



Malvern Wells CE Primary School
Minutes of the Full Governing Body Meeting
Wednesday 10th October 2019 6.30pm

ACTIONS

Item	Action	By whom	By when
7 Note 1 & Item 15	Send documents out Thursday before a Wednesday meeting and Friday before a Thursday meeting	AE & DS	8 Nov for Ops 14 Nov TLS 29 Nov FGB
7	Chase report on building compliance survey	AE	14 Oct
7	Each governor read & comment on a section of the Governance Handbook	FS & Governors	FGB 20 Nov
7	Install new photocopier	AE	Over half-term
7	Talk to parent about marketing	AE	Half-term
Note 2	Check insurance is valid for the Breakfast Club adult to child ratio	AE	Half-term
7	Upgrade to website	AE + Primary Site	Possibly 11 th October
Note 2	Check if documents from the governors website could be archive in years, and confirm that any archived documents can still be accessed	AE + PrimarySite	This term
7	Decide new dates for Open Days.	AE & Staff	To be held November
7	Publicise change of dates by social media	AE	Before open days
7	Make a banner for the railings	PB + AE	Before Open Days
7	Amend the Complaints Policy and the Charging and Remissions Policy, then circulate to them governors for comment	AE & FS	FGB 20 Nov
7	Attend appraisal training	PB, SP, FS	November
7	Complete staff appraisals	AE	Half term
9	Alter SDP	JA + AE	TLS 14 Nov
10	SIAMS SEF	FS,DB,AE, JA	TLS 14 Nov
11	Sort out snagging and window leaks with Chris Shepard	AE & Chris Shepard	14 Oct
11	Discuss Health and Safety	AE & staff	Staff meeting
12	Draw up a list of link governors, their subjects and the lead teachers, with email addresses.	FS & AE	FGB 20 Nov
12	Add policies for each subject to the website	AE	TLS 14 Nov
12	Approve TOR for FGB and TL&S	Governors	FGB 20 Nov
13	Approve Pay Policy	Ops	8 Nov
15	Discuss running a pre-school	Ops	8 Nov
15	Check how many children have had MMR vaccination and issue reminder if necessary	AE	Half term



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

In Attendance: Dinah Sage (Clerk)

1) **Apologies for absence** Dave Bruce

2) **Prayer**

Led by FS

3) **Election of Chairman**

Frances Surridge was unanimously elected.

4) **Election of Vice-chairman**

Peter Boydell was unanimously elected

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

None declared. Governors signed Declaration of Interests forms

6) **Approval of minutes of meeting held on 15th July 2019**

The minutes of 15th July 2019 were approved and signed.

7) **Matters arising from the minutes of 15th July**

Action	By whom	By when	Progress
Send out information for governors 5 working days before meetings	AE & DS	To clerk In time to be sent out 5 days before meetings	Working towards
Review the Home School Agreement and add unauthorised absence and Vision	AE & governors	16 July, then to governors for email review	Completed
Building compliance survey	AE & Chris Shepard	19 July	Done but awaiting report
Ask LA who is responsible for a buildings condition survey	CR		The school is responsible
Discuss investment of Eliza Warrington Trust capital and use of interest	Ops	19 Sept	About £5000 Use when survey is completed
Each governor read & comment on a section of the Governance Handbook	FS & Governors	FGB 10 Oct	Postponed

Check new photocopier meets requirements	AE	16 July make appt for early in holiday	AE has met supplier, and is waiting till ICT changes have settled
Arrange for a second adult to be present in the Breakfast Club room	AE	19 July	See Note 2
Write to thank Linda Townsend	MB	19 July	Completed
See if Toni Enefer can help with marketing	AE	16 July	No reply. A parent has shown an interest
Add pictures and breakfast club to website	AE	19 July	Completed
Inform Head of Clerk's requirements for website	DS	Before 1 August	Completed
Upgrade to website	AE + Primary Site	1 August	Possibly 11 October
Improve access to documents in the governors' area	DS, PB, FS	September	See Note 3
Add up-to-date pictures to flyers	PB & JA	July	Completed. Open days postponed because of norovirus, so dates need changing A governor suggested an evening session
Distribute flyers, inc emailing staff and governors for ideas	JA organise	Early Sept	Change dates
Advertise open day in church bulletins, Malvern Gazette etc	JA + AE	Watch publication lead times	Change dates PB offered to make a banner
Visit pre-school groups	JA	Early September	Completed
Open day	AE & school	3 Oct evening, 4 Oct morning	Postponed
Governors congratulate staff with 100% attendance	School secretary + Chair	School secretary check	Letter and voucher given
Address unauthorised absence, including letters to parents of persistent absentees	AE		Completed
Resolve clash of interests over door in Class 2	CR	Sept	Resolved
Thank Kif Kullerne for his hard work	AE	19 July	Completed

