

MONKTON PARK PRIMARY SCHOOL

Minutes of the meeting of the Governing Body

Thursday 23 January 2025

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

Present:	Sean Dennien SD (Co-Chair), Peter Dodd PD (Co-Chair), Fiona Gout FG (Vice Chair), Jonathan Watts JW , Laura Lock LL , Jenny Buchanan (JB), Dan Reynolds DR , Charlotte Sykes CS , Penny Hamilton PH Joseph Williams JWD (Deputy Headteacher) and Steve Rafferty SR (Headteacher) Katie Kelly KK (Clerk to the Governors)
3.1	Welcome and Apologies SD welcomed everyone. Apologies received from Chris Dutton CD ,
3.2	Declarations of Interest There were no declarations.
3.3	Minutes & Matters Arising Actions from Last Meeting <ol style="list-style-type: none">1. SR to add the Pupil Data and Attendance document on SharePoint. Complete2. KK to run Parent Election and update governors and next FGM. Complete3. SR to discuss new Link Governor model with staff. Ongoing4. FG to redraft Link Governor form to reflect the changes. Complete5. KK to send out link to the Self Evaluation questionnaire. Complete6. Governor Code of Conduct. Governors to sign last page of the policy once read. Staff Governors required to sign. <p>The minutes of the meeting held on 28th November 2024 were confirmed as correct and approved and signed by SD.</p>
3.4	Setting Our Strategic Direction School Development Plan, Progress Update <p>SR provided copies of the SDP progress RAGed report for the governors to view. There followed a discussion about the report.</p> <p>DR asked “When are the REDs for reading are going to be complete” SR advised the school would be working through the Ramsbury Reading checklist. The governors discussed the use of RED colouring, they agreed that if work had not been started then it should not be highlighted unless it was deemed a risk, or it should have been started.</p> <p>Priority 3: “DR asked what the feedback from staff after the training was?” SR advised that it had been positive, now it is required to be embedded into school life. The school would conduct self-evaluation using Child -Adult conversations, these would form part of the Audit of continuous provision.</p> <p>SD asked, “If there were noticeable language difficulties with certain children?” SR confirmed yes, there are patterns across Wiltshire and the problems are becoming worse. Speech and Language was difficult to resource, the school needs to be confident it is doing everything it can. JW asked, “how detailed is the audit for continuous learning?” SR advised that teachers complete an audit termly. The school are looking for rapid changes.</p> <p>PD asked, “if there are any specific needs or help required from governors?” SR confirmed there would be a presentation at the next C&A meeting.</p>

	<p>Priority four: DR asked “if the children remember the vocabulary from the knowledge organisers and what it means” SR advised by revisiting learning frequently.</p> <p>LL question “do the children see knowledge organisers in class?” SR confirmed yes.</p> <p>Academisation: There are no updates.</p>
3.5	<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>SR advised that as predicted the numbers of first place choice had fallen. There has been a huge dip across Wiltshire.</p> <p>The school have received;</p> <p>27 First place choices</p> <p>27 second places choices</p> <p>13 third place choices.</p> <p>FG asked if the school could lower the PAN. SR advised not until 2027, for the next two years the PAN will remain at 38.</p> <p>DR asked, “what would be the advantage of lowering the PAN?” SR confirmed it would allow consistent class sizes and allow the curriculum to flow through the school.</p> <p>JW asked, “is it ours or county's decision to make?” SR confirmed it would be a joint decision; however, it may not be allowed as more houses due to be built in Chippenham.</p> <p>JB asked, “if the other primary schools across the town application numbers were lower?” SR confirmed they were.</p> <p>SD proposed a working group to look at the ramification of lower numbers, The governors agreed. SD, LL and JB to agree a date.</p> <p>OFSTED readiness. The governors held a discussion about preparing for OFSTED. The governors agreed a “crib sheet” would be useful to ensure everyone is prepared. SD and PD to plan what is required. SR to inquire about LA providing a practice session for governors.</p> <p>The governors also agreed an OFSTED SharePoint folder would be useful for focused information.</p> <p>FG asked, “if the inspection was likely to be graded or ungraded?” SR advised Graded against specific areas, however more comments rather than overall mark. SR also confirmed there would be a new framework for the next academic year.</p> <p>CPOMs Figures. FG asked, “if A&C look at the numbers?” SR advised that the details are reviewed by CD during Safeguarding meetings.</p> <p>DR asked if any of the incidents are duplicated? SR confirmed some are reported more than once by different members of staff, SR review all the reports to ensure the data is only recoded once. JWD advised that the MDSAs previously had no access to CPOMs on the PCs, they now complete paper reports which are scanned and uploaded.</p> <p>Attainment and Curriculum Minutes: The A&C committee met on 15th January 2025. The minutes of the meeting were available on SharePoint for the governors to read prior to the FGM. SD gave an overview, there were no questions.</p> <p>Safeguarding The Safeguarding audit is complete and has been submitted.</p>

