

## MONKTON PARK PRIMARY SCHOOL

### Minutes of the meeting of the Governing Body Thursday 27<sup>th</sup> June 2024

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

<b>Present:</b>	Sean Dennien <b>SD</b> (Co-Chair), Ian Sankey <b>IS</b> (Co-Chair), Fiona Gout <b>FG</b> , Jonathan Watts <b>JW</b> , Peter Dodd <b>PD</b> (Vice Chair), Dan Reynolds <b>DR</b> , Laura Lock <b>LL</b> , Charlotte Sykes <b>CS</b> , Jenny Buchanan ( <b>JB</b> ) Penny Hamilton <b>PH</b> , Steve Rafferty <b>SR</b> (Headteacher) Joseph Williams <b>JWD</b> (Deputy Headteacher) and Katie Kelly <b>KK</b> (Clerk to the Governors) Chris Dutton CD
<b>6.1</b>	<b>Welcome and Apologies</b> IS welcomed everyone to the meeting. Apologies received from Chris Dutton CD, who due to work commitments will be arriving slightly late.
<b>6.2</b>	<b>Declarations of Interest</b> None
<b>6.3</b>	<b>Minutes &amp; Matters Arising</b> The minutes of the meeting held on <b>9<sup>th</sup> May 2024</b> were confirmed as correct and approved and signed by IS. <b>Actions from Last Meeting</b> <ol style="list-style-type: none"><li>1. SR to provide guidance/questions to think about re Academisation and what the needs/wants are for the school going forward. <i>Ongoing, will not be available before the summer break.</i></li><li>2. SR to investigate Electric Vehicle Charging points. <i>Unlikely to go ahead.</i></li><li>3. SD and PD to speak with governors whose terms of office are ending this year. <i>Sarah Quarrell happy to continue as associate governor. Jonathan Watt, happy to continue as LA governor. Governors agreed to the renewed terms of office. A brief discussion followed about governor terms. FG's Term is ending and would be happy to continue for another 3 years. KK to extend FG' term for 2 months to allow for Parent Governor Election to take place in September. PH, PD and DR to discuss their intentions before September meeting with SD. KK to clarify with Wiltshire Governor Services, who can become Co-opted Governor.</i></li><li>4. Governors Day: Governors let SR know if attending and for how much of the day. <i>Complete</i></li><li>5. Governors Day: SR to create a signup sheet for governor classroom visits. <i>Complete</i></li></ol>
<b>6.4</b>	<b>Setting Our Strategic Direction</b> <b>School Development Plan 2023/24</b> The SDP is to be completed at the end of the school year. The governors discussed potential targets for next school year. Including the changing need of pupils in the school, disadvantaged children, changing speech and language needs. SR spoke about an LA project to look at improving language Wiltshire wide. The Project will support from EYFS upward. Collaborating with other schools. The project is a long-term study. There will be 12 schools first wave and a planned 30 schools second wave.

