

MONKTON PARK PRIMARY SCHOOL

Minutes of a meeting of the Governing Body
held on **Thursday 18th January 2018**
(Subject to the approval of the Governing Body at the next meeting)

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| Present: | Mr S Dennien (Co-Chair), Mrs J Guillon (Co-Chair), Mr S Rafferty (Headteacher), Mrs J Baldry, Mrs H Hughes, Mr I Sankey Mr J Watts, Mrs Hearn, Mr Key and Mr D Palmer |
| In attendance | Miss K Kelly (Clerk to the Governors) |
| 3.1 | Apologies Apologies were received and accepted from Mrs J Douglas. |
| 3.2 | Declarations of Interest There were none. |
| 3.3 | Minutes The minutes of the meeting held on 16 th November 2017 were viewed and after amending the date of the next Attainment & Curriculum and from the 13 th January to 30 th January, were confirmed as a correct record and signed by the Co-Chair Sean Dennien. |
| 3.4 | Matters Arising from FGB meeting on 16th November. There were no matters arising. |
| 3.5 | <p>Committee Reports & Questions</p> <p>Finance and Premises. David Palmer reported on the F&P meeting. The meeting was held on Monday 15th January, this was agreed by all members to be too close to the start of the new year and needs to move next year. Sarah Quarrell attended the meeting and gave an overview of the Budget.</p> <p>The school fire alarm system has still not been repaired, SQ is investigating replacements. Jan Douglas is due to meet with Matt Pearson LA Sports Development Officer at the beginning of February to discuss funding for ‘facilities to improve health’ which could be used to convert the bungalow into a studio and kitchen. DP also hopes to attend.</p> <p>There were no policy updates. Bench Marking is due to be discussed at the next meeting.</p> <p>Human Resources- The Committee have not met since the last FGB.</p> <p>Attainment & Curriculum - The Committee are due to meet on 30th January 2018</p> <p>Core Group The Core Group met on 6th December. They met to discuss the roles and responsibilities of the Co-Chairs and Vice Chair. They reviewed the current Agenda style and planned changes (See 3.10).</p> <p>They discussed how to support the Clerk to Governors, and a meeting is to be arranged with the Clerk, SD and JG to discuss the role and how the Governing body can provide support.</p> <p>They also discussed the Governors Skills Audit (See 3.11)</p> <p>The Clerk reminded all the committees of the need to send her Committee Reports for filing.</p> |

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| <p>3.6</p> | <p>Head Teacher’s Report</p> <p>Steve Rafferty’s report had been circulated before the meeting. SR asked the Governors if they were happy with his style of report. The Governors agreed that the style was acceptable, and they liked the new key indicating whether an item was for Consultation, Action or Information.</p> <p>GDPR – (General Data Protection Regulation). SQ has attended training on GDPR and was advised that the GDPR Officer should not be a member of staff who inputs data, therefore a Governor would be a suitable choice. SR attended Town Heads where he was advised that it could be a member of staff. The Governors discussed whether a Governor would be an appropriate choice as GDPR Officer. Jonathan Watts advised that the GDPR Officer would be liable for breaches and therefore a Governor may not be the best choice. He suggested that instead there should be a Link Governor to support the GDPR Officer. This will be explored further and discussed at the next meeting.</p> <p>Site Safety – The school gate is now closed to all traffic between 0845 & 0900 and 1450 & 1510. All school staff have supported this measure and it has made a huge improvement to the safety of the children entering and leaving the school. SR to discourage parents from pulling into the end of the school drive to drop off children.</p> <p>After School Club - Following ongoing staffing issues at the After-School Club, members of MPS staff are currently helping. We have been made aware of the large waiting list for places, with one child on the waiting list for a year. A discussion followed about the future of After School Provision. SR advised that SQ was currently investigating solutions, including MPS taking over the running of the After-School Club. DP asked about the Pay and Benefits and the difference between After School pay and TA pay. SR to clarify the details and report the information to the next F&P meeting.</p> <p>CASP – The CASP review is due to take place on Wednesday 24th January, and SR will report back to the A&C meeting on 30th Jan.</p> <p>School Census – The School census took place on 18th January. The school now have 46 Pupils entitled to Pupil Premium. This an increase on previous years, however the numbers in FS are low. SR to clarify if this is correct or whether due to KS1 Free School Meals, parents are not applying.</p> <p>Safeguarding – SR to complete “Lead Safeguarding” training next week. JD will continue to be deputy and Jennifer Roberts (SENCO), on completion of her training, will be the second Deputy.</p> |
| <p>3.7</p> | <p>Safeguarding</p> <p>Covered in Headteachers report</p> |
| <p>3.9</p> | <p>School Strategy Update</p> <p>SD asked the Governors for their feedback from the Whole Staff/ Governor Strategy morning held on Thursday 4th January. The questions posed by SR gave everyone chance to think about the future direction of MPS. Ian Sankey “It was a good morning, with a good atmosphere, it was nice to meet Teachers, TA’s and MDSA’S”. Jess Baldry agreed and said, “it was good to share ideas”. SR was pleased with the number of people that attended and took away some interesting thoughts.</p> |

