

Malvern Wells CE Primary School
Minutes of the Full Governing Body Meeting
Wednesday 05th December 2019 6.30pm

ACTIONS

Item	Action	By whom	By when
Note 1	Contact Chris Sheppard re building compliance survey	CR	w/e 13 Dec
5	Install new photocopier	AE	Christmas hols
5	Check insurance is valid for the Breakfast Club adult to child ratio	AE	End of term
Note 2	Upgrade to website	AE + PrimarySite	Launch after Christmas
Note 2	Publicise launch	AE & PB	Just before launch
5	Check if documents from the governors' website could be archived in years, and confirm that any archived documents can still be accessed	AE + PrimarySite	This term
Note 3	Publicise change of dates by Twitter, & Facebook	AE, DB, HB, Governors	Before open days
5	Amend the Complaints Policy and the Charging and Remissions Policy, then circulate to them governors for comment	FS + AE	FGB 06 Feb
5	Sort out window leaks with Chris Sheppard	CR & Chris Sheppard	Ops 16 Jan
5	Finish class H&S audits	Staff	w/e 13 Dec
5	Add policies for each subject to the website	AE & staff	When updated
5	Rewrite TOR for TLS Committee	FS	TLS 22 Jan
5	Check HR policy on MMR vaccinations for staff	FS, TLS	FGB 06 Feb
7	Put the SIAMS report in the public area of the website	AE	w/e 13 Dec
7	Replace kitchen worktop	Volunteer? Fitter? PB?	Beginning of Spring term
10	Put action plans in the governors' secure area of the website	AE + DS	Beginning of Spring term
10	Spring 1 try. No HT report, discuss SDP and MET	FGB	FGB 06 Feb
10	Spring 2 try Head Teacher's report	AE + FGB	FGB 26 Mar
10	Re-advertise for a parent governor, changing the wording	DS	Beginning of Spring 1
10	Head suggest dates for a governors' assurance day for Clerk to correlate	AE, DS, Governors	Beginning of Spring 1
10	Brief reports on specialist subjects to governors	Teachers & governors	Twilight Spring 1
10	Each governor decide which subjects interest them and inform the Clerk	Governors + DS	Spring 1
10	Approve admissions policy for September 2021 by email	Governors, DS	FGB 06 Feb
11	Start feasibility study on becoming an academy & present findings to governors	AE + governors	End of term
13	Feasibility study on toilet cubicle in Class 1	CR ask CS	Ops 16 Jan? FGB 06 Feb
13	Change signatories for Devolved Capital a/c	AE	End of term



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

In Attendance: Dinah Sage (Clerk)

1) **Apologies for absence** Lorna Lymer

2) **Prayer**

Led by FS

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

None declared.

4) **Approval of minutes of meeting held on 10th October 2019**

The minutes of 10th October 2019 were approved and signed.

6.35 HB entered

5) **Matters arising from the minutes of 10th October**

Action	By whom	By when	Progress
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	Much improved
Chase report on building compliance survey	AE	14 Oct	See Note 1
Each governor read & comment on a section of the Governance Handbook	FS & Governors	FGB 20 Nov	Governors have read sections. FS using advice to inform Item 10
Install new photocopier	AE	Over half-term	Christmas holiday
Talk to parent about marketing	AE	Half-term	Keen but too busy
Check insurance is valid for the Breakfast Club adult to child ratio	AE	Half-term	Is valid
Upgrade to website	AE + Primary Site	Possibly 11 th October	Big launch after Christmas See Note 2
Check if documents from the governors' website could be archived in years, and confirm that any archived documents can still be accessed	AE + PrimarySite	This term	Not yet

Decide new dates for Open Days.	AE & Staff	To be held November	10 th & 13 th Dec
Publicise change of dates by social media	AE	Before open days	See Note 3
Make a banner for the railings	PB + AE	Before Open Days	On its way
Amend the Complaints Policy and the Charging and Remissions Policy, then circulate to them governors for comment	AE & FS	FGB 20 Nov	Working on it
Attend appraisal training	PB, SP, FS	November	Attended
Complete staff appraisals	AE	Half term	Completed
Alter SDP	JA + AE	TLS 14 Nov	V7 nearly ready
SIAMS SEF	FS,DB,AE, JA	TLS 14 Nov	Completed
Sort out snagging and window leaks with Chris Sheppard	AE & Chris Sheppard	14 Oct	Ongoing
Discuss Health and Safety	AE & staff	Staff meeting	Class audits are nearly complete
Draw up a list of link governors, their subjects and the lead teachers, with email addresses.	FS & AE	FGB 20 Nov	See item10
Add policies for each subject to the website	AE	TLS 14 Nov	When they are updated
Approve TOR for FGB and TL&S	Governors	FGB 20 Nov	FS is working on the TL&S TOR
Approve Pay Policy	Ops	8 Nov	Approved - Item 7
Discuss running a pre-school	Ops	8 Nov	See Ops minutes 25 Nov
Check how many children have had MMR vaccination and issue reminder if necessary	AE	Half term	See Note 4

