

## MONKTON PARK PRIMARY SCHOOL

Minutes of a meeting of the Governing Body

**Thursday 12<sup>th</sup> March 2020**

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

<b>Present:</b>	Justine Guillon <b>JG</b> (Co-Chair), Sean Dennien <b>SD</b> (Co-Chair), Ian Sankey <b>IS</b> , Jonathan Watts <b>JW</b> , Jess Baldry <b>JB</b> , David Palmer <b>DP</b> , Barbara Hearn <b>BH</b> , Steve Rafferty <b>SR</b> (Headteacher), Jan Douglas <b>JD</b> and Matt Slee <b>MS</b>
<b>In attendance</b>	Katie Kelly <b>KK</b> (Clerk to the Governors)
<b>4.1</b>	<b>Apologies</b> Rod Key <b>RK</b> , Ed Bailey <b>EB</b> and Chris Dutton <b>CD</b>
<b>4.2</b>	<b>Declarations of Interest</b> None
<b>4.3</b>	<b>Minutes &amp; Matters Arising</b> The minutes of the meeting held on <b>23<sup>rd</sup> January 2020</b> were viewed and confirmed as a correct record and signed by the Co-Chair JG
<b>4.4</b>	<p><b>Setting our strategic direction</b></p> <ul style="list-style-type: none"> <li>• <b>Strategic Direction Discussion</b> JG is currently undertaking Governance Leadership training, along with the core team they feel that the governors need to spend some time developing the governors view of the school Strategic Direction. The governors have lots of ideas, but they need capturing. The governors agreed to spend some time discussing the ideas after the School Governors Day on 26<sup>th</sup> March.</li> <li>• <b>Ofsted Feedback.</b> SR spoke about the Ofsted report. The written report was really positive but concise, the verbal feedback from the inspector was superb and highly detailed. There was only one query the school had about the first “Improvement criteria” regarding PE. The school has robust evidence for the PE curriculum; however, the inspector did not ask for any and there was little time to present the evidence of the PE spend, Create Development, Real PE etc. DP asked if the school could appeal the feedback. SR confirmed that he could, however they would only look at the evidence gathered during the inspection. JG said that the feedback from parents had been excellent. SR also confirmed that he had similar feedback from the other heads of Chippenham schools. The governors thanked the school staff for all of their hard work and congratulated them on a well-deserved Inspection Report.</li> </ul>

<p><b>4.5</b></p>	<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. SR gave an overview of the HTR. As part of the school improvement plan, all of the TA's received Kinetic Letter training (the teaching staff have already been trained) on 26<sup>th</sup> February. JB also attended and was very impressed with the training. The programme is now being used across the whole of KS1 and the results have been impressive. The school have been asked if they would like to take part in School Peer Review. SR would be working along side 3-4 other schools. There would be no cost to the school other than teacher cover. SR asked the governors for their opinions as he is still undecided whether to take up the offer. He advised that the School Improvement Officer (SI) will now be visiting the school 5 times per year. DP felt that the school had been given good external validation by Ofsted, that along with the SI visits may make the Peer Review unnecessary this year. JW agreed that there would be no significant benefit to the school this year. The governors advised to defer the offer for a year.</p> <p>The school will be taking over the running of the Breakfast club from after Easter. Sharon Tamim (ASC Leader) will be running the sessions alongside another member of the ASC team. Kate Hugo (TA) has offered to help on an ad-hoc basis as and when needed. We have 20 pupils interested in starting after half term.</p> <p>The school are still considering changes to the hours of the school day. The responses from the parents have been positive. However, SR is still reviewing the costings as it could be very expensive, and the money may be spent better elsewhere.</p> <p>10 minutes extra would cost £5,000, 20 minutes would cost £10,000. The governors discussed various options including only using 10 minutes extra a day, not using all of the TA's, reading to the class (final 10 minutes) not requiring TA's. SR agreed to consider the options further and speak with staff. SR to provide the governors with a proposal.</p> <p><b>Attainment &amp; Curriculum Minutes</b> The committee have not met.</p>
<p><b>4.6</b></p>	<p><b>Managing our resources effectively</b></p> <ul style="list-style-type: none"> <li>• <b>Finance and Premises Minutes</b> JG gave a brief overview from the meeting. The latest budget report flagged up the cost of supply cover. SQ will further investigate the figures and report back. WC have carried out a roof survey, they are in the process of planning the works needed, this will include the removal of the remaining asbestos panels in the roof. The school have requested quotations for the refurbishment of the KS1 toilets including a possible reconfiguration of the existing space and reconfiguration of the school office reception area.</li> </ul> <p>There will be an increase in the school budget of £30,000.</p> <p>The Brownies have not been paying their rent for Friday nights. SQ will be chasing. (Post meeting note – SQ has obtained further contact</p>

