

## MONKTON PARK PRIMARY SCHOOL

Minutes of a meeting of the Governing Body  
held on **Thursday 21<sup>st</sup> June 2018**

(Subject to the approval of the Governing Body at the next meeting)

<b>Present:</b>	Sean Dennien (Co-Chair), Justine Guillon (Co-Chair), Steve Rafferty (Headteacher), Jess Baldry, Helen Hughes, David Palmer, Ian Sankey, Jonathon Watts, Barbara Hearn and Ed Bailey
<b>In attendance</b>	Katie Kelly (Clerk to the Governors)
<b>6.1</b>	<b>Apologies</b> Apologies were received and accepted from Jan Douglas. Rod Key was absent.
<b>6.2</b>	<b>Declarations of Interest</b> There were none.
<b>6.3</b>	<b>Minutes &amp; Matters Arising</b> The minutes of the meeting held on <b>3<sup>rd</sup> May 2018</b> 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.
<b>6.4</b>	<b>Setting our strategic direction</b> <ul style="list-style-type: none"> <li>• <b>School Strategy/Organisation Update</b></li> <li>• <b>School Improvement Plan</b></li> </ul> Included under the Headteachers report
<b>6.5</b>	<p><b>Monitoring &amp; improving our performance</b></p> <ul style="list-style-type: none"> <li>• <b>Headteachers Report</b></li> <li>• <b>Results Overview</b></li> </ul> <p>Steve Rafferty (SR) gave an overview of his headteacher report, which had been circulated prior to the meeting along with The School Development Plan. SR had RAGed (Red, Amber, Green) The School Development Plan to show what had been achieved in the first 6 months of his headship. The values are now in place, the next step is to embed them into the curriculum and daily school life. The development plan will be carried on into the next academic year. SR suggested that it would be beneficial for a governor or governors to come into school to meet with him to discuss the priorities for the coming year.</p> <p>As part of the school improvement and because of the CASP review and historical EYFS data, the main school focus for next year will be on writing. The school plan to run a “year of writing” to help improve Writing attainment, motivation and engagement.</p> <p>The KS1 SATs were moderated on Wednesday 20<sup>th</sup> June. Ed Bailey (EB) asked had there been any surprises in the results? SR confirmed that the figures had changed slightly, those meeting the “expected” grade was slightly lower than national average however, those meeting “above expected” was significantly higher than national average. The moderator said the work showed a good range of writing opportunities for the age group. However the school feels the aim for all year 2 pupils needs to be higher. These results and the KS2 results are due to be discussed at the next Attainment and Curriculum Meeting.</p> <p>Three quotes have been obtained for planned outdoor classroom. They range from £15,000 to £25,000. The plans have been discussed in school and a range of people have given feedback on</p>

the designs. The plans are due to be displayed at Monkfest where further feedback will be sought. As a result of planning advice from a Planning Consultant (parent) a pre-planning application has been sent to the local planning department to confirm whether planning permission is required. Jonathon Watts (JW) asked how much money the school was putting into the project? SR confirmed that the whole build will be covered by funds raised by FOMPs (Friends of Monkton Park School) and grants.

If planning permission is not required, it is hoped that the build can take place during the summer holidays. The governors agreed that to ensure that the project was not delayed they would agree to the build by correspondence rather than wait for the next FGB meeting in September.

A full time TA who is currently on maternity leave has requested to come back 2 days per week. This has been agreed, and the school are looking to cover the remaining time using current staff members.

School attendance continues to be good and is above national average. David Palmer (DP) asked what the absences were. SR confirmed that they were mainly down to illness, with an outbreak of chicken pox in KS1.

All the standardised and statutory assessments have now been completed for the school.

Year 1 phonics screening is 85% at 'expected' and 'above expected' levels. This is above the national average. The break down of the results is very good and shows some of the Pupil Premium children making huge progress. The staff carried out mock phonic screening in January, and the results led to changes in the curriculum and enabled focused planning to help certain children, which has led to the excellent results.

As previously discussed the Year 2 moderation took place on Wednesday.

The Year 6 SATs results are due on 10<sup>th</sup> July and results will be sent home to parents with the pupil's school reports.

Helen Hughes (HH) has been selected to take part in a DFE teacher review panel in London, discussing the KS2 SATs.

Ian Sankey (IS) asked whether the school had completed class allocations for 2018/19. SR reported that he had completed his review of the classes and that parents would be informed of their child's class in the reports due out on 13<sup>th</sup> July. He said that all the classes were well balanced and that his decisions on placements were all fully justifiable.

SR has spoken to Clara Davies (Head of School Place Commissioning) with regards to increasing the school's PAN. Currently there are 450 unfilled spaces in the Chippenham area and therefore increasing the school's PAN is not viable in the short term.

