

## MONKTON PARK PRIMARY SCHOOL

Minutes of a meeting of the Governing Body

**Thursday 26<sup>th</sup> September 2019**

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

<b>Present:</b>	Sean Dennien <b>SD</b> (Co-Chair), Steve Rafferty <b>SR</b> (Headteacher), Jonathan Watts <b>JW</b> , Matt Slee <b>MS</b> , Jess Baldry <b>JB</b> Justine Guillon <b>JG</b> (Co-Chair), Ed Bailey <b>EB</b> , Ian Sankey <b>IS</b> , Jan Douglas <b>JD</b> and Rod Key <b>RK</b> .
<b>In attendance</b>	Katie Kelly <b>KK</b> (Clerk to the Governors)
<b>1.1</b>	<b>Apologies</b> David Palmer <b>DP</b> , Barbara Hearn <b>BH</b> and Chris Dutton <b>CD</b> (arrived at 8pm)
<b>1.2</b>	<b>Declarations of Interest</b> The governors completed the annual declaration of Interest. BH, CD and DP to complete the declaration at the next meeting.
<b>1.3</b>	<b>Chair/Co Chair/Vice Chair Positions.</b> The governors were asked if there were any nominations for the positions of Chair and Vice Chair. JB nominated and JW seconded Justine Guillon for the position of Co-Chair. The governors approved the position. JB nominated and EB seconded Sean Dennien for the position of Co-Chair. The governors approved the position. JW nominated and RK seconded Ian Sankey for the position of Vice Chair. The governors approved the position. <b>Minutes &amp; Matters Arising</b> The minutes of the meeting held on <b>20<sup>th</sup> June 2019</b> were viewed and confirmed as a correct record and signed by the Co-Chair SD.
<b>1.4</b>	<b>Setting our strategic direction</b> <ul style="list-style-type: none"> <li>• <b>Head Teachers Report</b></li> </ul> (HTR) The report was available for the governors to read before the meeting. SR gave an overview of the HTR. The school are using 'School Bus' to manage, review and approve policies. The governors will have received many emails due to the quantity of polices being added, however this will decrease once the system is fully populated. IS advised that he hadn't received any emails, he was advised to check his 'junk' folder and let KK know if he hadn't received any thing. (Post meeting note, IS hadn't received any emails, his details have now been checked and he is receiving notifications). SR asked if governors could email minor amendments to the policies rather than reject them as rejected policies have to be reloaded and sent out again. SR asked if governors would be happy with a majority approval for policies. The governor's agreed to approval by two thirds of the governing body. Subject Leaders have written action plans for their subjects. SR asked for the Link Governors to contact the staff to discuss the plans for the year ahead. A parent has been in touch with SR regarding the safety of the school exit onto Eastern Avenue, and have suggested a removable barrier and a 'slow' sign. The governors discussed the problem, and were not keen on barriers as the entrance has to be kept clear for emergency vehicles. There is already school sign on Eastern Avenue and due to the parked cars, traffic tends to be very slow outside the school. Most children leave the school with parents and therefore there shouldn't be a problem. EB suggest painting STOP at the end of the drive to remind children and parents of the road. This was thought to be a good idea and would be passed to F&P committee. The governors

	<p>also suggested that members of SLT stand by the gate over the next few weeks to monitor the situation to see if there is a problem.</p> <p>At the last FGM the proposed budget was discussed as part of the F&amp;P minutes. Although the governors were happy with the proposal, they didn't formally agree it. KK asked for the governor's approval. The governors agreed the proposed 5 year budget. As the school are submitting a deficit budget an action plan need to be produced to show how the school plan to balance the books. SQ will be writing the proposal, which will be scrutinised at the next F&amp;P meeting. Due to timescales involved SR asked that, following the F&amp;P meeting, approval from the FGB to be agreed over email. The governors agreed to this.</p> <p>Behaviour in the school is excellent, any incidents are recorded on 'Safeguard' to allow the school to monitor and report. The numbers of incidents and reports will be discussed with BH at the next Safeguard Audit.</p> <p>JG asked how the new members of staff are settling in. SR reported that they are doing really well and that there have been no issues.</p> <p>Chris Dutton arrived at the meeting at 8pm</p> <ul style="list-style-type: none"> <li>• <b>School Development Plan (SDP)</b></li> </ul> <p>SR distributed the new SDP for governors to review. The plan has 4 key priorities and will allow the staff and governors to focus on the key activities to meet the priorities. The school improvement officer has reviewed and approved the plan. The governors liked the simplicity of the document, and felt that they would be able to use it to evaluate the school and hold the Senior Leadership Team to account. SR advised the governors that they would need to have conversations with staff and curriculum leads to see if milestones are being reached. The SDP will need to be reviewed at each FGM.</p> <p>RK asked if the staff are happy with the plan. SR confirmed that the staff have helped to write the plan and are happy with its content.</p>
1.5	<p><b>Monitoring &amp; improving our performance Attainment &amp; Curriculum Minutes.</b> The minutes from the meeting held on 10<sup>th</sup> July were distributed to the governors to review before the meeting. IS gave a brief over view of the meeting. KS2 SATs results were really positive, all were above the Wiltshire average. Reading was particularly good at 94%.</p> <p>KS1 had good results, with writing needing the most work. This proves the need for the new Talk for Writing scheme which has been introduced this year.</p> <p>KS1 Phonics tests had good overall results.</p> <p>Well done to all of the teaching staff involved.</p>
1.6	<p><b>Managing our resources effectively</b></p> <ul style="list-style-type: none"> <li>• <b>Review of Governor Committee Membership</b> KK distributed the draft committee membership details before the meeting. The governors discussed the membership. KK to make minor amendments and redistribute with the minutes.</li> </ul>
1.7	<p><b>Increasing governor effectiveness</b></p> <ul style="list-style-type: none"> <li>• <b>Link Governor Review</b> the teachers and governors have now all been allocated, KK to make minor amendments and distribute along with Curriculum Lead email addresses.</li> </ul> <p>RK left the meeting a 8.30pm</p> <ul style="list-style-type: none"> <li>• <b>Governor Training</b> JG took part in an OFSTED training webinar, she found it very useful and recommend using webinars.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>School Visits</b> JB has visited Caroline McCartney to discuss EYFS. IS attended the Marlborough Games.</li> </ul>
1.8	<p><b>Approval of policies</b></p> <ul style="list-style-type: none"> <li>• Pay Policy – This has not yet been received from the LA. It will be added to School Bus for the governors to approve.</li> <li>• Scheme of Delegation – this was distributed before the meeting. KK to make minor amendments. The governors approved the policy. KK to place on School Bus.</li> <li>• Code of Conduct – this was distributed before the meeting. KK to make minor amendments. The governors approved the policy. KK to place on School Bus.</li> <li>• Policy review and update schedule – as discussed earlier in the meeting all policies are being added to School Bus, this will produce a schedule for the governors to work to. There is a new list of statutory policies for all schools, SR will share this with the governors. School Bus has drafts for all of these policies.</li> </ul>
1.9	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• Meeting Schedule for 2019/20. KK distributed the schedule before the meeting. The heads Performance Review will be held on 7<sup>th</sup> November at 8am, JG, SD will attend. KK to confirm whether BH is available. RK is reserve governor. The Pay Panel will meet on Tuesday 22<sup>nd</sup> October at 6pm. Committee chairs to confirm to KK any changes to committee dates.</li> </ul>
<p><b>Date of next meeting</b> - The next meeting is on Thursday <b>14<sup>th</sup> November 2019</b> at 7.30 pm.</p>	