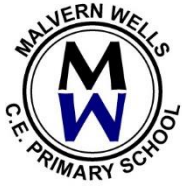


**Malvern Wells CE Primary School**  
**Minutes of the Full Governing Body Meeting**  
**Thursday 25<sup>th</sup> March 2021 6.30pm by Zoom**

**ACTIONS**

<b>Action</b>	<b>By whom</b>	<b>By when</b>	<b>Agenda no / Progress</b>
Forward Gareth Morgan's presentation to governors - check if Chair has it	FS	Asap	5
Replace blinds	Chris Sheppard	During Easter hols	5
Keep contacting Chris Sheppard re defects from summer 2019 & leaking front windows	AE, Chris Sheppard CR	During half term	5
Send correct EICR report	Electrician AE chase	Easter	5
Have fuse board replaced and other work done	AE	When EICR report received	5
<u>Link governors' meetings</u> Geography - AF & Kif Cullerne History - AF & Ali Dainty	AF AF	After Easter	5
RE - CR & Alison Myers/Alison Earp, by email	CR AM/AE	TLS	5
Write up Music	SP	Easter	5
Write up discussion of RSE	FS	Easter	5
Review Standing Orders for the FGB	FS	FGB 20 May	5
Send out quiz again	AE	Easter	5
Complete quiz on "Keeping Children Safe in Education" & send certificates to AE	Rest of governors	FGB	5
Parent governor induction	AE & AF DS	TLS 05 May	5
Obtain parental permission for 1:1 remote interventions	AE	TLS	5
Make formal response from governors to negative Facebook posts	FS	Asap	7
Find cost of banners	AE	Operations 22 April	7
Link governors to ask about remote provision	Governors	When visiting	7
Meet <del>Richard Willet</del> Rob Stephens to discuss what to do next about the problems with falling masonry	AE, CR <del>Richard Willet</del> Rob Stephens	Soon after Easter	7
Start linking school values to the vision	AE	Half-term	7
Circulate parents survey for governors to comment by email	FS & governors	FGB	8
Elicit views of staff on academisation	AE & Staff	Soon after Easter	9

Arrange date for someone from the Diocese to speak to governors about academisation	AE, FS?	Easter	9
Call Extraordinary Meeting about academisation	DS	When given date	9
Hold extraordinary meeting of the FGB on Academisation	FS, DS, all governors	Summer 1, when speaker available	9
Invite AF to join TLS	FS	Before TLS	10
Approach individual about applying for the vacancy of DBE governor	AE	FGB	10
Enter policy review dates on Google Calendar, with alerts to Head and Clerk	AE	End of April, so before TLS	10
Add policy reviews to appropriate agendas	DS	When alerted	10
Sort out details of using Google Calendar for policy review alerts	DS & AE	End of April	10
Subscribe to SchoolMoney	AE	Easter	12



**Malvern Wells CE Primary School**  
**Minutes of the Full Governing Body Meeting**  
**Thursday 25th March 2021 6.30pm by Zoom**

(NB Challenge or comment by governors is shown in red, head's response in blue)

**Present:** Jen Alford, Peter Boydell, Dave Bruce, 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** Apologies were received from Alec Fisher

**2) Prayer**  
Led by Dave Bruce

**3) Declaration of pecuniary or other interests**  
None declared.

**4) Approval of minutes of meeting held on 11<sup>th</sup> February**  
The minutes of the FGB meeting held on 11<sup>th</sup> February were approved as an accurate record.

**5) Matters arising from the minutes of 11<sup>th</sup> February**

Action	By whom	By when	Agenda no / Progress
Forward presentation for governors	Gareth Morgan	Asap	Not circulated
RE/CW Committee meet	AE	Before Easter	Have met. Another meeting is scheduled for 31 <sup>st</sup> March
Add impacts to SDP, then forward to DS for website	AE + DS	Before TLS 3 March	Ongoing
Meet Chris Sheppard re blinds, defects from summer 2019 & leaking front windows	AE, Chris Sheppard CR	During half term	See Note 1
Meet the electrician re the fuse board and other work	AE CR?	During half term	Done, but work can't start till the correct EICR report received
<u>Link governors' meetings</u> Geography - AF & Kif Cullerne History - AF & Ali Dainty	AF AF	Week after half term	Alec has introduced himself
RE - CR & Alison Myers/Alison Earp Music - SP & Ali Dainty English - AM & Jen Alford Maths - SP & Louise Luckman Discuss RSE with Stevie Sharrock Send completed proformas to clerk	CR SP AM SP FS	Before TLS ..... ..... ..... .....	By email Met, needs write-up  Completed Completed

