

MONKTON PARK PRIMARY SCHOOL

Minutes of the Virtual meeting of the Governing Body

Thursday 17th March 2022

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), Barbara Hearn BH , Chris Dutton CD , Rod Key RK , Phillip Barnett PB , Fiona Gout FG , Steve Rafferty SR (Headteacher), Jan Douglas JD , Peter Dodd (PD), Dan Reynolds (DR) and Jonathan Watts (JW) Katie Kelly KK (Clerk to the Governors)
4.1	Welcome and Apologies SD welcomed everyone to the first Face to Face meeting since March 2020. Apologies received from Penny Hamilton.
4.2	Declarations of Interest None
4.3	Minutes & Matters Arising The minutes of the meeting held on 20th January 2022 were confirmed as correct. SD signed and returned to the Clerk.
4.4	Setting Our Strategic Direction SDP progress and milestones The SDP was sent out in advance of the meeting for Governors to read. SR asked for any questions. PD noted that there were a number of areas marked in Red, can the school get back on track? Many of the Red areas are down to staffing issues due to COVID. The school like many others, is continuing to see many COVID cases. School attendance is down at 94.8% which is the lowest it has ever been. With these challenging circumstances less progress is being made than expected. There are a number of staffing changes in the Summer and the planning needs to continue for the long term. IS asked if the scope of the plan needs to be reviewed? SR said the plan is still realistic however the timeline and milestones may need adjusting into the next academic year. RK asked if there had been any resistance to the plan from staff. SR said that the staff were committed to embedding the plan. RK also asked about staff morale. SR advised that the staff have been under considerable pressure. Different groups of staff have been affected at different times. The TAs have been especially affected, they work with some of the most challenging children and have been under pressure with staff sickness from COVID. Constant dialogue is needed to ensure everyone is coping. CD asked If there was anything the governors could do? SR recommended speaking to their Link teachers and asking them how they are and whether they need additional support. The governors asked about End of Unit Quizzes. SR confirmed that Knowledge Organisers and End of Unit Quizzes were in use by the teachers, however they were not yet fully embedded. They also asked about evidencing Subject Leaders knowledge of their subjects. They found presentations by Subjects Leaders useful and interesting. SR suggested that they ask Sarah Contardi as Sounds Write and Talk4Reading Lead to present at the next C&A meeting. KK to email Sarah and make the arrangements. <i>(Post meeting note – presentation arranged for 3rd May)</i>

<p>4.5</p>	<p>Monitoring & improving our performance</p> <p>Headteacher Report (HTR) The report was available for the governors to read before the meeting. SR asked if there were any questions or comments.</p> <p>BH asked what MIS was? SR explained that MIS was short for Management Information System. The school have always used a LA contracted programme called SIMS to record all the pupil and staff information. SIMS have now been brought out by another company and the contract has finished. SIMS The school can continue using SIMS with new supplier on 3 year contract or have a 6 month contract and look at alternative suppliers. SIMS is very dated and the reporting systems are poor. SR and SQ have been talking to a number of alternative providers. SIMS is linked to the school’s financial reporting system FMS and therefore works out as the least expensive MIS, however the school have to buy a number of additional packages (Parents Evening Cloud, Parent Pay etc.) that may no longer be necessary. A decision will need to be made by the Summer. FG and PB offered to assist SR looking at alternatives.</p> <p>Link Governor List (SD)</p> <p>FG, DR and PD have now filled the Link Governor vacancies. SD asked the governors to arrange to speak to their link teacher. He also reminded governors to complete feedback forms (available in SharePoint) and pass to KK. The evidence is needed for the School Development Plan.</p> <p>JD advised the governors that they would need an Outdoor Play and Learning (OPAL) Link governor. OPAL could be linked in with PE. DR expressed his interest. SD as current PE Link agreed to discuss further with DR and JD.</p> <p>FG has met with Sarah Contardi as Phonics Link, she advised that Naomi Bevan (Fieldmice) is currently working on an Oracy course and that she would need some governor input. FG is happy to meet with Naomi. SR asked if this could become a new Link Governor role. The governors agreed.</p> <p>IS asked if SR and JD are still Maths and DT Link Teachers. SR confirmed that DT has moved to Penny Hamilton along with Art. Maths will be taken by one of the new teachers in September but will remain with SR and JD until then.</p> <p>Attainment and Curriculum Minutes</p> <p>The minutes from the February meeting were distributed in advance of the FGM. IS briefly spoke about the meeting. There were no questions.</p> <p>Safeguarding</p> <p>Covered by the HT report. BH urged all of the governors to undertake basic safeguarding training.</p>
<p>4.6</p>	<p>Managing our resources effectively</p> <p>Skills Audit</p> <p>The summary of results were distributed in advance of the meeting. IS Thanked all of the non-teaching governors for completing the questionnaire. Overall there is a good level of experience across the governing body. IS urged the governors to use their answers to plan their training and development needs. There is free training available through Wiltshire Governor Services. There are also mentoring possibilities with more experienced Governors to help build knowledge. Please speak to SD and IS.</p> <p>PB asked if there were any areas for concern. IS confirmed that currently there were none. In the past we have lacked certain skills for example Finance experience. This was recognised and governors with those skills were sought. Currently the governing body has a wide breadth of skills however, we need to continue sharing expertise and passing on knowledge.</p> <p>F&P Minutes</p> <p>The minutes from the January meeting were distributed in advance of the FGM. PB briefly spoke about the meeting. There were no questions.</p>

	<p>HR Minutes (Including Deputy Head appointment and expected staff changes)</p> <p>The minutes from the January meeting were discussed at the previous FGM. Since the meeting the Interviews for the Deputy Head post have taken place. Joseph Williams was appointed and will start in September. There are a number of staffing changes taking place with one teacher commencing Maternity leave in the Summer and another teacher leaving the school to move to Wales. An advert has been placed for 1 full time teacher and 1 part time teacher. SR has commenced candidate tours of the school. RK asked if the school were looking for Early Career teachers (ECT). SR advised that they would be happy to appoint an ECT but would also like to appoint a teacher with experience.</p> <p>PD was very impressed with the interview day, he felt it was a very robust procedure. He noted that one of the candidates had had technical issues with their presentation, the only person able to fix the problem was SR and he was interviewing. He felt it would be a good idea to train additional members of staff to help with IT problems.</p>
<p>4.7</p>	<p>Increasing Governor Effectiveness</p> <p>Governor Training</p> <p>DR and PD have both attended the Parent Governor- understanding your role course, they found it useful. PD has also attended Monitoring and Reviewing Impact and Quality First Teaching, he found some of the content useful. FG has booked to attend the safeguarding training. There followed a brief discussion about the types of training available. The governors agreed that it would be beneficial if at least one member of the Governing body could attend the Governor Briefing sessions.</p> <p>Governor Visits</p> <p>The majority of governors visited the school for the Deputy Head Interviews.</p>
<p>4.8</p>	<p>Approval of Policies</p> <p>IS will be holding a meeting with the Chairs and Vice Chairs of Committees on Wednesday. In the meantime please can all governors check their compliance areas and approve policies where necessary.</p>
<p>4.9</p>	<p>Any Other Business</p> <p>Governor Day</p> <p>The Governor day was discussed and the date of Thursday 30th June was agreed. It was also suggested to hold the scheduled FGM at 3.30 following the governor’s day in school. This was agreed.</p>
<p>Date of next meeting - The next scheduled meeting is on Thursday 5th May 2022 at 6.30 pm. The meeting will be held in the School hall.</p>	