

## MONKTON PARK PRIMARY SCHOOL

Minutes of the Virtual meeting of the Governing Body

**Thursday 30<sup>th</sup> September 2021**

**Via Microsoft Teams**

(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), Jess Baldry <b>JB</b> , Barbara Hearn <b>BH</b> , Chris Dutton <b>CD</b> , Rod Key <b>RK</b> , Jonathon Watt <b>JW</b> , Phillip Barnett <b>PB</b> , Fiona Gout <b>FG</b> , Steve Rafferty <b>SR</b> (Headteacher) and Jan Douglas <b>JD</b> Katie Kelly <b>KK</b> (Clerk to the Governors)
<b>1.1</b>	<b>Welcome and Apologies</b> IS welcomed everyone to the meeting. Apologies received from David Palmer <b>DP</b> . Also Jess Baldry <b>JB</b> who would be joining the meeting slightly late.
<b>1.2</b>	<b>Declarations of Interest</b> None
<b>1.3</b>	<b>Minutes &amp; Matters Arising</b> The minutes of the meeting held on <b>24<sup>th</sup> June 2021</b> were confirmed as correct. IS to sign and return to the Clerk. At the start of each school year the Chair and Vice Chair need to be elected. IS and SD both confirmed that they would be willing to continue as Co-Chairs. The governors were asked if anyone was interested in the vice chair role to speak with SD or IS.  Ian Sankey proposed Sean Dennien, Jonathan Watt seconded. The governors approved Sean as Co-Chair for 2021 – 22.  Sean Dennien proposed Ian Sankey, Barbara Hearn seconded. The governors approved Ian as Co-Chair for 2021 – 22.
<b>1.4</b>	<b>Setting Our Strategic Direction</b> The new School Development Plan (SDP) was available for the governors to view before the meeting. SR briefly ran through the priorities for the year and the milestones in place to measure how successfully the school meet them. There continues to be 3 priorities: 1. <b>Pedagogical priority:</b> To develop specific teaching & learning strategies which support high quality learning for all 2. <b>Subject priority:</b> 1. To embed Sounds Write approach in phonics to support early reading and writing

	<p>2. To introduce and develop teachers' expertise in the delivery of Talk 4 Reading</p> <p>3. To further develop and improve our wider curriculum so that all children have a wealth of exciting learning opportunities</p> <p>3. <b>Leadership Priority:</b> Develop the role of curriculum leaders and their understanding of their subject. Develop leadership strategies to enable them to have a greater influence on their subject.</p> <p>Each priority is broken down, With clear milestones of December 2021 April 2022 and July 2022</p> <p>SR took questions. RK asked whether Thrive (part of the teaching learning strategies) was to help identify the need or if it was to support the need that was already there. SR confirmed that it was both, they would be looking at individual students and whole classes using a range of strategies to ensure the wellbeing of all students.</p> <p>CD asked what the catch-up funding was going to be used for. SR Said that the £145 per pupil equated to £6,000. This will be used for the new Sounds Write phonics programme. It will also be used for additional teacher support in key stage one and support tutoring in key stage 2.</p> <p>IS likes the layout, the milestones ensure the governors can see how the school is performing.</p> <p>SD advised the governors to read the 'Governor Evaluation Cycle' on the final page of the school development plan. This sets out clearly the actions the governors need to undertake to find evidence that the school is meeting their performance targets.</p> <p>The governors agreed the priorities for the coming year.</p> <p><b>PAN consultation</b> Governors need to agree the PAN for 2023. The LA have proposed 38 pupils, which is the same as current PAN. There are no plans to extend the school and therefore no ability to increase the PAN. The governors agreed on a PAN of 38. IS to attend school to sign the agreement.</p> <p>JB joined the meeting</p>
1.5	<p><b>Monitoring &amp; improving our performance</b></p> <p><b>Headteacher Report (HTR)</b> The report was available for the governors to read before the meeting.</p> <p>SR gave an overview of the report. it has been positive start to the year, the bubbles have now gone and the pupils appear happier. The year 6 pupils have been able to buddy up with the new reception children which has helped them transition into school successfully. The school have had several COVID cases but thankfully none have taken hold. SR continues to communicate with parents when there is a positive case.</p> <p>The children in years two to six have completed their initial baseline assessments, the tests are computer based which give immediate results.</p>

At the end of the summer term the school welcomed two artists to help the children create decorated fish, which were then incorporated into our river of hope in the school hall. Last week we welcomed another artist who helped the children create large leaves for the 4 school houses. Both sets of artworks are now in the school hall and governors are welcome to come and view them.

