

MONKTON PARK PRIMARY SCHOOL

Minutes of a meeting of the Governing Body

Thursday 14th November 2019

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

Present:	Justine Guillon JG (Co-Chair), Steve Rafferty SR (Headteacher), Jonathan Watts JW , Matt Slee MS , Jess Baldry JB Ed Bailey EB , Ian Sankey IS and Jan Douglas JD .
In attendance	Katie Kelly KK (Clerk to the Governors)
2.1	Apologies David Palmer DP , Barbara Hearn BH Rod Key (RK) and Sean Dennien (SD)
2.2	Declarations of Interest None
2.3	Minutes & Matters Arising The minutes of the meeting held on 26th September 2019 were viewed and confirmed as a correct record and signed by the Co-Chair JG
2.4	<p>Setting our strategic direction</p> <ul style="list-style-type: none"> • School Development Plan (SDP) <p>The SDP has been simplified to 4 Key Actions and a Governor Evaluation Cycle. A copy of which, was circulated before the meeting. SR talked through some of the measures for the Key Action.</p> <p>“To improve the quality of teaching and learning to enable all pupils to make consistently good progress”</p> <p>Develop Talk4Writing, the teaching staff have attended training with Jane Ralph, there is good consistency cross the whole school.</p> <p>Kinetic Letter Training. The teaching staff have attended training in October half term. The TAs will be trained on 26th February (Governors invited to attend).</p> <p>Pupil Premium Review. The report has been received and was discussed at the C&A Meeting.</p> <p>Provision Map to Support SEND and PP pupils. An audit has been carried out by Kerry Haines (KH) the SENCO; she has identified pupils who have ‘slipped through the net’ they now all have Individual Learning Plans (IEPs) in place. KH has also created timetables to help those pupils, she is also supporting the TAs with their intervention groups.</p> <p>‘No More Marking’ scheme has been introduced and the first task has been completed in Year 3. Appears to be very accurate and is quick to carry out. Year 5 have completed their written task. SR invited governors to attend the judgement panel.</p> <p>Behaviour Policy. All staff have now been given training on the new policy; however, it will take time to embed fully.</p> <p>Learning Reviews have been carried out for Term 1 and feedback has been given.</p> <p>Introduction of Talk4 Writing in reception. The feedback is good and there has been a significant improvement in the Key Stage.</p>

Targeted intervention programme. Teachers have been given time during assemblies (now taken by SR, KH and Sara Taylor) to carry out intervention programmes.

“Improve the proportion of children achieving greater depth in core subject”

Regular in-house moderation of writing. SR has received the report today. Town moderation to ensure consistency. This will be carried out with Ivy Lane School.

Maths lead to attend 'Teaching for Mastery'. Sue Wild is due to attend the training tomorrow along with KS1 lead Sarah Contardi, she has also been rolling out training across the whole school.

Ongoing development of Talk4Writing. This is continuing.

“Implementation of new knowledge rich curriculum”

2 Termly Professional Learning Meetings developing knowledge organisers and shared planning. SR and JD are continuing to develop and improve the curriculum, there has been a huge improvement, but it still needs further mapping. Introduction of quizzes to support learning. This is happening and the children can recall facts and information from their topics.

Ongoing reviews of the curriculum including governor evaluation. IS met with MS and small groups of children. IS confirmed that the children had good knowledge of the topics, he found it helpful to look at the subject in depth.

Outdoor learning for all pupils. This is in place and is delivered by Sian Evans as part of the staff mentoring programme.

Forest School. This is carried out on weekly basis with targeted pupils.

Rolling programme of visits to Princetown primary school (the school is a model of good practice). Sarah Contardi has visited gaining lots of new ideas and initiatives. Other teachers to visit over the coming months.

“Developing skills of middle leaders to have positive impact on quality of provision”

Regular leadership time for subject and key stage leaders. Jackie O'Neil is covering classes to provide leadership time. CD asked how much time this gives staff, SR confirmed that this allows 3 afternoons per term for KS2 lead and 1 afternoon per term for subject leaders. This is minimal compared to senior schools. JD has 1 ½ days per week for her SL role, this is not enough time to monitor quality. SR suggested a discussion is needed with governors regarding leadership time. SR to produce a proposal to be discussed at the next FGM ready for the next financial year.

Increase EYFS leaders time in school. Caroline McCartney now comes into school on Wednesday morning. This has made a huge difference across the KS and is an excellent use of leadership time.

Middle and Subject Leaders to present to governors. SR will produce a rota.

