

MONKTON PARK PRIMARY SCHOOL

Minutes of the meeting of the Governing Body Thursday 26th September 2024

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

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| Present: | Sean Dennien SD (Co-Chair), Peter Dodd PD (Co-Chair), Fiona Gout FG (Vice Chair), Jonathan Watts JW , Dan Reynolds DR , Laura Lock LL , Charlotte Sykes CS , Penny Hamilton PH , Joseph Williams JWD (Deputy Headteacher) and Steve Rafferty SR (Headteacher) Katie Kelly KK (Clerk to the Governors) |
| 1.1 | Welcome and Apologies SD welcomed everyone to the first meeting of the year. Apologies received from Jenny Buchanan (JB) who was on training course and from Chris Dutton CD . Election of Co-Chair and Vice Chair SD has agreed to continue as Co-Chair. CS proposed the nomination and DR seconded. PD agreed to continue as Co-chair. LL proposed the nomination FG seconded. FG agreed to become vice chair. CS proposed the nomination and LL seconded. The governors agreed to the appointments. |
| 1.2 | Declarations of Interest There were no declarations. KK reminded the governors to complete the annual declaration. Link sent by email. |
| 1.3 | Minutes & Matters Arising The minutes of the meeting held on 27th June 2024 were confirmed as correct and approved and signed by SD. Actions from Last Meeting <ol style="list-style-type: none">1. KK to extend FG's term for 2 months to allow for Parent Governor Election to take place in September. KK has converted FG's term to (Ian's vacant) Co-op Governor until Parent Governor Election can be held in the new school year. Governors agreed by email.2. PH, PD and DR to discuss their intentions before September meeting with SD. PH, PD and DR have all agreed to continue as governors at the end of their terms.3. KK to clarify with Wiltshire Governor Services, who can become Co-opted Governor. Complete4. SDP End of Year Review- SR to complete a full evaluation for governors to read on SharePoint. SR to add to SharePoint.5. F&P to monitor the LA's School Improvement provision. PD to add as an ongoing agenda item.6. KK to check JB's Right Choice credentials. Complete7. End of Year review for the school newsletter. Committee chairs to provide a short paragraph for Inclusion. Complete |

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| 1.4 | <p>Setting Our Strategic Direction</p> <p>Scheme of Delegation The Scheme of Delegation was available for governors to review before the meeting. The governors were happy with suggested amendments. KK to amend and publish.</p> <p>School Development Plan Update for 2024/25 School Development Plan (SDP) The SDP in its new format was available for governors to review prior to the meeting. SR talked the governors through the SDP for 24-25. A discussion then followed. The governors liked the new format. It gives clear rationale for the priority, the activities required, and the outcomes expected. The quality assurance and Governors Evaluations areas were extremely helpful, giving excellent guidance.</p> <p>DR asked why “Reading” was a focus? SR confirmed that is data driven. Talk4Reading is well established, but KS2 have limited opportunity for children to read aloud. There needs to be more engagement in reading for fun. JWD advised that reading engagement post-primary is lower, and so the school wants focus on the “joy of reading.” Parent surveys have also show parents would like more support and guidance on encouraging reading at home. Ramsbury Hub will continue to support the delivery of the Sounds Write scheme.</p> <p>SD asked how the new format SDP fits with the 3-year strategic plan? SR to publish the 3 Year plan on SharePoint for governors to review.</p> <p>PD asked how governors will be updated? SR asked What governors would like to see? RAG reports, summary, or something different. Governors to agree. SD proposed nominating specific meeting to discuss the SDP progress. January, April, and July.</p> <p>Academisation: There are no updates, waiting to see the new government’s policy.</p> |
| 1.5 | <p>Monitoring & improving our performance.</p> <p>Headteacher Report: (HTR) The report was available for the governors to read before the meeting. SR gave a brief overview of the report.</p> <p>The school’s PAN is currently 38, SR asked for a decision to be made about whether to increase the PAN to 39. Following a brief discussion about the pros and cons of increasing the PAN including budget increase and physical space in the school. The Governors agreed that the PAN should remain at 38 for this year, predominantly due to the space constraints in some of the KS2 classrooms.</p> <p>SDP - governors agreed the Priorities for the year.</p> <p>DR asked if the school were content with the LA proposal. SR confirmed he was, if the LA delivery on what has been agreed.</p> <p>The school is likely to receive an Ofsted inspection in the next academic year. DR asked what will be required from governors. SR advised that the governors needed to be aware of the SDP, CD will need to be up to date with safeguarding as safeguarding lead, and the governors need to understand the schools’ priorities.</p> <p>Sarah Quarrell the School Business Manager is leaving Monkton Park after 15 years in the role. The governors thanked her for her brilliant work at keeping the school on track. The new SBM Sasha Trowbridge has been appointed, Sasha is currently the HR manager at Silverwood. Sasha will be undertaking SBM Training plus local in-house training.</p> <p>FG asked about CPOM’s “is it high or are staff reporting more”? SR confirmed the numbers is high, but this is down to better recording. JWD advised that the school had introduced paper reporting for certain staff such as MDSA’s to allow for reporting, these are then scanned into CPOMs.</p> |