Note 1

Communication with the contractor is proving difficult. Responding to a question, the head told governors that payment does not seem to be the problem. CR will also email the contractor.

Note 2

Notice on front door, inform parents

Note 3

Governors asked about the use of social media. Staff replied that the school has a Twitter account, which it can control, but does not use Facebook, as it could not be monitored effectively. An annual subscription is made to a texting service, which is used when necessary, but each text also incurs a cost.

However, governors can send messages about the open days via Facebook through other organisations eg Worcester mums, Church toddler group

Note 4

Asking whether children have been vaccinated is against GDPR. A reminder was sent to all parents.

Governors asked whether staff were themselves vaccinated as children. The Head will check procedure with HR

6) Governor safeguarding training

Held over to next FGB meeting

7) Reports and minutes for discussion and approval where required

- **Head Teacher report**

As the contact details of known children are confidential, they cannot be contacted about the open days

The deadline for applications for Reception is 15th January

Attendance is down because of the norovirus

The SEND report was examined by the TLS Committee.

All Early Years staff, including TAs, have attended training on Read Write Inc.

The assessment process has started. Reception and Year 1 & 2 are grouped for Phonics according to the stage they have reached. After three weeks 100% have made or exceeded expected progress.

Children are guided to reading books which match their phonetic knowledge.

Governors wondered how the staff received the scheme. The English Lead reported that they love it and the TAs feel empowered.

In reply to governors' questions, the Head said that the English lead has given some training in-house, Class 2 TAs will be in the next batch for external training and resources have started to come in.

A governor asked if teachers are confident that there are sufficient resources for slow learners. The English lead replied that the ethos is that no one is left out. All are expected to participate - no hands up. The teacher uses hand signals to maintain order. The culture is filtering through to Maths

Fluency leads to comprehension, which will be the focus of KS2.

Consistency throughout the school is exemplified by everyone using the same writing style

The History and Geography leads have prepared overviews to present to the staff. They will lead projects and look at assessments following the same principles as used for RE. The governors commented that monitoring information is useful.

The SIAMS rated the school good

A governor thanked the Head and reported that the staff are proud of her performance on the day of inspection.

The Head recognises the part everyone played as a team effort.

Parents have been informed.

Training in Educater has been completed. Data for Maths and English is to be added by the end of next week for JA to analyse.

The Chair asked what is the next step now a curriculum map has been identified.

The Head reported that the approach is to ask big questions which will drive the topics. For example, the topic Fire and Ice could ask why penguins do not fly.

Where possible, non-core subjects such as Art and Music will be linked.

A governor asked if the topics are related to Early Years skills. The Head confirmed there is no direct link. The governor asked that subject leads should be reminded of this.

Topics will change every half term.

The Chair asked whether children will repeat topics. The Head replied that they will, but using increasing skills.

Governors asked/ commented	The Head & English Lead replied
Will children repeat topics?	Yes, with deeper understanding
How will topics be monitored?	Through History & Geography. Look at skills progression in planning & check lesson plans match ability
Resources?	Bought
Is each year working on its own topic?	Probably not, but might adapt a common thread eg food and farming. Hope each child will produce a knowledge organiser to share with their family
How are staff coping with their new roles, especially the English Lead. Release time is to be encouraged	The challenge is hard work, but enjoyable & should plateau when the changes are embedded. Release time has been granted. Looking into writing showed that Improvement is needed in reading, as it is fundamental
Cover for the Head and English Lead to work off site on the SDP is a valid expense	Working off site on the SDP improves productivity enormously.
Avoid burnout	

7.19 DB left

A governor asked whether the kitchen has been finished, as this is a matter of health and safety.

As the worktop was soaked by the boiler leak it needs replacing. Scheduling is proving difficult.

