



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

**Thursday 09<sup>th</sup> July 2020 6.15pm**

**ACTIONS**

|    |   |                   |   |
|----|---|-------------------|---|
| 5  | Add policies for each subject to the public area on the website   | AE & staff        | When updated  |
| 5  | Rewrite TOR for TLS Committee   | FS                | FGB Autumn 1  |
| 5  | Ask staff to check whether they have had MMR vaccinations   | AE                | Next week   |
| 5  | Re-advertise for a parent governor, changing the wording  | DS                | Early Autumn term   |
| 5  | Start feasibility study on becoming an academy - Tim Reid talk to governors   | AE, Tim Reid      | When new guidance is released                               |
| 5  | Change signatories for Devolved Capital a/c to Alison Earp, Frances SurrIDGE and Jen Alford   | AE                | Over summer   |
| 5  | Invite Helen Attree to join the RE/CW Committee   | DB                | This term   |
| 5  | Read safeguarding PowerPoint and sign sheet at next meeting   | Governors and AE  | FGB Autumn 1  |
| 5  | Link governors make visits  | Governors         | Autumn term   |
| 5  | Put action plans for all subjects in Governors Secure area  | AE                | Over summer   |
| 5  | 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 | Governors need to approve these policies by the end of term |
| 5  | Put policies above in governors Secure area   | DS                | Before Sept FGB   |
| 6  | Ask Primary Site to sort out problem with accessing the school website using Safari   | AE                | This week   |
| 7  | Hold meeting focussed on OFSTED?  | FGB? TLS?         | Autumn 1  |
| 10 | Have SEF ready for the Autumn 1 FGB   | AE                | Autumn 1 FGB  |
| 11 | Remind about the Wednesday TED day  | AE                | Before 4 Nov  |
| 12 | Meet to discuss items for the next agenda   | FS & AE           | Next week   |
| 13 | Sort out minutes over ten years old for disposal  | DS                | Next week   |
| 14 | Decide on dates of FGB a & committee meetings for 2020-2021   | FS & AE           | Next week   |



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**Thursday 09<sup>th</sup> July 2020 6.15pm**

**Present:** Peter Boydell, Alison Earp (Head), Lorna Lymer, Sarah Pawson, Frances Surrige (Chair), Colin Robbins, Helen Routledge

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

1) **Apologies for absence,** Jen Alford, Dave Bruce, Ali Mesley

2) **Prayer**

Led by FS

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

None declared.

4) **Approval of minutes of meeting held on 06<sup>th</sup> February 2020**

The minutes of 06<sup>th</sup> February were approved with a minor alteration and signed.

5) **Matters arising from the minutes of 06<sup>th</sup> February**

| <b>Action</b>  | <b>By whom</b>        | <b>By when</b>                                 | <b>Progress</b>  |
|--|-----------------------|--|--|
| Ring IBS   | AE                    | 07 Feb   | Data could not be retrieved. New hard drive supplied   |
| Change pdf files to word and provide technical advice.           | PB                    | If necessary                                   | IBS technician advised head  |
| Ask for price of condition survey pending Margaret James' return | CR                    | Half term                                      | Condition survey completed   |
| Book condition survey  | AE                    | Immediately                                    | Completed  |
| Monitor Spearhead's work on leaking windows                      | CR                    | Ongoing  | Spearhead backed out   |
| Feasibility study on a toilet cubicle in Class 1                 | CR ask Chris Sheppard | When Chris Sheppard is in for condition survey | Technically feasible but space tight. Not followed up as conditions unfavourable for preschool |
| Install new photocopier  | AE                    | Easter hols                                    | Brought wrong size. Installed this week  |
| Meet to discuss archiving on governors' website                  | AE, FS, DS            | This term                                      | In hand  |
| Add policies for each subject to the website                     | AE & staff            | See Note 1                                     | Ongoing  |
| Rewrite TOR for TLS Committee                                    | FS                    | TLS 11 Mar                                     | For FGB Sept   |

|  |                   |                                |  |
|--|-------------------|--------------------------------|--|
| Ask staff to check whether they have had MMR vaccinations  | AE                | Half term                      | Confirmed later - emailed 9 Feb  |
| Re-advertise for a parent governor, changing the wording   | DS                | In a few weeks' time           | Early next term  |
| Approve admissions policy for September 2021 by email  | Governors , DS    | When retrieved from hard drive | Approved   |
| Start feasibility study on becoming an academy & present finding to governors  | AE + governors    | End of term                    | When new guidance is released  |
| Change signatories for Devolved Capital a/c to Alison Earp, Frances Surridge and Jen Alford  | AE                | Half term                      | Not yet  |
| Write an email for AE to forward to all staff to congratulate them on their enthusiasm in embracing the changes  | FS                | 7/2/2020                       | Completed  |
| Invite Helen Attree to join the RE/CW Committee  | DB                | This term                      | Unsure   |
| Meet head of HR for discussion on staffing   | AE                | w/e 14 Feb                     | Completed  |
| Read safeguarding PowerPoint and sign sheet at next meeting  | Governors and AE  | FGB 05 Mar                     | Read but not signed  |
| Link governors make visits   | Governors         | Ongoing                        | School closed because of Covid-19  |
| Put action plans for all subjects on website   | AE                | Half term                      | Not yet. See Note 2  |
| Check link governor list is correct and add subject leads  | DS, FS, AE        | FGB 05 Mar                     | Completed  |
| Circulate policies for comment by email <ul style="list-style-type: none"> <li>• Behaviour and Discipline 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                     | Updated for Covid, but needs further update<br><br>Will reflect new planning by Sept |

