

MONKTON PARK PRIMARY SCHOOL

Minutes of a meeting of the Governing Body

Thursday 23rd January 2020

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

Present:	Justine Guillon JG (Co-Chair), Sean Dennien SD (Co-Chair), EB , Ian Sankey IS , Jonathan Watts JW , Jess Baldry JB , Ed Bailey EB , David Palmer DP , Barbara Hearn BH , Rod Key RK and Steve Rafferty SR (Headteacher)
In attendance	Katie Kelly KK (Clerk to the Governors)
3.1	Apologies Jan Douglas JD and Matt Slee MS
3.2	Declarations of Interest None
3.3	Minutes & Matters Arising The minutes of the meeting held on 14th November 2019 were viewed and confirmed as a correct record and signed by the Co-Chair SD
3.4	<p>Setting our strategic direction</p> <ul style="list-style-type: none"> • School Development Plan (SDP) The SDP was discussed in depth at the previous governors meeting. SR asked if the governors had any questions following the meeting. There were no questions. • Ofsted Preparation. SR spoke about preparing for Ofsted. He provided (in SharePoint) two documents for governor information: Governance and Ofsted & Six Priorities for Governing Bodies. He has also created a Governors Evidence File, which will be populated with information and evidence ready for an Ofsted inspection. SR asked the Clerk to assist with the collation of the file. JG also offered to assist. SR also asked governors to file their reports from visits with Subject Leaders, ready to be used as evidence. <p>EB asked how long ago the school was last inspected. SR confirmed that it was four years. He also advised that the school needs to legally be inspected by October 2020. SR gave an example of an Ofsted question “Can you tell me examples of how the strategic work of the board has had an impact since the last inspection”. The governors spent time discussing examples. Clerk asked to collate and distribute.</p> <p>SR advised that 3 members of the board were present for the previous inspection. SD and or JG confirmed that they would be available, BH also confirmed that she would be willing to meet with the inspectors. SR thanked them.</p> <p>(CD arrived at the meeting)</p>
3.5	<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. The numbers for September 2020 are looking positive. SR has shown 38 families around the school which combined with siblings, should hopefully lead to 38 pupils starting in September.</p> <p>Midterm reports have been sent home to parents showing their child’s current progress. The reports can be discussed at parents evening this week. The report also showed pupils attendance in days compared to their peers. This has had a helpful impact on some parents with frequently</p>

absent children. The governors agreed that sending home interim reports was helpful and the pupil absence compared to peers was an excellent idea.

There will training for TA's on Kinetic Letters, the schools new handwriting scheme in February. SR invited governors to attend. JB confirmed that she would like to attend.

Learning Reviews will be taking place in school. There will be one in KS2 and 2 in KS1 (due to the number of job shares). SR asked for one governor to attend on 14th February to discuss the outcomes of the reviews. DP agreed to attend.

Kathy Milton the School Improvement Advisor (SIA) will visit the school on Wednesday 12th February. JG will attend at 9am. SD will also try to attend.

SR placed 3 quotes for the construction of the Amphitheatre on share point for the governors to review. The quotes have been discussed at length in F&P with Ian Bundy being the preferred supplier. Ian has carried out a number of projects at the school to high standard. His quote provides a larger amphitheatre for less money. F&P have recommended approval. FOMPS will be covering the cost of the amphitheatre build. They have agreed (subject to full governor approval) to Ian Bundy's quote. The governors all agreed to award the build to Ian Bundy.

FOMPS have also agreed to purchase a cycle and scooter store for the KS1 playground. The governors thanked FOMPS for all of their hard work raising funds for the school.

Penny Hamilton has secured £1500 funding (which will be matched by FOMPS and Borough Lands) from Wiltshire and Swindon Cultural Education Project for an Art project. This will involve every child in the school and will produce a huge butterfly display for the school hall. The project will also train the staff in teaching art.

