

MONKTON PARK PRIMARY SCHOOL

Minutes of the meeting of the Governing Body

Thursday 28th of November 2024

(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), Chris Dutton CD , Joseph Williams JWD (Deputy Headteacher) and Steve Rafferty SR (Headteacher) Katie Kelly KK (Clerk to the Governors)
2.1	Welcome and Apologies PD welcomed everyone. Apologies received from Dan Reynolds DR , Charlotte Sykes CS and Penny Hamilton PH .
2.2	Declarations of Interest There were no declarations.
2.3	Minutes & Matters Arising Actions from Last Meeting <ol style="list-style-type: none">1. KK to amend and publish the Scheme of Delegation. Complete2. SR to publish the 3 Year strategic plan on SharePoint for governors to review. Complete3. SR to provide Safeguarding training link. PD advised there is also Cybersecurity training. Governors to undertake training. Complete4. SR to investigate whether an alternative to the Teachers Pay Panel is required. Pay policy reviewed pay panel held.5. KK to run Parent Governor Election. Complete6. Governors to check and review policies at their earliest convenience. Complete7. KK to add all meeting dates to the diary. Complete <p>The minutes of the meeting held on 26th September 2024 were confirmed as correct and approved and signed by PD.</p>
2.4	Setting Our Strategic Direction School Development Plan, 3 Year Strategic Plan <p>The Three-year plan was available for governors to review prior to the meeting. SR gave an overview of the Strategic Plan. There followed a discussion about the plan.</p> <p>PD asked if the Strategic Plan used the priorities from SDP, SR confirmed. FG asked about investment in new staff, how to embed them and train them. JW agreed using outside professionals for the initial training has been beneficial, but how can this be replicated in house. PD asked if the organisations offer catch up and refresher courses. SR advised that external catchup courses would be very costly. The school would be looking at training handbooks to help inexperienced staff with structured learning. Experienced staff would also be involved in training new members of staff, for example Helen Lazenby has undertaken extensive Talk 4 Writing training and was well equipped to pass on the knowledge.</p> Academisation: <p>There are no updates, waiting to see the new government's policy. CD advised that the NEA union would be campaigning for all schools to return to Local Authorities.</p>

2.5	<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 the number of families visiting the school for the September 2025 intake is down on previous years. SR has been speaking to other heads from local primary schools, numbers are down across the town and county wide, this could affect the pupil numbers for next year.</p> <p>CD asked if the school need to look at marketing, SR advised this was not currently necessary but may be something to look at in the future.</p> <p>SR gave the governors an overview of the current issues surrounding pupil behaviour. An interesting discussion followed about how the school are re-integrating a pupil following a series of incidents. FG asked how the teachers were managing the process. JWD confirmed the 6-week re-integration had been successful, for both staff and pupils. A discussion then followed around CPOMS recording. CD asked if the changes in the way staff can report has changed the numbers of reports. SR confirmed that numbers of reports were up.</p> <p>SR advised he would be talking further with CD at the next Safeguarding meeting.</p> <p>The LA have added the KS1 toilets to the list of works required, FG asked if this would be a priority. SR advised an assessment will be made in the new year.</p> <p>FG advised the Pupil Data and Attendance document links were not working. SR agreed to add the document to SharePoint.</p> <p>Attainment and Curriculum Minutes:</p> <p>The A&C committee met on 2nd October. The minutes of the meeting were available on SharePoint for the governors to read prior to the FGM.</p> <p>SD gave an overview, there were no questions.</p> <p>Safeguarding</p> <p>Unfortunately, the school was shut on Monday, the Safeguarding review had to be postponed, this will be rearranged. The safeguarding Audit is now available.</p>
2.6	<p>Managing our resources effectively</p> <p>F&P Minutes – The F&P Committee met on 11th November. The minutes were available on SharePoint. PD gave an overview of the meeting.</p> <p>FG asked about the SEN budget, who is monitoring how it is being spent, especially EHCP spend. Is it being spent on the children it is allocated too. SR advised that the F&P committee monitor spending. The SEN link governor can also monitor. SR advised speaking with Kerry Haines the SENCO for further information.</p> <p>HR Minutes – The HR committee met to review the Pay Review Policy; Teacher’s performance is no longer linked to pay.</p> <p>Governor Terms – KK ran a Parent Election for FG and DR’s Parent Governor posts. FG was re-elected unopposed, there were no further proposed names. DR has now moved to become a Co-opted Governor. KK will be running a second election (papers to be issued Friday) for PD’s Parent Governor post and the vacancy. KK to update at next FGM.</p>

<p>2.7</p>	<p>Increasing Governor Effectiveness</p> <p>Link Governors and Committee Membership</p> <p>SD, PD, SR and FG met to discuss how to link governors to staff and the SDP, and they have produced a new link chart.</p> <p>Talks with link teachers can be done in small groups or individually. The governors were happy with the new model. SR to discuss the new link model with staff.</p> <p>FG to redraft link form to reflect the changes.</p> <p>Self-Evaluation</p> <p>Every other January the governors conduct a Self-Evaluation to look at areas of weakness within the governing body. KK to send out link to the questionnaire, please can all governors complete by 16th January to allow the results to be collated by the next FGM.</p> <p>Governor Visits</p> <p>LL attended the Year 1 phonics meetings. CS met with Helen Lazenby for training and Sarah Contardi to discuss the reading policy. FG met with JWD and Andrew Prosser. SD held a 1 to 1 with SR.</p> <p>Governor Training</p> <p>There is now a Governors essential training record on SharePoint. Governors to add their own training as they take part.</p> <p>SD attended Pupil Premium training, will add slides to SharePoint area. PD attended “Managing Complaints,” and found it interesting. PD also attended the Term 2 governor briefing. PD will send out the summary. JB attended new governor training. FG also attended the Term 2 governor briefing.</p>
<p>2.8</p>	<p>Approval of Policies</p> <p>Governors to review the Behaviour Policy and Governor Code of Conduct. Governors were asked to sign at the back of the policy once read.</p>
<p>2.9</p>	<p>Any Other Business</p> <p>Christmas performances will be taking place at the Neeld Hall in December. Governors are welcome to attend.</p>
<p>Date of next meeting - The next scheduled meeting is on Thursday 23rd January 2025 at 6.30 pm.</p>	
<p>Actions:</p> <ol style="list-style-type: none"> 1. SR to add the Pupil Data and Attendance document on SharePoint. 2. KK to run Parent Election and update governors and next FGM. 3. SR to discuss new Link Governor model with staff. 4. FG to redraft Link Governor form to reflect the changes. 5. KK to send out link to the Self Evaluation questionnaire. 6. Governor Code of Conduct. Governors to sign last page of the policy once read. 	