



Malvern Wells CE Primary School
Minutes of the Full Governing Body Meeting
Thursday 03rd December 2020 6.30pm by Zoom

ACTIONS

Item	Action	By whom	By when
6	Set up meeting of RE/CW Committee	AE	This term
6	If policies are currently held in both the public and governors' areas, remove them from the governors' area	DS	End of term
6	Set up login for AF	AE	After checks
6	Alert parents to Facebook broadcasting page	AE	Next newsletter
6 Note 3	SDP Priority 2a Add another action to show the specific actions to ensure that teaching is generally good eg. collaboration and coaching	JA	When working on SDP
6 Note 4	Ring Chris Sheppard re defects liability for summer 2019, compensation for blinds	AE & Chris Sheppard	Next week
6 Note 4	Ring Chris Sheppard re contacting a builder about leaking front windows	AE & Chris Sheppard	Next week
6 Note 4	Meet the electrician re the fuse board and other work	AE CR?	5 Dec
6	Send notes of link governor email meeting to Clerk	SP & DS	TLS 20 Jan
6 & 10	Link governors meetings Geography - AF & Kif Cullerne History - AF & Ali Dainty RE - CR & Alison Myers/Alison Earp Music - SP & Ali Dainty English - AM & Jen Alford Maths - Louis Luckman to contact SP	AF AF CR SP AM SP	FGB 11 Feb
6	Link subject leaders for Geography and History to AF	AE	End of term
6	Link governor to discuss RSE with PSHE lead	FS & Stevie Sharrock	TLS
6 & 9	Review Standing Orders for the FGB	FS	Next week
6	Circulate quiz on "Keeping Children Safe in Education"	AE	End of term
6	Complete safeguarding quiz	All governors	FGB
7	Circulate Project Board notes	AE	End of term
8	Put academisation on all agendas	DS	Ongoing
8	Write to stakeholders and begin discussion around academisation	AE & FS	End of term
11	Parent governor induction	AE & AF	End of term



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Present: Jen Alford, Peter Boydell, Dave Bruce, Alison Earp (Head), Alec Fisher, Lorna Lymer, Ali Mesley, Sarah Pawson, Frances Surridge (Chair), Colin Robbins

In Attendance: Dinah Sage (Clerk)

Alec Fisher was welcomed as the new Parent Governor.

1) Apologies for absence Apologies were received from Helen Routledge

2) Prayer

Led by Frances Surridge

3) Election of Vice-chairman

Peter Boydell was elected Vice-chairman unopposed.

4) Declaration of pecuniary or other interests

None declared.

5) Approval of minutes of meeting held on 22nd October

The minutes of the FGB meeting held on 22nd October were approved as an accurate record.

6) Matters arising from the minutes of 22nd October

Action	By whom	By when	Progress
Ask PB if he is willing to continue as Vice-chairman	FS	FGB 3 Dec	Accepted
Fill in Declaration of Interest forms and send them for the Clerk to record	All governors DS	Over half term	Completed
Start feasibility study on becoming an academy - Tim Reid talk to governors	AE, Tim Reid	When new guidance is released	See Item 8 and Chair's report
Invite Helen Attree to join the RE/CW Committee	DB	This term	Accepted. CR also joining Need to meet
When policies kept in the Governors Secure area are approved, send pdf copies to the Clerk	AE	Ongoing	Ongoing
Put these into the Governors Secure area	DS	Ongoing	Ongoing
If policies are currently held in both the public and governors' areas,	DS	TLS 11 Nov	Not completed

