

## MONKTON PARK PRIMARY SCHOOL

Minutes of a meeting of the Governing Body

**Thursday 7<sup>th</sup> March 2019**

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

<b>Present:</b>	Sean Dennien (Co-Chair), Justine Guillon (Co-Chair), David Palmer, Ed Bailey, Steve Rafferty (Headteacher), Ian Sankey, Jonathan Watts, Barbara Hearn, Matt Slee, Jess Baldry and Jan Douglas
<b>In attendance</b>	Katie Kelly (Clerk to the Governors) Helen Springthorpe (Class Teacher)
<b>4.1</b>	<b>Apologies</b> Chris Dutton
<b>4.2</b>	<b>Declarations of Interest</b> There were none.
<b>4.3</b>	<b>Minutes &amp; Matters Arising</b> The minutes of the meeting held on <b>17<sup>th</sup> January 2018</b> were viewed and confirmed as a correct record and signed by the Co-Chair Justine Guillon (JG)
<b>4.4</b>	<p><b>Setting our strategic direction</b></p> <ul style="list-style-type: none"> <li>• <b>Talk4Writing Presentation</b></li> </ul> <p>The governors welcomed Helen Springthorpe (HS) to the meeting. Helen gave an informative presentation about 'Talk4Writing', the schools new scheme of work. (A copy of the slides from the presentation are attached to the minutes.) Talk4Writing aims to teach the children "the thinking and creative processes involved in 'being' a writer". Helen spoke about the different stages of the scheme and how they benefit and engage the children. The children begin the process with a 'cold task', where they produce a piece of writing with little input from the teacher. Following the stages, the children are given a 'hot task' where they are asked to produce a piece of work similar to the 'cold task'. Helen showed the Governors examples of the children 'cold' and 'hot tasks' and the Governors agreed the improvements in quality and quantity were impressive. Helen finished her presentation with the school's plan for the next 2 years.</p> <p>David (DP) asked if the scheme was being rolled out to all the Chippenham Schools or whether it was only Monkton Park? HS advised that the ideas behind Talk4Writing had been around for a long time, many schools have individual teachers who use parts of the scheme. However, it is unusual for a whole school to use the scheme. Justine (JG) asked how it was being rolled out across the school? HS confirmed that it is being used in all classes and that the children will use both fiction and non-fiction texts. Steve (SR) advised that Jane Ralph is helping to plan the curriculum to assist the teachers with mixed classes. Ian (IS) asked what training for staff was available? HS advised that all the teachers had received a day's Talk4Writing training in October. Jane Ralph would be coming into school to work with small groups of staff. There will also be a further days training for all teachers.</p> <p>The Governors thanked HS for her presentation and informative talk. HS left the meeting.</p>
<b>4.5</b>	<p><b>Monitoring &amp; improving our performance</b></p> <ul style="list-style-type: none"> <li>• <b>Headteacher Report (HTR)</b> The report was available for the governors to read before the meeting. SR gave an overview of the HTR. The school has received 42 first choice applications for the 38 spaces, this should lead to a full cohort starting in September 2019. Ed (EB) asked whether we would be able to take extra pupils if the families appealed. SR confirmed that the school may be able to take a further 2 pupils taking the cohort to 40. However, this would be the maximum as any higher would impact on class sizes.</li> </ul>

	<p>SR advised that the school would like to put in place a long-term class structure for the school. He proposed the following classes: YR, YR/1, 2x Y1/2, 2x Y3/4, Y4/5 and 2x Y5/6. This would enable the class structure to remain the same every year and lead to a consistent pathway through the school. It would also ensure that classes were balanced and comparable in size. Jan (JD) advised that this would also allow staff to map out opportunities/visits/sports activities to ensure that all pupils are given similar experiences throughout the year. Ian (IS) asked how Y6 would be affected. SR advised that the curriculum would be designed to teach the pupils everything they need to know but, it will also ensure the focus isn't only SATs, leading to a more balanced experience. The Governors approved the proposal agreeing that the structure was best for pupils and staff. Geraldine Tidy has visited the school as part of the OFSTED health check, there is a need for a new 'Governors Monitoring Cycle' to ensure that the school is performing, challenge the Senior Leadership team and gather evidence. SR will develop a cycle.</p> <p>The fire alarm system has been replaced as is running correctly. A new ramp to the KS2 playground is being installed in the Easter Holidays, ready for the new fencing to be installed in the summer holidays.</p> <p>SR and JD have recently attended a training day 'Developing a curriculum for long term memory'. They plan to develop a whole school knowledge based curriculum linked with the new class structure. SR to give presentation at the next FGM.</p> <p>The staff will all be undertaking handwriting training in October, this will introduce a new school handwriting policy.</p> <p>SR is introducing a new system for moderating writing called 'Comparative Marking'. SR suggested that the governors look at the information available on 'nomoremarking.com' and try the colours test. There will be a presentation at a future FGM.</p> <p>SR Thanked the governors who assisted with the KS2 visit to Hampton Court. The governors were impressed with pupils' behaviour and many had had positive comments from members of the palace staff. They passed on their thanks to the teachers for organising the trip.</p> <p>The school has been invited to take part in a 'Prayer Spaces' project organised by Wayne Lowther, minister at Station Hill Baptist Church. The governors felt that further information about the project was needed. SR agreed to invite Wayne Lowther along to a meeting to give further details.</p> <p>The school is currently advertng for a Yr5/6 teacher starting September. 19 candidates have visited the school and SR confirmed that there was a good mix of NQT and experienced staff applying. Jess (JB) and Barbara (BH) offered to assist with the interviewing on Friday 22<sup>nd</sup> March. SR thanked them both.</p>
4.6	<p><b>Managing our resources effectively</b></p>
4.7	<p><b>Increasing governor effectiveness</b></p> <ul style="list-style-type: none"> <li>• <b>Link Governors</b> There was a brief discussion about the link governors. All the governors were happy to continue with their current subjects. It was suggested that Chris (CD) as a language's teacher would be suited to the role of languages link governor. SR to confirm the correct teachers and send out an amended list along with a brief regarding the role of the link governor.</li> <li>• <b>Governor training</b> No Governors had attended any training since the last meeting. JW requested a place on the H&amp;S training in May. Clerk to arrange booking a place.</li> <li>• <b>School visits</b> JB has attended the Violin and Recorder assembly. EB attended Otters Class assembly. SD attended the CASP meeting and BH has visited the admin office to carry out</li> </ul>

	<p>the Single Central Register review. JW attended the H&amp;S audit. JG, DP, IS, JB helped with the KS2 visit to Hampton Court. SR thanked all the governors for their time.</p> <ul style="list-style-type: none"> <li>• <b>Governors Day</b> Clerk to ascertain the Governors availability for 3<sup>rd</sup> April. SR and JD to organise a structure for the day.</li> </ul>
<b>4.8</b>	<p><b>Approval of policies</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>4.9</b>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<p><b>Date of next meeting</b> - The next meeting is on Thursday <b>2<sup>nd</sup> May 2019</b> at 7.30 pm.</p>	