% attendance	FS	Termly	Chair write
Give governors and update on teaching and lesson observations	AE	Tue 11 June	See head's report
Review impact of CPD training	TL&S	TL&S meetings	Completed
Improve access to documents in the Governors area	DS & PB	Operations 4 July	See Note 4

Governors comment on the Vision by email	Governors	14 June	See item 10
Complete Vision and Ethos statements	RE/CW	w/b 17 June	Completed
Ratify Vision and Ethos	Governors	FGB 15 July	See item 10
SIAMs SEF	RE/CW	FBG 15 July	See item 10
Meeting re building work	AE, PB, CR, Chris Shepard	17 June	Postponed to 19 July
Address boys; writing	JA, English lead		Ongoing
SDP headlines	AE	FGB 15 July	See Item 8
Address Yr 5 progress	TL&S	26 June	Ongoing
Three priorities with focus on observation and impact	AE & TL&S	26 June	Completed
Add the impact of the Pupil Premium and the Sports Premium to the website	AE	End of term	Completed
Read a section of the Governance Handbook and report back	Governors	FGB Sept	Over summer

#### Note 1

Postponed because of Ofsted.

A leak has developed in the roof. Chris Shepard is to do a compliance survey for the Diocese next Friday. But a building condition survey would be needed to include the roof, costing about £2,500. Place Partnership and the Diocese each consider the other responsible. Building condition surveys should be done every five years.

#### Note 2

There is about £5000 available.

A governor wondered who is managing the investment of capital, and whether the interest could be used for a building condition survey if necessary.

#### Note 3

The Breakfast Club has been set up and eight children have already been signed up. A governor expressed concerns about safeguarding and lone working if there is only one adult physically in the room.

The head agreed to draw up a rota so that another member of staff is present.

Participants will be strongly encouraged to arrive punctually. The head will take the children down.

Governors stressed the need to market the Breakfast Club and suggested adding it to the scroll round banner on the website.

#### Note 4

The head has a telephone meeting with PrimarySite.

Governors asked for clarification on whether the upgrade will be a new version. The Head is expecting a new template.

The Clerk questioned whether the way information is added to the governors' areas will change. Governors suggested that she makes a list of her requirements for the Head to discuss with PrimarySite.

## 7.55 DB and HR entered

### Note 5

PB offered to add up-to-date pictures to the flyers. He will liaise with JA. Governors discussed the format of the open day. Children could show visitors round the evening before an open morning.

JA will organise the distribution of flyers, including emailing staff and governors for ideas.

JA will visit pre-school groups in September.

### **6) Reports**

- **Head Teacher**

The Head Teacher's report was circulated at the meeting.

### Number on Roll

Currently 98, some interest for September

### Attendance

- The attendance target was almost achieved. Significant absence is due to ill health.
- With advice from the Education Welfare Officer, holidays in term time and persistent lateness are being addressed

### SDP

Under the new Ofsted framework, all teachers must be experts in Reading, using a systematic approach.

The Reading and Writing leads and the Head will visit an exemplary school in September.

A governor asked why not all staff are undergoing training. The Head explained this would be too expensive, and that training is disseminated.

### Ofsted

The Head thanked everyone involved.

Governors were given a summary of the findings, which remain confidential until the report is published. Governors asked searching questions.

The SDP and SEF will be based closely on the Ofsted inspection.

### Link governor liaison

The Link Governor for English asked who to contact now Reading and Writing have separate leads. The advice was to talk to both leads.

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

The minutes of 26<sup>th</sup> June were signed as an accurate record.

- **Operations Committee**

The minutes of 4<sup>th</sup> July were signed as an accurate record.

There is a clash of interests between safeguarding and fire precautions over the door in Class 2.

## **7) Data headlines**

The SATs results were very good.

The SLT would like to thank Kif Cullerne for his hard work and for listening to suggestions.

Attainment in Writing remains lower than national expectations.

The main issue is with progress. Children are meeting expectations, but, as the base line is good, more should be exceeding expectations.

The SDP and action plans will focus on boys underperforming in writing, especially in Year 2.

Some children were removed from the SEN register at the end of the Spring term, as they no longer had Special Needs. This shows up as the progress made by SEN children in the summer term being much lower than the spring term.

Next year classes have been organised so that the class with the largest number of SEN children will be the smallest class.

In-year progress is generally strong, apart from children with SEN.

Key Stage 2 progress is not strong enough. More children at other levels do exceed expectations.

## **8) SDP 2019-20 headlines**

A governor asked how teaching will be focussed on improvement. The English Lead explained the key is quality teaching, based on thorough knowledge of the curriculum and the children. Assessment will evidence work against a standard. Children will write every day.

Governors made the following comments:

- The data analysis provided is very valuable
- The data will look very different when SPTO is superseded
- Learning a new system takes time. Governors are conscious that the English Lead works part time and must not be allowed to burn out.

## **9) Vision final approval**

Peter Boydell proposed that the Vision should be accepted. Seconded by Margaret Buchanan and unanimously approved.

## **10) SIAMS SEF initial notes**

SIAMS will be discussed at the TLS meeting in September.

Dr Duncan Jones, SIAMS manager is coming in on Thursday.

### 11)Policies

- **Marking Policy** - accepted
- **Home School Agreement/Parents Handbook**

See Item 5 Matters Arising

- **Complaints Policy**
- **Charging and Remissions Policy**

The Head and Chair will look at these and circulate them to governors

### 12)Items for next agenda

See Actions

### 13)AOB

- **Changes to committees for September**

- Sarah Pawson move from Operations to TL&S
- Ali Mesley to take over as Link Governor for English
- Helen Routledge become Safeguarding Governor
- Peter Boydell will be Link Governors for Science

These changes were agreed, subject to a review of committees and link governors in Autumn 1.

*JA left*

- **Headteachers appraisal**

The Chair reminded governors they need to take ownership and referred them to the Key for Governors guidance. She asked the governors involved to read the guidance. The appraisal is statutory, as outlined in the Governors Handbook.

A new governor said that the induction course had stressed the importance of training, and that an external adviser must be appointed.

Governors agreed that

- Frances Surridge, Peter Boydell and Sarah Pawson make the appraisal
- They will undergo training.
- One of the three governors should change each year.

### Proposals

The Headteacher's appraisal will be based on teaching standards and on the head teacher's standards of excellence. Proposer Peter Boydell, seconder Frances Surridge, agreed unanimously

A change of external adviser will be made. Proposer Peter Boydell, seconder Frances Surridge, agreed unanimously

SP, PB and FS will look at the paperwork and write an appraisal process to be sent to the governors for comment.

They will appoint an external adviser.

The objectives will be confidential. The review will probably be in Summer 1.

The Head confirmed that the other appraisals have been done.

- **OFSTED**

The report will be published 14 working days after the inspection, and governors will receive a copy.

**Reducing emails**

When the Head sends an email to all governors, she was asked to email via the clerk, to avoid duplication.

**Picnic**

Governors are invited to the school picnic tomorrow and the fair on Wednesday and the leavers service on Friday.

The Head thanked the governors for their work during the year.

**14) Dates of next meetings - all meetings are at 6.30pm**

Term	Operations (Thursday)	T L and S (Wednesday)	FGB (Thursday)
Autumn 1	19/9/19	25/9/19	10/10/19
Autumn 2	14/11/19	20/11/19	5/12/19
Spring 1	16/1/20	22/1/20	6/2/20
Spring 2	5/3/20	11/3/20	26/3/20
Summer 1	23/4/20 (budget)	6/5/20	21/5/20
Sumer 2	18/6/20	24/6/20	9/7/20

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