

MONKTON PARK PRIMARY SCHOOL

Minutes of a meeting of the Governing Body

Thursday 27th September 2018

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

Present:	Sean Dennien (Co-Chair), Steve Rafferty (Headteacher), Ian Sankey, Jonathan Watts, Jan Douglas, Rod Key and Matt Slee
In attendance	Katie Kelly (Clerk to the Governors)
1.1	<p>Apologies Apologies were received and accepted from Justine Guillon (Co-Chair), David Palmer, Ed Bailey and Jess Baldry (apologies sent as would be arriving late). Apologies received from Barbara Hearn post-meeting.</p>
1.2	<p>Declarations of Interest There were none. Governors completed the annual "Register of Interests" forms.</p>
1.3	<p>Minutes & Matters Arising The minutes of the meeting held on 21st June 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.</p>
1.4	<p>Setting our strategic direction</p> <ul style="list-style-type: none"> • Chair/ Co-Chair/ Vice Chair Positions Sean Dennien (SD) asked for confirmation that the Chairs and Vice Chair were happy to stand for re-election, they confirmed that they were and as there were no further nominations, SD nominated Justine Guillon (JG) as Co-chair and Rod Key (RK) seconded. SD nominated Ian Sankey (IS) as Vice Chair and RK seconded. IS nominated SD as Co-Chair and Jonathan Watts (JW) seconded the nomination. • Governing Body Vacancies Helen Hughes has resigned from the Governing Body. SD thanked her for all of her support and hard work over the past few years. Helens resignation has left 2 co-opted vacancies. Matt Slee (MS) year 3 teacher has volunteered to become a governor. SD thanked him and nominated him to become a governor. JW seconded the nomination. MS was welcomed the governing body. David Palmer's (DP) Parent Governor Term of office is due to end on 30th September. He is willing to stand for another 3 year term. The clerk was asked to request for nominations from the parents of the school. If any nominations are received, an election will be held. • School Development Plan (SDP) Steve Rafferty (SR) has placed the SDP in the Governors Sharepoint area, all of the governors are encouraged to read it and pass any comments and questions to SR. The SDP has been developed by SR and reviewed by SD. The School Improvement Officer (now known as the CASP) has also reviewed and approved it. It shows the key priorities for the year and links to the long term goals of the school. The long term goals will not change, however they will evolve over time. The Key Priorities will change with need. The success criteria will feed into the "Self-Evaluation Form" SEF. The governors will need to come into school to see the SDP in action. JW asked if the SDP will be reviewed during the year. SR confirmed that there would be ongoing reviews and that the governors would be informed of any changes. At the end of the year the SDP will be "RAG" reviewed in consultation with the governors. SR spoke about the SEF, which is available in the Governors shared area. The SEF has been

1.5	<p>laid out following OFSTED guidelines. RK asked if the SEF was a fair reflection of the school SR confirmed that it was. The governors were asked to pass any comments directly to SR.</p> <p>Monitoring & improving our performance</p> <ul style="list-style-type: none"> <p>Headteacher Report (HTR) The report was available for the governors to read before the meeting. IS questioned why the school were considering changing the school meal provider? (1.2) SR explained that SODEXO has been the main provider to the school for many years. During the summer the company revised its menu bringing in choices such as “Hot Dogs loaded with onions and Ketchup”, “Street Food” food like noodles and curry served in boxes, and most of the menu was served with ketchup or BBQ sauce. SODEXO claimed that the food was “On-Trend”. SR felt that the menu was the wrong message from the school and certainly was not in keeping with the school’s health eating ethos. After a number of conversations with the company they have revised the menu, however it is still not very good.</p> <p>The main chef in the kitchen, Sandra Hartman, was taken ill over the summer holidays and has since resigned on medical grounds. SODEXO failed to inform the school of the changes and the staff brought in to cover were of a low quality and appeared inexperienced. The quality of the food was also low. The area manager has stepped in to help run the kitchen but with ongoing staff and menu changes SR now feels it is time explore the school’s options:</p> <ol style="list-style-type: none"> 1. Remain with SODEXO 2. Alternative supplier 3. Provide our own service <p>Sarah Quarrell (SQ) is going to investigate the different options and report back. IS supported the review, as a parent governor of children who eat school dinners he has experience of the quality and menu changes. SR hopes to have the changes in place by the end of the academic year.</p> <p>SR reminded all of the governors of the need to complete the Prevent training (14.1). He confirmed that the majority of the school staff had completed the training. The Clerk was requested to resend the Prevent link to all of the governors. SR also informed the governors of the school’s new “online” safeguarding reporting system. The system allows members of staff to report their concerns, this then alerts both SR and Jan Douglas (JD). It improves the ability to spot patterns and monitor situations. The system also provides online training for all members of staff, ensuring that everyone in the school holds a Level 1 Safeguarding qualification. The governors will be required to complete the training during the academic year.</p> <p>SR asked if there were any further questions about the HTR. JW asked “who was Maz Evans” (9.1) JD explained that Maz Evans is a bestselling author of a series of books about the “Greek Gods”. She will be coming to school to take part in a whole school assembly which will launch the schools ‘Year of Writing’. Maz will then carry out a series of workshops with KS2, the workshops have been funded by Borough Lands. After school there will be book sales and a book signing.</p> <p>Attainment and Curriculum Meeting minutes IS gave a brief overview of the minutes from the A&C meeting held on 11th July 2018. The main focus for the meeting was the KS2 SATs results. Overall the results were positive and above national average. However the progress of the cohort was lower than national and those that met greater depth was at national average or lower. The school will be looking at ways to improve the results. This will be helped with the use of Standardised Assessments in Maths and English to show children’s levels and what is required to move them on. RK asked if the lower progress measures are due to the high attainment at the end of KS1. SR confirmed that this was</p>
-----	--