	<p>JW asked if the study would be looking at just disadvantaged pupils? SR confirmed, they would be looking at all pupils. The outcomes and assessments will be part of a research project.</p> <p>DR asked if there will be more data than the school would normally look at. SR was unsure at this time.</p> <p>FG asked with Naomi Bevan moving to a new school will “Oracy” continue with a new Subject Lead? SR advised with the changes in staff the subject leads are still under review.</p> <p><b>CD arrived.</b></p> <p>DR asked which staff would be in Early Years? SR advised Hannah Love would be the reception teacher in Fieldmice class and Helen Lazenby would be increasing her hours to full time and continuing in Rabbits class a Yr1/Reception class. Hannah previously worked at Monkton Park as a TA in KS1/EYFS before completing her Teaching qualification. The continuity will allow the already embedded teaching to continue seamlessly.</p> <p>SDP End of Year Review- SR to complete a full evaluation for governors to read on SharePoint.</p> <p><b>Academisation:</b></p> <p>The governors discussed the status of the Chippenham primary schools. St Peters are now part of the Blue Kite Trust. Kings Lodge and Charter plan to join the Athelstan Trust along with Abbeyfield Secondary school. There are four remaining primary schools that are not academies.</p> <p>Monkton Park will remain in the LA Hub model. The LA have accepted their support has not been good enough and very inconsistent. They have plans for improvement. Next academic year, the school will have one day with School Improvement Adviser (SIA) and 2 days with the hub.</p> <p>The school have been appointed a new SIA, Jon Taylor although there has been no contact yet.</p> <p>SD asked who will completing the HT review? SR does not know.</p> <p>LL asked if the service is value for money. SR felt it was not up to standard. PD asked if the service should be monitored. The governors agreed. F&amp;P to monitor the provisions VfM.</p>
6.5	<p><b>Monitoring &amp; improving our performance</b></p> <p><b>Headteacher Report: (HTR)</b> The report was available for the governors to read before the meeting. SR gave a brief overview of the report.</p> <p>SR advised the governors of the changing numbers across Chippenham low birth rate year may impact; many schools have seen numbers falling. This effects class sizes and curriculum. Although MP has not seen a fall in numbers, the school will need to monitor.</p> <p>Assessment- phonics screening 80% good the remaining 20% looking promising. Multiplication checks have taken place, the new scheme is working well.</p> <p>School attendance is at 96.1%, this is particularly good. DR asked if this is better than other schools? SR confirmed that the average attendance for schools using Arbour is 92%.</p> <p>FG said parents can see the attendance and late registration on Arbour, this is helpful and may help to change mindsets of parents.</p> <p>CCTV installations are going ahead.</p>

	<p>LL and SR have completed the accessibility audit using a report by Cornwall County Council, it was user friendly and a useful tool for drafting the report. It has shown where the school needs to improve and provides plans going forward.</p> <p>DR asked is there a minimum standard to meet? LL confirmed they have a three-year recommended plan to work towards.</p> <p>Staffing- SR has spent a great deal of time over the last term covering recruitment as eight members of staff are leaving MP. There are range of reasons for staff leaving, retirement, promotion, full time hours, family commitments. SR advised that the actual change not as bad as it first seems, with four roles being replaced by Helen Lazenby moving to fulltime and Hannah Love returning to the school.</p> <p>CD commented how positive it is to see the school fully staffed, whilst many other schools are struggling with recruitment.</p> <p><b>Attainment and Curriculum Minutes:</b> The A&amp;C committee are due to meet on 10/07 to discuss the SATs data.</p> <p><b>Safeguarding</b> No issues</p>
6.6	<p><b>Managing our resources effectively</b></p> <p><b>F&amp;P Minutes – Budget Summary</b> The F&amp;P Committee met on the 17<sup>th</sup> June. PD gave a brief overview of the meeting.</p> <p>The governors discussed the difficulties of balancing this year’s budget. The LA require a balanced budget of 3 years, anything less requires a recovery plan. The original budget only balanced to 2 years. FG asked what happens if the budget cannot be balanced? PD advised that it would lead to redundancies. Sarah Quarrell has made changes to original budget, which now balances for 3 years.</p> <p>The governors were happy to approve the revised budget. SQ to submit the revised budget.</p> <p><b>HR Minutes – The</b> HR committee have met to discuss and assist with recruitment. This year has been a “jigsaw” with changes in personnel, long term sickness and maternity leave. SR and the HR committee plan to review the recruitment process in September.</p> <p>CD asked if SR asks staff their intentions. CD’s school ask in January to help gain an understanding for the recruitment process. SR confirmed they do not but it is something worth considering. However, until 31<sup>st</sup> May deadline, nothing is confirmed.</p> <p>DR asked if the deadline of 31<sup>st</sup> has always happened. SR confirmed yes, it helps to safeguard all schools from losing staff midterm.</p> <p><b>Succession Planning –</b> PH, PD and DR’s terms will be ending before the end of the year. They will advise SD of their intentions before September’s meeting to help with forward planning. FG’s Parent Governor role will be advertised in September. IS’s Co-opted role will become vacant shortly. PD has agreed to take on the role of Co-Chair with SD. FG has agreed to take on the role of Vice Chair subject to being re-elected in September.</p>

