



**Malvern Wells CE Primary School**  
**Minutes of the Full Governing Body Meeting**  
**Thursday 06<sup>th</sup> February 2020 6.30pm**

**ACTIONS**

<b>Item</b>	<b>Action</b>	<b>By whom</b>	<b>By when</b>
	Ring IBS	AE	07 Feb
	Change pdf files to word and provide technical advice.	PB	If necessary
Note 1	Ask for price of compliance survey pending Margaret James' return	CR	Half term
Note 1	Book condition survey	AE	Immediately
Note 1	Monitor Spearhead's work on leaking windows	CR	Ongoing
5	Feasibility study on a toilet cubicle in Class 1	CR ask Chris Sheppard	When Chris Sheppard is in for condition survey
5	Install new photocopier	AE	Easter hols
5	Meet to discuss archiving on governors' website	AE, FS, DS	This term
5	Add policies for each subject to the website	AE & staff	When updated
5	Rewrite TOR for TLS Committee	FS	TLS 11 Mar
5	Ask staff to check whether they have had MMR vaccinations	AE	Half term
6	Re-advertise for a parent governor, changing the wording	DS	In a few weeks' time
5	Approve admissions policy for September 2021 by email	Governors, DS	When retrieved from hard drive
5	Start feasibility study on becoming an academy & present finding to governors	AE + governors	End of term
5	Change signatories for Devolved Capital a/c to Alison Earp, Frances Surridge and Jen Alford	AE	Half term
6	Write an email for AE to forward to all staff to congratulate them on their enthusiasm in embracing the changes	FS	7/2/2020
6	Invite Helen Attree to join the RE/CW Committee	DB	This term
6	Meet head of HR for discussion on staffing	AE	w/e 14 Feb
8	Read safeguarding powerpoint and sign sheet at next meeting	Governors and AE	FGB 05 Mar
9	Link governors make visits	Governors	Ongoing
9	Put action plans for all subjects on website	AE	Half term
9	Check link governor list is correct and add subject leads	DS, FS, AE	FGB 05 Mar
10	Circulate policies for comment by email <ul style="list-style-type: none"> <li>• Behaviour and Disciplined Policy</li> <li>• Teaching and Learning</li> <li>• Charging and remissions policy</li> <li>• Complaints policy</li> <li>• Admissions arrangements 2021-2022</li> </ul>	FS, AE, Governors	FGB 05 Mar



**Malvern Wells CE Primary School**  
**Minutes of the Full Governing Body Meeting**  
**Wednesday 06<sup>th</sup> February 2020 6.30pm**

**Present:** Jen Alford, Peter Boydell, Dave Bruce, Alison Earp (Head), Lorna Lymer, Ali Mesley, Frances SurrIDGE (Chair), Colin Robbins,

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

**Computer problems**

The head's hard drive has crashed. Although IBS says her data was backed up two months ago, there appears to have been no back-up this academic year. The Head apologised for the problems caused.

1) **Apologies for absence** Sarah Pawson, Helen Routledge

2) **Prayer**

Led by DB

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

None declared.

4) **Approval of minutes of meeting held on 05<sup>th</sup> December 2019**

The minutes of 05<sup>th</sup> December were approved and signed.

6.35 JA entered

5) **Matters arising from the minutes of 05<sup>th</sup> December**

Action	By whom	By when	Progress
Contact Chris Sheppard re building compliance survey	CR	w/e 13 Dec	See Note 1
Install new photocopier	AE	Christmas hols	Richard Cogan has offered to pay Siemens' settlement fee to get our business. He is cheaper and local
Check insurance is valid for the Breakfast Club adult to child ratio	AE	End of term	Confirmed
Upgrade to website	AE + PrimarySite	Launch after Christmas	Completed
Publicise launch	AE & PB	Just before launch	Completed
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	DS & AE met. Needs further simplifying. Primary Site's archiving not suitable and costs £90

