

MONKTON PARK PRIMARY SCHOOL

Minutes of the Virtual meeting of the Governing Body

Thursday 24th June 2021

Via Microsoft Teams

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

Present:	Sean Dennien SD (Co-Chair), Ian Sankey IS (Co-Chair), Jess Baldry JB , Barbara Hearn BH , Jonathon Watts JW , Chris Dutton CD , Rod Key RK , Phillip Barnett PB , Steve Rafferty SR (Headteacher) Jan Douglas JD and Fiona Gout FG . David Palmer DP (Part time) Katie Kelly KK (Clerk to the Governors)
6.1	Welcome and Apologies SD welcomed everyone to the meeting. Apologies received from MS . SD then welcomed the newly elected parent governor Fiona Gout to the meeting. Each of the governors in turn introduced themselves to Fiona.
6.2	Declarations of Interest None
6.3	Minutes & Matters Arising The minutes of the meeting held on 29th April 2021 were confirmed as correct. SD to sign and return to the Clerk.
6.4	Setting Our Strategic Direction No agenda items
6.5	Monitoring & improving our performance Headteacher Report (HTR) The report was available for the governors to read before the meeting. SR gave an overview of the report. The assessment cycle is complete, the school now have data for all year groups from reception to year 6. The new computer adapted tests have been used for years one to six for reading and maths. This is given a clear score across the school. The tests were quick and manageable and gave results instantly. The school plan to carry out assessments in September, December, April and June. This continuous monitoring will allow staff to easily identify which children require additional help. Unfortunately, the school have had to cancel the online tutoring as both the 1st and 2nd tutors were continuously unavailable. This left the school in an embarrassing situation having to contact parents cancelling after school sessions. RK asked what will happen to the pupils who were meant to use the tutoring? SR advised that Sarah Watts has been running face to face sessions very successfully with some of the pupils. Phonics scheme. The DfE are no longer authorising 'Letters and Sounds', the scheme Monkton Park uses. One of the new authorised schemes is 'Sounds

Right' and this would be the preferred scheme for school. The initial costs are significant with the training for four teachers in the region of £2,500 plus the cost of supply staff for the four-day course. The cost of the scheme has always been prohibitive, but it is hoped that the school would be able to use some of the catch-up funding to cover the costs. SD asked if the cost was all upfront? SR confirmed that yes, the training is the main cost of the scheme. JB was concerned that the 'big cat' books for the letters and sounds reading scheme cost a significant amount of money so will the school still be able to use them with the new sounds right scheme?" SR confirmed that the order of the book use will change but that they will still all be needed and used. SR advised the governors that SQ was still looking at the costs for the new scheme. He asked whether the governors would be happy to approve the purchase of the sound's right phonics scheme. All of the governors approved in principle the purchasing of the new scheme.

The new starters parents evening was held last week online with all the usual information given to the parents. This week the parents are invited into school to pick up the packs and see the classrooms. The parents have booked time slots ensuring there will not be too many adults in school at one time. The children will be able to attend two after school sessions with their new class teacher.

The school running track is now complete and is being used on a daily basis by the pupils. We have had requests from other schools to come and have a look!

The school has been awarded a £5000 grant from the Chippenham Area Board taking the current fund for the bungalow refurbishment to £18,000. The asbestos fascia have now been removed from the bungalow and will be replaced with white uPVC. The new bungalow front door is being fitted next week. There may be a need to replace the bungalow roof, SR is talking to roofing companies for advice. Thank you to PB for his help reviewing the bungalow renovation. The refurbishment of otters' classroom and hedgehog's classroom will take place towards the end of August with new teaching walls being constructed in each room. It is still hoped that the library refurbishment will take place in the summer holidays, however the preferred company has been very slow with its replies. SR is investigating alternative suppliers.

Sue Wild has resigned and will be leaving the school at the end of the academic year. The school have held interviews for a replacement teacher, with the standard of candidates being incredibly high, and the school was delighted to appoint Mary Murphy to the role of year 5-6 teacher. Mary is a newly qualified teacher and will start the new Early Career Framework which is a two-year programme replacing the one-year