Link governor to discuss RSE with PSHE lead	FS & Stevie Sharrock	TLS	Met, needs write-up
Review Standing Orders for the FGB	FS	Next week	Outstanding
Complete quiz on "Keeping Children Safe in Education" & send certificates to AE	All governors	FGB	SP completed
Parent governor induction	AE & AF	End of term	Not completed
Contact Denise Hannibal again about 1:1 remote interventions	AE	TLS	Note 2
Renew SLA with governor services	AE	By deadline	Completed
Remind governors how to access help from Governor Services	DS	TLS	Completed

### **Note 1**

Chris Sheppard is proving elusive - see Operations minutes

No progress on the leaking windows.

The blinds will be done over Easter.

The warped flooring has been replaced, but damp beneath need investigation

### **Note 2**

Parental permission is needed. Remote interventions are not happening at present, but blanket permission could be sought in case.

## **6) Minutes for approval**

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

The minutes of 03<sup>rd</sup> March were approved as an accurate record.

- **Operations Committee minutes**

The minutes of 11<sup>th</sup> March were approved as an accurate record.

## **7) Head Teacher's update**

- **Facebook**

Governors discussed how they can respond appropriately to negative comments posted on the school Facebook page. Many parents have responded by making positive posts.

The suggestion of alternating banners showing positive quotes outside school was welcomed, if not too expensive.

There is plenty of traffic on Facebook, so a positive comment - such as a picture of a banner - would be seen.

- **Attendance**

Numbers have increased with 84 on roll and 4 children about to start

Attendance is good. But, in spite of considerable efforts from the school and the Educational Welfare Officer three children have been persistently absent.

The Head praised the staff for the excellent remote learning provision, outlined in the head teacher's report. The use of G Suite through Google classrooms will continue in school, and training will be given after Easter, funded by a government grant.

Subject leaders monitored the remote learning. Link governors should ask about it.

**Did Helen Pretty ask about remote provision?**

Yes. She has re-started the cycle of meetings with staff, and is asking the sort of questions expected of a remote Ofsted inspection.

**Did the Teaching and Learning Committee discuss the SDP?**

Yes

**The impact of CPD (Continuing professional Development) is shown as what it hopefully will achieve, rather than the difference it has made.**

This could be changed

**"Impact" could be changed to "Rationale", but actual impact would be better.**

As a teacher has only just attended an RE course, there is no measurable impact yet.

**Let us know the impact.**

The staffing situation has not changed.

- **Safeguarding**

Two safeguarding incidents have been addressed and followed up

There is an ongoing problem of contractors failing to bring original DBE certificates and company ID with them if working in school when the children are there. They have been given reminders, but always say they've never been asked before. In the absence of the papers, they are turned away.

**Have other schools been asked for their approach?**

No, but the safeguarding officer has been consulted, and confirmed that refusing entry is the correct action when children are present.

**The school would be in a difficult position if the original DBE certificate was not seen.**

**What is behaviour like since all the children returned?**

The SEND and vulnerable children have on the whole adapted well to the larger classes. Behaviour is generally excellent. Difficulties caused by changes in class dynamics with the influx of new children are being addressed by merging Class 1 and Class 2 into the same bubble. This plays to staff strengths and gives greater flexibility in grouping the children. The impact is positive.

**Is poor behaviour driven by psychological needs?**

Some children have been affected by being out of school for a long time. For various reasons. Poor language is another factor. Spending some time with Class 1 is proving beneficial.

- **GDPR**

Nothing to report

- **Health and Safety**

Falling masonry at the front has been made safe. Inspection of masonry at the back will need expensive scaffolding. CR and AE are meeting ~~Richard Willet~~ Rob Stephens to discuss what to do next.

An ambulance was called when a member of staff suffered an anaphylactic reaction. Now recovered and medical precautions taken.

- **Ethos and Vision**

A focus of the INSET day in January was the school vision, led by Jen.