Cathy Milton came into school last week to complete the head teacher performance review, thanks to Sean and Barbara for also attending.

We have two new members of staff. Mary Murphy is the new teacher in Pine Martens. Mary is new to the profession and is being supported through her early career framework by Andrew Prosser and Jan Douglas. Hannah Love has also started as a teaching assistant in key stage one.

1 pupil at the school is now classed as a looked after child (LAC). SR is the designated LAC leader.

The DfE have released the updated 'Keeping children safe in education 2021' guidelines. SR recommends that all the governors read this important key legislation.

Due to the ongoing disruption from COVID and other illnesses the school attendance is currently at 95.89%, SR feels that this is slightly low and would like to see it above 96%.

FG asked what the four school houses were. SR advised that the house are the trees, Ash, Oak, Elm and Beech. The children are split evenly between the four groups, they collect points for the houses through excellent work and the house with the most points at the end of the week get extra playtime.

RK asked how the plans were progressing with OPAL (outdoor play and learning). SR said that they are slowly introducing different play resources to see how the children use them. Currently they are using the large boat, tyres, pots and pans. So far it has been highly successful.

CD asked whether there was a link between the absence rate and free school meals. SR confirmed there was lower attendance with the Pupil Premium students. The school has been identifying the children as early as possible and Jen Marshall, the parent support advisor, has been contacting the parents directly to discuss their children's attendance. SR will update the key figures to reflect the new school year and this will be discussed further at the next curriculum and attainment meeting.

### **Attainment and Curriculum Minutes**

The minutes were available for the governors to read before the meeting. IS gave a brief summary of the meeting held on 7<sup>th</sup> July 2021. The meeting started with the presentation from Andrew Prosser about Pupil Premium. The proportion of pupil premium children has increased from 9% in 18/19 to 20% in 20/21. There are PP children in all the classes but there are significant differences between the year groups. Funding has increased as have the attainment expectations. Lockdown has highlighted the different levels of

	<p>home support for some PP children, Jen Marshall has improved the home contact for this group including supply of Chromebooks, food boxes, etc. The committee then looked at the assessment data gathered during the past few weeks. The data was compared to the national values from 18/19 pre covid. It appears that the early years children have been most affected by COVID with 61% achieving a good level of development compared to 71.8% pre covid. There is a similar picture for years one and two. Further data will be required to give a better understanding.</p> <p>SR received a letter of complaint about collective worship within the school. The letter raises several issues, but the main concern was around the lack of information on the types of collective worship taking place in school. The committee discussed the issues and overall felt the current provision met the statutory requirements. They agreed that better communication to the parents was required, with clear information on the dates of collective worship assemblies and the rights of parents to withdraw their children. The governors also expressed a preference to see a more diverse coverage of religions and beliefs going forward. SR Confirmed to governors that he had written to all of the parents detailing the collective worship assemblies, and so far only two families had asked for their children to be withdrawn from the assemblies. He also planned to review the collective worship policy and the information available on the school website.</p>
<p><b>1.6</b></p>	<p><b>Managing our resources effectively</b></p> <p><b>F&amp;P Minutes</b></p> <p>PB gave a brief overview of the meeting. After school club and breakfast club numbers are increasing significantly.</p> <p>The bungalow now has a new roof, boiler and radiators. All of the asbestos has been removed. The cost for the electrics is high and the school are looking at different options. So far £21,000 has been raised for the project leaving a shortfall of approximately £13,000. SR Is investigating other funding options and will talk to FOMPS. The aim will be to open the bungalow hopefully by the end of the school year.</p> <p>Over the summer Otters and Hedgehogs' classrooms have been refurbished, as have the toilets in key stage 2. The school roof has been repaired. The new school library is in progress.</p> <p>The LA have recently paid for all of the windows to be replaced at Kings Lodge school, SR has asked for them to come and review the double glazing at Monkton Park.</p> <p>FG asked how bungalow and project updates were communicated to the parents. SR said normally in the weekly newsletter and the governors end of year report. SR thought it would be a good idea to have updates by the governors termly, i.e three times a year for the school website. The governors agreed that this would be a good idea. SD and IS to lead.</p>

