



Malvern Wells CE Primary School
Minutes of the Full Governing Body Meeting
Wednesday 14th July 2021 6.30pm by Zoom

ACTIONS

Action	By whom	By when	Agenda no / Progress
Insist on a matching replacement window	AE, Chris Sheppard	End of term	7, Note 2
Video leak from the front window	AE	When it happens	7
Get quote for work required by EICR report and condition survey	AE	26 July	7, Note 3
Remember to send link governor reports to Clerk	Link governors + DS	After visits	7
New governor induction course	AF & DS	Book for Nov	7
Get masonry repaired	AE, Rob Stephens	When quote rec'd	7
Start linking school values to the vision and send to governors	AE & governors	ASAP	7
Parents' survey	FS	Autumn term	7
Approach Diocese about finding a DBE governor	AE	ASAP	7'
Enter policy review dates on Google Calendar, with alerts to Head and Clerk	AE	Over summer	7
Add policy reviews to appropriate agendas	DS	When alerted	7
Sort out details of using Google Calendar for policy review alerts	AE & DS	When calendar populated	7
Establish ownership of school land	LL	Ongoing	7
Finish business and restructuring plans & send them to the governors	AE	FGB Mon 19 July	10
Send in recovery plan	AE	End of term	10



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Wednesday 14th July 2021 6.30pm by Zoom

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

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

In Attendance: Dinah Sage (Clerk)

Claire Davies (CEO of DoWMAT)

Claire Davies talk on Academisation

Long ago the government encouraged academisation and seems about to make another push.

Because VA schools have 25% church governors, they have to join church MATs.

The DoWMAT now has 15 schools, from Callow End to Dudley. Leaders work collaboratively with head teachers to find the best ways to support them. There are five schools in Malvern which collaborate closely.

The vision and values of the DoWMAT - To Love, To Learn, To Serve - naturally lead to collaborative working, with the aim of providing children with the best possible education.

The Board of Directors is now very strong, including financial, legal and personnel experts. The DBE pastoral team is led by Tim Reid.

The key school improvement adviser, John McMillan, has worked as a head teacher and as a school improvement adviser.

Each school is visited every half term. Guidance is given on the SDP and the head teacher's report. At the end of the year there is an impact meeting with the head and a governor, to establish improvement needed and offer support.

Governance

The DoWMAT board takes on legal responsibility, and decides on finance and human resources policies.

Each school has a local academy board to

- Act as guardian of the school's Christian values
- Work alongside the head on school improvement
- Support the head teacher
- Act as a critical friend for financial decisions - the DoWMAT can help if governors lack expertise.

The chairs and head teachers meet on Zoom to keep the central board aware of issues.

Timeline

Conversion usually takes six months to a year. Land ownership issues can slow the process.

The school's application has to be approved by the Diocesan Board of Education (DBE) and the Regional School Commissioner (RSC). The DoWMAT directors decide if the school is a good fit.

A legal team organises transfer of ownership of land and buildings.

A grant of £25000 is given to a MAT to cover the cost of conversion.

A school with a deficit budget could be taken on, but it needs to work on reducing the deficit.

Staff retain the same pay and conditions under TUPE.

New TAs will be required to give half a term notice, and new teachers may be asked to work in any school.

Resources

The central team is very strong

The finance team can support end of term and end of year processes and help to create balanced budgets.

Schools can opt into various service level agreements.

Governors and schools are advised on complying with government requirements, but keep their own websites and write their own school policies.

Clerk to governors

There is no centralised system for clerking.

The biggest change is that agendas and minutes are sent to the director.

Schools are encouraged to continue subscribing to Governor Services.

There is no prescribed calendar of meetings, apart from budget meetings.

Financial structure

All funding is paid directly to the DoWMAT. Each school receives its allocation, less 5% for DoWMAT services.

Standardisation

Standardisation is only used where it is found to be helpful.

- Head teacher's report
- SDP
- Arbor management information system

Changeover

Additional meetings are kept to a minimum eg due diligence and TUPE

Training on finance and office procedures is given.

The Head has already been in touch with Callow End, the last school to convert. The process was straightforward, apart from the land issues.

Claire Davies warned that any surplus funds usually take a few months to be transferred from the LA to the school's account.

The only change to the school website is the addition of the DoWMAT logo.

How is the Head's role affected?

It usually becomes easier. The head works collaboratively as part of a strong executive team. Really tricky problems can be passed on to the MAT.

The core business of the school does not change at all. The head does not have less responsibility. Heads appreciate the impact meetings and suggestions about curriculum changes and how to motivate their staff.

The DoWMAT thinks of itself as an institution providing education to 2,500 pupils.

Leadership structures are only changed when a head leaves.

Governors felt that the questions they had sent in advance had been answered.

Can a school be removed from a MAT?

Not easily - nor can a school opt to leave.

A decrease in the number of children need not lead to closure, as the Board wants to retain church schools in their communities. The DoWMAT hopes to be able to share best practice for marketing.

Does this make the future more secure?

Yes, there is more flexibility with staffing. An executive head can cover several schools and some share office managers.

Claire Davies was thanked for her time.

When can we sign up?

There are issues with the deficit budget and land ownership.

The budget is highest priority. Claire Davies knows about the deficit, but remains supportive.

The DoWMAT has moved on since the early days. The offer is impressive.