The school have been discussing the possibility of taking over the running of the Breakfast Club from PH Sports. Sarah Quarrell (SQ) has produced a breakdown of costs (distributed to the governors). The school would run the club from the earlier time of 7.30am and would employ 3 members of staff (PH Sports provide 2 members of staff). Based on the current numbers, this would give the school a small profit of £450 per year. A number of governors whose children attend Breakfast Club advised that the current provision was not very good and would be delighted for it to be brought in house under school governance. JG advised that 7.30 would be a better starting time and felt that the number of users would rise due to this.

The governors voiced their concern at the extra workload for SQ who is currently looking after the administration of the After School Club (ASC) in addition to her role as Business Manager. SR advised that the plan would be for the ASC leader to run Breakfast Club and be given additional hours to cover the administration of both. JW asked whether the current staff would need to be TUPE'd across to the school. SR advised that this was unlikely as the staff worked for PH Sports as sports coaches, however he would ask SQ to confirm this.

Subject to the TUPE question, the governors approved the school taking over the running of Breakfast Club.

SR spoke to the governors about their annual day in school, the agreed the date Thursday 26th March 2020 for this year's visit.

Attainment & Curriculum Minutes IS gave a brief overview from the meeting. The committee reviewed the new 3 year Pupil Premium (PP) strategy, this included a range of milestones (structured around the School Development Plan), which will be reviewed regularly at the A&C meetings. The document also looked at the priorities of 'Quality First Teaching', Kinetic Letters and Talk4Writing. Targeted support is proposed such as small group interventions and the employment of a Family Link Worker. The PP Strategy will be reviewed annually with one A&C meeting a year dedicated to it.

They also looked at the latest pupil attainment data using teacher assessments, PUMA and PIRA scores. KS2 data is looking positive. Y6 had good outcomes from a practice SATs paper recently taken, with very strong maths scores.

	<p>Y5 are improving with 83% expected in Maths, 80% reading and 72% writing. This is a significant improvement, a result of focused interventions and quality first teaching.</p> <p>Y4 are very capable and are doing extremely well in terms of attainment.</p> <p>KS1 will need careful monitoring. Y1 scores are low, this is due to the increased expectations from EYFS to KS1, and there are also some complex SEN issues in the cohort. The group require a clear action plan.</p>
3.6	<p>Managing our resources effectively</p> <ul style="list-style-type: none"> • Finance and Premises Minutes The minutes of the meeting were available to governors on SharePoint. DP gave a brief overview for the meeting. The surplus is forecast at £78,000 however estimates show this higher at £98,000, which gives the school opportunities for further investment in improvements. SR & SQ will look at further options. They discussed the Breakfast Club and the construction of the Amphitheatre (discussed in detail at 3.5) DP also raised the ongoing discussions about the Bungalow. The governors spoke about reaching back out to the school community for help, ideas and suggestions. They also discussed submitting another Lottery grant application. It was suggested that a request for help should be placed in the school newsletter. • HR Minutes The committee have not met.
3.7	<p>Increasing governor effectiveness</p> <ul style="list-style-type: none"> • Governor Skills Audit The last NGA audit was carried out in 2017. IS has sent the questionnaire to all governors. Please can all forms be completed and returned to IS by 23rd February to allow time to collate for the next meeting. • Governor Training BH has attended a ‘Safer Recruitment Refresher Day’. CD has attended an Ofsted preparation course. JG is currently undertaking ‘Chair Development’ training. The clerk has recently sent out the latest courses available and will distribute the courses for the year as soon as available. If anyone would like to undertake any courses, please speak to KK • School Visits JB has met with Caroline McCartney, EYFS lead. BH has met with Kerry Haines, SENCO. BH was impressed with the SENCO’s knowledge and would like to invite her to speak a future governors meeting. <p>Many governors visited the school over the Christmas period, enjoying the Christmas Fair, Christmas Plays and the school Carol Service.</p>
3.8	<p>Approval of policies</p> <ul style="list-style-type: none"> • All policies on SchoolBus. SR reminded governors they need to review and approve.
3.9	<p>Any Other Business</p> <ul style="list-style-type: none"> • There was no further business to discuss.
<p>Date of next meeting - The next meeting is on Thursday 12 March 2020 at 7.30 pm.</p>	