

MONKTON PARK PRIMARY SCHOOL

Minutes of the meeting of the Governing Body

Thursday 22nd May 2025

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

Present:	Sean Dennien SD (Co-Chair), Fiona Gout FG (Vice Chair), Jonathan Watts JW , Laura Lock LL , Dan Reynolds DR , Charlotte Sykes CS , Chris Dutton CD , Penny Hamilton PH Joseph Williams JWD (Deputy Headteacher) and Steve Rafferty SR (Headteacher) Katie Kelly KK (Clerk to the Governors)
5.1	Welcome and Apologies SD welcomed everyone apologies were received from PD and JB.
5.2	Declarations of Interest There were no declarations.
5.3	Minutes & Matters Arising Actions from Last Meeting <ol style="list-style-type: none">1. SR to add the Safeguarding audit to SharePoint. Complete2. CS to provide a communication brief for the vision working group. To be completed for 23rd June meeting.3. FG to send articles and LL to add in pieces to the newsletter about what the governors do. LL has completed FG to send in for next newsletter ongoing. <p>The minutes of the meeting held on the 13th of March 2025 were confirmed as correct and approved and signed by SD.</p>
5.4	Setting Our Strategic Direction Ofsted Feedback <p>SD started by asking for the Governors thanks to be passed on to the school staff and pupils for the superb Ofsted report.</p> <p>The Inspection went very well and the report is excellent. The school shone especially on the second day.</p> <p>A huge wealth of evidence was provided.</p> <p>The way the children spoke with the inspectors was amazing - they showed they were immensely proud of the school.</p> <p>The next steps for the school are to look at the use of assessments, ensuring they are pitched to every child at the correct level.</p> <p>SR thanked the teachers, pupils, staff and governors for all their hard work and support during the Ofsted.</p> <p>SR shared the comments from the Ofsted report.</p> <p>The governors agreed that they would like to share the Ofsted report feedback with the parents. FG to draught a piece selecting the top eight things for Friday's newsletter.</p> Working group feedback <p>Originally there were three working groups, however the Ofsted working group is now redundant.</p> <p>The PAN working group have met and conducted a SWOT analysis.</p>

	<p>There is a predicted decline in pupil numbers across the county. However, there is a large amount of house building currently happening in Chippenham, with the plan for some new schools. There is a lot to investigate looking into the future.</p> <p>The working group have put a report on SharePoint. Please can governors take time to look at the report and add any questions. They would like to decide on a revised PAN at the next meeting. The plan would be for a PAN of 30 and a single class entry.</p> <p>CD asked would you have to lose a full-time equivalent staff.</p> <p>CS asked if the school would be looking to make redundancies.</p> <p>SR advised hopefully it would be natural wastage over several years.</p> <p>SDP progress update</p> <p>SR gave an update on the school development plan.</p> <p>The school welcomed Shirley Clark for the April teacher training staff enjoyed the day learning clear and practical strategies for productive teaching. PH has already implemented some of the ideas. JWD said it been good to host other Chippenham schools. The governors discussed some of the learning including how children see themselves as learners and how awards or distributed amongst the children and how impactful they are.</p> <p>The Ramsbury Hub will continue to support Monkton Park for reading over the next year.</p> <p>The Cracking Communication support has been patchy, but the school are well set up for the next year and there is one more training session after half term.</p> <p>SR will be looking at changing some of the subject leaders for the next year.</p> <p>Academisation:</p> <p>There are no updates.</p>
5.5	<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>The teachers' pay rise has been advised at 4% and the school looking at how to fund this.</p> <p>SATS have happened the children performed well. The school provided early breakfasts for year 6 all the children took advantage of this, helping to create a calm environment before the tests.</p> <p>The school improvement advisor has visited for SEN reviews.</p> <p>Teacher training days have been booked for school year 25/26.</p> <p>The school have had two exclusions for physical assault. One of the pupils has since been removed from the school for home schooling. CD asked if the staff who had been assaulted were OK? SR confirmed yes.</p> <p>There has been discussion about placing solar panels on the school roof and there are various grants the school can apply for. One of the parents has created a solar PV proposal. SR to add the report to SharePoint. It was suggested that the parent attend the next F&P meeting to discuss the proposal further. SD to speak with PD regarding the agenda.</p> <p>Policies: SR has added policies for governors to review and approve. A new review sheet detailing the changes has been added to the relevant directory covering the policy changes. The governors agreed this has made it easier to review each policy.</p> <p>Attendance continues to be good.</p> <p>CPOMS data – FG felt that it looked like verbal and physical reporting was up from last year, and was this due to the way it's been recorded? SR confirmed this was down to one of the children excluded</p>

	<p>who has now left the school. FG also questioned the neglect reporting; SR will investigate as neglect covers a large range including things like missed breakfast.</p> <p>Attainment and Curriculum Minutes: The A&C committee met on 30th April 2025. The minutes of the meeting were available on SharePoint for the governors to read prior to the meeting. CS gave an overview of the meeting and there were no questions.</p> <p>Safeguarding Safeguarding was covered by the Head Teachers report.</p>
5.6	<p>Managing our resources effectively F&P Minutes – The F&P committee met on 24th March 2025. The minutes were available on SharePoint. DR gave an overview of the meeting and there were no questions.</p> <p>HR Minutes – The committee are due to meet on the 7th of June.</p>
5.7	<p>Increasing Governor Effectiveness Link Governors The final meetings of the year now need to be booked in with link staff. The governors' reports made an enormous difference with Ofsted showing how the governors are challenging the school. Please look to arrange with your Link teacher towards the end of term.</p> <p>Governor Visits SD has met with SR; he is also due to visit school to discuss Cyber Security. CD met remotely to discuss the SCR. He asked for his thanks to be passed on to Sasha Trowbridge (Business Manager) for the new streamlined SCR. All safeguarding training and H&S training will now be recorded on the SCR for both Governors and staff. SD, PD & FG attended the Ofsted inspection. Governors attend the Ofsted debrief.</p> <p>Governor Training FG has attended a Finance briefing and a SEN Link Governor training. SD reminded governors that they are welcome to book onto training provided by Wiltshire Governor Services. Please record any training undertaken on SharePoint.</p> <p>Governor Day Governors' day will take place on 26th June, followed by Full Governors meeting at 3.30pm. SR to send out form for governors to confirm attendance and timings.</p>
5.8	<p>Approval of Policies All committees have policies to approve; please can governors check SharePoint for both Committee and Full Governor policies.</p>
5.9	<p>Any Other Business None</p>

Date of next meeting - The next full governors meeting will be on Thursday 26th June 2025 – 3.30 The School Library.

Actions:

1. CS to provide a communication brief for the vision working group. **To be completed for 23rd June meeting.**
2. The governors agreed that they would like to share the Ofsted report feedback with the parents FG to draught a piece selecting the top eight from the Ofsted report feedback for Friday's newsletter.
3. The PAN working group have put report on SharePoint, governors take time to look at the report and add any questions.
4. SR to add the Solar PV proposal report to SharePoint.
5. SD to speak with PD regarding the Solar PV presentation at the next F&P meeting.
6. SR to investigate the neglect reporting on CPOMs.
7. Governors to book meetings with Link teachers.
8. SR to send out form for governors to confirm attendance and timings. Governors, please respond in a timely manner
9. Governors to check SharePoint for both Committee and Full Governor policies.