

## MONKTON PARK PRIMARY SCHOOL

### Minutes of the meeting of the Governing Body Thursday 26<sup>th</sup> January 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> , Rod Key <b>RK</b> , Chris Dutton <b>CD</b> , Fiona Gout <b>FG</b> , Phillip Barnett <b>PB</b> , Peter Dodd <b>PD</b> , Dan Reynolds <b>DR</b> , Jonathan Watts <b>JW</b> , Penny Hamilton <b>PH</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>3.1</b>	<b>Welcome and Apologies</b> IS welcomed everyone to the meeting. Apologies received from Chris Dutton <b>CD</b> .
<b>3.2</b>	<b>Declarations of Interest</b> None
<b>3.3</b>	<b>Minutes &amp; Matters Arising</b> The minutes of the meeting held on <b>24<sup>th</sup> November 2022</b> were confirmed as correct.  <b>Actions from Last Meeting</b> <ol style="list-style-type: none"> <li>1. FG to arrange Safer Recruitment training. This has been booked</li> <li>2. Governors to make contact with their link staff member. Governors were reminded again to make contact with their link counterparts. DR asked if there were any guidelines. IS confirmed that all of the guidelines were saved in SharePoint. FG also reminded governors that the School Development Plan (SDP) milestones could be used as a starting point.</li> <li>3. SD &amp; IS to draft letter to staff thanking them. A letter was sent out to all staff members before Christmas thanking them for their continued hard work.</li> <li>4. SR to review Website Polices. SR confirmed this was ongoing. The Pupil Premium Policy is now updated.</li> <li>5. All Governors to login to SchoolBus and approve outstanding policies where necessary. Ongoing.</li> <li>6. KK to send governors weekly school newsletter. Ongoing, the governors have found this very useful.</li> <li>7. SD, IS &amp; KK to discuss plan for governor succession. To be discussed later in the meeting.</li> </ol>
<b>3.4</b>	<b>Setting Our Strategic Direction</b> <b>School Development Plan:</b> Updates covered by the Head Teachers Report <b>Academisation:</b> SR shared various documents in SharePoint before the meeting. The whitepaper has been scrapped, however there appears to be a change in tone from the LA, they are running more “Academisation Roadshows”, providing training and toolkits for governors. Although change is not imminent, Governors need to be aware of the changes. A short discussion about the pros’ and cons’ of academisation followed. SR informed the governors that Sheldon, Hardenhuish and St Laurence senior schools were investigating forming a Multi Academy Trust (MAT) but as yet they have given no indication of Primary involvement. St Mary’s Primary will converting to an academy on 1 <sup>st</sup> March, bringing the Chippenham primary schools to 50% academy 50% non-academy. Governors to read through information on SharePoint, to enable further thoughts and discussions.
<b>3.5</b>	<b>Monitoring &amp; improving our performance</b>

**Headteacher Report (HTR)** The report was available for the governors to read before the meeting.

There is nationwide strike action for teachers next Wednesday. As of today SR has not been advised of any teacher planning to strike. Teaching staff do not need to inform senior leaders whether they will be striking. SR is following advice from the NAHT (The School Leaders Union) who say you can ask staff but not compel them to answer. SR is not happy to cover the classes of striking teachers. It is not acceptable to ask TA's and the school would be unlikely to get any agency staff. He would also like the staff to feel supported in their decision whether to strike or not. SR proposes to send a letter to parents informing them that if their child's class teacher strikes, the class will be closed for the day. The governors all agreed to close the classes of the striking teachers.

The safeguarding audit is due to be completed this term. BH normally attends as Safeguarding Governor. As BH is due to retire in the summer, another governor shadowing would be welcome. As yet there is not a replacement Safeguarding Governor. SD reminded all of the governors that this is a Statutory Role and we must have a volunteer.

IS asked about the school attendance. SR advised that it has improved on last year. Persistent absence is currently at 5.6 %, thanks to the interventions of the Parent Support Advisor. The schools current attendance average is 96.3% this compares well to the Arbor national average (made up of all schools using Arbor) of 93.4%.

PD commented on the great quality of the Christmas activities. PB also enjoyed returning to class assemblies. FG advised that the school nurse visits were very positive. IS reiterated how good the Christmas fair was and how many of the families he spoke to felt it really signalled the start of a "normal" festive season.

#### **Attainment and Curriculum Minutes**

The A&C meeting was held on 18<sup>th</sup> January 2023. SD gave a brief overview of the minutes, which were available on SharePoint to view. The governors asked for further information about the Boy/Girl attainment issues. SD advised that there is a gap between boys and girls attainment, with boys achieving significantly lower, this is an issue across the whole school with the largest gap in year 4. SR confirmed that in some year groups the gap is as large as 40%. However it is not straight forward. Year 2 only has 12 boys verse 18 girls which means each boy's results are worth 8% of the total. Year 3 has a high percentage of boys with SEN which may affect the headline percentage, though further work is needed to understand this. The governors asked how the school planned to close the gap. SR plans to use the School Partnership Programme (SPP) review on 8<sup>th</sup> February to focus on Boy's writing. This will involve interviews with children, looking at books and talking with staff.

The next A&C meeting will have feedback from the review.

