

MONKTON PARK PRIMARY SCHOOL

Minutes of the meeting of the Governing Body Thursday 24th November 2022

(Subject to the approval of the Governing Body at the next meeting)

Present:	Sean Dennien SD (Co-Chair), Ian Sankey IS (Co-Chair), Barbara Hearn BH , Rod Key RK , Chris Dutton CD , Fiona Gout FG , Steve Rafferty SR (Headteacher), Peter Dodd PD , Dan Reynolds DR , Jonathan Watts JW and Joseph Williams JWD (Deputy Headteacher) Katie Kelly KK (Clerk to the Governors)
2.1	Welcome and Apologies SD welcomed everyone to the meeting. Apologies received from PB and PH.
2.2	Declarations of Interest None
2.3	Minutes & Matters Arising The minutes of the meeting held on 29th September 2022 were confirmed as correct. Actions from Last Meeting Wellbeing Link Governor and Thrive Link Governors have been added to the Link lists. Governors were reminded to complete the online Safeguarding training. Thanks to the governors who have already approved the Child Protection policy on SchoolBus, SD reminded the remaining governors to check SchoolBus and approve.
2.4	Setting Our Strategic Direction Early Careers Framework: JWD gave a presentation to the governors on the Early Career Teacher (ECT) Training for newly qualified teachers. ECT has replaced the NQT (Newly Qualified Teacher) Training and is run over two years rather than one. The school currently have two second year ECT's DR asked if the new system is an improvement? JWD confirmed the ECT training was better structured and gave more support to new teachers. FG asked when ECT were able to lead subjects. SR advised they could become subject leads from their second year onwards. SD asked if there had been any feedback from year one. JWD said that the teachers had felt supported through their first year. SD also asked if there was anything they needed from the Governors. JWD advised that an understanding of the process and the expectation from the training process. SR advised that Governors should be mindful of the workload involved for both the ECT and their Staff mentors. This should be a consideration during future recruitment process to ensure a balance of ECT and experienced staff. School Development Plan: SR gave a brief update on the SDP. The school now have in place a Wellbeing working group who have met twice, they are working toward the creation of the school's Wellbeing Policy. Academisation: SD advised that Wiltshire Council were still consulting but there is currently no clear way forward. The school will continue to wait and observe.
2.5	Monitoring & improving our performance Headteacher Report (HTR) The report was available for the governors to read before the meeting. SR sent out prior to the meeting detailed links and information about Metacognition an approach to learning the school would like to introduce. SR has met with "Thinking Matters" a company who would deliver the training and support to the school over a period of 2-3 financial years. This is similar to how Talk4Writing was introduced in the school. The funding for the

	<p>project would be from the remaining ‘Recovery Premium money’ £4,500 and Training costs from the budget. The total cost would be £6,000. There followed a lively discussion about Metacognition, how it works and how it would support the children. SR encouraged any governors who hadn’t had chance to view the links, to have a look. IS confirmed that the case studies available were very interesting. SD felt that the costs involved were not prohibitive over 2-3 years especially as the ‘recovery fund’ could be utilised. SR advised that Metacognition would become part of the teaching and learning policy. Following the training the school can become accredited through Exeter University.</p> <p>SD reminded the governors that Talk4Writing and Talk4Reading had taken time to embed but that the results have been outstanding... Metacognition would be a similar ‘Leap of Faith’ with research backing it up.</p> <p>The governors continued their discussions and confirmed that a presentation from “Thinking Matters” would be interesting however in the meantime they would be happy to go ahead and book the training.</p> <p>SD asked if all of the Governors were happy to approve the training scheme. JW advised that without further information, he could not vote to approve the scheme. The remaining governors were happy to approve the Metacognition project. SD confirmed that with the majority in favour the project could go ahead. He also encouraged the governors to look at the links provided.</p> <p>SR asked for any other questions regarding the HTR. RK asked if there had been any feedback from the wellbeing group. SR advised no, not yet. The group have met twice to draft the policy and would be meeting again in January. SD advised the governors that SR was currently undertaking an MBA in Leadership, his final part is a research project into Wellbeing. This will help form part of the Policy.</p> <p>PD asked how the new MIS (Management Information System) Arbour was working. SR confirmed that it has been really well received. KK advised that the system was much quicker and intuitive to use.</p> <p>BH reminded governors that she would be leaving in the summer and that there would need to be a governor with Safer Recruitment Training in place. CD confirmed that he has completed Safer Recruitment Training through his school. FG will also be undertaking the training.</p> <p>Attainment and Curriculum Minutes The A& C meeting was held on 5th October 2022. IS gave a brief overview of the minutes, which were available on SharePoint to view. There were no questions.</p> <p>Safeguarding BH will be coming into the school for the Safeguarding Audit.</p>
<p>2.6</p>	<p>Managing our resources effectively</p> <p>F&P Minutes PD briefly ran through the minutes of the F&P meeting held on 14th November 2022. There were no questions. SD advised the governors that PB will be stepping down as a governor in April due to work commitments.</p> <p>HR Minutes The Pay Panel met on 8th November to review the staff eligible for promotion. The Pay Policy has yet to be released, therefore the HR committee were unable to agree this prior to the Pay Panel.</p>
<p>2.7</p>	<p>Increasing Governor Effectiveness</p> <p>Link Governors The revised Link governor list has been uploaded to SharePoint, as there were no further comments the list is agreed. SD encouraged governors to make contact with their link staff member as soon as possible.</p>

	<p>CD asked if the governors could send a letter or card to staff thanking them for their hard work. The governors agreed this was a good idea. SD & IS to arrange.</p> <p>Governor Visits</p> <p>SD visited SR in his capacity as Link Computing governor. SD was very impressed by what is covered by Primary Schools.</p> <p>SD also met with SR and his MBA course leader to agree and approve his final project.</p> <p>Governor Training</p> <p>SD reminded governors to check RightChoice for available training.</p>
2.8	<p>Approval of Policies</p> <p>IS noted that some of the polices on the school website are expiring soon. SR to review and update where necessary. IS noted that the Teaching and Learning Policy was dated 2018. SR advised the JWD is currently leading and building a new policy. It was suggested that it would be a good idea to flag these policies as work in progress or new policy coming soon.</p> <p>SD reminded governors to check SchoolBus and approve policies with comments to SR where necessary.</p>
2.9	<p>Any Other Business</p> <p>Notification of School Events: SD asked if the governors could be informed of school events. SR advised that all of the information was in the weekly newsletters. KK agreed to send the weekly school newsletter to the governor. The School Christmas Fair will be taking place on Friday 2nd December at 5.30pm, All welcome.</p> <p>RK advised governors he would be retiring in April and moving away from Chippenham, therefore he would be stepping down from his role as governor at the end of his term in March. SD thanked him for his contribution to the FGB.</p> <p>A plan will be needed for replacing the retiring Governors, KK to discuss with SD and IS.</p>
<p>Date of next meeting - The next scheduled meeting is on Thursday 26th January 2023 at 6.30 pm.</p>	
<p>Actions:</p> <p>FG to arrange Safer Recruitment training</p> <p>Governors to make contact with their link staff member.</p> <p>SD & IS to draft letter to staff thanking them.</p> <p>SR to review Website Polices</p> <p>All Governors to login to SchoolBus and approve outstanding policies where necessary</p> <p>KK to send governors weekly school newsletter</p> <p>SD, IS & KK to discuss plan for governor succession.</p>	