remove them from the governors' area			
Check whether the admin area can be accessed from Safari without permission	AE & FS	This week	Checked See Note 1
Hold meeting focussed on Progress against Ofsted report	FGB	FGB 3 Dec	See Item 7
Rearrange Project Board meeting	AE	Next week?	See TLS minutes
Check how Facebook broadcasting page is working	AE	Over half term	Marketing details added re Sept 21
Contact potential source of free video	AE	Over half term	When can visit school. Work is progressing on a welcome video
Lessen the number of contacts staff have between bubbles	AE & staff	Next half term	Tightened. Toilets allocated by class
Ensure all children can access online learning	AE	Over half term	See Note 2
start	AE	FGB 3 Dec	Head prefers written to oral reports
Include a summary of teaching in the SDP and areas for development	AE	When working on it	See Note 3
Send corrected version of TLS mins to Clerk	SP	TLS 11 Nov	Completed
Monitor building work	CR	Over half term	See Note 4
Contact a builder re leaking front windows	CR and Chris Sheppard	Half term	Awaiting reply
Add the need for more training in Talk for Writing to the SEF	AE	When working on it	See Note 5
Write up link governor email meeting	SP	TLS 11 Nov	Outstanding
Link subject leaders and link governors by email	AE	Over half term	See Actions
Link governor email meeting re English	AM & JA	TLS 11 Nov	See Actions
Review Standing Orders for the FGB	FS	FGB 3 Dec	Minor changes needed
Read "Keeping Children Safe in Education" and inform DS	AM, PB	Next week	All governors have read it, inc.AF
Sort out dates of FGB a & committee meetings for 2020-2021	FS & AE	This week	Completed
Discuss appointment of parent governor	FS, AE, DS	TLS	Appointed
Link governor to discuss RSE with PSHE lead	FS & Stevie Sharrock	TLS	Outstanding

Check dates of FGB & Committee meetings	FS & AE	TLS	Completed
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Note 1

Governors can see the number of visits to the website, but not the whole admin area

Note 2

Five children have login problems, which IBS is looking into.

Remote learning went well when a bubble was isolated. Contact was made via Zoom when the logins failed.

Note 3 Referring to the SDP

Governors consider that noting specific actions to improve teaching in the SDP would make improvement easier to measure and to track. A governor suggested including CPD, in-house training and allocation of resources.

At the request of governors another action will be added to Priority 2a to cover what specific actions are being taken with regard to ensuring the teaching across the school is generally good. These actions would include collaboration and coaching.

The Chair noted that for monitoring to be effective, the Head needs to record specific innovations. The Head replied that Talk for Writing has been successfully introduced in all classes. Monitoring will give a clear picture which will be recorded in the English Action Plan.

The Chair asked that this should be included in the success criteria.

The English lead said that target areas are linked to monitoring.

Note 4

Work on the roof and windows has been done, but blinds were lost.

Little progress has been made on fixing defects from summer 2019 and finding a builder to sort out the leaking windows.

CR was invited to join AE meeting the electrician re the fuse board and other work.

Note 5

The English Lead is modelling Talk for Writing. The teachers like it.

7) Progress against Ofsted priorities

To ensure leaders are effective

- Progress is discussed and documented at staff meetings with action taken swiftly when necessary. The impact cannot be fully assessed until the data capture at the end of term. Governors were pleased to hear that progress looks promising.

Rigorous improvement strategy

- The SEF is robust and leads clearly into the SDP
- The strategy for improvement shows clear targets
- Weaknesses are identified and form the basis of clear plans in all subjects
- The SDP gives a clear strategy, which forms the basis of action plans for all subjects
- The staff are committed to improvement, and discuss and consider performance against success criteria. Governors welcome this collaborative approach.

- The governors congratulated the head on making the SDP much more succinct and clearer. They recognised the timely arrival of the SDP early in the school year.

A governor pointed out that governors can see how the SEF informs the SDP which informs the action plans, but they also need to see the rest of the circle - how monitoring and evaluation feed back to the SEF.

During considerable discussion and clarification, the following points were made:

- Lead teachers could show link governors the results of their monitoring
- The head reports on monitoring in the HT report
- All governors need an overview for Ofsted.
- The head pointed out that Ofsted inspectors look at teaching over a period of time. When an objective is reached, a new one is set, leading to constant improvement.
- In addition to data on ARE, governors could see anonymised children's books, showing progress over time.

How is the role of link governors seen?

- They are subject specific and play a role with the action plans

A governor noted that the SDP includes a RAG rating, but governors would like to see some evidence eg anonymised work

The head said that monitoring and evaluation are done every half term. She will circulate the Project Board notes.

