



Malvern Wells CE Primary School
Minutes of the Full Governing Body Meeting
Thursday 20th May 2021 6.30pm by Zoom

ACTIONS

Action	By whom	By when	Agenda no / Progress
Cost one new iPad per classroom	AE	Half term	4
Ask technician about getting photos onto the server	AE	Half term	4
Send presentation on marketing to clerk	Louise Luckman	Asap	4
Find mystery shopper	SP	Half term	4
Replace blinds	Chris Sheppard	Half term	6
Find out the amount of the refund for the non-matching window	AE, Chris Sheppard	Half term	6, Note 1
Video leak from the front window	AE	When it happens	6, Note 2
Have fuse board replaced and other work done	AE + CR	Progress by end of term	6, Note 3
Send link governor reports to Clerk	Link governors + DS	During summer term	6
New governor induction course	AF & DS	Half term	6
Find cost of banners	Louise Luckman	Asap	6, Note 4
Get falling masonry repaired	AE, Rob Stephens	When quote rec'd	6, Note 5
Start linking school values to the vision and send to governors	AE & governors	End of term	6
Circulate parents survey for governors to comment by email	FS & governors	FGB	6
Approach individual about applying for the vacancy of DBE governor	AE	Ongoing	6
Enter policy review dates on Google Calendar, with alerts to Head and Clerk	AE	FGB	6, Note 6
Add policy reviews to appropriate agendas	DS	When alerted	6, Note 6
Sort out details of using Google Calendar for policy review alerts	AE & DS	When calendar populated	6, Note 6
Add KS1 results to the SEF so the data is transparent	JA	Tomorrow	8, SEF
Indicate whether results were based on formal tests or not	JA	Tomorrow	8, SEF
Add RAG ratings missing from the SDP and send out V5	AE	Half term	8, SDP
Clarify the implementation of areas of development in English in the SEF	JA	TLS	8, SEF
Establish ownership of school land	LL	FGB	9
Send link to DfES video on academisation to clerk for distribution	JA, DS	FGB	9
Invite Clare Davies to FGB meeting	AE FS?	FGB	6, 9
Governors submit questions on academisation for Claire Davies to see in advance	DS, Governors	To be returned by 7 July	9



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

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

In Attendance: Dinah Sage (Clerk)

Louise Luckman (Assistant Head)

1) Apologies for absence

Apologies were received from Dave Bruce

2) Prayer

Led by Frances Surridge

3) Declaration of pecuniary or other interests

None declared.

4) Marketing strategy

Louise Luckman described her strategy for marketing the school.

- Flyers
- Social media targeted ad campaign
- Effective use of school website
- Admissions process
- Using parent and staff as advocates of the school

A governor suggested putting a banner on the website to show when to apply for admission - at present this is under Key Information.

A governor with business experience said that a targeted Facebook boost only costs £10, and photos can easily be uploaded

Not easy with the school's old technology. Taking photos and uploading them does not work using the school camera, or the iPads. It may be possible to provide one new iPad per classroom from devolved capital

Put photos on the server

There is a technical issue which prevents this

Governors will arrange a mystery shopper

6.45 Louise Luckman left

5) Approval of minutes of meeting held on 25th March

The minutes of the FGB meeting held on 25th March were approved as an accurate record.

