

## MONKTON PARK PRIMARY SCHOOL

Minutes of a meeting of the Governing Body  
held on **Thursday 3<sup>rd</sup> May 2018**  
(Subject to the approval of the Governing Body at the next meeting)

<b>Present:</b>	Mr S Dennien (Co-Chair), Mrs J Guillon (Co-Chair), Mr S Rafferty (Headteacher), Mrs J Baldry, Mrs H Hughes, Mrs J Douglas, Mr D Palmer, Mr I Sankey, Mr J Watts, Mrs B Hearn and Mr E Bailey
<b>In attendance</b>	Miss K Kelly (Clerk to the Governors)
<b>5.1</b>	<b>Apologies</b> Apologies were received and accepted from Mr R Key.
<b>5.2</b>	<b>Declarations of Interest</b> There were none.
<b>5.3</b>	<b>Minutes &amp; Matters Arising</b> The minutes of the meeting held on 8 <sup>th</sup> March 2018 were viewed and confirmed as a correct record and signed by the Co-Chair Justine Guillon (JG) There were no matters arising from the previous meeting.
<b>5.4</b>	<b>Setting our strategic direction</b> <ul style="list-style-type: none"> <li>• <b>School Strategy/Organisation Update</b></li> </ul> Steve Rafferty (SR) said that he had included this in his headteacher report.
<b>4.5</b>	<b>Monitoring &amp; improving our performance</b> <ul style="list-style-type: none"> <li>• <b>Headteachers Report</b></li> </ul> Steve Rafferty (SR) gave an overview of his headteacher report, which had been circulated prior to the meeting. The school are pleased to have a full reception intake of 38 for September 2018. SR proposed that 2018/19 teacher training days be covered using 4 twilight sessions, 2 days during October half term and the Chippenham schools joint training on 5 <sup>th</sup> April 2019. This would allow the school to break up on Friday 19 <sup>th</sup> July 2019 (rather than the 25 <sup>th</sup> July) aligning it with the senior schools. It was also felt that this would have less impact on parents having to find extra cover during the school year. The use of twilight sessions would allow for more focused training sessions. The governors approved the proposed dates.  The school would like to investigate the possibility of increasing the PAN from 38 to 45. This would be a long term plan as the school would require an additional 2 classrooms. Increasing the PAN would allow classes to be split and help teachers to work more effectively. A discussion followed regarding the houses being built in Chippenham and the need for further school spaces. The Governors agreed that SR should speak to admissions to discuss future possibilities.  The school are planning to continue using Pickwick Learning Alliance. The new membership group would allow the school to be part of a School Improvement Group (SIG) at no cost, subject to attending 6 meeting per year.  KS2 SATs will be taking place during the week beginning 14 <sup>th</sup> May. SR asked for a Governor to attend each morning to help administer the tests. Barbara Hearn (BR) offered to come in on Monday and Tuesday, Sean Dennien (SD) offered to come in on Wednesday and Jonathon Watts (JW) agreed to attend on Thursday. SR thanked them.

The school will be advertising for a TLR (Teaching and Learning Responsibility) to cover Leadership in KS1 whilst Jayne Rees is on maternity leave. This was part of the recommendations from the CASP review.

The post will be advertised internally, and several staff have shown an interest. The interviews will be held on 23<sup>rd</sup> or 24<sup>th</sup> May. BH agreed to be part of the interview panel.

David Palmer (DP) asked SR whether the school had found any alternatives to Braeside (due to the imminent closure) for the year 4 residential. SR and Becky Evans (Year 4 teacher) have been looking at alternatives locally including PGL in Swindon. However, a decision has yet to be made.

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

SD reported on the A&C meeting held on 26<sup>th</sup> April. SD recently (as PE Link Governor) attended a training session given by Wiltshire and Swindon Sports. The subject for the meeting was Sports Premium Funding, how to spend it, legal requirements, evidence of impact etc. SD reported that compared to many schools Monkton Park was very well organised and spending the money wisely. Jan Douglas (JD) PE Lead is not only using it to pay for sports lessons but it is also helping to fund forest school sessions, staff mentoring, diet and nutrition lessons and Create School activities. The school data has now been successfully transferred to the new Data Book. The committee are pleased that the new system is simpler to use. There are clear 'Headline' stats. You can see where children are and where intervention is needed. During progress review meetings staff are now able to follow a student's entire journey through school.

JG asked if SR is confident that all the data has correctly carried across to the new system? SR is very confident but agreed to carry out some tests to confirm this.

Standardised Tests have been carried out throughout the school. These have helped to confirm teacher assessments and provide independent evidence of the children's progress.

- **School Improvement Plan (SIP)**

SR gave an overview of the new SIP which had been circulated prior to the meeting. The SIP is a 3-year action plan. The areas for improvement have been broken down into Ofsted targets. Each target has year 1 actions with clear success criteria leading towards year 3. It also shows any associated costs. The current SIP has actions starting from January 2018. Though some of the actions may be in place by the end of the school year many will be carried over to the new academic year 2018/19. The Governors were pleased with the new layout. SD approved of 3 years, giving short term and longer term aims. Ian Sankey (IS) also approved of the new concise layout. He felt that the governors would be more able to challenge the Headteacher.

- **CASP Writing Review Feedback**

JD gave an overview of the Challenge and Support Partner (CASP) Review Report, which took place in February. Copies were handed to the Governors. The review focused on writing in Reception and Years 1-4. Overall the report was very favourable. Staff in the school have high expectations for all the pupils. Teachers were able to provide evidence showing improvement throughout children's work. Marking policies are used effectively allowing children to clearly see mistakes and are then given time to correct. Handwriting is a strength in the school, with many examples of joined writing on display throughout the school.