- The English Lead said that although monitoring from the door is frustrating, she knows the capabilities of all her staff
- The Head has recently observed Writing in History and Geography to see how well consistency is maintained.
- Governors asked to be shown how consistency has improved.
 - When governors can meet in the same room, they could be shown books
 - Scans could be shown on Zoom
 - The new consistency was described. Examples from books were shown. Governors were assured that the children understand the colour coding and act on the suggestions. Pupil voice confirmed that the children that the children understand what they have learned between the cold and hot tasks.
- A governor asked whether there is similar consistency in other subjects.
 - The head replied that it is being rolled out in learning objectives and success criteria
- When will all subjects show consistent approaches?
 - It should apply to Geography and History before the end of term. The approach helps children and staff
- Governors hope to see Geography, History and Maths next term
- The chair suggested a 5 -minute overview of Maths
- Timely action reports are showing impact
- As governors cannot at present go into school, they examining books remotely and picking up areas for development.
- The books are illustrating improvement.

7.40 JA left

8) Reports and minutes for discussion and approval where required

- **Head Teacher's update on attendance, safeguarding, GDPR & Health and Safety**

No issues were reported.

Regular pupil progress meetings, now held during staff meetings, promote the best way to support pupils. The SENDCo is proactively working with teachers. Information is disseminated to the support staff.

The collaborative approach is working well.

Teaching of Read Write Inc and Talk for Writing is consistent throughout the school. Other resources are used to supplement White Rose Maths, and ways to extend Maths for higher achievers are being sought.

- **Chair's report**

The Chair's report is largely self-explanatory.

Academisation

- The time has come to look seriously into becoming an academy
 - Support for heads is increasingly coming from academy trusts, rather than cluster of similar schools
 - The school is in a stable position, having addressed the criticisms made by Ofsted
- Need to consider
 - What do we need to think about?
 - Who do we need to speak to?
 - Then which academy trust do we pick?
- Margaret James, (Diocesan Director of Education), can advise
 - The head has already contacted her.
- Becoming an academy may not be the only option. The head is about to attend a conference on how small schools can create federations
- Need to examine different trusts, before deciding which to join
- AF has experience of academies with quite different approaches
- Need to involve stakeholders fully, working in parallel
 - Staff and parents need to be on board. Their concerns must be raised with the Diocese
 - Point out advantages eg professional development for staff

Proposal

Write to parents and staff to say that the Governors want to discuss becoming an academy.

Proposer Frances Surridge, Seconder Peter Boydell. Unanimously approved.

Budget

- The school was working on a three-year budget, but this was put into abeyance when a deficit budget had to be submitted.
 - The head reminded governors that a three-year plan is still required
- **Teaching, Learning and Standards Committee minutes**

The minutes of 11th November were approved as an accurate record, with a minor alteration.

- **Operations Committee minutes**

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

Parents' Survey

Waiting for more responses

9) Governor admin

- **Appoint link governors for PE and Sports Premium**

- The Chair and the new Parent Governor will talk about his areas of interest.
- As AF has experience in Humanities, he will take over Geography and History and FS will take on PE and Sports Premium.

- **Review Standing Orders for FGB**

A few changes are needed

- **TLS TOR**

Accepted

10)Items for next agenda

Overview of Maths

Report on progress in Geography and History

Academisation

Parent survey

11)Any Other Business

The Head will contact AF about induction as a governor

How is the school celebrating Christmas under Covid restrictions?

- Individual classes, without parents. Class 1 Nativity scene in pavilion. Other classes readings or singing. Hope to put something on website and Facebook.

12)Dates of next meetings

All meetings are at 6.30pm

Term	T L and S (Wednesday)	Operations (Thursday)	FGB (Thursday)
Autumn 1	30/09/20	08/10/20	22/10/20
Autumn 2	11/11/20	19/11/20	03/12/20
Spring 1	20/01/21	28/01/21	11/02/21
Spring 2	03/03/21	11/03/21	25/03/21
Summer 1	05/05/21	22/04/21 (Budget)	20/05/21
Summer 2	16/06/21	24/06/21	08/07/21

Signed: Date:.....