

MONKTON PARK PRIMARY SCHOOL

Minutes of a meeting of the Governing Body

Thursday 15th November 2018

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

Present:	Sean Dennien (Co-Chair), Justine Guillon (Co-Chair), David Palmer, Ed Bailey, Jess Baldry, Steve Rafferty (Headteacher), Ian Sankey, Jonathan Watts, Jan Douglas, Rod Key, Barbara Hearn, Matt Slee and Chris Dutton
In attendance	Katie Kelly (Clerk to the Governors)
2.1	Apologies All Governors present
2.2	Declarations of Interest There were no declarations.
2.3	Minutes & Matters Arising The minutes of the meeting held on 27th September 2018 were viewed and confirmed as a correct record and signed by the Co-Chair Justine Guillon (JG). Some of the governors are still unable to access Sharepoint. Clerk to resend link and instructions.
2.4	Setting our strategic direction <ul style="list-style-type: none"> • Governing Body Vacancies Chris Dutton (CD) was welcomed to the meeting. Chris is a MFL teacher at St Laurence senior school, he lives on Monkton Park and has volunteered to become a Co-opted Governor. CD left the room whilst a vote was held, and he was voted unanimously on to the Governing body. CD returned to the meeting and was welcomed the governing body. Jess Baldry's (JB) Parent Governor Term of office is due to end on 10th December. JB to advise the Clerk whether she is willing to stand for another 3-year term. The clerk will then request nominations from the parents of the school. If any nominations are received, an election will be held. • School Development Plan (SDP) Steve Rafferty (SR) gave a brief update on the SDP. All the targets have now been agreed with the teachers and teaching assistants and have been linked to the Teaching and Learning Policy. The CASP review has taken place and the report is due imminently. The review day was very positive, and staff felt there was a more measured approach to the review. There will be an Assessment week across the whole school, starting on 26th November. Standardised Maths & reading tests will be used in Y2 – Y6. A phonics screening will also be used to identify the children's current phonics level in Y1. Maz Evans launched the schools 'Year of Writing', the children are enjoying 'free write Friday' which encourages the children to write for pleasure. Lesson observation have now been completed, the teachers have all been observed by SR.

	<p>Pupil attendance is excellent, over 97%. The governors liked the stats shown in the newsletter, however they didn't want the school to start giving 100% attendance awards. SR agreed that this was not a good idea.</p> <p>The online safeguarding system is now in place and is being used regularly by the staff.</p> <p>Parents evening was well attended with appointments for 97% of the children. The teachers are working to meet the remaining parents.</p> <p>Rod Key (RK) asked if the school had been affected by the St Mary's Ofsted report. SR confirmed that we had had many enquiries however it is the Chippenham Schools policy not to take admissions from local schools mid-way through term. Monkton Park admitted two families from St Marys at the beginning of term. The school now only has spaces in year 4. SR advised governors that although our year groups are up to PAN, we may lose appeals due to the small class sizes.</p>
2.5	<p>Monitoring & improving our performance</p> <ul style="list-style-type: none"> <p>Attainment and Curriculum Meeting minutes SD gave a brief overview of the minutes from the A&C meeting held on 11th October 2018 (distributed prior to the FGM). SD and IS were re-elected to their roles as Chair and vice chair of the committee. The focus for the meeting was Pupil Premium (PP). The PP strategy has been developed by SR along with Helen Springthorpe. The committee discussed the Talk for Writing training the teachers were due to undertake, also the launch of the Year of Writing with the author Maz Evans.</p> <p>They discussed the data taken from the standardised assessments indicating that many PP children achieve Expected in individual subjects, but that a larger proportion of PP children do not achieve Expected in all 3 subjects. Also, far less PP children achieve 'Greater Depth' than non-PP children. The school will be looking for improvements in this over the coming year.</p> <p>They then discussed the planned PP related expenditure. £33,000 has been allocated to Quality First Teaching, which includes professional learning, redeveloping EYFS classrooms (providing a better learning environment) and standardised assessments. A further £20,000 has been allocated to targeted support and specific interventions, with £9,000 for other approaches including the Forest Schools initiative.</p> <p>The committee have changed some of the future meeting dates to coincide with data availability therefore the next meeting will be held on 10th January to discuss the data gathered during Assessment Week.</p> <p>Headteacher Report (HTR) The report was available for the governors to read before the meeting. SR gave a brief summary. The school will be hosting a twilight Dyslexia training run by SSENs team. SR invited any governor who was interested to come along. RK indicated he would like to attend.</p> <p>Kelly Wilson (Rabbits' class teacher) will be leaving at Christmas, and parents will be informed this week. Penny Hamilton will be taking over the class from Christmas and the permanent post will be advertised in March. Jackie O'Neil will extend her hours to cover Penny's existing role in Pine Martens.</p> <p>Fiona Hurd (TA) has resigned. Kim Lees has been appointed as her replacement.</p>