### **Note 1**

Policies are being added when they have been checked. See curriculum tab > subject area >. Subject. Curriculum maps and current curriculum statements will also be there. (NB Not in governors secure area)

### **Note 2**

Governors consider that the Action Plans will help them hold the school to account. They will be in the Governors Secure Area

## 6) Approval of Operations Committee minutes of 21<sup>st</sup> May

- **Budget**
  - Eleven fewer children mean about £44,000 less income
  - The carry forward appears to be £16,000 lower than expected
  - Because of uncertainties of staffing the Head had produced two versions of a balanced budget.
  - After thorough discussion, governors reluctantly agreed that a deficit budget would be more realistic.
  - The head has since produced two versions of a deficit budget, which have been approved by governors, and accepted in principle by the LA. The requisite forms have only just been received
- **Buildings**
  - There is still some difference of opinion over whether Malvern Wells should pay their share of the botched work done by YMD Boon.
  - The recollection of the governors is that Margaret James stated that the school would not be liable for the usual 10% invoiced from YMD Boon for the substandard work done over the summer of 2018, as governors did not authorise the payment of any of the invoices.
- **School Condition Allocation (SCA)**
  - CR reported that now Rob Stevens has recommended work on the flat roof and windows for acceptance, Chris Sheppard can go ahead with quotes.
  - Additions - frosted glass for a potentially overlooked toilet window
    - Larger housing to hold a new gas meter
    - A governor questioned why the school should pay, and not the gas board who are changing the meter. He was assured that the gas board is responsible for the meter, and the householder for the housing.

### 6.25pm Helen Routledge entered

- The tender process is in hand, but CR has not yet seen the tenders, and time is very short if work is to be done during the six-week break.
- The condition survey showed some instances where the building is no longer compliant with current regulations. As the entrance hall is no longer considered big enough, Chris Sheppard will find a door which could be reused in a future extension.
- PB asked for and received assurance that the work is on target for £140,000
- CR is trying to sort out the leaking windows. As the problem was not part of the contract with Spearhead, they are no longer interested. CR recommends finding a builder who will get to the root of the problem
- **Safeguarding**
  - No issues reported
- **GDPR**
  - Two accidental breaches, both dealt with
- **Problems accessing PrimarySite**
  - Governor wondered whether PrimarySite is aware that it does no work with Safari
- **Compliance survey**
  - Margaret James would be responsible for a compliance survey. CR would expect this to be done approximately every five years.

**The minutes of the Operation Committee meeting of 21<sup>st</sup> May were approved and signed**

## 7) Approval of Teaching, Learning & Standards Committee minutes of 23<sup>rd</sup> June

- **Impact of Covid**
  - Governors recognise that staff have worked hard to provide online work, and now are teaching too.
  - The parent governors confirmed that the online teaching worked well, and there has been lots of positive feedback
- **Staffing structure** was discussed in detail.
- **Update on data**
  - Overall 76% of the children have attained ARE in English, 79% Maths and 73% Science.
  - 100% of Year 6 have I attained ARE in English, Maths and Science, with 48% working at Greater Depth in Maths, 70% in Reading and 42% in Writing
  - As next year's cohort is not as strong, case studies are being produced to provide evidence for Ofsted
- **Curriculum maps**
  - These have now been completed, so any new teacher would know exactly what to teach
  - Staff have worked really hard, and there are numerous new approaches to embed.
  - This curriculum maps and approaches can be found in the SDP

### The minutes of the TLS committee of 23<sup>rd</sup> May were approved and signed

The Chair suggested a meeting next term focussed on Ofsted

## 8) Head Teacher's report

The head asked for questions on the assumption that all governors have read the report.

|   |  |
|---|--|
| Governors asked/ commented                                  | The Head replied                                       |
| How many new entrants are expected in September             | 9, potentially 10 if an EHDC is agreed                 |
| Will the NOR be 80?   | Yes. 6 children left through emigration                |
| More children will come when the Ofsted grading is improved |  |
| Could we have an update on progress on the Ofsted targets?  | The LA inspection due in May cannot yet be carried out |

- **Attendance**
  - Currently parental choice
  - Attendance is recorded daily, broken down eg key worker, vulnerable children. The usual annual data is not required.
- **Teaching and Learning**
  - The Chair asked whether there will be issues with evaluating assessing children.
  - The Head replied that a recovery curriculum will be used. The key considerations are safe environment, Mental health and wellbeing, including the staff, then priority subjects
  - The staff are struggling - not helped by children being sent home with symptoms (tested clear). There is some staff absence. Anxiety is heightened. Some teachers have children at home - which they have to teach.