Advice is to link the school values to the vision. Everyone has been too busy, but hope to address this in the summer term.

Changes made to the values should be shared with the Governors.

- **Wrap Around Care**

The Wrap Around Care is well-attended and a good advertisement for the school. It usually makes a modest profit, except when the leader was furloughed.

The value more than makes up for any losses

There will soon be an opportunity to apply for funding to cover Covid expenses.

Is the care completely sustainable? Can the leader take the occasional afternoon off?

Help has been discussed, though it would mean more expense. There needs to be an assurance that the school could manage occasional absence if necessary

## 8) Parents' survey

There were many positive comments. Children are well-behaved and feel safe. More communication or signposting is needed so pupils will know what they will learn. There were a couple of negative comments.

The Chair of Governors has dealt directly with criticism, some inaccurate. Most responses were very positive.

A survey about the virtual parents' consultation will be sent out. Staff felt they were very positive.

*DB & CR left*

## 9) Academisation

The Operations Committee considers that discussions on whether to become an academy should take place, starting with asking the staff for their thoughts soon after Easter.

A speaker from the Diocese will be invited to an extraordinary meeting of the governing body to explain academisation.

Chair's feedback from the Small School Summit

- Government expectation is that schools will join academies
- Black Pear Trust explained their offer
- For a Voluntary Aided school, the choice of academy is limited.
- Malvern Wells could apply to the Diocese of Worcester Multi-Academy Trust (DoWMAT) or the Spire Trust, based in Bromsgrove
- Local would be easier

Can there be someone from the Diocese at the meeting? Black Pear spoke well.

Academisation has to be approached via the Diocese through Margaret James. The Head is awaiting a reply.

Can a meeting between Margaret James and the governors be arranged before she leaves in May? The school needs to make a decision on the principle.

There is no fixed timetable for a decision, but the matter needs to be progressed

## 10)Governor admin

- **Allocating new governor to a committee**

Governors agreed that Alec Fisher should be invited to join the TLS Committee

- **Terms of office**

The terms of office of three governors expire in the autumn term, and there is a current vacancy for a DBE governor.

The offer of help by Governors for School could be accepted. Expertise in finance, HR or marketing would be particularly useful.

The Diocese could be asked for help, or an approach made to an individual

- **Policy reviews**

The website provider suggested using Google Calendar.

Governors like this idea. Reminders can be issued up to twelve years ahead.

How much notice is optimum?

Half a term for the Head

Governors agreed to try

- Head enters review dates with half a terms notice.
- The Head and the Clerk receive alerts
- The Clerk add reviews to the appropriate agendas

Clarity is needed on who takes responsibility for which policy.

As governors are non-executive, the curriculum policies do not need their approval.

Apart from the RSE (Relationship and Sex Education) policy

Governors should have an overview

- **Behaviour principles**

The policy reviews on the agenda will be incorporated into the new system

## 11)Items for next agenda

Academisation

## 12)Any Other Business

- **SchoolMoney**

The Head would like to set up the SchoolMoney scheme to allow parents to pay online for trips, clubs etc. The scheme would cost £588 per year, with an introductory offer of nothing to pay till September. It would free up significant administration time, particularly for wraparound care.

The school secretary and the head have had a demonstration, and found the system straightforward to use.

Has the cheaper contactless payment been considered?

Yes, but decided against as would mean interaction at the school office.

Governors who have experience as users like the system. It could also be used for fundraising.

What percentage of the income from parents in the year is £588?

Thousands of pounds are paid for trips, swimming, music lessons etc.

- If £2000 was collected, 5% of the income would go in paying for the system.
- It would work out as about £6.50 per child.
- Would the cost be justified by fewer hours for a school secretary?
- Is it the cheapest?

There is a similar system which costs £230, but there would be a charge for every text. Suzanne Day, the finance officer, approves of SchoolMoney.

If parents pay for care when they book, this will save Vicki Adams significant time and stress.

The profit from the wraparound care would largely pay for the system

Governors gave their approval to the school subscribing to SchoolMoney

**What would happen to parents who only use cash?**

The school would still be able to accept cash.

The meeting closed at 8.00pm

### **13) Dates of FGB and committee meetings for 2020-2021**

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:.....