SD will be attending the first Metacognition meeting on Tuesday 7<sup>th</sup> February. A Drive team (mix of staff from across the school) will be meeting on 17<sup>th</sup> March. There will be whole school training on Friday 31<sup>st</sup> March. SR invited any governors who would like to attend to let him know.

#### **Safeguarding**

BH will be coming into to school for the Safeguarding Audit. Succession planning is needed

### **3.6 Managing our resources effectively**

#### **F&P Minutes**

PD briefly ran through the minutes of the F&P meeting held on 23<sup>rd</sup> January 2023. There were no questions. PD has agreed to take over as Chair of the F&P Committee.

#### **HR Minutes**

The committee has not met. The school are currently recruiting for a TA. PD asked where the vacancy had come from. SR advised that a current full time TA has asked to reduce their hours.

<p><b>3.7</b></p>	<p><b>Increasing Governor Effectiveness</b></p> <p><b>Succession Planning</b></p> <p>IS gave an overview of the planned changes in the governing board; BH (Co-op Governor) will be retiring after 40 years in August 2023. BH is currently Safeguarding Governor (Statutory Role) and Chair of the HR committee, she is also on the Pay Panel and Heads Performance Review</p> <p>RK's (Co-op Governor) term of office is ending, this coincides with him retiring as Vicar of St Andrews Church and moving away from Chippenham. Rod is part of the HR committee, Pay panel and Heads Performance Review.</p> <p>PB (Parent Governor) is stepping down due to work commitments. PB is Chair of the F&amp;P Committee.</p> <p>IS's (Parent Governor) term of office is due to end in November. He no longer has any children in the school and therefore cannot remain as Parent Governor, however would be happy to remain as a governor until Summer 2024 to allow for succession planning. IS is Co-Chair of Governors, Vice chair of the A&amp;C committee. He is also on the F&amp;P committee, part of the Core Group and Appeals Board.</p> <p>It is proposed that IS takes over the Co-opted vacancy left by RK. This will allow IS to remain in post until the Summer of 2024. This will also free up a Parent Governor role, which along with PB's vacancy will allow KK to run a joint Parent election. This would ideally be held in term 4 and hopefully look for parents with either financial or safeguarding backgrounds. A replacement Co-opted governor will also be sought to replace BH in the Summer.</p> <p>The governors felt that this was a sensible approach and agreed to all of the proposals. KK to make the necessary changes and the terms of office end.</p> <p>To aid the recruitment of new governors, KK asked for each governor to produce a "Pen Picture" for the School website. PP to be with KK by February half term FG also agreed to talk with any potential candidates.</p> <p>FG will take over as Chair of HR, BH to become vice. PD will become Chair of F&amp;P. PB advised that although his work commitments will not allow him to remain a full governor, he would be happy to continue helping on the F&amp;P committee. It was suggest that he become an Associate Governor. The governors agreed this proposal. KK to make the necessary arrangement.</p> <p>IS advised governors that with his planned departure next year, there would need to be volunteers to become Vice Chair and or Chair of Governors? SD agreed and advised that sharing the roles was less daunting and less work. Please speak to SD or IS for more information.</p> <p>A safeguarding governor will be required and a new Metacognition governor will also be needed. There will also be committee vacancies. Although there are plans to recruit new governors, they cannot be expected to take on senior roles immediately.</p> <p>JW asked if an Associate Governor would count to making a committee Quorate. KK to ask governor services.</p> <p><b>Self-Evaluation</b></p> <p>Each year the governors either carry out a Skills Audit or Self Evaluation. This year it will be the Self Evaluation. IS asked KK to forward the previous questionnaire for amendment, ready to send out in Term 4.</p> <p><b>Governor Visits</b></p> <p>Many of the governors have had the chance to visit the school over the last term. Attending the School Christmas plays, Christmas Fair and Carol Service. PD, FG and PB have also attend class assemblies.</p> <p><b>Governor Training</b></p> <p>IS reminded governors to check RightChoice for available training. FG has attended a PP training, she said it was an interesting course and will share the slides.</p>
<p><b>3.8</b></p>	<p><b>Approval of Policies</b></p>

	IS reminded all governors to check SchoolBus. Please email SR with any amendments required.
<b>3.9</b>	<b>Any Other Business</b> None
<b>Date of next meeting</b> - The next scheduled meeting is on Thursday 23 <sup>th</sup> March 2023 at 6.30 pm.	
<p><b>Actions:</b></p> <p>Governors to read through information on SharePoint, to enable further thoughts and discussions. Replacement Safeguarding Governor required.</p> <p>Governors to advise SR if they would like to attend the Metacognition meeting on the 17<sup>th</sup> March or the whole school training on Friday 31<sup>st</sup> March.</p> <p>Governors to produce Pen Pictures, sent to KK by 10<sup>th</sup> February.</p> <p>KK to change PB to an Associate governor.</p> <p>Governor to consider volunteering for Vice Chair, Co-Chair, Safe Guarding Lead and Metacognition Governor.</p> <p>KK to investigate whether an Associate Governor would count toward making a committee Quorate.</p> <p>KK to forward to IS the Self Evaluation Questionnaire.</p>	