6) Matters arising from the minutes of 25th March

Action	By whom	By when	Agenda no / Progress
Forward Gareth Morgan's presentation to governors - check if Chair has it	FS	Asap	Completed
Replace blinds	Chris Sheppard	During Easter hols	In hand - half term
Keep contacting Chris Sheppard re defects from summer 2019 & leaking front windows	AE, Chris Sheppard CR	During half term	Note 1 Note 2
Send correct EICR report	Electrician AE chase	Easter	Eventually received Note 3
Have fuse board replaced and other work done	AE	When EICR report received	Note 3
<u>Link governors' meetings</u> Geography - AF & Kif Cullerne History - AF & Ali Dainty	AF AF	After Easter	Link governors to send report to Clerk
RE - CR & Alison Myers/Alison Earp, by email	CR AM/AE	TLS	
Write up Music	SP	Easter	
Write up discussion of RSE	FS	Easter	
Review Standing Orders for the FGB	FS	FGB 20 May	
Send out quiz again	AE	Easter	
Complete quiz on "Keeping Children Safe in Education" & send certificates to AE	Rest of governors	FGB	
Parent governor induction	AE & AF DS	TLS 05 May	Clerk find a new gov induction course
Obtain parental permission for 1:1 remote interventions	AE	TLS	
Make formal response from governors to negative Facebook posts	FS	Asap	Done, but with no or minimal response
Find cost of banners	AE	Operations 22 April	Note 4
Link governors to ask about remote provision	Governors	When visiting	
Meet Richard Willet Rob Stephens to discuss what to do next about the problems with falling masonry	AE, CR Richard Willet Rob Stephens	Soon after Easter	Progressed. Note 5 Meeting with Rob Stephens from the Diocese
Start linking school values to the vision	AE	Half-term	Will send to gov's
Circulate parents survey for governors to comment by email	FS & governors	FGB	
Elicit views of staff on academisation	AE & Staff	Soon after Easter	Item 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	Item 9
Hold extraordinary meeting of the FGB on Academisation	FS, DS, all governors	Summer 1, when speaker available	Item 9
Invite AF to join TLS	FS	Before TLS	Completed
Approach individual about applying for the vacancy of DBE governor	AE	FGB	Ongoing
Enter policy review dates on Google Calendar, with alerts to Head and Clerk	AE	End of April, so before TLS	Note 6
Add policy reviews to appropriate agendas	DS	When alerted	Note 6
Sort out details of using Google Calendar for policy review alerts	DS & AE	End of April	Note 6
Subscribe to SchoolMoney	AE	Easter	

Note 1

Chris Sheppard came into school yesterday.

He reported that the firm which fitted the window which does not match have offered to replace it, or give a refund, or a discount on replacing the front door.

The school is entitled to a matching window. Is it noticeable?

The Head isn't aware of it.

Best to take a refund. How much would it be?

Need Chris Sheppard to find out. No payment has been made.

Note 2

Chris Sheppard has suggested that the Head video the window leak.

Note 3

The electrician has now seen the EICR report

It does not mention the fuse board.

The fuse board is included in the step report, which Chris Sheppard has too,

Note 4

A banner on the railings could not be seen well by traffic. A large sign on the side of the shop would be better, or a banner at the Rugby Club

Note 5

Met with Rob Stephens from the Diocese. He has put aside £40,000 towards remedial work. The school's contribution will be 10% of the cost. The scaffolding is still up so the stone repairers have access to enable them to give a quote.

Note 6

An expert from the Diocese has done a review of the school website. When the results have been received, policy review dates will be added to the Google calendar.

7) Minutes for approval

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

After the name of a governor was corrected, minutes of 05th May were approved as an accurate record.

- **Operations Committee minutes**

The minutes of 22nd April were approved as an accurate record.

8) SEF and SDP update

SEF

How much has been added about the Recovery Curriculum?

The section on page 6, which includes a summary of remote learning.

Is the Chair expecting the FGB to approve these documents?

The Chair explained that formal approval is not needed, but governors need to be aware of the content, particularly the RAG rating.

No SATs were taken in 2020. KS2 scores from in-house data were put in with an explanation, as they illustrate continued improvement over three years.

Not KS1?

The results were not as good.

Need to be transparent, and need a benchmark for this year.

That is a good question. There is no requirement for the data to be included

But would it not be useful as a measure for this year?

The KS1 is not very accurate. The data was being discussed before the first lockdown, and the inaccuracies would have been addressed by the summer.

Could that be added as an appendix?

Yes. All monitoring showed strong teaching and learning, but this is not reflected in the data.

The Year 6 data was based on SATs papers for Reading and Maths but KS1 pupils did not sit any tests.

Use footnotes to indicate what is based on formal tests and what is not.

The SEF will be made transparent.

SDP

Only half the items are RAG rated. The subject leaders need to be told that the document should reflect the current situation.

It is a working document, which might look different by the end of the summer term

Which are red and which are amber at this stage?

No red

If an action has been started but not completed, it should be amber, with red reserved for actions which have not yet been started.

