

MONKTON PARK PRIMARY SCHOOL

Minutes of the meeting of the Governing Body
Thursday 5th May 2022

(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 , Rod Key RK , Phillip Barnett PB , Fiona Gout FG , Steve Rafferty SR (Headteacher), Penny Hamilton PH , Peter Dodd (PD) and Dan Reynolds (DR) , Jonathan Watts (JW) Katie Kelly KK (Clerk to the Governors)
5.1	Welcome and Apologies IS welcomed everyone. Apologies received from Jan Douglas and Chris Dutton. Dan Reynolds advised he would be slightly late to the meeting
5.2	Declarations of Interest None
5.3	Minutes & Matters Arising The minutes of the meeting held on 17th March 2022 were confirmed as correct. IS signed and returned to the Clerk.
5.4	Setting Our Strategic Direction The School Development Plan was reviewed at the previous meeting. A close of year review will be held at the meeting on 30 June 2022.
5.5	Monitoring & improving our performance Headteacher Report (HTR) The report was available for the governors to read before the meeting. SR asked for questions and comments to be emailed prior to the meeting. SD asked how the school arrived at the proposed new opening hours? SR advised that the hours had come from the consultation carried out by the school in 2020, when they had proposed changing the school day. He suggested that the 15 minutes is too long for the children to come in, in the morning. Changing the opening time to 8.40 and giving children 5 minutes to come would allow 15 minutes more to be spent on the Core Curriculum, Talk4Writing, phonics, handwriting etc. Finishing at 3.10 would allow extra time for the foundation subjects. This would give a good balance of additional time for both Core and Foundation subjects. With the investment in OPAL, the school did not want to shorten the lunchbreaks. JW asked if there had been any discussion with the Pre-school? SR advised that he wanted to wait for approval from the governors before approaching the Pre-school. IS asked about the associated costs. SR confirmed that the change in hours would cost approximately £5,000 per year, he also advised that SQ has already added the associated costs into budget for the coming year. FH asked if there is any flexibility for TA's to decline the addition hours. SR confirmed there would be. The governors approved the proposed increase to the school hours. DR joined the meeting SD asked for some background to the attendance data. SR advised that attendance at 94.27% is very low for the school. COVID has had a huge impact on attendance especially with the continued change in regulations. Jen Marshall (Parent Support Advisor) is monitoring all pupils with attendance below 90%, checking for patterns etc. All non-COVID absences have been followed up, with action plans and support agreed with the parents. This has led to improved attendance. DR asked what MIS meant? Management Information System. PB has been investigating different MIS products with a view to replacing SIMs. He gave a brief overview of the Arbour system. PD asked if there was any feedback from other schools? SR advised that it was well

thought of. The school have also received information from Scholar Pack a primary based MIS. PB offered to review the system.

Effective Use of the Sports Premium and Pupil Premium Funding

JD to give a Sports Premium presentation at next FGM

Kathy Milton the School Improvement Advisor (SIA) visited on the 17th March to spend ½ day discussing Pupil Premium (PP). Andrew Prosser PP Lead ran a staff training session on the 3 E's, Engagement, Enrichment and Entitlement.

PP is spread out over all of the year groups, therefore there needs to be a personalised approach for every child, the school plan to assess each child (Red, Amber, Green - RAG). If the child is assessed as green then they will continue to be monitored, if they flag up as Amber or Red they will be assessed for their needs, to see what the school can do to help. The school may provide uniform, help with school visits, arrange Gifted & Talented sessions, and ensure attainment and engagement in class. Alongside Jen Marshall's (Family Link Worker) input this will help the teachers to understand their children.

The school receive in excess of £60,000 per year for PP. Some of the funding has been used towards the Family Link Worker, Talk4Reading, Sounds Write, ensuring Quality First Teaching.

Attainment and Curriculum Minutes

The minutes from the April meeting were distributed in advance of the FGM. SD briefly spoke about the meeting, whose main focus had been reviewing the school data. Overall following moderation there is an increase in pupils reaching the 'expected' levels especially in KS2.