3.6	<p>Managing our resources effectively</p> <p>F&P Minutes – The F&P Committee met on 13th January 2025. The minutes were available on SharePoint. PD gave an overview of the meeting. There were no questions.</p> <p>HR Minutes – The HR committee will be meeting in March to discuss staffing for the next academic year and to look at staff wellbeing. DR asked if staff are concerned about a future OFSTED inspection. PH confirmed that staff were fine, they all support each other.</p> <p>Governor Terms – KK ran a Parent Election for DR’s previous post and PD’s current Parent posts. PD was re-elected unopposed, there were no further proposed names. This leaves the governing body with a Parent Governor vacancy. There was a brief discussion about recruiting parents. It was suggested adding an “advert” in the school newsletter advising of the vacancy and what the role entails. Governors also to talk to other parents about being a governor. KK to advise of any terms ending.</p>
3.7	<p>Increasing Governor Effectiveness</p> <p>Link Governors FG has created a new Link Governor from to be completed after Link Meetings</p> <p>The governors talked about the meetings they have held and any problems they had encountered. All the governors have contacted their Link staff and most had met. JW and JB advised they both required extra support for their first meetings. PD offered to work alongside them. SR to save some question ideas to SharePoint relating to the ‘attendance’ link.</p> <p>All meeting reports to be saved to SharePoint, these will form part of the governor evidence for OFSTED.</p> <p>Governor Visits –</p> <p>Parent Governors have attended the school Nativity and Christmas plays. LL had attended a Class assembly. FG had visited for Open Classrooms. SD had held a One-One with SR</p> <p>Governor Training –</p> <p>There are plenty of online training course available on Right Choice. On 13th February 2025 there will be Link Governor Training.</p> <p>Self-Evaluation</p> <p>PD thanked the governors for completing the Self Evaluation questionnaire. Overall, the responses were similar to the results from 2 years ago. PD to write up suggestions and discussion points for next meeting.</p>
3.8	<p>Approval of Policies</p> <p>Staff governors are required to sign the back of the Governor Code of Conduct, this will then be complete.</p> <p>A&C and F&P have reviewed all their outstanding policies. HR still to be completed.</p>
3.9	<p>Any Other Business</p> <p>SD advised that the school would be holding a “Saturday Sort” on 1st of February at 9.30am. This will be to tidy and paint ready for OPAL’s Spring launch. Governors welcome to attend. Please sign up, details and links in last week’s school newsletter.</p>

	<p>Phillip Barnett's role as an Associate Governor has now ended. Before assisting as Finance Associate Governor, Phil was a Parent Governor and chaired the F&P committee. The governors acknowledge the huge effort Phill gave to both roles, they wanted to thank him for all of the hard work and time given to Monkton Park school.</p>
<p>Date of next meeting - The next scheduled meeting is on Thursday 13th of March 2025 at 6.30 pm.</p>	
<p>Actions:</p> <ol style="list-style-type: none"> 1. SR to discuss new Link Governor model with staff. Ongoing 2. Governor Code of Conduct. Governors to sign last page of the policy once read. Staff Governors required to sign. 3. Governors proposed a working group to look at the ramification of lower numbers. SD, LL and JB to agree a date. 4. OFSTED "crib sheet "and SharePoint folder. SD and PD to plan what is required. 5. SR to inquire about LA providing a practise session for governors. 6. It was suggested adding an "advert" in the school newsletter advising of the vacancy and what the role entails (KK). Governors also to talk to other parents about being a governor (all). 7. KK to advise of any terms ending. 8. SR to save Link Governor question ideas to SharePoint. 9. Self-Evaluation - PD to write up suggestions and discussion points for next meeting. 	