	<p>NQT programme. Thank you to JB for being on the interview panel. The school have advertised for a new Teaching Assistant role. The role will create further capacity to support pupils in KS1. Whilst this was not in the original budget, the savings from appointing a newly qualified teacher has made this affordable. We have currently received 12 applications from qualified teachers down to candidates with no school experience. SR asked whether the governors were happy to proceed in appointing a Teaching Assistant if a suitable candidate is found? All of the governors approved the creation and appointment of the new Teaching Assistant post. SR thanked Fiona Gout who has been elected to the governing body. The Clerk used an online voting system using SurveyMonkey and received a total of 96 votes, which is a much higher parental engagement than we have received in the past.</p> <p>Attainment and Curriculum Minutes The next A&C meeting will be held on Wednesday the 7th of July at 6:30 PM. SD has received an email from the LA, the government will be looking to encourage schools to transfer to academies over the next couple of years. It is not mandated, but many will be encouraged! The email states that the LA will continue to support any schools who do not wish to become academies.</p>
6.6	<p>Managing our resources effectively</p> <p>F&P Minutes In DP's absence PB gave a brief overview of the meeting held on 24th May. The meeting was brought forward to complete the review for budget submission. The final budget did not include any assumptions around the continued PE funding. Sue Wild's resignation will help re balance the average salary within the school. An additional £40,000 has been included in the premises budget this will support further school improvements with £4000 being used as bungalow contingency fund. £4,000 has also been assigned to cover COVID costs to the end of the year. The finance and premises committee approved the final budget. JW shared the budget with all of the governors and gave a brief explanation. The full governing body approved the budget. SR confirmed that, since the budget's approval at the F&P meeting, sports premium has been confirmed for this year. PB thanked SQ for the excellent work.</p> <p>HR Minutes The committee met on 25th May. They met to discuss Sue wild's resignation and the appointment of a replacement teacher. They also discussed the new early career framework, the two-year replacement programme for the NQT year.</p> <p>Parent Governor Election Covered at 6.5. The terms of office for 4 governors have expired. BH agreed to continue</p>

	<p>JW agreed to continue JD agreed to continue SQ agreed to continue. The governing board approved and thanked them for their continued support. MS's term of office will be ending in September. He plans to stand down. The governors thanked MS for all of his work on the governing body. The governors agreed that, if possible, they would like another member of staff on the governing board. SR agreed to speak to the staff in September, when MS's term is ending.</p>
<p>6.7</p>	<p>(DP joined the meeting) Increasing Governor Effectiveness Governor Self Evaluation IS thanked the governors for taking the time to complete the self-evaluation forms, in total he received 7 responses he also thanked KK for creating the form and collecting responses. The results from the evaluation were available for the governors to view prior to the meeting. IS talked briefly through each of the questions and the responses from the governors. Overall, the responses were positive. JW asked if the results had been compared to the last self-evaluation? IS advised that an evaluation was carried out, but it was a number of years ago. However, in the future there are plans to carry it out with the same questions for comparisons. Governors asked how regular evaluation should take place and it was suggested every two years alternating with the skills audit this was deemed to be a good idea. FG asked where the questions had come from? IS confirmed the questions were from the National Governor's Association (NGA) and was a set of key questions to ask governing boards. Governor Day The governor day took place online with Kerry Haines, the school Senco, and Jen Marshall, the school family link worker. Unfortunately, only three governors were able to attend due to other work commitments. The session was very good and very detailed about how their roles have been key over the last year. They gave a very detailed PowerPoint presentation; it was great to be able to thank them in person for all their hard work. The governors asked if a copy of the PowerPoint presentation could be obtained. KK to speak to Kerry Haines. Governor Training IS took part in a safeguarding for all governors training on the Right Choice website. it took about 40 minutes and gave a really good oversight. It is one of the courses that is freely available on demand and is worth looking at. BH has continued with her special educational needs training and will give a report at the next meeting. SD reminded governors to take advantage of the training whilst it is online.</p>
<p>6.8</p>	<p>Approval of Policies</p>

	SD asked for governors to check School Bus regularly. The OPAL play policy is now on School Bus and will need to be approved by the end of term.
6.9	<p>Any Other Business</p> <p>Governors end of year report. In the past this has been in the form of a letter to the parents. SD would like to put a brief report in the newsletter. KK advised that the report would need to be in school by the 17th of July.</p> <p>Committee chairs are reminded that all minutes need to either be sent to KK or placed directly in SharePoint.</p> <p>Proposed meeting dates: Proposed meeting dates for next year are available in SharePoint any amendments should be sent to KK. The full governors will continue on Teams for the start of next year. SD asked if the governors would like to return to face to face meetings? IS confirmed that face to face meetings would be preferable. DP confirmed this but agreed that a hybrid approach would be best. PB said it would be helpful if occasionally F&P could meet in school to see the work that was being carried out. SD confirmed that he was happy for committee chairs to decide going forwards, however all meetings would need to be continued on Teams until guidance changes.</p> <p>JB asked for governors thanks to be passed on to Beckie Scott for her parents meeting.</p> <p>Governors are reminded that link governor feedback needs to be placed in SharePoint.</p> <p>SR confirmed that there will be an extra bank holiday next year so school will be in for 194 days rather than 195 plus 5 TTD.</p> <p>SD asked for the governors thanks to be passed on to Steve and all the members of staff for all of their hard work over another very difficult year.</p> <p>SR thanked the governors for their continued support and is looking forward to meeting face to face next year.</p>
<p>Date of next meeting - The next scheduled meeting is on Thursday 30th September 2021 it will be via Teams at 6.30 pm.</p>	