

MONKTON PARK PRIMARY SCHOOL

Minutes of a meeting of the Governing Body

Thursday 17th January 2019

(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, Steve Rafferty (Headteacher), Ian Sankey, Jonathan Watts, Barbara Hearn and Matt Slee
In attendance	Katie Kelly (Clerk to the Governors)
3.1	Apologies Jess Baldry, Jan Douglas, Rod Key and Chris Dutton (CD arrived at 7.50)
3.2	Declarations of Interest There were none.
3.3	Minutes & Matters Arising The minutes of the meeting held on 15th November 2018 were viewed and confirmed as a correct record and signed by the Co-Chair Sean Dennien (SD)
3.4	<p>Setting our strategic direction</p> <ul style="list-style-type: none"> • Vision Statement Steve Rafferety (SR) spoke about the Vision statement and how ‘Learn and Grow Together’ has been developed over his first year as head. The school’s vision statement is ‘Our vision is to be the best school possible for our community, where children love to learn’ <p>‘We will do this by putting our pupils at the heart of everything we do and investing in our staff, our curriculum and our school environment to offer the best possible experience for our pupils’</p> <p>The governors approved of the statement and felt that it gave a clear direction for the school. Matt Slee (MS) confirmed that the staff were happy with the vision as it was led by the needs of the school and the pupils and not Ofsted driven. SD advised that the vision could be used to direct the agendas for governors’ meetings. This was agreed.</p>
3.5	<p>Monitoring & improving our performance</p> <ul style="list-style-type: none"> • Attainment and Curriculum Meeting minutes Ian Sankey (IS) gave a brief overview of the minutes from the A&C meeting held on 10th January. The committee reviewed the latest data book using the new screen in SR’s office. This allowed the governors to review the data and drill down in depth. The data showed lots of positives for Reception, it is a strong cohort. The main area needing the most focus is reading. Year 1 has a number of concerns, the transition from FS1 to KS1 is hard and some of the pupils need additional help to transition. Yr2 have a number of positives however writing is a concern. Talk for Writing is already helping with this. Yr3 has lots of positives and good overall scores. Y4 is our lowest cohort however this is now less pronounced due to focused interventions. Y5&6 are making good progress, the focus will be on progress as well as attainment. Moderation is likely in year 6 this year. <p>Standardised Testing – IS thanked Sally Grogan from the office for inputting the test data. MS has been trialling online testing with five year 3’s the pupils have taken the test previously on paper. The trial went well and MS plans to try using the whole class. They took the test using the PC’s but may try using iPads.</p>