	<p>IS questioned the progress of the Fire Alarm replacement. SR confirmed that Sarah Quarrell (SQ) is due to meet with the LA on Friday to discuss the replacement, which will be carried out during 2019. Post Meeting note. Following SQ's meeting with the LA, they have confirmed that the replacement of the Fire Alarm System will take place during February half term.</p> <p>IS asked about the progress with the School Lunch provider. SR confirmed that although the arrival of the new catering manager Sian, had improved the quality of the food it was still the school plan to find an alternative provider. SQ has met with Dolcha and is waiting for submissions from several other companies. The governors asked how much notice needs to be given to Sodexo? SR confirmed that it is 3 months.</p> <p>JG proposed that due to the time constraints, the F&P committee could review the proposals and pass to JG and SD for approval. The governors agreed.</p> <ul style="list-style-type: none"> • Self-Evaluation SR distributed a Teaching and Learning report, he then gave a brief overview. The CASP review has been carried out, and the report is due in the next few weeks. Writing has been the focus of monitoring in Terms 1 & 2. SR has carried out all the lesson observations. The next round of observations will be carried out by SR and Jan Douglas (JD) and in the future the senior leaders will also be involved. Most of the teaching observed has been good or better, with support being given for any concerns. <p>The new set up in early years is proving to work well, with children moving between the classrooms, the Year Reception children are beginning to copy the year 1 pupils. SR has children from throughout the school visiting him with examples of fantastic work. RK asked about the assessment levels of children coming into school from Nurseries. SR advised that Monkton Park pupils come from a wide variety of preschool settings and although they all provide assessments there is no consistency. The school aims to assess a baseline for each reception child within 4 weeks of starting.</p> <ul style="list-style-type: none"> • CASP Summary The report is not yet available. This will be discussed at the next FGM
2.6	<p>Managing our resources effectively</p> <ul style="list-style-type: none"> • Finance & Premises (F&P) committee minutes DP gave an overview of the minutes from the meeting held 12th November. The school budget report shows that the school is in good shape with £110,000 surplus. SR has several plans, which will see some of the surplus used. The school have invested in 'School Bus', which provides resources for managing the school. It also provides a management tool for all of the school policies. SQ and the admin team will be uploading all of school policies over the coming weeks. The replacement of the fire alarm system is ongoing, as is the fixing of the flat roof in Badgers classroom. The work will be carried out under warranty. Quotes are being sought for new fencing to make the playground safer and for a new front gate. The construction of the outdoor classroom is due to begin at the start of December. Unfortunately, the school did not receive the grant to redevelop the bungalow. Councillor Nick Murray would like to be involved

	<p>in a group to help continue to push the work forward and secure other funding opportunities.</p> <ul style="list-style-type: none"> • HR Committee Minutes JB gave an overview of the minutes from the meeting held on 8th November. JB was elected as chair and RK was elected as vice chair. The main part of the meeting was to review the 'Pay Policy' the decision was made to award the pay rise to all teaching staff. The policy was approved. The DfE has removed the need to ask staff members to complete a Disqualification by Association form. KK asked to update the Single central Record to reflect this. The committee approved the Keeping Children Safe policy. JB has completed the annual Safeguarding Audit with SR. SR thanked JB for her assistance.
2.7	<p>Increasing governor effectiveness</p> <ul style="list-style-type: none"> • Governor training IS due to attend The Strategic use of Data in Primary Schools on 28th November. RK is due to attend the Dyslexia twilight training at school. • School visits JB gave a talk about fossils. JB, DP & JG attended the Y6 assembly. SR invited the governors to attend any of the many Christmas activities.
2.8	<p>Approval of policies</p> <ul style="list-style-type: none"> • Behaviour Policy The policy will be available to view at the next FGM
2.9	<p>Any Other Business No other business</p>
<p>Date of next meeting - The next meeting is on Thursday 17th January 2019 at 7.30 pm.</p>	