

**Marlborough St Mary's CE Primary School  
Governing Body**

**ACTION SHEET  
21 May 2024**

<b>Item</b>	<b>Action</b>	<b>By</b>
5b	Succession planning for Chair and Vice Chair 2024/Seek additional Governors/Chair of FRC	ALL
7	Review Attendance Policy	DC
10	Review Staff Survey for July meeting	KH
13	Share terms of office details	LC

**Value for Term 4 meeting - Perseverance**

**Governors are asked to consider ways in which this has been demonstrated in their role.**

**Dates for 2023-2024**

9 July.

**Dates for 2024-2025**

8 October; 26 November;

4 February; 25 March;

20 May; 8 July

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# Marlborough St Mary's CE Primary School Governing Body

## Minutes of a Meeting of the Full Governing Body held in School on Tuesday 21 May 2024 at 6.30pm

**Present:** Kate Hughes (Chair); Amy Adderley; Louise Barry; Dan Crossman; Christine Foulkes; Dan Knight; Dawn Steele; Sue Kieran; Louise Stevens; Chris Smith; Joyce White;

**Via TEAMS:** Celia Dunne;

**In attendance:** Laurien Carter – Clerk  
Russell Goodman – Deputy Head Teacher

**Apologies received and accepted:** Jenny Fryer; Gill Macdonald; Katie Riches; David Williams

### 1. Welcome

Kate Hughes welcomed everyone to the meeting.

Value for the term – Perseverance – this had been demonstrated at the SLT (Senior Leadership Team) session earlier which some Governors had attended.

The meeting opened with a prayer.

### 2. Appointment of Co-opted Governor

This was deferred to July as admin requirements had yet to be completed.

### 3. Any change to the Register of Business Interests; Any Interest in any Agenda Item

There were no changes to the Business Interests and no interest in any agenda item.

### 4. Minutes and Confidential Minutes of FGB Meeting 26 March 2024 Minutes of EGB Minutes 22 April 2024

The Minutes and Confidential Minutes of the meeting held on 26 March 2024 and the Confidential Minutes of the Extraordinary Meeting held on 22 April were approved and were signed accordingly.

### 5. Matters Arising, not covered in the agenda

#### a) Undertake County e-learning Safeguarding training (5d)

All Governors had now completed this training.

#### b) Succession planning for Chair and Vice Chair 2024 (5f) / Seek additional Governors/Chair of FRC (5f)

Governors were reminded to consider these needs. There could be one or two Vice Chairs to shadow the Chair. The regular additional commitment was a briefing meeting with Dan Crossman every two weeks.

See also item 10

### 6. Head Teacher Research Proposals Follow Up

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The Working Group were thanked for their work on setting out the requirements.

Dan Crossman outlined his plans for the first two weeks of term 6 and the cover for Russell Goodman who would be acting Head during Dan Crossman's absence. There would only be one day where teaching would need to be covered as the other four days were being covered by part time staff taking on additional days.

Reviews would take place both weeks; the first by Kate Hughes and the second by the Working Group.

Communications had begun to various stake holders and parents would be informed via the Newsletter later in the week. ***The need to include information, in limited detail, relating to future finances, would be included.***

### 7. Head Teacher's Report (questions)

Dan Crossman went through his report highlighting:

The safeguarding numbers; particularly those on Child Protection, the highest category and amounting to seven pupils.

Four pupils were awaiting a review and may be moved into Child Protection or Child in Need support.

The various support in place was explained. This included some from the LA which eased pressure on School staff.

The recent improvement in attendance was noted and Governors were informed of strategies in place. This was not a sustainable approach and ***was 'relentless', especially for Russell Goodman and other key staff. It would be necessary to review the Attendance Policy as a result of these changes.***

***A script was used when meeting parents stating the impact of poor attendance and the meeting concluded with a way forward to address the issues being agreed.***

The safeguarding figures were noted.

Governors noted the staffing information. There had been a strong field of applicants for the teaching post.

Governors were informed of the SEND numbers for September and the way in which some pupils in Oak spent time in mainstream. This allowed for some mainstream pupils to access provision in Oak as needed.

The various support figures for SEND were explained. ***The needs were various for those with an EHCP (Education Health Care Plan).*** Further assessments were awaited for a number of pupils who may need an EHCP.

***Pupil Passport was a School led support initiative. Information from it is passed on to secondary schools but different approaches are used in those settings.***

The data matrix was explained. ***Those pupils showing improvement were to the right of the grey boxes.***

Governors were informed about exclusion and its implementation. ***Those excluded count in the other authorised absence for attendance data purposes. As do those on a***

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***reduced timetable. This detail can be shared to show the differences within attendance data. Some pupils may never attend full time due to medical needs.***

Staff were being reminded that the attendance figures related to all pupils and could not be excused due to those in the Resource Base.

***The data included details of the ethnicity to show that the School was not being discriminatory.***

Governors recognised the high needs in the Year 1 cohort. ***Some of this could be due to the impact of the pandemic as these pupils had been able to socialise and could not interact in the usual way. There were other aspects, such as austerity and the removal of Sure Start provision, which was also having an impact.***

Dan Crossman gave confidential information in relation to one pupil and what had occurred and subsequently put in place in the past two days. ***Governors questioned the various aspects to the decision making and possible outcome.***

The figures relating to exclusion; elected home education; alternative provision and reduced part time timetables were noted; as was the restraint information.

There had been no incidents of racist, homophobic or bullying incidents. This was welcomed. The School was using literature to support this work such as Holes by Louis Sachar.

The various issues were noted. This included the need to justify the removal of grass for the Forest School work; which came at a cost.

Agreement had been reached over the increase in rent to the Under Fives. It was agreed that this should be reviewed annually.