	<p>correct, he also confirmed that other schools are also struggling with similar issues of good results but lower than expected progress.</p> <p>They also discussed the need for an AIM (Able Interested and Motivated) Governor to ensure that there are more opportunities for the more able pupils in the school.</p>
1.6	<p>Managing our resources effectively</p> <ul style="list-style-type: none"> • Finance & Premises (F&P) committee minutes There has been no meeting since the last FGM. SR gave an update on the School Facilities. Planning permission has been granted for the Outdoor Classroom, the build looks likely to take place in December. The outcome of the grant application for the Bungalow is due in late October. The council are sending in contractors to carry out some Asbestos removal in the school and bungalow. This has been arranged for 7am on a school day. SD asked why it was happening during term time. SR advised that it had been due to take place in half term but the council had rearranged. Due to the numbers of staff and Breakfast club in school from 7.30 the governors would like to know how the removal would be carried out and to be assured that the Risk Assessment was acceptable. SR agreed to investigate. • PAN Agreement The school is close to full, SR has spoken to admissions in the past and there is no scope for any building work to increase the PAN. The school cannot accommodate any extra children and therefore SR recommends the PAN remains at 38. The Governors agreed. • Review of Governor Committee Membership SD asked the governors to review the committees they attend. If there are any changes please can the chair and clerk be informed. MS was asked to also review the committees to see which committees he would like to join. Clerk to forward the meeting dates to MS.
1.7	<p>Increasing governor effectiveness</p> <ul style="list-style-type: none"> • Link Governor Review There was a short discussion regarding which governor was responsible for each area of the curriculum. The clerk is to update the schedule and forward to all Governors, with any comments and further amendments to be forwarded to the Chair and Clerk. • Right Choice SD advised that all information for Governors is now available online on the "Right Choice" Portal. A number of the governors were unsure how to log on to the system. Clerk to resend instruction and log in details. • Governor training No Governors had attended any training since the last meeting. • School visits IS visited Squirrels' and Owls' last week, to talk to them about earthquakes and plate tectonics. JB is due to attend next week to talk about fossils.
6.8	<p>Approval of policies</p> <ul style="list-style-type: none"> • Child Protection Policy The CP policy was available for the governors to view before the meeting. The policy is produced by the LA. SD asked for the contents table to be amended. There were no further comments. Subject to the amendment the policy was approved. • Scheme of Delegation The policy was available for the governors to view before the meeting. There were no comments or changes. The policy was approved. • Behaviour Policy The policy will be available to view at the next FGM • Governor Code of Conduct The policy was available to view before the meeting. SD requested that the dates be amended to this year, to remove the old school values and to add the list of Governors to the policy. Subject to these amendments the policy was approved.

	<ul style="list-style-type: none"> • Policy Review and Updated Schedule SR has produced a new Policy review schedule. SD asked for all of the Committee chairs to check and ensure policies are reviewed in a timely manner. SR to email copies to the governors. IS asked if any polices were no longer relevant or used could they be removed. SR confirmed that he would check before distribution.
<p>6.9</p>	<p>Any Other Business</p> <ul style="list-style-type: none"> • Governor meeting dates for 2018/19. The meeting dates for the year have been disseminated. JB, Chair of HR committee, to inform the clerk of the year’s HR meetings. The Pay Panel needs to be held during October, therefore the meeting date was changed to Thursday 18th October 2018 at 5.30pm
<p>Date of next meeting - The next meeting is on Thursday 15th November 2018 at 7.30 pm.</p>	