However there appears to be a split in boys and girls results mainly focused on Years 1-3 with reading. This mainly due to children missing the Phonics programme during the COVID lockdowns. One of the plans to overcome this is to ensure that all of the year 3 and 4 teachers are 'Sounds Write' trained along with quality first teaching. SD suggested that this would be a good area to look at during the governor day.

The A&C committee also met this week for a follow up session with Sarah Contardi, who gave a presentation Talk4Writing and Sounds Write. A recording of the presentation is available to view on SharePoint. IS asked KK to ask Sarah Contardi for the presentation material.

Post meeting note Presentation material available on SharePoint in the A&C folder.

PD asked are the results improving post COVID? SR advised that it is too early confirm yet. The year 2 KS1 SATs are taking place this week, Yr1 Phonics will be in June and KS2 SATs are next week. All of the results will be available for the next A&C meeting at the beginning of July.

Safeguarding

There has been an increase in Safe guarding issues post COVID, in some circumstances upto Child Protection Level. The school are now holding strategic safe guarding meetings once a term, involving SR, JD, Kerry Haines (SENCO) and Jen Marshall (Parent Support) The CPOMS system is being consistently used and knowledge is being used to keep children safe. IS asked if staff are trained adequately? SR confirmed that they are, however, with the staff changes in September more training is planned. SR also encouraged the governors to undertake Safe guarding training. Online courses are available through Right Choice. FG advised that she was going to do the Safer Recruitment training as part of the planned hand over of BH's role. The governors thanked BH for her succession planning.

5.6 Managing our resources effectively

F&P Minutes

The minutes from the March meeting were distributed in advance of the FGM. PB briefly ran through the minutes. There were no questions.

HR Minutes

The committee met to discuss the upcoming staff changes. They agreed to advertise for 1 full time and 1 part time teacher.

	<p>The 2 jobs gained 41 applicants. Interviews were held over 2 days with Calista Gough a 2nd year ECT appointed for the full-time position and Wendy Dixy appointed to the part time position. Internal appointments have also been made with some part time staff moving to full time. SR plans to inform the parents of the changes after May half term. IS thanked the HR committee for all of their hard work managing the staff changes.</p>
5.7	<p>Increasing Governor Effectiveness</p> <p>Governor Day</p> <p>The governor day is planned for 30th June. IS encouraged all of the governors to attend, if only for a few hours.</p> <p>Some of the area for the day will be, looking at the Boy – Girl split in the data, Viewing Talk4Reading and Sounds Write in action and Opal Break times. There will also be time for governors to visit classes. Please email KK with areas of interest and times available. This will allow SR to produce a timetable for the day.</p> <p>The Full Governors meeting will follow the day at 3.30pm.</p> <p>Governor Training</p> <p>FG has attended the ‘Primary Data, holding heads to account’ training. The course covered the different types of assessments available. FG found the course interesting and useful for anyone with little experience of school data.</p> <p>Governor Visits</p> <p>BH, FG and SD attended school for the teacher interviews. IS helped cover TTrak club with SR. FG has met with Naomi Bevan and Sarah Contardi in her Link Governor roles.</p> <p>IS reminded governors to arrange meetings with their link teachers.</p>
5.8	<p>Approval of Policies</p> <p>Work to align policies on SchoolBus to the correct committees is now complete. Please check SchoolBus for policies. There are 3 FGB policies waiting for final approval. Admissions, Child Protection and Complaints. IS to speak to the governors that still need to approve.</p> <p>PD asked if SchoolBus emailed with notifications? IS advised that he would receive an email when a policy was assigned but there are no emailed reminders.</p>
5.9	<p>Any Other Business</p> <p>None</p>
<p>Date of next meeting - The next scheduled meeting is on Thursday 30th June 2022 at 3.30 pm.</p>	