

MONKTON PARK PRIMARY SCHOOL

Minutes of a meeting of the Governing Body
held on **Thursday 16th November 2017**
(Subject to the approval of the Governing Body at the next meeting)

Present:	Mr S Dennien (Co-Chair), Mrs J Guillon (Co-Chair), Mr J Barlow (Headteacher), Mrs J Baldry, Mrs J Douglas, Mrs H Hughes, Mr I Sankey Mr J Watts, Mrs Hearn, Mr Key and Mr D Palmer (Arrived 8.30)
In attendance	Miss K Kelly (Clerk to the Governors) and Mr S Rafferty
2.1	Apologies Apologies were received and accepted from Mr D Palmer (arrived at the meeting at 8.30). Steve Rafferty was welcomed to the meeting.
2.2	Declarations of Interest There were none.
2.3	Minutes The minutes of the meetings held on 28 th September 2017 were confirmed as a correct record and signed by the Co-Chair J Guillon.
2.4	Matters Arising from FGB meeting on 28th September. Item No 4 – The issue of fencing off the school was discussed at the Finance and Premises meeting. Item No 5 – John Barlow advised the LA of the school decision on the Pay policy. Item No 6 – John Barlow and Jess Baldry completed the Safe Guarding audit. Item No 9 – Clerk instigated a Parent Governor election, details below (item no 2.11) Item No 10 – Clerk updated and circulated the meeting schedule for 2017/18. Item No 15 – John Barlow and Justine Guillon have reviewed and resolved the complaint received from a parent. After school club procedures have been changed. John Barlow has met with the parent who was happy with the changes made.
2.5	Committee Reports & Questions Finance and Premises. (overview given upon David Palmers arrival) David Palmer reported on the HR meeting held on 13 th November. Sarah Quarrel attend the meeting and gave an overview of the Budget Monitoring Report. Addition funding has been made available for PE, this has to be agreed where best to spend. The national funding formula has been updated and the schools budget will increase by £13,000. The LA will continue to fund the school until 2020, after that date the school will funded directly and will be able to choose the services it wishes to pay for from the LA. The school fire alarm system is no longer compliant, and a replacement is estimated to cost £30,000. Funding is being sought by the LA. The question of fencing off the school had been raised by a parent, however the works were considered to be impractical due to the access constraints. The next H&S walk is due to take place on 6 th December. Jan Douglas has been in contact with Matt Pearson LA Sports Development Officer about

<p>2.5 Cont'</p>	<p>accessing funding for 'facilities to improve health' in order to convert the bungalow into a studio and kitchen. This would provide additional facilities for things such as lunch time sports activities, clubs and external community use. Jan is looking to progress this with Matt in January.</p> <p>Human Resources- Jess Baldry reported on the HR meeting held on the 9th November. She was elected Chair. The HR Committee was revised, the following governors are now members: John Barlow (Headteacher), Barbara Hern, Rod Key and Sean Dennien. The new LA Pay Policy was reviewed, it was decided to include the section on SENCO allowances. The policy was agreed.</p> <p>Staff updates were given. Caroline McCartney is due back from maternity leave after Christmas, she is currently coming in on KIT days.</p> <p>Gaynor Spurway is leaving the school at the end of December. Penny Hamilton, who is currently covering CM maternity leave, will move to year 4 in January and job share with Becky Evans.</p> <p>A member of staff is due to go on maternity leave at Easter 2018. 2-day cover for the class will be looked at after Christmas.</p> <p>Sara Dagger is leaving Monkton Park at Christmas to work for the LA sight impairment department. Jennifer Roberts was appointed 1.5 days starting in January 2018. Jennifer Roberts does not currently hold a SENCO qualification. The school will arrange her training and are currently looking at options.</p> <p>Date for the next meeting to be agreed.</p> <p>Curriculum & Attainment</p> <p>Sean Dennien reported on the C&A meeting held on 9th November. The new Able, Interested and Motivated Policy (AIM) (previously Gifted and Talented) was discussed and agreed. The policy will be managed by the SENCO.</p> <p>Pupil attainment and progress was discussed, the Databook wasn't available for the meeting and is due to be discussed at the next C&A meeting.</p> <p>KS1 SATS were below the national average, however the cohort had a low starting point on entry to the school (YR). The SATs results were therefore better than expected for this group. The Maths results were close to the Wilts LA average, with the areas for further focus being primarily Reading and Writing. This will form a key focus of the school review. The priorities for the future are:</p> <p>Need to try and ensure that KS1 results are above the National average.</p> <p>Judgements on entry are being rigorously checked. Lots of scrutiny occurring elsewhere too.</p> <p>Progress measures from KS1 to KS2 will be important, although this becomes harder and harder if successful in ensuring the KS1 results are above national average.</p> <p>John Barlow is due to complete the Schools Self Evaluation before retirement at Christmas.</p> <p>Date of next meeting is 13th January.</p> <p>John Barlow gave copies to all the governors of the ASP (Analyse School Performance) and the Ofsted Dashboard. John Barlow advised the pro's ad cons of the data, and recommended the governors take the information away to read and digest.</p>
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<p>2.5 Cont'</p>	<p>Sean Dennien is due to attend a Strategic use of Data in Primary Schools course in December, he recommended that to fully understand the school's data all C&A governors should consider attending the course. This was fully endorsed by Ian Sankey and John Barlow, who have both attended similar training.</p> <p>Core Group The Core Group have not met.</p>
<p>2.6</p>	<p>Head Teacher's Report John Barlow's report had been circulated before the meeting, so he reported on selected items.</p> <p>Staffing He advised on the current and future staffing of the school including the changes due to happen after Christmas, with staff leaving, returning from maternity leave and the employment of a new SENCO.</p> <p>School Organisation John spoke about the good level of interest in the school open days for reception places in September 2018. If numbers of pupils are as expected, then the existing class structures may need to change, however the new Headteacher will have a good range of options to choose from.</p> <p>Academisation Monkton Park is now a member of the Pickwick Learning Alliance. The staff attend their conference ant Bath university in September and will also be hosting a student on the GTP programme.</p> <p>School Improvement John advised that the LA has changed its school improvement support. School Improvement Advisors (SIA's) have been replaced with Challenge and Support Partners (CASP'S). Monkton Park has been grouped with Charter and Fynamore Primary Schools and Geraldine Tidy is the schools LA link. John Barlow is due to lead a review of Charter School at the end of November. Monkton Park is due is due to be reviewed in January to allow Steve Rafferty (new Headteacher) to be fully involved. 2018 will be the end of the 3-year Ofsted cycle and the school should be prepared for an Ofsted inspection.</p> <p>Provision The school is continuing to work on all areas of the school Improvement Plan. John gave an overview on various areas of the Improvement Plan. PE has been identified as an area of good practice and this is enhanced by our continued collaboration with Create Learning. The pupils are learning transferable skills which are becoming evident in other lessons. Embedding the use of iPad. Ian Sankey asked how many iPads the school currently have. John Barlow advised that the school currently leases 36 iPad. The lease is due to end in the new year and the iPad will then belong to the school. It has been proposed to then lease a second set, bringing the number of iPad to 72. Various other options to increase the number of iPads in school are being investigated. The Schools wildlife area is continuing to be used and improved. The Friends of Monkton</p>

