

MONKTON PARK PRIMARY SCHOOL

Minutes of the meeting of the Governing Body Thursday 23rd March 2023

(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 , Fiona Gout FG , Phillip Barnett PB , Jonathan Watts JW , Joseph Williams JWD (Deputy Headteacher) and Steve Rafferty SR (Headteacher) Katie Kelly KK (Clerk to the Governors)
4.1	Welcome and Apologies SD welcomed everyone to the meeting. Apologies received from Peter Dodd PD , Dan Reynolds DR and Penny Hamilton PH
4.2	Declarations of Interest CD is Deputy Head of St Laurence school and is an Executive Member of the NEU trade union.
4.3	Minutes & Matters Arising The minutes of the meeting held on 26th January 2023 were confirmed as correct. Actions from Last Meeting <ol style="list-style-type: none"> 1. Governors to read through information on SharePoint, to enable further thoughts and discussions. 2. Replacement Safeguarding Governor required. CD has agreed to take on the role. 3. Governors to advise SR if they would like to attend the Metacognition meeting on the 17th March or the whole school training on Friday 31st March. FG to attend. 4. Governors to produce Pen Pictures, sent to KK by 10th February. Thank you 5. KK to change PB to an Associate governor. PB will be come and Associate Governor on 1st April 2023 6. Governor to consider volunteering for Vice Chair, Co-Chair, Safe Guarding Lead and Metacognition Governor. To be discussed when new Parent Governors begin. 7. KK to investigate whether an Associate Governor would count toward making a committee Quorate. If Associate Governors have committee voting rights they count towards the quorate numbers. 8. KK to forward to IS the Self Evaluation Questionnaire. Complete.
4.4	Setting Our Strategic Direction School Development Plan: Updates covered by the Head Teachers Report. Pedagogical Priority: Metacognition has now started. The first “Drive” meeting was held on 17 th March with a whole school training due to be held on 31 st March. FG attended the Drive meeting, she gave a brief over view of the day. Subject Priority: Sounds Write is now being delivered as the school Phonics Programme, with it being used for Phonics in KS1 and Spelling in Yr3-4 & Yr 4-5. The training cost have been a significant investment, however, the school are seeing the benefits through the consistency of teaching. Leadership Priority: Staff are currently developing and planning key strands for each subject from Yr R–Yr6. The planning will be used for next year and beyond. Staff will be delivering presentations at next week’s staff meeting. Wellbeing Priority: As part of SR’s MBA project, he has sent an online survey to all staff. The aim is to identify the perception and sources of staff stress. This will lead to key recommendations for the school, which SR will present to the Governors.

	<p>Academisation: The overall tone of the town heads in Chippenham is changing, with more interest in investigating the options. CD asked if the school still get the same level of support from the LA as more schools convert. SR confirmed that yes at the moment, however a new School Improvement Framework has just been released, with the School Improvement Advisers (SIA) only visiting once a year. There will be a greater emphasis on collaborative working, with schools forming hubs to support each other. SR and SD will be attending a meeting with the six remaining non-academy schools in May to learn more. JWD joined the meeting.</p>
4.5	<p>Monitoring & improving our performance</p> <p>Headteacher Report (HTR) The report was available for the governors to read before the meeting.</p> <p>There are currently 262 children on roll, leaving only 4 spaces across the whole school. We have also had 44 first choice, 29 second choice and 21 third choice applications for September 2023. This is good news and helps secure our budget for the next academic year.</p> <p>The Bungalow is nearly finished!</p> <p>Parents Evening was yesterday and today.</p> <p>IS asked if there had been any feedback from the School Partnership Programme review re Boy's Writing? The SPP was very positive, it didn't identify any problems. Following the "No More Marking" assessments, the gap appears to be smaller than the Teacher assessed work. This week the School are carrying out the quarterly assessments, this will give SR more data to work from. Cathy Milton the School SIA will be visiting on 27th March to complete a Pupil Premium (PP) review. CD has met with Andrew Prosser (PP Lead) to discuss. KK to send his feedback report to governors.</p> <p>There has been an increasing number of online incidents with children using WhatsApp and Snapchat. SR has sent letters to parents and followed up with individual families. The Local neighbourhood police have also come in to run safety workshops. The children have been taught online safety in class but are not always following the lessons learnt.</p> <p>SR plans to hold meetings for parents of children Years 5 & 6 in September. IS asked if phones were allowed in school. SR confirmed that they are but have to be switched off and handed to the class teacher in the morning and collected at 3.10.</p> <p>The school have a certain amount of influence, however they cannot control what children are allowed to do outside of school. FG suggested a piece in the newsletter making parents aware. PB asked if there could be more signposting for parents to help them set up their children's devices safely. CD suggested the Vodaphone online booklets for parents. CD sent link to SR.</p> <p>Following an incident where child walked home by themselves without permission, the school have initiated a number of new processes for KS2. The KS2 child's afterschool club (ASC) was cancelled and the child left the building and walked home without telling anyone.</p> <p>Clubs should not be cancelled on the day, alternative staff will be found to cover. If clubs are cancelled then parents will be called to inform them. All children will be asked to wait in the office or ASC until a parent arrives to collect</p> <p>At home time KS1 will continue as normal. KS2 will now stand at the door and check where children are meeting parents. They will also be reminded to return to the classroom if their parent is not there. Written permission will be required for children who walk home alone. CD asked if the school had registers for clubs. SR confirmed yes ,and staff check for missing children.</p> <p>SR will be communicating the plans with parents.</p> <p>Attainment and Curriculum Minutes The A&C committee will be meeting on 19th April 2023.</p>