Meeting with SIAMS manager	MB	18 July	Completed
Amend the Complaints Policy and the Charging and Remissions Policy, then circulate to them governors for comment	AE & FS	Early Sept	Postponed. Chrg & Rem must be reviewed annually
Attend training, appoint adviser and conduct the appraisal of the Head Teacher	FS, PB, SP	Training is in November	Appraisal has been done
Check all staff appraisals have been completed	AE	19 July	Two left
When sending an email to all governors, sent it via the Clerk, to avoid duplication	AE	Ongoing	Ongoing. Urgent emails from head can go direct, with clerk copied in

Note 1

A new governor had difficulty finding the documents for this meeting and stressed that when working full time governors need to be able to read the documentation at a weekend.

Governors need documents the Thursday before for a Wednesday meeting, and the Friday before a Thursday meeting.

The Clerk pointed out that she cannot circulate documents until she receives them.

Note 2

Another adult is in the vicinity, and checks. A governor questioned whether this is adequate and was assured that it meets legal requirements as the adult could be summoned by runner or phone. The Head was asked to check the insurance covers the ratio of staff to children.

Feedback from parents shows that the Breakfast Club is very successful

Note 3

Governors feel the website is too crowded and that many of the old documents should be archived. PrimarySite would need to do this, and the Clerk expressed reservations about practicality.

7.45 SP and HB entered

8) SEF

The Head explained that the spelling data is not available as the English lead has not collected it. However, by the end of next week the tests on common exception words will have been completed and can be compared with last year's results.

The link governor for English has met the English lead. Her report has been held until changes to the changes to the way English is taught have been confirmed.

As parents had asked for more notice of events, governors were unsure whether "more timely" addresses this concern. (SEF v2 P6)

9) SDP

A governor questioned whether the estimate of £600 for implementation of the SDP is realistic as Read Write Inc ¹ costs more than this.

The Head reported that the SDP was discussed as work in progress at a project board meeting this afternoon. Some adjustments are needed.

The SIA defined actions as “leaders will...” and success criteria as “children will be able to...” - in plain English so the governors can easily understand.

Governors discussed their understanding of “actions” and “success criteria”, giving suggestions for wording. The following points were raised:

- Success criteria should show intended results (outcomes), not process
- If a strategy is working, the impact on children will be seen

A governor questioned whether the Timescale column is needed, as the schedules are shown on the MET, but another governor considered the milestones useful.

Governors appreciate having the person responsible named.

Governors agreed that parts of the SDP are repetitive. They suggested that it could be cut down to little more than one page for each of the three priorities, though all priorities in the SEF should be addressed

This section was discussed in detail

1a.i Establish an efficient monitoring, evaluation and training schedule which shows responsibilities for each aspect covered and provides the most urgent focus for improvement.	HT/AHT (External review by SIA)	In place for Sept 2019	As a result of comprehensive MET, areas for improvements in teaching and learning identified and feedback allows for swift improvements to be made.	Monitored by all staff/SLT. Report to FGB / SIA
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And the following changes were suggested

1a.i Establish an efficient monitoring, evaluation and training strategy.	HT/AHT (External review by SIA) In place for Sept 2019	<ul style="list-style-type: none"> • It will be successful if monitoring identifies gaps in learning for all learner’s which are fed back and addressed. • It will be successful if teachers are supported to become at least good across the curriculum • It will be successful if monitoring identifies under performance and closes the gap. • It will be successful if prior attainment data is used to ensure pupils make better than expected progress.
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The Chair suggested that the Head could occasionally pick one of the three priorities from the MET for a report to governors. The Head responded that monitoring will largely be done by link governors talking to lead teachers.