It would be difficult to talk about impact with no RAG rating. Ofsted would read it and say there's a lack of rigour. Need RAG ratings to show the school is moving on. Work will be done on the RAG ratings and V5 sent out

SEF

Under Strengths, it is stated that rigorous mapping of the English curriculum has led to all staff following a consistent approach. But the Areas for Development column is very similar.

The strength is in the design of the curriculum. The area for development is the actual teaching.

Implementation needs to be clearer.

9) Academisation - where we are at

The Diocese is stating clearly that academisation is the way forward for small schools to enable them to be financially sustainable.

As a Voluntary Aided school, the choice for Malvern Wells is limited to the DoWMAT (Diocese of Worcester Multi-Academy Trust, or the SPIRE CofE Learning Trust, based in Bromsgrove, and intending to open a branch in Dudley.

At a positive Zoom meeting with the Head, Claire Davies, the CEO of the DoWMAT, indicated that there is a place in the DoWMAT for Malvern Wells should it be wanted. And the application process followed.

Ownership of the school land must be established

The Head expressed a strong preference for collaborating with schools in Malvern, to build on relationships made under PIMS (Partnership in Malvern Schools) for sharing good practice, and to minimize travelling time.

The Head has considered federation, but regards further investigation as a waste of effort, as the Government is planning to start a drive towards academisation next term.

If Malvern Wells joined an academy, governors would not have legal responsibility, but would remain guardians of the vision and values.

Before he left, CR said he has no objections to the recommendation.

He asked if it would be possible to change the day of FGB meetings so they do not clash with PCC meetings.

The head reminded governors that a pre-contract meeting will show the size of the school's 10% contribution towards work on the roof.

7.28 CR left

Is there any reason why the school should not become an academy?

If the school was not in Required Improvement, had 100 pupils and no deficit, it might be possible to opt out. But with low numbers and a deficit budget, joining an academy trust is the best way of ensuring a sustainable future.

The process would take about six months, possibly longer because of the land. But there is no commitment until the agreement is signed.

Being a small school, Malvern Wells has a challenge teaching mixed age classes. Other schools in the DoWMAT are in the same position, giving a unique opportunity for staff collaboration.

Is there a good easy-read introduction to academies?

DfE has produced a video which could be shared.

Claire Davies has offered to talk to the governors

There's no advantage to delay

A governor who has experienced academisation explained that solicitors would guide the school through the process. Academies are managed in a different way. Funding goes directly to academy trusts - not via the local authority. Academies are run by a board of managers.

A PCC governor asked if the school might lose its head teacher? Could one head run several schools? Reassurance is needed on how the school could retain its individuality.

A parent governor asked whether staff could be moved between schools.

Claire Davies has explained that the school would still appoint staff. Some autonomy is retained.

DoWMAT policies are discussed and shared.

There is a model of an executive head teacher overseeing three schools, but they each retain a head of school.

Would the head of school keep the school's individuality, or have to justify the decisions to the executive head?

The Head has spoken to colleagues in the DoWMAT.

- The transition was smooth - though the land issue may take longer
- The finance support is excellent
- The schools feel to be part of a team
- The head of the school runs the school
- Governors still challenge the head and monitor values
- Legal responsibility lies with the Board of Directors

The English Lead said that how much control academies exercise over their schools covers a wide spectrum, some retained central control but the Malvern schools have a fair degree of autonomy.

Could Malvern Wells keep White Rose Maths, and Read/ Write Inc?

Claire Davies said that the curriculum is down to the school. If this was not the case, the Head would not go down the academy route i

Proposal

The Governors of Malvern Wells CE Primary School agree in principle that the future of the school lies in an academy trust.

Proposer: Frances Surridge, Seconder Peter Boydell

Unanimously agreed

Governors need to put specific questions to Claire Davies, eg how will phonics be taught.

Governors could send in questions the week before the FGB meeting

7.50 JA left

10) Budget and implications - recovery plan

A very thorough discussion took place on how to manage the budget in the best interests of the children.

The discussion is recorded in detail in the confidential minutes.

11)Approve term dates for 2021-2022

Held over

12)Any Other Business

None

The meeting closed at 9.00pm

13)Date of next FGB meeting

The date of the next FGB meeting was changed to

Wednesday 14th July

7.30pm by Zoom

Signed: Date:.....