Teaching, Learning and Standards Committee minutes

The minutes of 20th November were signed as an accurate record.

- **Operations Committee minutes - accept Pay Policy and Finance Policy**

The minutes of 25th November were signed as an accurate record.

A governor questioned the pay scales for the assistant heads. The head confirmed them.

Proposal

Approve the Pay Policy and Finance Policy

Proposer Peter Boydell, Seconder Frances Surrige, unanimously approved

- **Chair's report**

Covered in Item 10

- **School fund**

The school fund accounts for January to December 2018 were audited in July 2019. Governors noted the length of time.

8) SDP - V6 quick review/questions

There were no questions.

V6 is a great improvement. V7 will be out soon.

9) SIAMS - update

The report rates the school good, confirming Ofsted's judgements on what the school does well.

Governors warmly thanked Alison Earp, all the staff and Ali Myers and sent their congratulations.

Governor effectiveness - linked to Chair's report

The Chair reflected on the work of the governing body, asking what thoughts governors have had on the ideas in her report.

The six FGB meetings a year, with two committees seems to be working well.

Governors agree with the focus on impact, would like to see it on reports, and think it should also apply to governors.

The TL&S committee have asked to see teachers' action plans to help them assess impact.

The head confirmed that the action plans all follow the same format.

As the head teacher's report is only required by law once a term, the Chair suggested a HT report only at the second meeting. The head or governors would choose a topic. This would leave the first meeting free to concentrate on the SDP and the MET.

- **Feedback from governors on Governance handbook**

Governors have read sections of the Handbook. The Chair handed out notes on the structure and organisation of effective governing bodies.

- **Governor vacancies**

There are vacancies for a parent governor and a foundation governor

- **Appoint link governors**

The chair suggested link governors cover broad areas of the curriculum. This should reduce the workload and be better preparation for an Ofsted deep dive. Maths and English and RE/CW will still be covered as single subjects.

After discussion, the governors agreed to try the Head's suggestion of Governor Assurance Days.

Available governors will visit the school for half a day, and talk to children and to subject leaders, writing reports before they leave. This should concentrate effort.

Written questions could be put to the subject leads as they are responsible for giving evidence of impact.

A governor questioned dropping subject links. The Chair suggested that one quality assurance day could focus on arts, the other on science. Further monitoring could be done through the TL&S Committee.

Teachers could be invited to give a short talk on their specialist subject to the governors, possible as a twilight session.

Dave Bruce has indicated that he would like to be involved with RE.

- **School policies – how to work effectively to meet our obligations**
- **Governors skills audit review**

The skills audit shows that all areas of expertise can be covered by the current governing body.

10) Approve admissions policy for September after next

To be approved by email

11) Items for next agenda

12) Any other business

Devolved Capital Account

Proposal The signatories for the Devolved Capital Account should be changed to Alison Earp, Frances Surridge and Jen Alford.

Proposer Peter Boydell, seconder Colin Robbins. Unanimously agreed.

A minute was signed as proof for the bank. See Appendix 1

Academies

The Head is concerned that as many local schools join academies, the opportunities for working with other heads, eg Cluster meetings and moderation, are becoming more limited. Representatives of the DoWMAT and HUET have given talks in the past. It seems time to consider Malvern Wells' position.

Governors are concerned whether a move would be cost-effective and are aware that wide consultation and a feasibility study would be needed, before the arduous process of academisation could begin.

Toilet cubicle

CR reported that a toilet cubicle in Class 1 may be possible.

It would be useful for the current Reception class, and essential for rising 4s. Could devolved capital be used?

Invitations

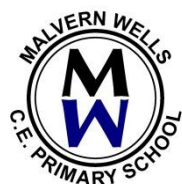
Governors were invited to the School Fair, and to the Christmas performances at All Saints

13) Dates of next meetings - all meetings are at 6.30pm

Term	Operations (Thursday)	T L and S (Wednesday)	FGB (Thursday)
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	14/5/20
Summer 2	18/6/20	24/6/20	9/7/20

Signed: Date:.....

Appendix 1



Malvern Wells CE Primary School
Operations Committee Meeting
Monday 25th November 2019 at 6.30pm

Present: Peter Boydell (Chair)
Frances Surridge
Alison Earp
Colin Robbins
Helen Routledge

In Attendance: Dinah Sage (Clerk)

Apologies: Lorna Lymer

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Signed.....

Date.....