

MONKTON PARK PRIMARY SCHOOL

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

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

Present:	Sean Dennien SD (Co-Chair), Ian Sankey IS (Co-Chair), Fiona Gout FG , Jonathan Watts JW , Peter Dodd PD , (Vice Chair) Dan Reynolds DR , Laura Lock LL , Charlotte Sykes CS , Chris Dutton CD , Joseph Williams JWD (Deputy Headteacher) and Steve Rafferty SR (Headteacher) Katie Kelly KK (Clerk to the Governors)
2.1	Welcome and Apologies IS welcomed everyone to the meeting. Apologies received from Phillip Barnett PB . Penny Hamilton PH absent. Extension of SD and CD's Terms of Office. SD and CD's Terms of Office have recently ended. Both were willing to continue as Governors at Monkton Park School if re-elected. PD nominated SD and FG seconded the nomination. CS nominated CD and JW seconded the nomination. The governors agreed unanimously to re-elect SD and CD as Monkton Park School Governors. SD thanked the governors and took over as meeting chair.
2.2	Declarations of Interest None
2.3	Minutes & Matters Arising The minutes of the meeting held on 28th September 2023 were confirmed as correct and approved and signed by SD. Actions from Last Meeting <ol style="list-style-type: none">1. Committee chairs check their committees' allocations in the Scheme of Delegation? Some areas still refer to COVID regulations SR, SD & KK to review and remove where necessary.2. SR to update the Scheme of Delegation and add to policies for approval. Complete3. SR to change the Key Priorities wording to statements on the SDP. Complete, SR to add to SharePoint.4. SR to add Subjects Blocks timetable to SharePoint. Complete5. SR to place Keeping Children Safe in Education 2023 in the policies to read folder. Please can all governors read and comment to confirm understanding. Complete6. SR to get a range of quotes and visuals for the proposed Trim Trail to help engage funding. Pentagon Play, Landscapes of Learning and Monkey Play will be visiting and providing quotes. It was agreed to move this action to F&P7. KK to investigate whether Governor Briefing would be continuing. Complete8. SR to add approved policies to the school website and School Tracker. Ongoing9. Committee chairs to check their policy folders before each meeting to ensure the relevant policies are approved. Ongoing10. IS & SD to respond to Queens Crescent School regarding the School Street Correspondence. Online survey completed and email of support sent.

	11. SR to complete the PAN return. Complete.
2.4	<p>Setting Our Strategic Direction School Development Plan 2023/24 Included in the Head Teachers Report</p> <p>Academisation: Included in the Head Teachers Report</p>
2.5	<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. SR advised the governors that currently 4 out of the ten Chippenham primaries are Academies with at least 3 further schools talking to MATs. Whilst there is currently no statutory requirement to academise, it is becoming increasingly more challenging for the LA to be effective due to restricting budgets. SR proposed that the school proactively explore the options available. There followed a very lively discussion about the pros and cons of academisation. The Governors agreed they didn't want the ethos of the school to be lost, any decision made would need to be in the best interest of the school, staff and pupils. They agreed that with the cost of support from the LA increasing to the point it may become prohibitive, further investigation of the alternative options is needed. SR to continue to keep the governors updated.</p> <p>Work on the SDP is making good progress. Metacognition is embedding throughout the school. Subject Leader activities are high profile, with book scrutinies, learning walks and writing reviews under way. The first "Hub" training is due to take place next week. Ramsbury English Hub have completed their audit, the school have been accepted onto the fully funded course, resulting in training and new books.</p> <p>SR asked for any further questions about the HTR.</p> <p>IS asked about CPOMS and the increasing numbers reported in term 2. He asked if this was improvement in reporting or issues in school. SR advised that a very low number of children had caused the increase. SR agreed to provide explanation notes on future HTR.</p> <p>PD asked if Parents Evening would be continuing online. SR confirmed that yes, they would be continuing online. A short discussion followed. The governors felt there was a good balance with online Parents Evenings and Face to Face Open classrooms and work life balance for teaching staff. There are plenty of opportunities for parents to visit school and if necessary, make appointments to speak to class teachers. The governors agreed to support the continuation of online parents' evenings.</p> <p>SR advised that the school will be visited by Vann the Therapy Dog every Thursday afternoon for 8 weeks. All pupils that have parental permission will be able to meet Vann.</p>
	<p>Attainment and Curriculum Minutes: The A&C committee met on 3rd October. The minutes were available on SharePoint before the meeting. IS gave a brief overview of the minutes. There were no questions.</p> <p>Safeguarding Covered in the Head Teachers Report.</p> <p>CD visited the school to review the Single Central Register (SCR) The school are starting a programme of renewing DBS checks for staff; it has been agreed to review any over 5 years. SD asked if this would include Governors. KK to liaise with Sarah Quarrell. SD, IS JW and KK would require renewed DBS certificates.</p>

2.6	<p>Managing our resources effectively</p> <p>F&P Minutes – The minutes of the meeting were available before the meeting for Governors to review. PD gave a brief overview of the meeting. CD asked if there were door fobs entry points on the new Bungalow doors. SR advised that there were not. The governors asked SR to review the Risk Assessment for pupils being taught in the Bungalow. SD also recommended that the Site Risk assessment be reviewed at the same time. The actions need to be added to the F&P agenda for their next meeting. There were no further questions.</p> <p>HR Minutes – No meeting held. The staff Pay Panel and a HR Policies meeting will need to be held. Date to be advised.</p> <p>Governor Terms – IS will be leaving in the summer. We still have a Co-op Governor vacancy. KK has advertised on Inspiring Governance but has no luck so far.</p> <p>Governor Skills Audit – The biannual Skills audit will be taking place after the Christmas break. The results will be used to feed into the current and upcoming governor vacancies.</p>
2.7	<p>Increasing Governor Effectiveness</p> <p>Governor Visits – CS has met with Sarah Contardi for her Link Governor visit. SD has met with SR for his Computing Link Visit. LL has had a PSHE Link visit with Caroline McCartney. PD attended Outdoor day and met with Jayne Rees his link outdoors teacher. CD has met with Sarah Quarrell to discuss the SCR. Many of the governors have visited the school for Multisport trips, Library visits, Music (Extraordinary Voices) and Open Classrooms. SR thanked them all for their effort and input.</p> <p>Governor Training – FG has undertaken SEND training and Monitoring Staff Wellbeing. CS has had Prevent and E-safety training.</p>
2.8	<p>Approval of Policies</p> <p>The Scheme of Delegation is now complete. School Admissions is complete. SR will remove policies from the “To-do” once complete, so please check regularly. Please also check for relevant policies before committee meetings. Thank you</p>
2.9	<p>Any Other Business</p> <p>None</p>
<p>Date of next meeting - The next scheduled meeting is on Thursday 18th January 2024 at 6.30 pm.</p>	
<p>Actions:</p> <ol style="list-style-type: none"> 1. KK to liaise with Sarah Quarrell reference renewed DBS certificates for governors. 2. SR to review the Risk Assessment for pupils taught in the Bungalow. 3. Site Risk assessment to be reviewed. 4. Action 2 &3 to be added to the F&P agenda for review at next meeting 	