

## MONKTON PARK PRIMARY SCHOOL

### Minutes of the meeting of the Governing Body Thursday 11<sup>th</sup> May 2023

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

<b>Present:</b>	Sean Dennien <b>SD</b> (Co-Chair), Ian Sankey <b>IS</b> (Co-Chair), Barbara Hearn <b>BH</b> , Fiona Gout <b>FG</b> , Peter Dodd <b>PD</b> , Jonathan Watts <b>JW</b> , Laura Lock <b>LL</b> , Charlotte Sykes <b>CS</b> , Joseph Williams <b>JWD</b> (Deputy Headteacher) and Steve Rafferty <b>SR</b> (Headteacher) Katie Kelly <b>KK</b> (Clerk to the Governors)
<b>5.1</b>	<b>Welcome and Apologies</b> IS welcomed everyone to the meeting. Apologies received from Chris Dutton <b>CD</b> and Phillip Barnett <b>PB</b> . Absent Dan Reynolds <b>DR</b> and Penny Hamilton <b>PH</b> . IS welcomed LL and CS the new Parent Governors.
<b>5.2</b>	<b>Declarations of Interest</b> There were no declarations
<b>5.3</b>	<b>Minutes &amp; Matters Arising</b> The minutes of the meeting held on <b>23<sup>rd</sup> March 2023</b> were reviewed. The governors asked for one minor amendment under 4.7 Self Evaluation: The sentence “It was agreed to add a piece after each FGM <b>and</b> at the end of each term” was amended to read: “It was agreed to add a piece after each FGM <b>or</b> at the end of each term” KK to amend and recirculate.  <b>Actions from Last Meeting</b> <ol style="list-style-type: none"> <li>1. KK to send CD’s Pupil Premium feedback report to governors. - Complete</li> <li>2. Heads Performance Review Panel. KK to email the training details to JW &amp; SD - Complete</li> <li>3. FG and IS to arrange a meeting with New Parent Governors Charlotte Sykes and Laura Lock - Complete</li> <li>4. IS and SD to draft amendment to the Governors Code of Conduct to include reporting concerns about governors. The Code of Conduct contains a paragraph detailing the procedures if a governor breaches the code of conduct. IS proposed adding “or other concern” to the wording. Currently the code says to report concerns to the Chair, Vice Chair or other Governor, IS proposed add the Headteacher as an alternative route. The governors agreed to the changes. IS to amend the Code of Conduct. SR to circulate the revised Code of Conduct for formal approval on SchoolBus.</li> <li>5. IS and SD to send wording to KK for the school newsletter - Complete</li> <li>6. SD, IS and SR to draft agenda for Governor Day on 29<sup>th</sup> June. – Will be drafted in due course.</li> </ol>
<b>5.4</b>	<b>Setting Our Strategic Direction</b> <b>School Development Plan:</b> Updates covered by the Head Teachers Report. <b>Academisation:</b> The town heads will be discussing at their next meeting. SD & SR will be attending the LA “Shaping the Future” meeting on 15 <sup>th</sup> May.
<b>5.5</b>	<b>Monitoring &amp; improving our performance</b> <b>Headteacher Report (HTR)</b> The report was available for the governors to read before the meeting. Cali Gough will be leaving at the end of the Summer term. The school have received 3 application, the closing date is 12 <sup>th</sup> May. SR advised it is currently hard to recruit, 6/10 Chippenham Schools are currently look for staff and there are 74 Teaching vacancies across the