	<p>Safeguarding Covered in the Head Teachers Report.</p>
4.6	<p>Managing our resources effectively F&P Minutes In the absence of PD, IS briefly ran through the minutes of the F&P meeting held on 13th March 2023. There were no questions. HR Minutes The committee has not met since the last FGB. There will be some movement of TAs at the end of the school year with two members of staff moving on to train as teachers. Replacements will be considered when the school budget is complete.</p>
4.7	<p>Increasing Governor Effectiveness Coaching – To be discussed at the next meeting. Succession Planning – Confirmation of roles and Parent Governor Elections. PB will become an Associate Governor on 1st April. The governors agreed for him to maintain full voting rights within the Finance and Premises Committee, this will allow PB to be included in numbers for maintaining a quorate committee. CD will take over as Safe Guarding Link Governor, he is currently Safe Guarding Lead at his current school and therefore will not require any further training. CD to liaise with BH regarding handover of the role. FG to Chair HR committee. PD to Chair F&P committee. JW will replace BH on the Head Teacher Performance Management Panel. KK to email the training details. IS has replaced RK as a Co-opted Governor. KK has completed the recruitment of two new Parent Governors. Charlotte Sykes and Laura Lock will take up their roles from the 1st April. They are both booked onto the New Governor training. It was agreed that they would both require mentors. FG and IS to arrange a meeting. Link Governors will be reviewed to allow for all of the changes. Self-Evaluation IS received 8 responses with all questions answered. The results document was available on SharePoint for Governors to review. IS talked through the results. One question asked about 360 Review of Chair of Governors and another about assessing Governors performance. There was a brief discussion about whether this was necessary. The consensus was that it was not necessary. FG asked how governors could report concerns if they had any? Currently concerns can be passed to a co-chair or Headteacher, but BH felt there should be a more formal process. IS suggested adding it to the Governors Code of Conduct. The governors agreed. IS and SD to draft amendment. Another question spoke about limiting Governors Terms of Office. Again the governors didn't think this was necessary. Monkton Park has a good mix of experienced and new governors and this would be lost if we started to limit the number of Terms people could serve. Reaching out to Parents, Pupils and Staff is another area the governors felt could be improved on. FG suggested increasing the frequency of information to parents, with a "Word from the Governors" in the school newsletter. CD agreed that something short and snappy would be good. It was agreed to add a piece after each FGM or at the end of each term. IS and SD to send wording to KK. The policy review schedule was also discussed. Although SchoolBus works, it's not great for review and amending documents. SD suggested using SharePoint to review policies. SR to consider different options.</p>

	<p>Governor Visits BH has visited Kerry Haines (SENCO) and Jen Marshall (Parent Support), and with SD has carried out SR's Mid-Year Review. SD also attended the Senior Leadership Metacognition Training. CD met with Andrew Prosser and Jen Marshall to discuss Pupil Premium. FG has met with Sarah Contardi to discuss Reading and Phonics. FG also attend the Whole School Metacognition training.</p> <p>Governor Training JW will need to complete the Headteacher Review Training, SD would also like a refresher. KK to send through course details.</p>
4.8	<p>Approval of Policies IS reminded all governors to check SchoolBus, there are several policies that require approval. Please email SR with any amendments required.</p>
4.9	<p>Any Other Business</p> <p>Governors Day Governors Day will be held, like last year, in the Summer Term. The date of Thursday 29th June was agreed to be followed at 3.30pm by the final FGB of the year. SD, IS and SR to confirm agenda - to include Sounds Write, Foundation and Wider Curriculum and possible Knowledge Share between Governors.</p> <p>Thank you Thank you to PB for his time as a full governor and thank you for offering to continue as an Associate Governor. Also a huge thanks to RK for all of his years as a Governor at Monkton Park School, the governors wish him well in his retirement.</p>
<p>Date of next meeting - The next scheduled meeting is on Thursday 11th May 2023 at 6.30 pm.</p>	
<p>Actions:</p> <ol style="list-style-type: none"> 1. KK to send CD's Pupil Premium feedback report to governors. 2. Heads Performance Management Panel. KK to email the training details to JW & SD 3. FG and IS to arrange a meeting with New Parent Governors Charlotte Sykes and Laura Lock 4. IS and SD to draft amendment to the Governors Code of Conduct to include reporting concerns about governors. 5. IS and SD to send wording to KK for the school newsletter 6. SD, IS and SR to draft agenda for Governor Day on 29th June. 	