

MONKTON PARK PRIMARY SCHOOL

Minutes of the meeting of the Governing Body Thursday 28th September 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 , 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	<p>Welcome and Apologies IS welcomed everyone to the meeting. Apologies received from Phillip Barnett PB & Chris Dutton CD</p> <p>Election of Co-Chair and Vice Chair The annual election for Co-Chair and Vice Chair took place. SD and IS both confirmed that they were willing to continue as Co-Chairs. FG nominated SD as Co-Chair of Governors, CS seconded the nomination. The governors agreed the appointment. LL nominated IS, as Co-Chair of Governors, DR seconded the nomination. The governors agreed the appointment. IS asked if anybody would be interested in taking on the role as Vice Chair of Governors. PD confirmed that he would be willing. IS nominated PD, as Co-Chair of Governors, CS seconded the nomination. The governors agreed the appointment. The governors thanked the 3 candidates for agreeing to take on the roles.</p>
1.2	<p>Declarations of Interest None received. KK has sent out the annual “Declaration of Interest” forms. Thank you to those who have already completed the online return. Please can the outstanding forms be completed ASAP.</p>
1.3	<p>Minutes & Matters Arising The minutes of the meeting held on 29th June 2023 were confirmed as correct and approved and signed by IS.</p> <p>Actions from Last Meeting</p> <ol style="list-style-type: none"> 1. IS & SD to draft an End of Year Report for the newsletter and thank you letter for staff. Complete. Thank you to BH and CS for their input. 2. Committee Chairs to review 2023/24 meeting dates and advise KK of any changes. Complete.
1.4	<p>Setting Our Strategic Direction Scheme of Delegation There have been no amendments to the Scheme of Delegation from Wiltshire Council. Please can committee chairs check their committees’ allocations? SR to update and add to the policy’s for approval file. Please can governors approve electronically.</p> <p>School Development Plan 2023/24 Update: The draft SDP was available on SharePoint for the governors to review before the meeting. SR gave an overview of the SDP and then asked for questions. DR asked “Does mixed age classes make it harder to achieve Priority 1? (How do we respond effectively to all pupil needs?) SR confirmed that mixed age classes are tricky to manage. All of the schemes of work are devised for single year groups, they require tweaking. The schools results</p>

	<p>show that this is working well. PH agreed that the teachers were adapting well to the mixed age groups.</p> <p>IS asked what has happened to the wellbeing aspect from last year's SDP? SD advised that it doesn't need to be part of the SDP as it doesn't affect the children's outcomes, however work was still continuing on staff wellbeing including areas such as work load. The school are working toward the "Wiltshire Healthy School Award" which includes wellbeing, so it is definitely still on the agenda.</p> <p>IS also asked if it was appropriate for the wording of the Key Priorities to be phrased as questions? SR confirmed that he would be changing the wording to statements. The governors agreed this would be better.</p> <p>SD reminded governors to look at the governor check list at the back of the SDP. It is a good starting point for Link Governor-Teacher meetings</p> <p>PD asked if the colour coding would continue from last year. SR confirmed it would.</p> <p>Academisation: SR advised the governors that the talks for the proposed joint academy between Hardenhuish, Sheldon and St Lawrence Schools had slowed. St Lawrence are no longer pursuing the merger. Sheldon have employed a new Head teacher. At this point it is unknown if the joint academisation will go ahead. The LA are losing funding for areas of maintained schools, support is quietly disappearing. At some point in the future Monkton Park may be forced financially to become an academy.</p> <p>LL asked if Monkton Park would still be interested in joining an academy with Hardenhuish and Sheldon. SR advised that at this point it was unknown what if anything would be on offer to Primary schools.</p>
<p>1.5</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 and answered governors' questions.</p> <p>FG asked where the predicted student numbers come from? SR advised that they come from the LA and predicted from birth rates, house building etc. All schools in the town are given similar, he confirmed that they are not necessarily accurate but do give an indication and show the importance of filling spaces each year.</p> <p>DR asked what the impact of a drop in numbers would be. SR confirmed a year group of 32 would be a huge amount of funding, approximately £25K. This would affect staffing levels and class sizes.</p> <p>PD asked at what point action would need to be taken re staffing and class sizes? SR advised it would be over a number of years.</p> <p>Keeping Children Safe in Education 2023 has now been released. SR will place in the policies to read folder. Please can everyone read and comment to confirm understanding.</p> <p>SR thanked everyone for reading/commenting and approving policies in a timely manner.</p> <p>LL asked why the CPOMs numbers had increased. SR advised the he had made changed to the catagories allowing more accurate reporting. Staff were also now in the habit of reporting all incidents.</p> <p>IS asked about Cyber Incedents. SR confirmed that so far there had not been any reported but these are likely to increase as the year goes on and more Y5 & 6 pupils get phones. SR also advised that he was investigating online safety training for parents but had yet to find anything suitable and cost effective.</p> <p>DR asked about the new School Improvement Advisor (SIA) SR confirmed that she would be visiting the school on Tuesday, her role to continue supporting and challenging. DR asked about the school background. SR said she had been Headteacher at a school in a challenging area. The school had a resource base and a significant SEN cohort.</p> <p>There were no further questions.</p>