<p><b>6.7</b></p>	<p><b>Increasing Governor Effectiveness</b></p> <p><b>Governor Visits –</b></p> <p>IS met with JWD to discuss Geography. SD met with Mary Murphy re sport. FG and CS have visited Early years. Many of parent governors have visited for Sports Day, Girl's football, and class assemblies. LL has met with PH to discuss Art. PH received an Art Bytes regional ward for community engagement. MP also produced a regional award winner.</p> <p><b>Governor Day Feedback-</b></p> <p>IS asked for the governors thanks to be passed to the staff for their welcome today.</p> <p>CS enjoyed listening to readers and taking part in phonics with EYFS. CS also went with SR to watch the Wiltshire Girls Cricket finals, where MP won.</p> <p>FG commented on how impressed she was with the flexibility of staff; they are really resilient. FG took part in the Sports week cricket with Foxes' class, Early years phonics and Geography with Miss Wills.</p> <p>IS commented on the great atmosphere. He visited Sarah Contardi for Talk4Writing. IS enjoyed the "Calm Area" at lunchtime. He also took part in an African safari for Otter's geography lesson.</p> <p>PD joined in with Otters' maths lesson, he was amazed at the range of abilities and how the children just "got on" with the work, he felt it must be incredibly challenging for the teachers. He was impressed with how the children helped each other. PD really enjoyed the assembly; a parent came in to talk about how he took part in the London Marathon dressed as tennis player breaking the world record! It was good to see parents getting involved. PD also took part in a PE lesson with fieldmice class, wow, they were very enthusiastic!</p> <p>SD observed Mary Murphy teaching the combined Year 6 class, he was astonished at their range of vocabulary and excellent communication. He could really see how Talk4Writing works.</p> <p>JB really enjoyed her first visit to a school for over 10 years. She was impressed with the early years Outdoor learning area.</p> <p>SR thanked the governors for their feedback, he will pass on the positive comments to the staff.</p> <p><b>Governor Training –</b> FG has been continuing with the SEN training. IS reminded governors to check right choice for training opportunities. JB advised she hadn't received her Right Choice login details. KK to investigate.</p>
<p><b>6.8</b></p>	<p><b>Approval of Policies</b></p> <p>IS thanked the governors for keeping up with the policy review.</p>
<p><b>6.9</b></p>	<p><b>Any Other Business</b></p> <p>KK to draft 2024/25 meeting dates. Once agreed the governors PD asked for the dates to be added to the Teams calendar. KK to arrange.</p> <p>End of Year review for the school newsletter. Committee chairs to provide a short paragraph for inclusion. The last newsletter will be published on 19<sup>th</sup> July. CS will draft a "Thank you "for the staff.</p>

	<p>Today's meeting is IS's last as a governor. SD thanked IS for his years as a governor and roles as vice chair and Co-Chair.</p> <p>IS thanked the governors, He has had a fun 10 years, the governors have been a great team to work with.</p>
<p><b>Date of next meeting</b> - The next scheduled meeting is on Thursday 26<sup>th</sup> September 2024 at 6.30 pm.</p>	
<p><b>Actions:</b></p> <ol style="list-style-type: none"> <li><i>1. KK to extend FG's term for 2 months to allow for Parent Governor Election to take place in September.</i></li> <li><i>2. PH, PD and DR to discuss their intentions before September meeting with SD.</i></li> <li><i>3. KK to clarify with Wiltshire Governor Services, who can become Co-opted Governor.</i></li> <li><i>4. SDP End of Year Review- SR to complete a full evaluation for governors to read on SharePoint.</i></li> <li><i>5. F&amp;P to monitor the LA's School Improvement provision.</i></li> <li><i>6. KK to check JB's Right Choice credentials.</i></li> <li><i>7. End of Year review for the school newsletter. Committee chairs to provide a short paragraph for inclusion.</i></li> </ol>	