- **Keeping Children Safe in Education**

SR circulated a Guidance paper "Keeping Children Safe in Education" for the governors to read. SR will be reviewing policies and staff and governor training. The school plan to invest in an online Safeguarding system which will allow staff to report any concerns easily. It will also save storing large paper files. The new system also includes online safeguarding training.

- **Attainment and Curriculum Meeting minutes**

SD informed the governors that there hadn't been an A&C meeting since the last FGB. The next A&C meeting is on the 11<sup>th</sup> July and will be discussing all the SATs results.

<p>6.6</p> <p>H</p>	<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 21<sup>st</sup> May 2018. The budget has been reviewed against other local and nationally comparable schools. The results are all positive.</p> <p>SQ carried out projection of income vs cost to see if there is any surplus in the budget to fund the reception class changes. There appears to be a good surplus and therefore the works can go ahead.</p> <p>The committee had discussed the continuing issue of the schools unrestricted physical access. SR informed the governors that he had spoken to Geraldine Tidy our CASP lead in her capacity as an OFSTED inspector. She advised that the school should consider fencing and gates, and other local schools have had lengthy discussions with OFSTED regarding the open nature of their sites. There are no margins for error if the school remains an open site.</p> <p>SQ has been asked to obtain quotes for assorted options.</p> <p>The fire alarm system has been escalated with the LA. They have agreed to add the replacement of the system into the funding review for 2019/20. However this does not guarantee it will happen.</p> <p>The grant application for the Bungalow refurbishment will be submitted next week. SR has received various letters of support including letters from MP Michelle Donellan, and Wiltshire Family Learning.</p> <ul style="list-style-type: none"> <li>• <b>HR committee minutes</b></li> </ul> <p>Jess Baldry (JB) informed the governors that the HR Committee had not met since the last FGB.</p> <ul style="list-style-type: none"> <li>• <b>GDPR Update</b></li> </ul> <p>SR informed the governors that the Privacy notices had been sent out in line with GDPR guidelines. He has been informed that JW may not be able to be the GDPR Data Protection Officer and a governor, therefore he is investigating sharing a Data Protection Officer with other local schools. IS asked if the school is making progress with GDPR. SR confirmed that the school is where it needs to be.</p>
<p>6.7</p>	<p><b>Increasing governor effectiveness</b></p> <ul style="list-style-type: none"> <li>• <b>FGB Constitution review – Governor Types/Vacancies</b></li> </ul> <p>The FGB Instrument of Government was distributed before the meeting. The governors confirmed that they were still happy with the makeup of the governing body. KK advised that Jan Douglas (JD) had been re-selected as staff governor. There is currently one Co-opted governor vacancy. KK confirmed that the vacancy had been advertised in the school newsletter but there had be no interest.</p> <ul style="list-style-type: none"> <li>• <b>Governor training</b></li> </ul> <p>EB attended the new governor training. He said that it had been a good course and had allowed him to make some useful contacts.</p> <ul style="list-style-type: none"> <li>• <b>School visits</b></li> </ul> <p>JB, IS, JG &amp; DP attended sports day. BH, SD and JW helped to administer the SATs papers for Year 6. BH attended the Interviews for KS1 leader. SR thanked them all for their time.</p>
<p>6.8</p>	<p><b>Approval of policies</b></p> <p>SR circulated the new Teaching and Learning Policy prior to the meeting. The new policy has taken several months to prepare and has had input from all the teaching staff. It shows what teaching should look like at Monkton Park. SR advised the governors that when they visit the school they should be able to see the policy in action. The governors approved the policy. SD signed it off.</p>

<p><b>6.9</b></p>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• <b>Policy review and update schedule.</b></li> </ul> <p>SD advised the committees that they need to ensure they are reviewing policies and updating them in timely manner. SR aims to have a new schedule in place for September.</p> <ul style="list-style-type: none"> <li>• <b>Governor meeting dates for 2018/19.</b></li> </ul> <p>KK circulated the proposed meeting dates for the next academic year. Committee chairs to review dates and advise KK accordingly.</p> <ul style="list-style-type: none"> <li>• <b>Braeside</b></li> </ul> <p>SR informed the governors that Braeside was no longer closing in the summer and would be remaining open until at least December. Therefore the school has booked 3 days in November for Year 4.</p> <ul style="list-style-type: none"> <li>• <b>Email addresses</b></li> </ul> <p>IS raised the issue of using personal email address for correspondence. He advised that maybe information should be placed in share point and emails sent to remind governors. There was a brief discussion on the pros and cons, SR agreed to talk to other schools for a consensus view.</p>
<p><b>Date of next meeting</b> - The next meeting is on Thursday <b>27<sup>th</sup> September 2018</b> at 7.30 pm.</p>	