***The challenges faced by the staff were being supported by the Governors and more could not be done by the Governing Body at this time.***

Amy Adderley temporarily left the meeting during this item

### **8. Policies**

There were no policies to be approved.

### **9. Governor Activities**

- Safeguarding Governor Activities

Katie Riches would be meeting Russell Goodman on 23 May.

SEND Governor Activities

In the absence of Amy Adderley there was no report.

- Disadvantaged Learners Governor Activities

Kate Hughes and Celia Dunne had met to look at the Affordable Schools initiative with Russell Goodman; report in the folder.

- Curriculum Group Activities

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Plans for Pupil Voice sessions were being prepared for term 6 looking at Music, PSHE, Art and PE based on the SEF ratings.

Governors had welcomed the opportunity to be part of the SLT OFSTED session earlier in the day. They would appreciate a chance to see the reading items as discussed.

- SIAMS (Statutory Inspection of Anglican and Methodist Schools) Governor Activities  
Sue Kieran would undertake a visit in term 6.

- Committee Reports
  - FRC

The Minutes of the meeting of Finance and Resources Committee (FRC) held on 10 May were noted.

The Committee had considered the following items which were ratified by the Governing Body:

I & E (Income and Expenditure) monitoring report to 31 March for LA submission by 31 May.

CFR (Consistent Financial Reporting) report for previous financial year for submission to LA by 31 May.

Approve end of year rollover – figures were noted. Proposed by Kate Hughes and seconded by Chris Smith.

Ratify 3-year budget forecast return for submission to LA by 31 May; as set out in papers from earlier in the day.

Ratify next year's budget for FGB ratification and LA submission by 31 May, ensuring it has allocated funds to support SDP (School Development Plan) and any proposed staffing changes in staffing structures.

The above two items were proposed by Kate Hughes and seconded by Chris Smith.

***The staffing decisions had yet to be made.***

***There had yet to be a response to the invoices submitted earlier in the year nor the follow up letter requesting the refund of SEND funding.***

The approval to the request of leave of absence for a teacher was noted.

- TLC (Teaching and learning Committee)

The Minutes of the meeting held on 7 May were noted

The Committee had covered general business with the subject report deferred.

- Governor Engagement

Louise Barry

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14<sup>th</sup> May - SATS Observer

20<sup>th</sup> May - Meeting with Kate Hughes and Dan Crossman to discuss feasibility study communications

Celia Dunne

Meeting with Russell Goodman re: Affordable Schools Strategy 18/04/24

SATs support 14/05/24 and 16/05/24

Christine Foulkes

17<sup>th</sup> April. Year end review and budget scenario planning. With School Business Manager

Kate Hughes

27 March - Easter Service at St Mary's Church

27 March - Exit Interview

18 April – Disadvantaged Learners catch up with Russell Goodman

25 April - Met prospective new governor / Head Teacher catch up

26 April - Interviews and School Business Manager FRC catch up

01 May - SBM credit card + H&S spot checks

03 May - Ofsted meet

13 May - SATs help

20 May – Head Teacher catch up

21 May - SLT Ofsted brainstorming

Training

17 April - Intro to Ofsted

02 May – Term 5 Governor Briefing

### **10. Chair's Report**

- Succession planning

It was noted that Joyce White would continue in post until after OFSTED; as had been indicated by some other Governors.

Ways to engage with the parent body and community had been suggested by Louise Barry. This also included ways to recruit additional Governors.

Governors were willing to be at the gate during term 6.

New Parents evening was scheduled for 12 June and Governors would be welcome to attend.

It was suggested that a tea party be arranged for local residents; especially those in Ducks Meadow. Previously the vaccination sessions had been welcomed by locals as it gave them an opportunity to visit the School.

Amy Adderley returned to the meeting

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Sports day gave fewer opportunities for informal chat with parents.

Governors were invited to support the Summer Fayre on the day and by providing items for a hamper prize.

Governors were invited to attend St Mary's church services to meet the congregation and talk about being a Governor.

- Parental engagement / Review Parent Survey and feedback to parents if applicable  
It had been agreed to not undertake a survey this year but increase engagement as discussed above.

- OFSTED preparation  
The earlier session with SLT had proved very productive and informative. A further session would be needed to consider other aspects of the Inspection.

Governors would welcome other evidence and to support data and it was noted that visiting the School gave a further opportunity to see the school in operation.

***The brainstorming document would be further developed to include the three Is – Intent, Implementation, Impact.***

- Staff Survey Questions for early Term 6.  
The survey details were noted. There had been a number of minor changes which were explained. These included the categories of staff; the response to having an appraisal or not; the impact over the last year. ***The survey was anonymous but self identification could be made. The various categories gave sufficient data for it to be analysed statistically.***

***Responses for 2022-2023 were not known but more teaching staff had completed it than support staff.***

It would be sent out in the second week of term 6. A report would be made to the July FGB meeting.

### 11. Approvals

FRC Policies

None

FRC approvals requiring FGB ratification were noted in the Committee report above.

TLC Policies:

Policies

- PSHE.

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Policy approved subject to a meeting with the relevant leads to discuss and add a section on consistent and correct terminology used for body parts. Review in 1 year.

- Home School Agreement. Approved after minor amendment.

### **12. Correspondence**

The Clerk continued to circulate updates from County; including training opportunities.

### **13. AOB**

Information relating to terms of office dates would be shared with Governors as part of the succession planning consideration.

### **14. Dates of Meetings**

#### **2023-2024**

9 July.

#### **Dates for 2024-2025**

8 October; 26 November;

4 February; 25 March;

20 May; 8 July

The meeting closed at 8.05pm