	<p>details for the Brownies and they have now paid in full.)  FOMPS have purchased a scooter rack and cycle rack for the KS1 playground, which have now been fixed into the ground. Work on the amphitheatre will be carried out over the Easter holidays.</p> <ul style="list-style-type: none"> <li>• <b>HR Minutes</b> The committee have not met.</li> </ul>
4.7	<p><b>Increasing governor effectiveness</b></p> <ul style="list-style-type: none"> <li>• <b>Governor Skills Audit Results</b> IS thanked the governors for completing the questionnaire, the results of which IS has made into a skills matrix (disseminated before the meeting). The results show a good overall strength across the whole governing body. The core team will need to look at succession planning to ensure in-depth knowledge is not lost. Governors have been asked to look at their own areas of strengths and weaknesses and possibly commit to 1 training session per year to improve their knowledge. KK provides details of courses available but can also find other training opportunities if needed. The questionnaire also confirmed the commitment of the governing body as a whole, with a great deal of time being given.</li> </ul> <p>DP and JB left the meeting</p> <ul style="list-style-type: none"> <li>• <b>Governors Day</b> The governor's day is on Thursday 26<sup>th</sup> March. SR will prepare a theme/focus for the day.</li> <li>• <b>Governor Training</b> BH attended an Ofsted preparation course, JW has taken part in a H&amp;S course, JG is continuing with the Leading Governance Course.</li> <li>• <b>Governor Terms of Office – Rod Key</b> RK's term of office has come to an end. He has agreed to continue if the Board would like him to continue. The Governors were unanimous in agreeing to RK's continuation as a governor, as they felt he made an extremely important contribution the governing body which would be very difficult to replace. RK's term of office is extended for 3 more years. All governors agreed.</li> <li>• <b>School Visits</b> SD, IS and BH all attended for the School Ofsted inspection. SR thanked them for their contribution. JB attended the Kinetic Letters training.</li> </ul>
4.8	<p><b>Approval of policies</b></p> <ul style="list-style-type: none"> <li>• All policies on SchoolBus. SR reminded governors they need to review and approve. The task will be become less onerous over time. SR to provide KK with an outstanding policy list to disseminate to the governors.</li> </ul> <p>Governors terms of reference need to be amended to reflect the change in the way governors now approve policies electronically. It was also suggested that the committees have a standing agenda item showing the status of the relevant polices (Red, Amber, Green).</p>

	This was agreed.
<b>4.9</b>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• Corona Virus: the governors asked how the school was coping. SR confirmed that handwashing and hand sanitiser were being used regularly, however the school's supply of both is running out and they have been unable to order any more. SQ has managed to buy further supplies of soap from Wilkinson's and Sainsburys, this is becoming more difficult. SR is receiving daily briefings from DoE. The staff are preparing for the school to be closed in the next few weeks and have been working on Home Learning packs, online and paper based. Lots of online providers are producing resources which can be used if needed. SR is also looking at ways of helping Free School Meal (FSM) pupils and pupils at risk who may require additional help/resource if the schools close. SR will be sending home a letter to parents on Friday advising of the current guidelines.</li> </ul>
<b>Date of next meeting</b> - The next meeting is on Thursday <b>30th April 2020</b> at 7.30 pm.	