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| | <p>Following the Strategy morning, SR has created a list of values that he is keen to start talking to the children about, to gain their thoughts and ideas. He would also like to form an action group to take the ideas forward to create an “ambitious” set of values. He asked for a Governor to be part of the group. Both Rod Key and IS volunteered their time.</p> |
| 3.10 | <p>Changes to the Structure of the Agenda.</p> <p>The proposed new agenda structure was circulated before the meeting. SD talked through the changes and the new headings. He advised that agenda items would be grouped under the new headings and items such as Committee Meeting Reports would now be given at more relevant stages of the meeting. The Governors liked the overall structure. JB asked if Safeguarding should be a stand-alone agenda item. The governors felt that rather than an individual item it should fall under “Monitoring our Performance”. It was agreed by all to adopt the revised agenda from the next meeting.</p> |
| 3.11 | <p>Governor Skills Audit</p> <p>IS thanked the governors for completing the Skills Audit Questionnaire. He compiled all the answers into the National Governors Association (NGA) Spreadsheet and circulated the results prior to the meeting.</p> <p>IS briefly ran through the results, advising that the Essential Skills and Desirable Skills differ between schools and that he has tried to tailor it to MPS.</p> <p>Overall the Governing body has skills in all areas, however there are certain skills only one or two members have.</p> <p>DP asked how the Governors address the skills gap in certain areas? It was suggested that possibly engaging experts in those fields to give presentations may help. It was also suggested that governors look at the training courses available to see if any of the skills areas are covered.</p> |
| 3.12 | <p>Governor Recruitment</p> <p>Following SD’s move from Parent to Co-opted Governor, we now have 1 Parent Governor Vacancy and 2 Co-opted Governor vacancies. It was agreed that the Clerk should instigate the Parent Governor recruitment process. SR agreed to mention the need for a Co-opted Governor in the school newsletter.</p> |
| 3.13 | <p>Link Governors</p> <p>Justine Guillion revised the Link Governor document and circulated it before the meeting. SR is now the Computing and Technology Lead. The document was agreed. DP asked SR what are the expectations from a Link Governor. SR advised that they should help evaluate subject planning, look at evidence, discuss what went well, could do better. It is also an opportunity for governors to see what support the subject needs, i.e. resources. The Governors were happy with their link governor roles.</p> |

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| 3.13 Cont' | There may be a need for a Link Governor for Data Protection (see 3.6). It was suggested that this may be a good role for a new governor (parent or community) however, if this isn't appropriate JW noted that he may be able to cover this. |
| 3.14 | <p>Governor Day</p> <p>The date for the next Governor day was agreed as 15th March. Although the Governors enjoy the theme day visits, it was agreed that a "normal" school day would be more beneficial. SR suggested that the Governors meet with their subject leaders. It was also suggested reading with groups of children and having a list of questions for them would help get more from the day. The Core Group will meet to discuss this further.</p> <p>The governors then discussed the possibility of Subject Leaders coming along to a Governor meeting, to give short overviews of their subject. This would help the Governors get an up to date understanding of the various subjects and allow the teachers to meet with the governors and advise them of any needs for their subjects. It will also allow Governors assess value for money. The Core Group will arrange this.</p> |
| 3.15 | <p>Governor Training</p> <p>SD recently attended 'Understanding Data' training. He found the course very useful and will be discussing it further at the A&C meeting. SD recommended that all the Governors should try (if possible) to attend the course, as data is important for all governors to understand.</p> |
| 3.16 | <p>Governor Visits</p> <p>The Governors have been represented at all the following events; KS1 & KS2 Christmas Plays, the Christmas Fair, Assembly, Carol Service, Year 5's class assembly and the Strategy Day</p> |
| 3.17 | <p>Any Other Business</p> <p>IS asked SR if he needed any further support from the Governors? SR thanked him and the governors for all their ongoing help and advice.</p> |

Date of next meeting - The next meeting is on Thursday 8th March 2018 at 7.30 pm.