	<ul style="list-style-type: none"> <p>Headteacher Report (HTR) The report was available for the governors to read before the meeting. SR handed out the new Ofsted guidelines for the governors to read. He advised that there is less focus on results and more on learning 'breadth & depth'. All behaviour incidents of pupils being sent to senior management are now recorded on SIMs. This is mainly summer born Reception pupils. There has been a marked improvement in this small group since Christmas holidays.</p> <p>There is a new 'Support Workers Pay Policy' to agree, SR requested a HR meeting. The committee agreed to meet on 29th January at 5.30.</p> <p>The Governors are due to hold a governors day in term 4, SR suggested 3rd April. Carl Hopwood (online safety expert) will be coming to school to talk with the pupils, staff and parents about safety and this will allow the governors to be involved too. The governors agreed the date.</p> <p>The Local Authority Health & Safety audit is due, SR thanked Jonathon Watts (JW) for agreeing to attend.</p> <p>Barbara Hearn (BH) has agreed to come into school to audit the Single Central Register (SCR). Date to be agreed with the school office.</p> <p>CD was impressed with the school attendance figures, he asked if this was unique to the school or common amongst primary schools. SR confirmed that they are higher than the national average.</p> <p>FFT SR distributed the latest tracking for term 2. It shows that writing is an area of weakness throughout the school. The Talk for Writing initiative will help to mitigate this and proves that it is the correct focus for the school this year.</p> <p>CASP Summary The CASP review took place on 23rd October. Geraldine Tidy ran the review with Sarah Flack from Charter and David Cook from Fynamore. The day was positive and the staff felt happy with how the review was implemented. The review highlighted a range strengths with good evidence of implementation throughout the school. The review also gave actions for further improvement, which the head and senior leaders will be actioning.</p> <p>Now that the school is moving into its OFSTED window, Geraldine Tidy will be visiting the school on 27th February for a 'Health Check'.</p>
3.6	<p>Managing our resources effectively</p> <ul style="list-style-type: none"> <p>Finance & Premises (F&P) committee minutes David Palmer (DP) gave a brief overview of the minutes from the F&P meeting held on 14th January.</p> <p>The Budget was reviewed, the committee thanked to Sarah Quarrell (SQ) for her work. Due to careful budgeting there is a surplus of £110,000 (not including the governments extra £10,000), the committee have recommended that it be used to help fund school improvements.</p> <p>The committee are recommending the replacement of the KS1 and KS2 playground fencing and replacing the school front gate. SD asked what the fencing will look like. DP advised the quotes they have received are for 4ft high metal fencing. From the quotes received so far the cost is estimated to be £20,000. SQ is seeking one further quote. This would leave around £85,000 surplus. The governors agreed the project, feeling it would improve the safety and security for the pupils. They agreed that the decision could be made by correspondence with SD and JG approving the project.</p> <p>The F&P committee are also investigating spending the governments extra £10,000 on updating the school wireless network</p> <p>The fire alarm system is due to be replaced in half term. The outdoor class room build is finished. Bark is due to be delivered after half term to finish the surroundings. The roof above Badgers' classroom has been fixed, the LA are negotiating with the contractor</p>

	<p>regarding the internal damage.</p> <p>SQ is investigating the re-decoration of Pine Martens' and Foxes' classrooms however this will not happen until this year's budget is complete.</p> <p>Notice has been given to Sodexo for the termination of their catering contract. SQ received quotes from Dolce, Edwards and an In-house bid. After investigation and visits to other schools using the companies, SQ recommended Dolce as the preferred bid. SD asked why they were better. DP advised that although the costings were similar, Dolce had a better menu. They also provided a computerised booking system which would remove the work currently carried out by the school office. Dolce have also suggested that Monkton Park may be able to provide meals for Kington St Michael School, MP would be paid 10p per meal. The governors approved the selection. DP advised that they hoped that the current staff could be TUPE'd across to Dolce. CD requested a copy of the Dolce menu. The clerk agreed to send out to all of the governors for information.</p> <p>The governors also offered their thanks to Sian the new Catering Manager for her hard work in the kitchen and for the huge improvement in meal quality.</p>
3.7	<p>Increasing governor effectiveness</p> <ul style="list-style-type: none"> • Governor training IS attended the 'Strategic use of data in Primary Schools' course. He advised that it was a very useful course and would recommend it to the other governors • School visits many of the governors had visited the school of the Christmas period, attending the Christmas fair, Christmas plays and the school carol service. • OFSTED Preparation SR advised that he would be planning with the Senior Leadership team and the Governors and that for staff it's 'business as usual' SD asked for further information about what OFSTED needs from the Governors. SR agreed to prepare some information. The clerk was asked to resend the Curriculum Subject Links to the governors to ensure that the governors know which areas they are supporting.
3.8	<p>Approval of policies</p> <ul style="list-style-type: none"> • The complaints procedure did not require updating. It is due to be reviewed in 2 years.
3.9	<p>Any Other Business</p> <ul style="list-style-type: none"> • DP would like the Staff room chairs replacing, there are a number with bent legs and they are becoming dangerous to use. SR agreed to investigate. (Post meeting- the chairs have now all been replaced.) <p>IS asked for an update from the various school groups that meet (i.e. School council, Sports Council) SR offer to ask the pupils to prepare mini reports for the next FGM</p> <p>SD would like to offer the staff, pupils and especially Jan Douglas for all of the hard work carried out in regaining the schools AfPE Award.</p>
<p>Date of next meeting - The next meeting is on Thursday 7th March 2019 at 7.30 pm and will include a presentation on Talk for Writing led by Helen Springthorpe.</p>	