

MONKTON PARK PRIMARY SCHOOL

Minutes of the meeting of the Governing Body Thursday 29th June 2023

(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 , Fiona Gout FG , Jonathan Watts JW , Peter Dodd PD , 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)
6.1	Welcome and Apologies SD welcomed everyone to the meeting. Apologies received from Phillip Barnett PB & Chris Dutton CD
6.2	Declarations of Interest None received.
6.3	Minutes & Matters Arising The minutes of the meeting held on 11th May 2023 were confirmed as correct and approved. Actions from Last Meeting <ol style="list-style-type: none"> 1. IS to amend the Code of Conduct. SR to circulate the revised Code of Conduct for formal approval on SchoolBus. Complete 2. SD, IS and SR to draft agenda for Governors Day on 29th June. Complete 3. CS to send details of online safety videos to SR. Complete 4. SR will share the "GROW" model questions for Link Governors to use with their teacher subject leads. Available on SharePoint 5. SD & IS to discuss with new Parent Governors which link subjects would be suitable for them. Complete, updated list available on SharePoint 6. IS to attend the online meeting regarding new policy programme. Complete 7. IS & SD to draft piece for the last newsletter of the term. Complete 8. KK to send out Governor Day invite to confirm availability. Complete
6.4	Setting Our Strategic Direction School Development Plan, Year End Review: The SDP End of Year Review and Milestones were available for Governors to read before the meeting. This has been a very successful school year. The Key priorities are continuing to be worked towards, with the majority of milestones being met. A range of evidence was detailed showing the successes and the areas for continued development. A discussion regarding the milestone evidence followed. CD arrived to the meeting. SD asked if the Key Priorities would remain for the next academic year, with updated milestones. SR confirmed this but advised that there he would be holding a whole day SLT meeting to discuss further. Academisation: SR has met with the Headteachers from Redlands, Kings Lodge, Charter, Frogwell and St Pauls to discuss Wiltshire Council's Hub model. The schools will work together to support and challenge each other alongside a School Improvement Advisor (SIA.) The meeting was positive and gives a way forward. It has been agreed for MP to leave the Pickwick scheme as it would be repeating the work carried out in the Hub. FG asked if this our only option, SR confirmed that currently it was. JW asked if we would get more support from the Hub than Pickwick. SR advised that the Hub would give the school more support. LL asked if the Resource Bases at 2 of the schools would further support MP SEN work. SR confirmed that it would.

<p>6.5</p>	<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>Following correspondence with Dolce the school meal provider, they have now confirmed that the £9,000 subsidy they planned to charge the school was a mistake and has been removed. SR advised that he no longer had any confidence in Dolce and would be looking for new suppliers and in house options. The subsidy removal allows the school to do this in a measured manor. FG advised that the feedback regarding school meals from her children and others was not great and that the standard doesn't appear to be very good. DR asked what the notice period was. SR confirmed that it is 12 weeks. CD asked whether the school would be able to recruit staff if the provision was brought in house. SR advised that the current staff would be TUPEd over and that the WC pay grades were higher than Dolce.</p> <p>There were no further questions for the HT report.</p> <p>Attainment and Curriculum Minutes: The A&C committee will be meeting on 12th July to discuss the KS2 SATs results.</p> <p>Safeguarding Covered in the Head Teachers Report.</p>
<p>6.6</p>	<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, followed by a run through of the budget. The F&P Committee recommended approval of this budget to the governors. CD asked if included funding the teachers' pay rise? PD advised the budget allowed for the predicted pay rise as advised by county.</p> <p>The governors ratified and signed off the School budget.</p> <p>HR Minutes – No meeting held. Rosie Wills ECT has been appointed as the new class teacher for Owls class. Rosie will be coming in to meet her new class before the end of term.</p>
<p>6.7</p>	<p>Increasing Governor Effectiveness</p> <p>Governor Day Feedback – Sean thanked the governors for attending the Governor day. A feedback discussion followed. FG said that the staff had all been very welcoming. FG had looked at SoundsWrite across the school, the children had been engaged and interested in the work, and keen to show off what they had been learning. IS and LL had both been impressed by the behaviour of the children, agreeing that the school had felt very calm. Both had enjoyed the music lessons and felt the software used was very good. SD and DR advised that the children had been very engaging and open, keen to talk about Talk4reading and Writing. SR Thanked the governors for giving up their time to come in and meet with the children and staff.</p> <p>CS asked if it would be appropriate to send a letter from governors to the staff. SD advised that they had done this in the past. It was agreed that a letter would be a good idea to do again. SD, IS & CS to draft.</p> <p>Governor Visits – FG has met with Andrew Prosser re Metacognition. A number of the governors have attended Sports Day, The OPAL Afternoon and Open Classroom events. They all agreed that these had been excellent. They wanted it noted that Mary Murphy had done an excellent job taking over Sports Day and all had found very enjoyable.</p> <p>Governor Training – SD had taken part in Headteacher Performance Management Training.</p>

6.8	<p>Approval of Policies Replacement of School Bus</p> <p>IS advised the meeting that SchoolBus is being replaced as it is no longer financially viable. It will be replaced by School Tracker, with the policies stored in folders in SharePoint. Governors will be able to make minor amendments to the policies, using track changes. When 2/3 of the governors have approved, the policy will be deemed complete. The completed polices will be minuted in the committee meetings or full governors.</p>
6.9	<p>Any Other Business</p> <p>End of Year Report – SD asked for the Governors thanks to be passed on to SR and all of the school’s staff for another superb year. IS & SD to draft an End of Year Reports for the newsletter and thank you letter for staff.</p> <p>Meeting Dates – The draft meeting dates were available to view on SharePoint. Committee Chairs to review and advise KK of any changes.</p> <p>Farewell - Today’s meeting was Barbara Hearn’s final Governors meeting after 40 years of service. SD thanked BH for her dedication to the school. Her wise guidance will be hugely missed. BH thanked SD and said she would always be available for help and advice. The governors presented BH with a Bouquet of flowers.</p>
<p>Date of next meeting - The next scheduled meeting is on Thursday 28th September 2023 at 6.30 pm.</p>	
<p>Actions:</p> <ol style="list-style-type: none"> 1. IS & SD to draft an End of Year Reports for the newsletter and thank you letter for staff. 2. Committee Chairs to review 2023/24 meeting dates and advise KK of any changes. 	