	<p>County. BH to assist with the Interview sift on Friday 12<sup>th</sup> May and Interviews on Thursday 18<sup>th</sup> May. IS asked if the vacancy is purely for year 3-4. SR advised that the advert is for anywhere in the school, to allow the best teacher to be recruited.</p> <p>School are planning to run a Summer Holiday Club from 31<sup>st</sup> July – 25<sup>th</sup> August. 42 families have expressed interest in using the club. Lots of staff are interested in covering shifts. Full information will be sent out in the next school newsletter. PD asked whether other local schools provided clubs? SR advised that most use external agencies. LL asked whether parents were looking for weekly cover of adhoc days? SR confirmed that it was a mix. IS asked where the sessions will be based? SR confirmed the hall, library and field.</p> <p>The bungalow is currently being furnished and is nearly ready to set an official opening date. Huge thanks to the volunteers who helped with the final push!</p> <p>CS asked about safe guarding and sexual reporting as part of Keeping Children Safe in Education, are staff concerned about reporting minor incidents under the sexual reporting. SR advised the CPOMs (the schools safe guarding reporting system) has been amended to allow staff to report lower levels of concern in the correct categories, this will allow school to monitor trends more accurately.</p> <p>Staff will be encouraged to report softer concerns to help spot any patterns. PD asked if governors should have more visibility? SR confirmed the BH as Safe Guarding lead has full visibility and reviews on behalf of the governing body.</p> <p>PD fed back that Science Week had been a huge hit with his children, the other Parent Governor confirmed this. SR informed, that Wendy Dixie Science Lead, had organised a whole school science week. This had include a visit from “Sublime Science” who held a very loud assembly full of experiments and hands on class workshops.</p> <p>IS asked if there had been any feedback from parents about the Strike Days. SR advised that had received no formal feedback but that the school community had been very supportive of the teacher’s choices. SR also informed the governors that the unions were re-balloting teachers and heads regarding future strikes.</p> <p><b>Attainment and Curriculum Minutes</b> The A&amp;C meeting was held on 19<sup>th</sup> April 2023. The minutes were available for governors to read prior to the meeting. SD gave a brief overview of the meeting, a short discussion followed.</p> <p><b>Safeguarding</b> Covered in the Head Teachers Report. SR is planning to hold online safety meetings for parents in September. CS advised that the school where she teaches had used a set of 10 videos sent out weekly for parents to watch, this had been well received. CS to send details to SR</p>
5.6	<p><b>Managing our resources effectively</b></p> <p><b>F&amp;P Minutes</b> The next F&amp;P meeting will be held on 22<sup>nd</sup> May</p> <p><b>HR Minutes</b> The committee have not met</p>
5.7	<p><b>Increasing Governor Effectiveness</b></p> <p><b>Coaching</b> The staff have carried out a series of training sessions along with the staff from St Mary’s school. This has given the staff a common framework to use. A discussion followed about the training and its uses in school. SR will share the “GROW” model questions for Link Governors to use with their teacher subject leads.</p>

	<p><b>Succession Planning – Vice Chair, Link</b> As discussed previously, BH will hand over Safe Guarding to CD. PD will chair the F&amp;P Committee, FG will take on Link Metacognition Governor. SD &amp; IS to discuss with new PGs which link subjects would be suitable for them. There is still the need for a Vice Chair of Governors. PD agreed to discuss the role further with IS &amp; SD</p> <p><b>Governor Visits</b> IS, FG and LL came into school to help with cleaning and painting the Bungalow, SR thanked them again for all of their hard work. FG attended the Metacognition Day.</p> <p><b>Governor Training</b> JW has complete the Headteacher Review Training. LL and CS have attended the New Governor training.</p>
5.8	<p><b>Approval of Policies</b> SR advised governors that he is looking at an alternative policy package. SchoolBus’s renewal price is over £800 for the year. SR has found a new programme (schoolpolicytracker.co.uk), created by a Headteacher that provides a system for £195. IS is keen to understand how the migration of policies would happen. SR invited IS to attend the online meeting. Policy approval will continue on SchoolBus until the new system is agreed and up and running. Therefore the revised “Code of Conduct” will be placed on SchoolBus. Please can everyone ensure they have completed their outstanding actions, to allow the polices to as up to date as possible.</p>
5.9	<p><b>Any Other Business</b> <b>Governors Day</b> BH advised that a 2<sup>nd</sup> School sign had be installed on Eastern Avenue. IS &amp;SD to draft piece for the last newsletter of the term. Governors Day will be held on Thursday 29<sup>th</sup> June from 9am-3pm this will be followed at 3.30pm by the final FGM of the year. SD, IS and SR to confirm agenda. KK to send out invite to confirm availability. SR advised that he and SQ would be meeting with IDVerdi to discuss the contract. The company are employed to carry out all grounds work on the school and are not meeting the Service Level Agreement (SLA).</p>
<p><b>Date of next meeting</b> - The next scheduled meeting is on Thursday 29<sup>th</sup> June 2023 at 3.30 pm.</p>	
<p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. IS to amend the Code of Conduct. SR to circulate the revised Code of Conduct for formal approval on SchoolBus.</li> <li>2. SD, IS and SR to draft agenda for Governors Day on 29<sup>th</sup> June.</li> <li>3. CS to send details of online safety videos to SR</li> <li>4. SR will share the “GROW” model questions for Link Governors to use with their teacher subject leads.</li> <li>5. SD &amp; IS to discuss with new PG which link subjects would be suitable for them.</li> <li>6. IS to attend the online meeting regarding new policy programme.</li> <li>7. IS &amp;SD to draft piece for the last newsletter of the term.</li> <li>8. KK to send out Governor Day invite to confirm availability</li> </ol>	