

MONKTON PARK PRIMARY SCHOOL

Minutes of a meeting of the Governing Body
held on **Thursday 28th September 2017**
(Subject to the approval of the Governing Body at the next meeting)

Present: Mrs L Wootton (Chair), Mr J Barlow (Headteacher), Mrs J Baldry,
Mr S Dennien, Mrs J Douglas, Mrs J Guillon, Mrs H Hughes,
Mr D Palmer, Mr I Sankey and Mr J Watts

In attendance Miss K Kelly (Clerk to the Governors)

1	Apologies Apologies were received and accepted from Mrs Hearn and Mr Key.
2	Declarations of Interest There were none.
3	Minutes The minutes of the meetings held on 22nd June 2017 and 28th June 2017 were confirmed as a correct record and signed by the Chair.
4	Matters Arising No 9. Headteachers Report: The pre school have fenced off a small area for their use, as agreed at the last Full Governing Body meeting. Mr Watts advised that a license had not been required as Wiltshire Council had carried out all of the paperwork. The issue of fencing off the school entrance is still ongoing and has been referred to the Finance and Premises Committee for further investigation.
5	Committee Reports & Questions Finance & Premises have not yet met this term. Human Resources. The HR Committee has not met formally since the last Full Governing Body meeting. At the end of last term Mr Steven Rafferty was appointed as the new Headteacher. This years Pay Policy needs to be agreed with the LA by 29th September, the short timescale for a response was due to a delay with the LA producing the policy. Mr Barlow outlined the 2 options available. There was a short discussion and it was agreed unanimously to award the 2% pay raise to all grades. It was also agreed that the 1% cost of living pay rise would not be linked to performance. Mr Barlow to inform the LA before the deadline. Curriculum and Attainment - the minutes from the previous meeting have been circulated. Core Group has not yet met this term.
6	Safeguarding The safeguarding audit needs to be with the LA by 27th October. Mr Barlow will produce the report. However a governor with Safeguarding experience is required to review it along with the Headteacher. Mrs Baldry has the necessary experience and training. It was agreed Mrs Baldry would meet with Mr Barlow to review the report before the deadline.

7	<p>Scheme of Delegation</p> <p>The scheme of delegation was circulated before the meeting. Mrs Baldry asked if it had been amended to reflect the revised Curriculum and Attainment information. Mr Dennien confirmed that it had. The Scheme of Delegation was agreed.</p>
8	<p>Governors' Code of Conduct</p> <p>The Code of Conduct was circulated before the meeting. Mrs Baldry advised that DfE has issued new guidelines for Constituting Governing Bodies. All governors are now able to be removed from post. There was a discussion on how to reflect the changes in the Monkton Park Code of Conduct. It was agreed to directly reference the DfE Guidelines.</p>
9	<p>Chair and Governor Election</p> <p>Mrs Wootton has formally resigned from the Governing Body. A new chair of governors needs to be elected. It was decided that the roles of Chair should be divided so that two people could share it.</p> <p>Mrs Baldry nominated Mrs Guillon and Mr Dennien (previously Vice Chair) as Co-Chairs. This was seconded by Mr Palmer and agreed unanimously.</p> <p>Mr Sankey will continue as Vice Chair. The division of the Chair's role was discussed and documented at the Core Group meeting on 18th May 2017. Clerk to resend the minutes for clarity.</p> <p>We now have 2 vacancies for Co-opted Governors. It was agreed that the chair needs to contact the LA in order to look for new governors. Mrs Baldry also suggested using SGOSS again, who will help look for specialist governors. This is necessary to maintain a good balance on the Governing body.</p> <p>Mrs Guillon and Mr Sankey's terms of office are due to expire on 20th November 2017, and both have agreed to run again for re-election. Clerk to instigate Parent Governor Election.</p>
10	<p>Committee Meeting Dates for 2017-18</p> <p>The HR Committee requires new members. It was agreed that Mrs Guillon, Mrs Baldry and Mr Key would form the HR Committee.</p> <p>It was also agreed that Mr Dennien, Mr Watts and Mr Key would sit on this year's Pay Panel. The Panel will meet on 9th November at 5.30pm</p> <p>C&A dates were agreed. Mr Palmer will advise the Clerk of F&P dates. Clerk to update 2017/18 meeting schedule, circulate to all governors and post on the school website.</p> <p>Mrs Guillon asked if Mr Rafferty (the new Headteacher) could be invited to the next FGM on 16th November. Mr Barlow agreed to ask him</p>
11	<p>Headline Attainment 16/17</p> <p>Mr Barlow circulated the Headline Data report. Mr Barlow advised that an in depth discussion will take place at the next C&A Committee meeting on 12th October 2017. Overall the school continues to do well and is above the Local and National average, however each year the expected standards are increasing and staff need to be continually raising the expectations.</p> <p>Mr Sankey offered up the Governor's thanks to all of the staff and in particular the KS2 staff who have worked hard to achieve a good set of results again.</p>

12	<p>PAN Agreement It was suggested that our PAN number for September 2018 remain at 38, and this was agreed by governors.</p>
13	<p>Governor Training In November Mr Sankey and Mr Dennien are due to attend “Leading the Team” training and Mrs Guillon is due to attend “Essential Updates for Experienced Governors”.</p>
14	<p>Governor Visits Mrs Baldry had been Blackberry picking with Otters’ Class, she also visited @Bristol with Year 1 & 2 at the end of the Summer term. Mrs Guillon and Mrs Baldry both attended the Violin assembly.</p>
15	<p>Correspondence The schedule of correspondence for the period June - September 2017 was received and noted (included with agenda papers). A formal complaint has been received from a Parent, this was handed to the Clerk just before the meeting opened. Mrs Guillon and Mr Barlow will review and respond accordingly.</p>
16	<p>Any Other Business</p> <p>16.1 LA Support Mr Barlow advised that the way the LA supports school improvement is changing. Monkton Park has been selected as one of 12 schools to take part in a Peer Review scheme. We will be linked to Fynamore School in Calne and Charter School in Chippenham. We will be supported through the process by our new CASP (Challenge and Support Partner) Geraldine Tidy. As part of the scheme Monkton Park will lead a review and report on one of our Partner schools. Mr Barlow will review Charter Primary in November. Monkton Park will then be reviewed and reported on, this will happen early in the new year once Mr Rafferty is in post. This will be a big challenge for the new Headteacher, and Mr Barlow advised the governors that the new head will require help and support, which is no longer available from the LA. He suggested signing up for the Headteacher Mentoring Programme.</p> <p>16.2 Staffing Mr Barlow advised that he had received letters of resignation from 2 members of staff. Mrs Dagger is the school SENCO and works 1½ days per week. Mrs Spurway currently teaches Year 4 1½ days per week. Both are due to leave at Christmas. Currently 2 other local primary schools are advertising for SENCOs, and Mr Barlow has been in discussion with both schools about possible job shares. The school hope to have both vacancies filled before the new Headteacher starts, however he will be involved with the recruitment process. Mrs Samuels, KS2 TA, left at the end of the Summer term to begin her PGCE. Her job was advertised and had a large number of applicants. Interviews took place on 28th September and Mrs Sarah Watts was offered and accepted the post. She is due to start in Foxes’ class on 9th October.</p> <p>16.3 Mr Barlow thanked Mrs Wootton for all of her work during her time as governor and chair. Mrs Wootton passed on her best wishes to the school and its continued success.</p>
17	<p>Date of next meeting The next meeting is on Thursday 16th November at 7.30 pm.</p>