Publicise change of dates by Twitter, & Facebook	AE, DB, HB, Governors	Before open days	Completed
Amend the Complaints Policy and the Charging and Remissions Policy, then circulate to them governors for comment	FS + AE	FGB 06 Feb	See Item 10
Sort out window leaks with Chris Sheppard	CR & Chris Sheppard	Ops 16 Jan	See Note 1
Finish class H&S audits	Staff	w/e 13 Dec	Completed
Add policies for each subject to the website	AE & staff	When updated	Staff are still working on polices FS offered to change pdf files to Word
Rewrite TOR for TLS Committee	FS	TLS 22 Jan	Action Ongoing
Check HR policy on MMR vaccinations for staff	FS, TLS	FGB 06 Feb	Action AE ask staff to check with their GPs
Put the SIAMS report in the public area of the website	AE	w/e 13 Dec	Completed
Replace kitchen worktop	Volunteer? Fitter? PB?	Beginning of Spring term	Completed
Put action plans in the governors' secure area of the website	AE + DS	Beginning of Spring term	Completed
Spring 1 try. No HT report, discuss SDP and MET	FGB	FGB 06 Feb	See item 6
Spring 2 try Head Teacher's report	AE + FGB	FGB 26 Mar	Completed
Head suggest dates for a governors' assurance day for Clerk to correlate	AE, DS, Governors	Beginning of Spring 1	See Item 9
Brief reports on specialist subjects to governors	Teachers & governors	Twilight Spring 1	See Item 9
Each governor decide which subjects interest them and inform the Clerk	Governors + DS	Spring 1	See Item 9
Approve admissions policy for September 2021 by email	Governors, DS	FGB 06 Feb	If retrieved from hard drive
Start feasibility study on becoming an academy & present findings to governors	AE + governors	End of term	Not yet
Feasibility study on toilet cubicle in Class 1	CR ask CS	Ops 16 Jan? FGB 06 Feb	Ask CS when in for condition survey Action
Change signatories for Devolved Capital a/c	AE	End of term	Approved, but not changed

### **Note 1**

CR met Chris Sheppard last week.

- Compliance survey - as Margaret James is the client, Chris Sheppard needs to speak to her when she returns to work

- Condition survey - more important, some overlap and needs to be organised as soon as possible by AE
- CS has arranged for Spearhead to work on one of the leaking windows mid-February. Further action depends on the success of the repair

## 6) Reports and minutes for discussion and approval where required

- **Head Teacher reports on SDP - Priority 3 English, especially writing**
  - Topic examined by TLS committee and Link Governors
  - Visit to English hub school prompted decision to start with reading, as the phonics approach feeds into writing.
  - The ReadWriteInc approach is pacey and needs all staff to buy into it.
  - Jen Alford has become the English lead. She undertakes monitoring and training.
  - All teachers and TAs from Class 1 have had CPD This will be extended.
  - RWI concentrates on Reception to Year 2, with children grouped according to their ability in phonetics.
  - Older classes are using Pie Corbett's Talk for Writing. Teachers assess the needs of their class and use texts chosen to match these needs. They are given a bank of texts, and a proforma for planning. The next step is to add non-fiction texts
  - Children have performed well in assemblies and on Twitter.
  - Incentives are given to encourage reading with parents
  - Impacts
    - Children have made accelerated progress
    - Staff are working collaboratively and discussing approaches
    - Language and approach are consistent throughout the school
    - External assessment rates teaching good.
  - Visit to St John's Bosco Midlands hub resulted in some financial support, and an audit of early years and Year 2 phonics will check the suitability of material.
  - The Book Fair raised £384, which will attract matched funding

Governors asked/ commented	The Head & English Lead replied
Has teaching improved?	Yes, illustrated by improved outcomes
	The new ways need to become embedded
Governors will need to see evidence of the impact when the new approach is embedded	
The culture change in massive	Kate Brunt recognised the positive changes. Her suggestion of using children as reading ambassadors has been taken up
Is there any material to help parents?	Workshops. Parents are mostly interested in how MW teaches reading and writing
Governors congratulated all the staff on their enthusiasm in embracing the changes	

Currently fresh and exciting. How will the changes be institutionalised for September?	A non-negotiable planning framework - this is how we plan, this is how it looks - has been introduced
Watch teaching doesn't become turgid	Regular meetings ensure regular conversations What is going well? What isn't working? Raises expectations.
This had been a good discussion focussed on the SDP	Head Teacher's report next FGB meeting

Governors are delighted with the work done on Reading and Writing, and congratulate the Head, the English Lead and all the staff.