	<p><b>HR Minutes</b> The committee has not met since the last meeting. It will be meeting soon to discuss the pay policy; the pay panel will also be meeting.</p> <p><b>Governor Terms/Parent Governor Elections</b> There are a number of governors whose terms are coming to an end in the next few months. Matt Slee (Co-opted governor) has now finished his term of office; he will not be re-standing. The governors thanked him for his hard work during his time in office. SR has emailed staff members to see if there is anyone who would like to take Matt's place. David Palmer (Parent Governor) term of office finishes on the 10th November. IS Will talk to David about his plans. Chris Dutton (Co-opted Governor) term of office finishes on the 20th of November. Chris would be happy to continue as a school governor. The governors value Chris's input and would be delighted for him to serve another term. All governors agreed. Jess Baldry (Parent Governor) term of office finishes in December. Jess will not be re-standing as a parent governor. Jess has served Monkton Park School since her eldest daughter started in reception, she is now in the sixth form and Jess feels it is time for her to stop! The governors' thanked Jess for her years of service and her time spent as chair of governors and chair of HR.</p> <p>Once David has confirmed his plans, KK will run parent governor elections. These will take place during term 2. FG advised that many parents are interested in becoming governors, but they don't really know what to expect. PH confirmed this. FG and PH to pass their views to SR, to allow KK to run more effective election.</p>
1.7	<p><b>Increasing Governor Effectiveness</b> <b>Link governors</b> A discussion was held with Cathy Milton, our SIA (school improvement advisor), about how to link governors with teachers and subjects. Rather than the current subject link governor it was suggested linking governor roles to the School Development Plan. This will tie in with the governor evaluation cycle. This would hopefully create more capacity and reduce pressure on individual governors and teachers. It would also enable the school to evaluate progress against the targets affectively. BH asked if there would still be a need for statutory governors? SR confirmed yes. JB asked how will it work? Cathy Milton will provide further information and a plan which could be implemented over the next school year. SR advised he would share the information with governors when available. The</p>

	<p>governors liked the idea and the focus on the School Development Plan. They look forward to further information.</p> <p><b>Governor Training</b>          BH has attended the third session of her SEN training. She has attended three out of four of the sessions and said it was good to hear from other governors and the problems and solutions they have been facing. FG has attended the governor induction sessions, and she found them interesting but slightly overwhelming!          FG also attended a promoting wellbeing and mental health session which was very interesting. FG will send SR information about mental health funding for schools.          CD has attended Wiltshire pupil premium training. He will send through the presentation to SR.</p>
<p><b>1.8</b></p>	<p><b>Approval of Policies</b></p> <p><b>Scheme of Delegation</b>          There is a new template for the scheme of delegation which has been expanded significantly IS, SD and SR to review the additional items and share with governors through School Bus.</p> <p><b>School Bus - How well is it working?</b>          The system is not perfect but it allows all of the policies to be managed. The governors asked whether the policies could be spread out over the year? JB used to only see the policies relevant to the HR committee or the general governors, however she is now receiving all of the updates. IS advised he only received the relevant policies. PB advised that it would be useful to receive some basic training on how to use School Bus. IS and SD to discuss further with SR.          In the meantime, please can governors continue to review and approve policies with any comments and changes emailed to SR.</p>
<p><b>1.9</b></p>	<p><b>Any Other Business</b>  <b>Meeting in person</b></p> <p>Would it be a good idea to hold some face-to-face meetings? A short discussion was held about the pros and cons of face to face versus Teams meetings. It was agreed that a mixture of both formats would be good. Therefore, the next full governors meeting will be held face to face on Thursday the 25th of November at 6:30 pm in the school hall. Governors are welcome to arrive earlier to allow them to walk around the school to view all of the improvements and changes that have happened since they were last in school.</p>
<p><b>Date of next meeting</b> - The next scheduled meeting is on Thursday <b>25<sup>th</sup> November 2021</b> 6.30 pm in the School Hall.</p>	