¹ cf Operations minutes

Governors would like to aim to have the SDP in a form which could be in the public area of the website, to be updated annually.

10)SIAMS SEF

Not completed because of illness of school staff.

11)Reports

- **Head Teacher**

As a child has just received an Education Welfare Plan, the 1:1 support can be continued. Another application was not successful.

A governor asked for the details of the days a returning teacher works. These were given. The teacher has a new contract.

An insurance claim has been submitted for damage caused by the leaking pipe. There is a £200 excess.

A governor asked about the qualifications of the person who accidentally caused the problem and was assured that all legal requirements were met.

Place Partnership will say whether the light fitting needs replacement when they issue the structural survey report.

The snagging from the work in the summer includes the staircase, and ingress of water over the mullioned windows. This will be investigated on Monday - the problem may be water coming from further up the roof.

The mould in the cupboard in the hall is probably due to slow-drying plaster

A governor asked whether the problems with Class 1 roof have been addressed. This will be done on Monday.

The Health and Safety Governor asked if there are any outstanding H&S issues. The Head replied that H&S will be discussed at the next staff meeting.

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

The minutes of 25th September were signed as an accurate record. It was a good meeting, and the strategies discussed had been well thought out.

The Head and Assistant Heads worked out the strategies at an offsite meeting, which encouraged collaboration, and avoided interruptions. The collaborative approach made it easy to introduce the strategies to other members of staff.

The chair commented that this work is brilliant.

- **Operations Committee**

The minutes of 19th September were signed as an accurate record.

The school budget has to be submitted annually by 1st May. It is difficult to schedule an FGB meeting to approve it. The problem can be resolved by formally delegating the decision to the Operations Committee. Operations TOR have been altered to allow this.

Proposals

Approve amended Terms of Reference for the Operations Committee
Proposer Frances SurrIDGE, Seconder Peter Boydell, Unanimously approved.

The Full Governing Body delegates approval of the Budget to the Operations Committee

Proposer Frances SurrIDGE, Seconder Peter Boydell, Unanimously approved.

Devolved capital can only be used for amounts over £2000. Two of the staff computers need replacing at a cost of £800. This can be added to the spending on the Chromebooks, which brings the total to over £10,000

Proposal

To approve the £10,800 to be spent on the Chromebooks and two replacement computers.

Proposer Frances SurrIDGE, Seconder Peter Boydell, Unanimously approved.

12) Governor administration

- **Confirm committee membership**
Confirmed
- **Review link governors and expectations**
After a brief discussion, governors decided that linking governors to subjects is most pragmatic.
Subjects were allocated. All subjects should be covered, as Ofsted could do a deep dive into any. Action Policies for each subject should be drawn up and put on the website.
- Currently there are two vacancies for governors
- **Approve TOR (FGB, Operations and TL&S)**
Approval of TOR for FGB and TL&S postponed

13) Policy for approval

- **Safeguarding Policy**

Governors signed to say they have read and approved the Safeguarding Policy

- **Pay Policy**
The Chair has sent a copy to the Head

14) Items for next agenda

1. Governor Safeguarding Training
2. Presentation on Educater
3. Each governor to summarise a section of the Governance Handbook
4. Governor skills audit review

Approve

- Pay policy
- TOR for FGB
- TOR for TL&S

15) AOB

A governor asked when the census is taken. Unfortunately, it was last week, while numbers are low. This will cause a significant loss of income.

The idea of running a pre-school was discussed. This would be very attractive to parents, and could be accommodated, possibly in a portacabin classroom

Governors stressed the need for documents to be sent out in time for governors to study them. They wondered if the Head could work from home for a day to prepare them without interruption.

A governor asked for a check of how many children have been vaccinated against measles, so that a reminder can be issued if necessary.

This would have GPDR implications

16) 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
Summer 2	18/6/20	24/6/20	9/7/20

Signed:

Date:.....