### **Teaching, Learning and Standards Committee minutes**

After minor corrections, the minutes of 22<sup>nd</sup> January were signed as an accurate record.

The Collective Worship group is already making plans for Easter Sunday

- **Operations Committee minutes**

The minutes of 16<sup>th</sup> January were signed as an accurate record.

The committee chair reported that the school is heading for an overspend of £4000 in this financial year. Next year low numbers mean a massive reduction in the budget. The impact will start in the summer term.

Staffing implications were discussed. It is hoped that any reductions can be managed through natural wastage.

The head has talked the problem over with Kate Brunt and will be meeting the head of Human Resources next week. Governors agreed with her that a creative discussion is needed, examining all options.

The chair of Operations advised her to have budget figures to hand, and to aim to allocate 80% -85% of next year's forecast to staffing.

### **7) IDSR - explanation by the head teacher**

#### Overview

- The Inspection Data Summary Report (IDSR) captures data from the last academic year ie 2018 -2019.
- A grey square indicates average performance, or less than eleven pupils. A governor asked what is meant by criteria not being met. The head explained that it means a school is not in the lowest 20% or the highest 20%.
- As Ofsted will expect governors to understand the statistics, they are concerned that the school could be very near the bottom or top quintile without them knowing, so deteriorating standards could be missed. The head considers that internal data is better
- Governors find the IDSR less clear than previous reports.
- The chair asked why the numbers of children are different for progress and attainment. The head explained that, although attainment data would be forwarded on change of school, if a child has been home-schooled, or educated abroad, there will not be any available.

- Maths is not highlighted, which suggests improvement
- Low absence
- No exclusions
- A graph would be helpful
- Governors consider that the low score for deprivation is not accurate. It reflects the catchment area for Malvern Wells, but does not reflect the actual children, many of whom come from outside the catchment area.
- The inclusion of finance for the first time was noted.
- Only one member of staff has a 100% attendance record
- The improvements over the last year would need to be shown to Ofsted with evidence.
- A governor asked whether phonics is correctly in the bottom quintile. The Head explained that this is because a small cohort contains three children with SEND.
- A governor recognised that it is not always possible to bring a child up to the expected standards.

## 8) Safeguarding PowerPoint - questions for AE

Held over to next meeting

## 9) Governor effectiveness

- **Governors quality assurance twilight session/link governor visits**

Governors discussed the merits of having a quality assurance day, with teachers giving 3-minute presentations to governors, with an opportunity for looking at books and asking questions.

They decided this would cause extra stress for staff and that it would be difficult for some governors to attend, and agreed to adapt the present system of link governors meeting individually with teachers. Although it would be useful for all governors to have a general idea in case the link governor was unavailable at an Ofsted inspection.

English and Maths governors need to visit on a regular basis, but most other subjects could be done during an annual visit of about an hour. The head could arrange release time for teachers.

A governor reminded the head that governors need to see action plans for all subjects.

- **Confirm link governors**

Subject	Link governor
Maths	Sarah Pawson
English	Ali Mesley
Science	Helen Routledge (tbc)
ICT	Peter Boydell (tbc)
Art	Ali Myers
DT	Ali Myers
Geography	Frances Surrige
History	Frances Surrige
Music	Sarah Pawson (tbc)
Modern foreign languages	Lorna Lymer
RE/CW	Colin Robbins

- **Governors skills audit review**

Deferred

**10)Review and approve policies**

- Review Behaviour and Disciplined Policy
- Review Teaching and Learning
- Charging and remissions policy
- Complaints policy
- Admissions arrangements 2021-2022

These will be circulated by email for governors to comment as reply all

**11)Items for next agenda**

Governors sign to confirm they have read the Safeguarding powerpoint

**12)Any other business**

A letter from Harriet Baldwin MP was read out, in which she congratulates the school on performing well at KS2, and sends thanks and best wishes

An experienced governor advised the head to consult an independent expert about recovering data from the hard drive.

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

Term	Operations (Thursday)	T L and S (Wednesday)	FGB (Thursday)
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:.....