7.15pm Colin Robbins left

- The same objectives are being used for in-school and online teaching - but delivery is different
- A governor who is a doctor understands the problems - exhausted, overwhelming paperwork, rules which keep changing
- Most of the children will not have been in school since 23<sup>rd</sup> March.
- The risk assessments will be updated - the doctor advised not doing this too soon at advice is likely to change
- The Chair asked about planning
- The head replied that a safe environment is most important
  - The Jigsaw PHSE will be used during Autumn 1
  - Gaps in knowledge will be enormous, but gaps are identified and goals are set anyway.
  - A baseline will be established the gaps plugged. The essentials are phonics, reading, vocabulary and maths, but not all day
  - A governor hoped that the teachers will be pleasantly surprised.
- A governor noted that the priorities for 2020-2021 appear as a list of actions. The head assured governors that when added to the SDP, the objectives will be clearer.
- A governor suggested showing where the approach is modified because of the recovery curriculum
- Ofsted seems likely to check in on inadequate schools. In response to the question of whether there will be a new list of priorities, the Head replied that safeguarding will remain the main concern.

**9) SDP**

The chair's initial reaction is that the SDP is much tighter. The impact column now mostly shows the difference various approaches are making.

The Head explained that orange means an action has not yet been completed, whereas green indicates it has been done.

| Governors asked/ commented   | The Head replied responded   |
|--|--|
| Show us evidence eg through learning walks, examples of progression of skills. Especially data | The English subject leader could share her folder of evidence. Link governors could talk to subject leader and report to TLS |
| A link governor pointed out that the link governor visit forms have a space for impact         |  |

● **Action plans**

- The heads explained that the SDP is a summary and the subject action plans are more detailed. Governors felt that comments must be backed by evidence eg this number of learning walks were made, and the impact noted was.... They want answers to the question "How do you know?"
- Governors noted the percentages on page 7 are powerful - though this can't be done everywhere The SDP has clearly been written with impact in mind
- They appreciate numbers rather than narrative where possible
- Governors consider that the SDP is now a readable and informative working document

● **Data**

- The improvement in the data was recognised

- A governor noted that RE is at least expected for all pupils (SDP page 8), but is difficult to monitor in the absence of standard tests. The head estimates that 20% are exceeding and 17% emerging
- A pattern is emerging for foundation stage subjects. Coverage and skills progression during the three half terms the children were in school will be used to map out how far each cohort has progressed.
- **Staffing in September**
  - Class 1 Reception only Jen Alford and Sara Hernandez
  - Class 2 Years 1 & 2 Ali Myers and Stevie Sharrock
  - Class 3 Years 3 & 4 Ali Dainty and Louise Luckman
  - Class 4 Years 5 & 6 Kif Cullerne
- **Differences in learning experience**
  - Concerns were raised about the vast differences in the learning experience of children. In Class 2 some were able to be in school in during the summer term as they were in Reception, others did not have this opportunity.
  - Most children have taken part in remote learning, but some have hardly done anything.
  - Governors acknowledged that the school will have to be flexible. The experience teaching mixed age classes will be valuable.
  - The Head pointed out that all schools will have these problems, and this is why a recovery curriculum will be put in place.
  - Teachers will use baseline assessment to decide what needs doing to move children on. This is normal procedure.
  - Next year's Year 6 is causing concern in meeting ARE. A governor asked if it is the cohort which inspired changes in action planning. It was not, but it was the last cohort where governors were unhappy with the KS1 results
- **Induction**
  - In reply to a question, the head reported that the induction session had gone very well. Instead of home visits, one parent and the child were invited into school. Engagement with the child was better than at home.

#### 10)SEF

The Chair asked whether updates are urgently needed. The Head replied that they are, as some action required by Ofsted have been completed. She assured governors that it will be ready for the Autumn 1 meeting.

#### 11)Approve term dates for next year

Governors approved the term dates for next year, including an Inset day on Wednesday November the 4<sup>th</sup>. Wednesdays are the only day that all the staff are in school, and this was considered more important than the inconvenience for parents. A parent governor said that a reminder would help.

#### 12)Items for next agenda

The Chair and Head will meet to discuss this

#### 13)Any other business

##### Coronavirus

Governors expressed their concern about the effect of the Coronavirus.

The children will forget even more during the summer holiday.

If a child were to catch the virus, their bubble, including staff would need to go into self-isolation.

Term ends a week tomorrow. Year 6 have been invited to an outdoor celebration. Each class teacher will make a video instead of having changeover day. Governors asked about the guidance if parents chose not to send their children back in September. The Head replied that a meeting with the parents would hopefully allay their fear, and the education welfare officer would be involved if necessary.

**Retention of minutes**

The Clerk reported that the advice from Governor Services is that minutes must be kept for six years plus the current year, then archived or stored electronically, with the option of secure disposal after ten years.

Governors agreed to the disposal of minutes more than ten years old.

**14) Dates of next meetings for 2020-2021**

The Head requested not too many Thursday meetings.

After some discussion, the present pattern was retained - FGB & Operations

Thursdays, TLS Wednesdays 6.30pm

The Head and Chair will decide on dates

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