

## MONKTON PARK PRIMARY SCHOOL

Minutes of a meeting of the Governing Body

**Thursday 20<sup>th</sup> June 2019**

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

<b>Present:</b>	Sean Dennien (Co-Chair), David Palmer, Steve Rafferty (Headteacher), Jonathan Watts, Barbara Hearn, Matt Slee, Jess Baldry and Justine Guillon (Co-Chair)
<b>In attendance</b>	Katie Kelly (Clerk to the Governors)
<b>6.1</b>	<b>Apologies</b> Ed Bailey, Ian Sankey, Jan Douglas, Chris Dutton and Rod Key
<b>6.2</b>	<b>Declarations of Interest</b> There were none.
<b>6.3</b>	<b>Minutes &amp; Matters Arising</b> The minutes of the meeting held on <b>2<sup>nd</sup> May 2019</b> were viewed and confirmed as a correct record and signed by the Co-Chair Justine Guillon (JG)
<b>6.4</b>	<b>Setting our strategic direction</b> <ul style="list-style-type: none"> <li>• <b>School Improvement Plan (SIP)</b></li> </ul> Steve Rafferty (SR) advised the governors that he would like to carry out an evaluation of the SIP before he prioritised items for next year. He invited the governors to come to school to speak with subject leaders to gather evidence for the evaluation. Barbara Hearn (BH) will be attending to assist with the safeguarding audit and the SENCO audit with year 6. Jess Baldry (JB) will be meeting with Caroline McCartney (Head of Foundation Stage) to review the year. SR will send out a list to the governors to respond to by email.
<b>6.5</b>	<b>Monitoring &amp; improving our performance</b> <b>Headteacher Report (HTR)</b> The report was available for the governors to read before the meeting. SR gave an overview of the HTR. Year 1 phonics screen has taken place and 89% of the children have achieved 32 marks or more (last years pass mark). This is a great achievement. SR advised the governors that Sarah Contardi KS1 Lead has taken part in the Phonics Leadership course this year and is delighted that there has been such a strong impact from the programme. Year 6 SATs results are due at 8am on 9 <sup>th</sup> July. The Y6 writing assessments were assessed by the LA on 20 <sup>th</sup> June and were confirmed as 85% EXS. The results will be discussed at the next A&C meeting. The class structure is now in place for next year, and teachers have been confirmed for each class including the two new Y5-6 teachers; Andrew Prosser and Annabel Collyer. Kerry Haines has been appointed as SENCO. Kerry is a hugely experienced former headteacher, SENCO and safeguarding lead. After School Club (ASC) is thriving. We have a small number of pupils who will be leaving from Y6 and a large number from our reception intake who require places. The school will be advertising for more members of staff to enable the increase in numbers. The school have offered the use of the school hall over the summer holidays to New Road Nursery who, following the fire at Ivy Lane School, need premises for the Holiday club. This will bring in a small amount of revenue. SR advised the governors that the school may look to run its own holiday club next summer. The governors agreed that this may be a good idea due to the lack of childcare available. It would also be a source of income.

	<p><b>Attainment &amp; Curriculum Minutes</b> Committee is due to meet on 10<sup>th</sup> July following the publication of the KS2 SATs results.</p>
6.6	<p><b>Managing our resources effectively</b></p> <ul style="list-style-type: none"> <li> <p><b>Finance and Premises Minutes:</b> DP gave an overview of the F&amp;P meeting. The committee discussed the draft budget. The budget shows a deficit of £44,000 in year 3, however as in previous years the reality is normally a surplus by year 3. The recent financial audit suggests the school's surplus is too high and therefore the budget needs to be adjusted. Sarah Quarrell has carried out some very detailed work on the new budget and the committee have recommended approving the new budget. <b>Post Meeting Note, the FGB have approved the budget by email.</b></p> <p>The results from the recent financial audit are being consolidated and will be addressed in September.</p> <p>The ramp has been completed and the fencing will be installed over the summer holidays. The leaking roof in Y6 has been repaired. However, the internal damage is still under investigation and a debate between SQ and the LA over who will pay for the work continues. SQ is obtaining quotes for the decoration of Pine Martens and Foxes classrooms, which will be carried out of the summer holidays. The FS outdoor area landscaping is complete. The work to create the Amphitheatre will be carried out after the summer holidays.</p> </li> <li> <p><b>HR Minutes:</b> JB gave an overview of the HR meeting. The committee looked at the staffing for next year. SR would like to increase the SLT, Sarah Contardi is working well as KS1 Lead, and the committee agreed the need for a separate KS2 Lead. This would free up JD and support her in the deputy head role. Andrew Prosser, the new Year 6 teacher, has been appointed KS2 Lead.</p> <p>JB also advised that the school would like to purchase a new SENCO provision mapping tool to record all SEN needs. It would also help to track Pupil Premium. The software will show impacts of interventions and be used in pupil progress meetings. HR approved the purchase.</p> </li> </ul>
6.7	<p><b>Increasing governor effectiveness</b></p> <ul style="list-style-type: none"> <li> <p><b>Governor Training</b> IS attended 'School Inspections – Implications for Governing Bodies' training on 19<sup>th</sup> June.</p> </li> <li> <p><b>School Visits</b> JB and JG have both attend as part of the interview panels for new members of staff. SR thanked them for their time. BH is due in to assist with the Safeguarding audit. SR also thanked her for her time.</p> </li> <li> <p><b>Link Governors &amp; Gathering Evidence</b> SR to produce guidance for the governors. Item to be discussed at the next FGM</p> </li> </ul>
6.8	<p><b>Approval of policies</b></p> <ul style="list-style-type: none"> <li> <p>Homework Policy. The policy is sill being drafted, and will be reviewed at the next meeting.</p> </li> <li> <p>Feedback Policy. SR distributed the policy for the governors to review. Governors to send any feedback to SR. The policy will be amended (as necessary) and agreed at the next meeting.</p> </li> </ul>
6.9	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li> <p>Meeting Schedule for 2019/20. Clerk to schedule dates and send to governors for comments and approval.</p> </li> </ul>
<p><b>Date of next meeting - The next meeting is on Thursday 26<sup>th</sup> September 2019 at 7.30 pm.</b></p>	