- **Hours of the School Day**

Due to the increasing number of children in school, the lunchtime provision no longer works. There are too many children to fit into the hall. The school have tried different ways of alleviating the problem but so far none have worked satisfactorily. SR is proposing to extend the school day by 20 minutes (10 in the morning and 10 in the afternoon) to allow the Lunchtime to run for 90 minutes with all pupils receiving an hour within that time.

	<p>JB asked what would be the financial implication of extending the school day? There would be no cost change to the teaching staff. To increase the hours of the TAs could add an extra £22,000 to the wage bill, which would not be a satisfactory use of the money. SR to investigate the cost implications with Dolce.</p> <p>CD asked if the children need to have an hour for lunch? Could the times be dropped to 50 minutes? SR confirmed that they could however lunchtime would still need to be 90 minutes to allow 3 sittings of 30 minutes.</p> <p>IS thought that the changes could help working parents, especially with slightly earlier starts. IS asked if lunchtime and after school clubs would be affected? SR confirmed they would still be able to run both.</p> <p>The earlier start would have minimal impact on the teachers as they are currently ready to teach from 8.45am.</p> <p>The governors were happy for SR to carry out further investigations, they were also happy for SR to consult with parents.</p>
<p>2.5</p>	<p>Monitoring & improving our performance</p> <p>Headteacher Report (HTR) The report was available for the governors to read before the meeting. SR gave an overview of the HTR.</p> <p>The Pupil Premium review carried out in Term 1 recommended the appointment of a Family Link Worker/Pastoral Manager. They would help to build links with children and families, attending CAF and Safeguarding meetings and ensuring that teacher is able to remain in class rather than dealing with problem children.</p> <p>Sam Wood will not be returning from maternity leave as she has relocated, therefore the PM post could use her TA funding and although the post would be a higher rate of pay than a TA it would be mornings only. CD asked if it was a fixed term or permanent post? SR confirmed permanent.</p> <p>The governors agreed that the post was needed and confirmed that SR could proceed with recruitment.</p> <p>IS asked whether had been any further issues with the field exit from school? SR confirmed that Andrew Prosser (AP) had been monitoring the gates and there appeared to be no problems. JD confirmed that no other parents had mentioned a problem with the exit. SR to continue monitoring the situation.</p> <p>[MS left the meeting]</p> <p>Attainment & Curriculum Minutes The minutes were distributed before the meeting. IS gave a brief overview from the meeting. SD and IS are to continue as chair and vice for the committee. The committee discussed the PP review report. AP is now lead for PP and will be taking forward the initiatives. IS has visited MS as part of his Link governor responsibilities. IS to provide the Clerk with his feedback form template. Clerk to add to share point and distribute to governors.</p>
<p>2.6</p>	<p>[CD left the meeting]</p> <p>Managing our resources effectively</p> <ul style="list-style-type: none"> • Finance and Premises Minutes The minutes were available on SharePoint before the meeting. In DPs absence, JG gave a brief overview of the meeting. DP and JG to continue as Chair and Vice for the committee. The budget report was reviewed and is currently being audited. All policies are now on 'Schoolbus' please can governors remember to review and

	<p>approve. The leaking roof in Badgers classroom has been repaired, SQ has had ongoing discussions with the LA about the internal damage. They will not pay. Therefore, Badgers' classroom will be the next room for redecoration. The committee are currently investigating quotes for the staggered fencing on the field exit from school, a section of damaged fencing to the Wildlife area and the creation of a Ramp into the school building to allow wheeled access. JW will be coming into school to carryout the H&S walkabout.</p> <ul style="list-style-type: none"> • HR Minutes The committee had not met. The Pay Panel had met, the pay review was approved.
2.7	<p>Increasing governor effectiveness</p> <ul style="list-style-type: none"> • Governor Training BH has attended the Safer Recruitment refresher course. JG was looking to attend a Chair Development course. • School Visits BH, SD and JG have attended to carry out the Headteacher Review. BH also attended the safeguarding audit. SD attended a Real Legacy meeting and IS has come into school to carry out his link governor review. SR thanked them all for their time.
2.8	<p>Approval of policies</p> <ul style="list-style-type: none"> • All policies on SchoolBus. SR reminded governors they need to review and approve.
2.9	<p>Any Other Business</p> <ul style="list-style-type: none"> • Clerk to see if Governor constitution needs reviewing. Update if necessary and add to schoolbus. All the Key Stages will be performing Christmas plays. FS and KS1 will be performing in school, KS2 will be performing at the Neeld Hall. There will also be a Carol Service at St Andrews Church on the last day of term. Governors are warmly invited to attend all.
<p>Date of next meeting - The next meeting is on Thursday 23rd January 2019 at 7.30 pm.</p>	