Proposal

Malvern Wells CE Primary School agrees in principle to become an academy and to start the process.

Proposer: Frances SurrIDGE, SeconDER: Dave Bruce, unanimously approved

Proposal

Malvern Wells CE Primary School makes approaches to the DoWMAT (Diocese of Worcester Multi-Academy Trust) to join it.

Proposer: Frances SurrIDGE, SeconDER: Ali Mesley, unanimously approved.

1) Apologies for absence

None

2) Prayer

Led by Dave Bruce

3) Election of Vice Chair

Held over till the FGB meeting in the Autumn term

4) Declaration of pecuniary or other interests

None declared.

5) Claire Davies on Academisation

See above

6) Approval of minutes of meeting held on 20th May

The minutes of the FGB meeting held on 20th May were approved as an accurate record.

7) Matters arising from the minutes of 20th May

Action	By whom	By when	Agenda no / Progress
Cost one new iPad per classroom	AE	Half term	Costed iPads & laptop. Can come from devolved capital
Ask technician about getting photos onto the server	AE	Half term	Completed
Send presentation on marketing to clerk	Louise Luckman	Asap	Completed
Find mystery shopper	SP	Half term	Note 1
Replace blinds	Chris Sheppard	Half term	This summer
Find out the amount of the refund for the non-matching window	AE, Chris Sheppard	Half term	Note 2
Video leak from the front window	AE	When it happens	Depends on direction of rain
Have fuse board replaced and other work done	AE + CR	Progress by end of term	Note 3
Send link governor reports to Clerk	Link governors + DS	During summer term	Please do
New governor induction course	AF & DS	Half term	Next course is November
Find cost of banners	Louise Luckman	Asap	£40 - £60
Get falling masonry repaired	AE, Rob Stephens	When quote rec'd	Repaired at back, made safe at front
Start linking school values to the vision and send to governors	AE & governors	End of term	Part of SDP. Have been other priorities

Circulate parents survey for governors to comment by email	FS & governors	FGB	Held over till autumn
Approach individual about applying for the vacancy of DBE governor	AE	Ongoing	Short of time. Need expert in finance
Enter policy review dates on Google Calendar, with alerts to Head and Clerk	AE	FGB	Summer task
Add policy reviews to appropriate agendas	DS	When alerted	
Sort out details of using Google Calendar for policy review alerts	AE & DS	When calendar populated	
Add KS1 results to the SEF so the data is transparent	JA	Tomorrow	Completed
Indicate whether results were based on formal tests or not	JA	Tomorrow	Completed
Add RAG ratings missing from the SDP and send out V5	AE	Half term	Completed
Clarify the implementation of areas of development in English in the SEF	JA	TLS	Completed
Establish ownership of school land	LL	FGB	Ongoing
Send link to DfES video on academisation to clerk for distribution	JA, DS	FGB	
Invite Clare Davies to FGB meeting	AE FS?	FGB	Completed
Governors submit questions on academisation for Claire Davies to see in advance	DS, Governors	To be returned by 7 July	Completed

Note 1

Not possible because of Covid
But SP has spoken to parent who viewed the school.

Positive

- Cosy
- Children come across well

Negative

- Location and parking
- Prefer year groups not to be mixed
- Too many part-time teachers

Nothing can be done about the location

Children could be asked to show prospective parents round

Note 2

£500 discount offered, or replacement

Insist on a replacement unless a serious amount is offered.

Note 3

The work is to start on Monday 26th July.

When the electrician is in, AE will ask for a quote for the work required by the EICR report and condition survey.

8) Minutes for approval

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

The minutes of 30th June were approved as an accurate record.

- **Operations Committee minutes**

The minutes of 9th July were approved as an accurate record.

9) Head Teacher report

Held over till next Monday

10) Recovery Plan

This should have been sent out to governors

The figures have not been available.

Rob Philips is to work on it with the head tomorrow. It can be sent to him on 21st July, and if necessary approved by email

A three-year business plan needs to be lodged with the LA, but cannot be finalised until staffing figures are available.

If redundancies are needed, the process needs to be started in September, though the effect on the budget would not be seen until March.

Surely to achieve the deadlines the redundancy policy needs to be adopted, so governors are ready to act should it be needed? [See AOB]

The head was asked not to present the HT report, but to invite questions, and assume governors have read it.

Governors need to discuss the ideas on restructuring, even if the figures are not available. Interim figures would help.

Sorting out the budget must be the priority. The chair offered to help

The head of Human Resources has offered to help with the business plan, but not before the end of term.

Could the DoWMAT be included in the conversation?

Can ask Could ask if the proposed action sounds feasible. If numbers don't rise, the LA thinks there should be three classes in September.

The bubbles which were closed are now back, but the number of staff self-isolating mean the head has a large teaching commitment

Teaching the children is more important than writing a head teacher's report.

11) Approve term dates for 2021 - 2022

This has been done at a previous meeting.

12)Approve the Governors Induction Policy

The Clerk was thanked for producing a clear, concise policy.

The Governors Induction Policy was approved.

13)Any Other Business

The SFVS was adopted.

The Worcestershire County Council guidance “Managing Redundancy in Schools” was adopted.

The Worcestershire County Council guidance “Review of the School Staffing Structure” was adopted.

Frances Surrige has signed the School Fund. Governors approved this.

14)Date of next FGB meeting

Monday 19th July

11am by Zoom

Signed: Date.....