	<p>IS congratulated SR on achieving his MBA, SR said it had helped guide some of the school projects.</p> <p>Attainment and Curriculum Minutes: The A&C committee met on 12th July to discuss the KS2 SATs results. SD gave a brief run through of the minutes. There were no questions.</p> <p>Safeguarding Covered in the Head Teachers Report. CD is the new SG link governor, he will be visiting the school to discuss the Single Central Record.</p>
1.6	<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. A new Grounds Maintenance contractor has been engaged for 12 months. There had been lots of positive feedback following their initial visit on Thursday, with a huge improvement to the grounds. SR had attended the FOMPS AGM and spoke about funding a Trim Trail for the school. SR to get a range of quotes and visuals to help engage funding. No further questions</p> <p>HR Minutes – No meeting held. The staff Pay Panel and a HR Policies meeting will be held after half term. Date to be advised.</p> <p>Governor Terms – Barbara Hearn has now retired. KK along with SD and IS are looking at recruiting a replacement Co-opted Governor using “Inspiring Governance” In the meantime if any governor has links in the local community and knows of interested candidates, please let SD/IS know.</p>
1.7	<p>Increasing Governor Effectiveness</p> <p>Link Governor and Committee Membership – The proposed links were available to view on SharePoint. Any feedback/changes please speak to SD or IS. SR suggested meeting with Link Teachers in next few weeks, again in early 2024 and towards the end Summer 2024. Please place meeting reports in SharePoint.</p> <p>Governor Visits – LL and PH have met about Arts Mark. LL is also booked to meet with Caroline McCartney. FG has attended a Metacognition meeting with Andrew Prosser. FG also been to the EYFS parents meeting and the Cross Country. DR has met with Annabel Collyer to discuss maths and OPAL. SD met with Mary Murphy to talk about PE and Sports week. He also met with SR for the first Headteacher meeting of the year. IS has met with Helen Lazenby to talk about Talk4Writing. JW is due in next week to carry out the H&S walk with SR. SR thanked all of the governors for all of their input. PH confirmed the talks felt very supportive, “Working as a Team”.</p> <p>JWD advised governors that some of the subjects are taught in blocks, it may be worth checking with links. PD asked if there was a timetable showing this. SR confirmed yes and agreed to add it to SharePoint</p> <p>Governor Training – Keeping Children Safe in Education, please read the booklets. PD asked if the Governor Briefings would be continuing. KK to find out.</p>
1.8	<p>Approval of Policies</p> <p>The governors had a brief discussion about the new system for reviewing policies. Overall the system is much better and the governors were happy to continue using it.</p> <p>The following policies have been approved by Full Governors: Behaviour 2022-2024 Code of Conduct for Governors Instrument of Governance Safeguarding and Child Protection Policy School Complaints Staff Behaviour</p> <p>SR to PDF the approved policies and add to the school website and School Tracker.</p>

	<p>The Suspension and Exclusion Policy has now been replaced with Exclusion Guidance. Please can all governors review and approve.</p> <p>IS reminded Committee chairs to check their policy folders before each meeting to ensure the relevant policies are approved in a timely manner.</p>
<p>1.9</p>	<p>Any Other Business</p> <p>School Streets Initiatives – The governors have received a letter from Queens Crescent School regarding road safety arounds schools. They are in the process of investigating the “School Streets” initiative. They are gathering evidence of traffic issues from other schools in the area, with a view to asking the council to run School Street trials. The governors discussed the problems around the school at drop off and pick up time. The main issues being poor parking. They agreed to respond positively to Queens Crescent and complete the online survey.</p> <p>Head Teacher Pay Panel – will take place after FGM.</p> <p>PAN – SR has received the annual letter confirming the PAN for the follow academic year. The governors agreed to remain at 38. SR to complete the return.</p> <p>The meeting closed at 8.20pm</p>
<p>Date of next meeting - The next scheduled meeting is on Thursday 23rd November 2023 at 6.30 pm.</p>	
<p>Actions:</p> <ol style="list-style-type: none"> 1. Committee chairs check their committees’ allocations in the Scheme of Delegation? 2. SR to update the Scheme of Delegation and add to policies for approval. 3. SR to change the Key Priorities wording to statements on the SDP. 4. SR to add Subjects Blocks timetable to SharePoint. 5. 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. 6. SR to get a range of quotes and visuals for the proposed Trim Trail to help engage funding. 7. KK to investigate whether Governor Briefing would be continuing. 8. SR to add approved policies to the school website and School Tracker. 9. Committee chairs to check their policy folders before each meeting to ensure the relevant policies are approved. 10. IS & SD to respond to Queens Crescent School regarding the School Street Correspondence. 11. SR to complete the PAN return. 	