

MONKTON PARK PRIMARY SCHOOL

Minutes of a meeting of the Governing Body
held on **Thursday 8th March 2018**
(Subject to the approval of the Governing Body at the next meeting)

Present:	Mr S Dennien (Co-Chair), Mr S Rafferty (Headteacher), Mrs J Baldry, Mrs H Hughes, Mr I Sankey Mr J Watts, Mrs B Hearn, Mr R Key and Mr E Bailey
In attendance	Miss K Kelly (Clerk to the Governors)
4.1	<p>Apologies Apologies were received and accepted from Mrs J Guillon (Co-Chair) and Mr D Palmer.</p>
4.2	<p>Declarations of Interest There were none.</p>
4.3	<p>Minutes & Matters Arising The minutes of the meetings held on 18th January 2018 were viewed and confirmed as a correct record and signed by the Co-Chair Sean Dennien (SD). There were no matters arising from the previous meeting. SD welcomed Ed Bailey (EB) the new Parent Governor, he also advised the governors that Ian Sankey (IS) would be EB's governor mentor. EB has agreed to sit on the Finance and Premises committee.</p>
4.4	<p>Setting our strategic direction</p> <ul style="list-style-type: none"> • School Strategy update <p>Steve Rafferty (SR) gave an update on the progress of the new school Vision and Values. Following the Staff & Governor morning in January, a small working group of staff members and Rod Key (RK) representing the governors have taken forward the ideas generated, to produce a working draft. Distributed prior to the meeting. The vision is "Learn and Grow Together" and 5 values "Community, Adventure, Respect, Enjoyment & Success" Each of the values has been given a definition however they are currently in "grown up" language, the next stage is to talk to the children to gain their views and understanding of the values. They would then help to create child friendly definitions. As part of the Vision and Values graphic, the working group had also suggested using arrows to represent "Looking Inwards, Looking Outwards and Looking Beyond" The governors all felt that although they need some further work within the graphic, they were a promising idea. RK suggested that the pupils should also write definitions for these. This was agreed. SR has also recently held 2 parent forums. The new Vision and Values were well received by those in attendance. SR told the governors that the new Vision and Values will also feed into the core curriculum and British values. All the governors were pleased with the quick progress and look forward to further updates.</p>
4.5	<p>Monitoring & improving our performance</p> <ul style="list-style-type: none"> • After School Club - update <p>The school have now taken over the running of the After-School Club (ASC) with a smooth transition and only a few minor problems. Thanks to Sarah Quarrell (SQ) and ASC staff. The school have been able to offer 8 children from the waiting list places. They are currently advertising for another member of ASC staff and this will reduce the waiting list further. EB asked how the cost of the new member of staff would be covered. It was confirmed that the increase in pupils would cover the cost. Several people have shown an interest in the vacancy. The interviews are scheduled for 21st</p>

March.

SQ is currently producing policies, terms and conditions of use and contracts for the parents, with the help of Redlands Primary school (who also run their own ASC).

- **Attainment & Curriculum (A&C) committee minutes**

SD reported on the A&C meeting held on 30th January. The committee discussed the proposed new Data Book. The proposed book is simpler to use and appears to give greater clarity of results. The booklet provides predictions by teachers for % children meeting age related expectations (EXP) and achieving greater depth (GDS). The separate tracking sheet compares EXP and GDS with Fischer Family Trust data for the top 20% (FFT20) and top 50% (FFT50) nationally for each measure.

The aim of the revised formats is to highlight data in a way that enables questions to be raised.

RK asked if it will provide the statistics required by Ofsted? SD confirmed that it will. It will be easy to extrapolate all the categories that Ofsted are interested in, including Pupil Premium, Boys, Girls etc.

The school will be purchasing Standardised Tests for all pupils to be carried out after Easter. These will help to confirm the current teacher assessments.

SR is currently reviewing School Pupil Tracker (SPT) as it may no longer be the best tool for a complicated job. A discussion followed about the assorted options, including the new Sims Primary which is currently in production. Our contract with SPT will end in May and decision will need to be made before then. However further research is required before an informed decision can be made.

- **Headteachers Report**

SR's report had been circulated before the meeting. SR gave a summary of the report.

The school development plan is currently being written and will be shared with the Governing body once complete.

The school review was carried out on Monday 5th February and focused on the quality and consistency of writing provision between Yr. R and Yr4. As yet the report has not been received. SR will be conducting a review at Fynamore on Friday 9th March.

Two parent forums were recently held at school, the response from parents had been positive. Parents gave feedback and ideas. The new Vision and Values were discussed and approved by the parents. SR shared the new web site design, which along with the modern style of newsletter proved popular. Other topics discussed were how languages are taught in school along with celebrating diverse cultures, the school House system and how it can be used for activities other than sports day, homework and class consistencies, and breakfast club start times.

They also discussed the possibility of changing the school logo. The parents had mixed views! SR asked the governors for their views on changing the school logo. Barbara Hearn (BH) explained the history of the logo. The school field was unusable when the school was first constructed, due to being water logged. The school campaigned for "Mole" drainage to be installed. The mole logo was part of their campaign. Eventually the council agreed to install the system and field became useable and the Mole logo became part of the school. The governors thought that the history was very interesting. They also felt that the school logo is unique. It was suggested that maybe modernising the Mole rather than changing it should be the way forward. IS informed the governors that the Friends of Monkton Park School (FOMPS) use the Mole in lots of their advertising. He also felt that many parents may object to completely removing the Mole.