<p>2.6 Cont'</p>	<p>Park School (FOMPs) have purchased 2 Motion Cameras for the Wildlife area, which have already captured images of Foxes, Squirrels, Hedgehogs and Cats! There have also been sightings of Badgers and a Sparrow hawk. FOMPS also plan to fund raise for an outdoor classroom, which will add to the schools outdoor learning provision.</p> <p>Preschool John advised that Kelly Wilson has taken up a place on the Preschools management committee.</p> <p>Attendance Pupil attendance continues to be high. John advised of a pupil who had refused constantly to come to school. Mr Barlow and Mrs Douglas have worked closely with the family. The pupil is due to be admitted to another school, however may return to Monkton Park in the future.</p> <p>Additional Curriculum Opportunities John advised of the considerable number of opportunities that had been made available to pupils since September.</p> <p>Safeguarding John spoke about various safeguarding issues including and e-safety issue. He has spoken with the pupil and parents involved, whole class e-safety lessons have also been given. A discussion then followed regarding e-safety and educating both children and parents. Justine Guillon asked “how do you engage parents?” It was agreed this was not easy to answer. This subject will need to be looked at in more depth.</p> <p>Correspondence John advised that the school had received an email from a member of the public praising the behaviour of Monkton Park pupils at a recent theatre visit.</p> <p>David Palmer arrived</p> <p>John gave his thanks to the Governors for all their support during his time as headteacher and passed on his best wishes to Steve Rafferty for the future.</p> <p>Sean Dennien thanked John for his detailed Head teachers report. He then thanked John for his positive influence and valuable contribution to the school and governing body and stated that it has been a privilege to work with him. John was given a card and small gift. John rethanked the governors.</p>
<p>2.7</p>	<p>Safeguarding Covered in Headteachers report</p>
<p>2.8</p>	<p>Review the Safeguarding Policy The draft policy was distributed before the meeting. The policy was agreed and signed.</p>
<p>2.9</p>	<p>Link Governors The link governors’ roles were discussed. Justine Guillon to amend the schedule and distribute.</p>
<p>2.10</p>	<p>Governors’ Annual Audit Ian Sankey spoke about the National Governors Association (NSA) Skills audit. He</p>

	distributed the NSA questionnaire. All governors were asked to complete the questionnaire and return to Ian by the end of November. Ian will than collate the information for the next FGB.
2.11	<p>Governor Election and Recruitment</p> <p>The clerk instigated the Parent Governor recruitment process. Justine Guillon and Ian Sankey agreed to run for re-election. A parent Ed Bailey also volunteered his name for election. An election was held with a sizable number of votes. The count was held before the FGB. Justine and Ian were re-elected as Parent Governors.</p> <p>The Governing body is still two co-opted governors short. A discussion followed regarding Sean Dennien position, he no longer has children at the school however his term of office is due to run until December 2018. It was agreed that Sean would move to become a co-opted governor, recommencing a 3-year term.</p> <p>The clerk will send out for nominations in January for a new Parent Governor. Following the results of the Skills Audit in the new year a new Co-opted governor will be looked for.</p>
2.12	<p>Governor Training</p> <p>Ian Sankey and Sean Dennien have recently attended Leading the Team training, they found the course very useful and will be using their new knowledge to improve the governing body.</p> <p>Justine Guillon attend the Essential updates for experienced Governors course. Justine said the course was excellent and would recommend it to all the governors as a general update.</p>
2.13	<p>Staff Recruitment Update</p> <p>This was covered in the HR report and Headteachers report</p>
2.14	<p>Governor Visits</p> <p>Jess Baldry had been into school to complete the Safeguarding Audit.</p>
2.15	<p>Correspondence</p> <p>The schedule of correspondence was received and noted (included with agenda papers).</p>
2.16	<p>Any Other Business</p> <p>Steve Rafferty thanked John for his time and effort with the Headteacher Handover. Rod Key asked, "what should the Governors role be with regards to supporting the new Headteacher?" Justine Guillon advised that Steve Rafferty will have a mentor and that the governors roll would be discussed at the next FGB.</p>
2.17	<p>Date of next meeting</p> <p>The next meeting is on Thursday 18th January 2018 at 7.30 pm.</p>