The review gave a suggestion for further improvement, including providing additional opportunities for writing in Reception – Year 2. The school plans to address this by the creation of a temporary TLR – KS1 team leader (see above).

The review also suggested regular in-house moderation and regular book monitoring by the SLT. The school have begun this.

	<p>Geraldine Tidy our Challenge and Support Partner will be visiting SR next week to discuss the report and its recommendations.</p> <p>SR said the review process had been very useful and informative. He would look to take part again next year.</p> <p>IS felt that the report was very positive and reflects the information in the Data book.</p>
4.6	<p><b>Managing our resources effectively</b></p> <ul style="list-style-type: none"> <li>• <b>Finance &amp; Premises (F&amp;P) committee minutes</b></li> </ul> <p>David Palmer (DP) reported on the minutes of the F&amp;P meeting held on 23<sup>rd</sup> April. The final budget for 2017/18 has now been closed.</p> <p>The Whistle Blowing policy needs to be reviewed. SR to update and circulate.</p> <p>The Fire Alarm is still an ongoing problem, with continual faults being found. IS asked if the school are happy with the current fire alarm system. SR confirmed that he was not. Although advised by county to install a wireless system, this no longer meets regulations. Sarah Quarrel (SQ) is investigating a replacement system. The Governors expressed their <b>concern</b> with the ongoing situation. IS asked if the school was documenting the failures? SR confirmed that he was. SD advised that any replacement would need to take place during the school holidays to minimise any disruption. SR to escalate the replacement with the LA.</p> <p>The open access of the school is still being investigated. SR will talk to town heads about solutions and OFSTED requirements.</p> <p>FOMPS are continuing to fund raise for a new outdoor classroom. F&amp;P advised that although out of LA procurement rules, 3 quotes should be sought before purchasing the building.</p> <p>The plans for the Bungalow refurbishment are continuing. SR is investigating possible grants from various sources including Garfield Weston who are offering grants up to £150,000 for community projects.</p> <p>The school would like to rearrange the FS and KS1 classroom layouts. SQ will be conducting a simple projection of income vs cost to see if there is any surplus in the budget to carry this out.</p> <ul style="list-style-type: none"> <li>• <b>HR committee minutes</b></li> </ul> <p>Jess Baldry (JB) reported on the minutes of the HR meeting held on 26<sup>th</sup> April. Staff Governors JD and Helen Hughes (HH) left the room for this item. The committee discussed the creation of a temporary TLR for KS1 whilst Jayne Rees is on Maternity leave. This was one of the recommendations from the CASP review. The post will be advertised internally and open to all staff.</p> <p>The upper pay scale (UPS) was discussed. There are several staff currently on the UPS with other staff ready. To move to the UPS staff, must demonstrate their impact on school taking on extra roles and supporting staff. It was agreed that there must be clear guidance and process for staff to allow them to show evidence to the head and ultimately the Pay Panel. SR to talk to staff about what is required of staff currently on UPS and to staff who want to move up. SR to also produce clear guidelines and documentation.</p> <p>JD and HH returned to the meeting.</p> <p>The SEND policy has been updated and placed on Share point for the governors to review. JW has agreed to be the data protection officer, SQ will be the data controller. Pay awards for support staff have been agreed at 3.7%.</p>
4.7	<p><b>Increasing governor effectiveness</b></p> <ul style="list-style-type: none"> <li>• <b>Governor Terms of Office</b></li> </ul> <p>Several terms of office are coming to an end. JD agreed to stand again for Staff governor. Clerk to governors to ask if any other members of staff would like to be nominated, then run a ballot if necessary.</p> <p>JW agreed to continue as LA Governor. DP proposed and JB seconded. All governors agreed. Barbara Hearn (BH) and HH agreed to continue as Co-opted governors. DP proposed and JB</p>

	<p>seconded. All governors agreed.  SQ has agreed to continue as an Associate governor. DP proposed and JB seconded. All governors agreed.  Clerk to extend the terms of office.</p> <ul style="list-style-type: none"> <li>• <b>Governor training</b></li> </ul> <p>SD attended the Wiltshire Swindon Sports Partnership Training. Discussed at 4.5</p> <ul style="list-style-type: none"> <li>• <b>School visits</b></li> </ul> <p>JB attended the school Guitar Assembly held at the end of April. JB was very impressed with the standard of music and reported that it had been well supported by the parents. DP attended the Owls' class assembly.  All governors attended the Governor day.</p> <ul style="list-style-type: none"> <li>• <b>Governor Day</b></li> </ul> <p>SR thanked the governors for attending and confirmed that feedback has now been passed to him. The governors enjoyed the format of the day and liked being able to visit classrooms as they wished. IS was impressed with the school council and their level of questioning during his interview with them. DP enjoyed his morning. The children spoke to him about what they planned to do and following the lessons were please to show him their completed work. JG was impressed with Bath Science who were visiting Years 5 &amp; 6.</p>
<b>4.8</b>	<p><b>Approval of policies</b>  There were no policies needing approval for this meeting.</p>
<b>4.9</b>	<p><b>Any Other Business</b>  None</p>
<p><b>Date of next meeting</b> - The next meeting is on Thursday <b>21<sup>st</sup> June 2018</b> at 7.30 pm.</p>	