	<p>SR informed the governors that the initial numbers for the September 2018 intake were good. There are 37 first place applications for 38 spaces and with second and third choices, the cohort should be full. SR advised the governors that this is very positive, as several local schools appear to be low on applications.</p> <p>Before the meeting SR distributed draft options for the September 2018 class structures. There followed a discussion on the pros and cons of each option, including year groups that may require more help, thus necessitating smaller group sizes, and providing consistency across Key Stages. EB offered an alternative option, which generated further discussion. The governors all agreed that the staff know the children's needs best and that the final decision should be made by the Senior Leadership Team. The governors also suggested that the school may want to communicate to parents the reasons for the class structures.</p>
4.6	<p>Managing our resources effectively</p> <ul style="list-style-type: none"> • Finance & Premises (F&P) committee minutes <p>Jonathan Watts (JW) reported on the minutes of the F&P meeting held on Monday 26th February. The Budget Monitoring report had been reviewed by the accounting technician. Some costs in school need to be checked, in particular photocopying charges appear to be high. SQ to compare costs with other local schools and investigate the possibility of installing fobs/codes to monitor the amount of printing. There has been an overspend in electricity and under spend on gas, SQ to investigate further.</p> <p>There will be a slight increase in school budget of £30,000 for 2018/2019. This is due to changes in the depravation formula. Although the increase is small, many local schools have seen their budgets decrease.</p> <p>The Fire Alarm is still an ongoing problem. Parts have been replaced however it is still not fixed. Further fire alarm test will be carried out in next few weeks.</p> <ul style="list-style-type: none"> • HR committee minutes <p>Jess Baldry (JB) reported on the minutes of the HR meeting held on 6th February. The committee agreed the need for a Vice Chair. RK was dually elected. The committee discussed the Freedom of Information Policy. They agreed to continue to only publish Full Governor Board (FGB) minutes (after approval) on the school website. Some committee meetings contain confidential information and as they are reported at the FGB, there is no need for them to be published.</p> <p>Jayne Rees, Hedgehogs class teacher, is due to start maternity leave in May. Jenny Roberts (JR) School SENCO has been offered the post (following advertisement). JR will increase her hours after Easter. This will allow her to increase her SENCO time and get to know the children before Jayne starts her maternity leave.</p> <p>Several policies will need to be looked at over the coming year. The Behaviour policy will be first. It currently only covers lesson time, once re-written will also cover playtimes and lunch break. JR will review the SEN policy.</p> <p>At their next HR meeting the committee intend to review the Single Central Record (SCR).</p> <ul style="list-style-type: none"> • Development of Bungalow – update <p>SR and Jan Douglas (JD) have recently held a meeting with Laura May-Graham (LMG) from Chippenham Borough Lands (CBL). Also, in attendance were SQ and Rob Hand (a parent and Building Surveyor for Wiltshire Council). The meeting was to ascertain whether the CBL would be willing to help fund the re-development of the bungalow. LMG was very interested in the plans. She advised that the school would be required to build a portfolio of evidence of the need and use by the community for the Bungalow. LMG also advised that the CBL liked to match fund and therefore the school would need to look for additional funding, she suggested that supermarket chains were generally willing to help local community projects.</p> <p>BH suggested speaking to the new owners of Homebase, who were looking to fund community</p>

	<p>projects. BH also advised that if the facilities could be made available for use by the older generations, then Age Concern may be able to help with some additional funding.</p> <p>It was proposed to speak to Raj Gill, Local Town Councillor and owner of the MS2 store next to the school, to gain her views on local needs. Also, to place a poster/display in the shop asking for local opinion.</p> <p>SR advised that whilst building a case and completing the application, LMG would be willing to help and advice.</p> <p>Rob Hand has taken the current plans and will review and update them. He has offered to waive his fee.</p> <p>The governors were please with the progress. A date of September 2019 (the end of our 50th year) would be an appropriate time scale to work towards.</p>
4.7	<p>Increasing governor effectiveness</p> <ul style="list-style-type: none"> • Governor training <p>JB and BH recently attended a training evening arranged by Kings Lodge School Governors (KLS). Part of the evening was a talk by David Marriot discussing the 6 Areas of Governance. There was also time to meet governors from other schools and discus and share best practice. Both agreed that it was a useful session. JB agreed to circulate the presentation slide when she receives them from KLS.</p> <ul style="list-style-type: none"> • School visits <p>JB attended the school Violin Assembly held before February half term. JB was very impressed with the standard of music and reported that it had been extremely well supported by the parents, with standing room only!</p> <p>RK attended the school Vison and Values meeting.</p> <ul style="list-style-type: none"> • Governor Day <p>The Governors Day will be held on Thursday 15th March. SR will arrange a timetable. Some of the suggestions for the day include:</p> <p>Working with the children on their writing. The pupils to interview the governors to find out what they do. Governors to work with children on developing the Vision and Value statements. Badgers and Foxes' will be learning about Solar Cells with Bath University in the afternoon. Governors will also be free to visit classrooms and talk to the pupils and staff.</p> <p>SD suggested that the Governors had lunch with the pupils to allow them to chat informally.</p> <p>IS suggested an informal meeting with the staff at 3pm, which would allow governors a change to talk to the Link Subject Leaders. This was agreed.</p>
4.8	<p>Approval of policies</p> <p>There were no policies needing approval for this meeting.</p>
4.9	<p>Any Other Business</p> <p>None</p>
<p>Date of next meeting - The next meeting is on Thursday 8th March 2018 at 7.30 pm.</p>	