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| | <p>Attainment and Curriculum Minutes:</p> <p>The A&C committee met on Wednesday 10th July. The minutes will be available on SharePoint. SD gave a brief overview of the meeting. They looked at the initial SATs Data and the overview for Term 6 assessment data. There were no questions. The A&C committee thanked the staff for their hard work in gaining another year of impressive results.</p> <p>Safeguarding</p> <p>Safeguarding training is required for all. There is a 30 minute online prevent awareness course for governors. SR to provide link. PD advised there is also Cybersecurity training which governors should undertake. PD to provide link.</p> |
| 1.6 | <p>Managing our resources effectively</p> <p>F&P Minutes – The F&P Committee met on 23rd September. The minutes were available on SharePoint. PD gave a brief overview of the meeting.</p> <p>There were no questions. The School Business Manager (SBM), Sarah Quarrell will be leaving her role after 15 years in the school. The governors thanked her for her years of excellent management at the school and wished her well for the future. The new business manager is due to start 4th November. SR is looking at what support they will need in getting up to speed on the financial aspects of the role.</p> <p>HR Minutes – The HR committee has not met but has supported SR in the new SBM recruitment. Teacher Performance Pay is changing. The Pay Panel will no longer be required. SR to investigate whether an alternative review is required.</p> <p>Governor Terms – KK advised the governors about the current makeup of the governing board. DR has offered to continue as a governor at the end of his parent governor term. As his children are no longer at the school, DR cannot be a parent governor. Instead, DR will become a Co-opted governor taking on the vacancy left by Ian Sankey. FG’s term off office as parent governor has now ended. KK will run a parent governor election for FG’s post add DR’s soon to be vacant post.</p> <p>PD’s parent governor term of office is also ending. KK will run a second parent governor election at the end of November for PD’s post.</p> <p>The governors agreed to this plan.</p> |
| 1.7 | <p>Increasing Governor Effectiveness</p> <p>Link Governors and Committee Membership</p> <p>With the change in school staff, the link governors need to be reviewed. There was a brief discussion about how a revised link governor function could work. SR to create a new framework for governors.</p> <p>Governors were content with the current committee membership. No changes required.</p> <p>Governor Visits – FG met with Kerry Haines to discuss SEN.</p> <p>SD met with SR met for the “Beginning of year catch up.”</p> <p>FG helped with Owls class geography field trip.</p> <p>Governor Training –</p> <p>SD attended Term 1 governor briefing. JB is undertaking the New Governor training. PD, LL, and CS have completed the safeguarding training.</p> |

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| 1.8 | Approval of Policies There are four policies to review on SharePoint. Staff Behaviour, Safeguarding Whistle Blowing and Governor Code of Conduct. Governors to check and review at their earliest convenience. |
| 1.9 | Any Other Business SR's Headteacher Performance Management review has been completed successfully. The meeting dates for the year have been agreed by the governors KK to add to diary. |
| Date of next meeting - The next scheduled meeting is on Thursday 28 th November 2024 at 6.30 pm. Changed from 21 st November, post meeting. | |
| Actions: <ol style="list-style-type: none"> 1. KK to amend and publish the Scheme of Delegation. 2. SR to publish the 3 Year strategic plan on SharePoint for governors to review. 3. SR to provide Safeguarding training link. PD advised there is also Cybersecurity training. Governors to undertake training. 4. SR to investigate whether an alternative to the Teachers Pay Panel is required. 5. KK to run Parent Governor Election 6. Governors to check and review policies at their earliest convenience. 7. KK to add all meeting dates to the diary. | |