

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

**ACTION SHEET  
30 January 2024**

<b>Item</b>	<b>Action</b>	<b>By</b>
5a	Succession planning for Chair and Vice Chair 2024	ALL
5b	Seek additional Governors/Chair of FRC	ALL
5c	Undertake County e-learning Safeguarding training	DW
8	Involvement in maths monitoring	ALL
9	Reorder priorities	KH/DC
	Undertake skills audit	ALL
	Arrange 1:1 meetings	ALL

**Value for Term 3 meeting - Friendship**

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

**Dates for 2023-2024**

26 March;

21 May; 9 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 30 January 2024 at 6.40pm**

**Present:** Kate Hughes (Chair); Dan Crossman; Celia Dunne; Christine Foulkes; Dan Knight; Gill Macdonald; Dawn Steele; Sue Kieran; Louise Stevens; Katie Riches, left early; Joyce White; David Williams

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

**Apologies received and accepted:** Amy Adderley; Mandy Cook; Jenny Fryer

### **1. Welcome**

Kate Hughes welcomed everyone to the meeting; especially Dan Knight and introductions were made.

Value for the term – Friendship.

The meeting opened with the candle being lit and a prayer.

### **2. Appointment of Associate Member – Dan Knight Appointment of Co-opted Governors on a temporary basis to cover staff panel – Christine Foulkes and Ashley de Safrin**

Kate Hughes proposed that Dan Knight be appointed Associate Member. This was seconded by Dawn Steele and approved.

To enable Dan Knight to understand his role items were explained as necessary during the meeting.

Kate Hughes proposed that Christine Foulkes and Ashley de Safrin be appointed Co-opted Governors to serve on a staffing panel on a temporary basis only (dates dependent on requirements). Christine Foulkes would revert to her Associate Member role in due course. This was seconded by Dawn Steele and approved.

### **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 5 December 2023**

The Minutes and Confidential Minutes of the meeting held on 5 December 2023 were approved and were signed accordingly.

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

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### a) Succession planning for Chair and Vice Chair 2024 (4c)

Governors were reminded of the need to consider succession planning with various new appointments and terms of office coming to an end in due course.

OFSTED could be expected from the autumn term.

### b) Seek Additional Governors/Chair of FRC (Finance and Resources Committee) (4d)

Dan Knight would serve on the FRC but an additional member was still being sought.

Additional Governors were being sought and Dan Crossman was in contact with one potential person.

### c) Undertake County e-learning Safeguarding training (4b)

Kate Hughes would send the information again to the Governor yet to undertake the training.

### d) Pay Policy for January Meeting (6) –

See item 7 below

### e) Involvement with staff chats (7)

Governors had volunteered and the sessions had already begun.

Results would be shared at the next meeting.

## 6. Head Teacher's Report (*questions*)

Dan Crossman went through his report highlighting:

The various safeguarding training changes were noted. It was hoped to further streamline the detail and information log.

Dan Crossman gave some limited confidential detail relating to a family being moved to Child Protection level and the requirements for this to be achieved. The School had persisted in the escalation process and this process was explained. **Governors questioned whether the School should be undertaking this but recognised that the process had ultimately benefitted the family concerned.** County professionals continued to have the perception of 'middle class Marlborough' and this most recent process had shown that this was not the case and would hopefully be beneficial to escalate cases going forward when the School made applications. As a result, the School would be a base for a social worker on a fortnightly basis; with the manager also using the School as a base once a month.

Two TAs had left their roles in the autumn and two new appointments had been made. Dan Crossman explained about the maternity cover for the Orchard; **to take effect from 1 February.** One member of the Orchard staff was not currently working – and would have to be transitioned back to work in due course.

The top level data was noted. This had been considered in greater detail at TLC (Teaching and Learning Committee) – see minutes. The School recognised that the

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biggest challenge to progress related to the disadvantaged pupils. ***It was also noted by Governors that the various initiatives were working for 10% of the pupils when comparing 2022 with 2023.***

Dan Crossman gave limited confidential information relating to the various exclusions. The information relating to the Elected Home Education (EHE) and Alternative Provision (AP) was noted. The way in which EHE evolved and was overseen was explained. Ultimately the Local Authority is responsible for a child's education.

***The reasons for part time education were questioned – some may be medical and therefore continue for a long time.***

The way in which restraint was used and how it was undertaken was explained. The main aspect is being in the best interest of the pupil and different scenarios were noted.

Recent incidents related to pupils in Reception or Year 1 – the pupils most affected by the Covid pandemic and austerity. This followed national trends.

Limited details were shared in relation to the bullying incident.

There were thresholds for suspensions in a term/year.

### Current Issues

#### Under Fives Update

Dan Crossman updated Governors about the situation relating to the Under Fives' rent.

### ***Confidential item***

#### **7. Policies**

- Pay – carried over from November

This had been considered by FRC and was approved.

- Children who cannot attend school due to Medical Needs
- Child in Care and designated Teacher

These were both County template policies; and were approved.

- Equality Information Objective

This was approved.

#### **8. Governor Activities**

- Safeguarding Governor Activities

Katie Riches reported that:

The Safeguarding Audit would be completed. The format had been revised again.

There were a lot of changes to the Working Together to Safeguard Children document.

- SEND Governor Activities

Amy Adderley had submitted a report, in the onedrive folder.

- Curriculum Group Activities

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Celia Dunne encouraged Governors to be involved in the maths visits, especially the afternoon sessions.

Gill Macdonald reported that pupil voice sessions would be held in relation to online safety.

- SIAMS (statutory Inspection of Anglican and Methodist Schools) Governor Activities  
Sue Kieran was planning to undertake Diocesan training.

- Committee Reports

- FRC

The Minutes of the meeting of Finance and Resources Committee (FRC) held on 19 January were noted.

- FGB ratification of I & E (Income and Expenditure) monitoring report to 31 December for submission to LA by 31 January.

This was approved

The changing position relating to the financial situation was noted; with number on roll being an issue going forward. The situation relating to the use of reserves was noted.

- Confirm audited voluntary fund accounts submitted to LA by 31 December.

These had been submitted as required.

- TLC (Teaching and learning Committee)

The Minutes of the meeting held on 16 January were noted

The presentation by Ben Ferris on RE was of particular note, detailed in the minutes.

Feedback on Pupil premium questions raised at meeting

Russell Goodman gave details:

- **How regularly is attendance reviewed and by whom to enable strategies to be put in place at an early stage?**

Attendance is reviewed termly. However, it is under constant review. Kath Moore receives a daily list allowing her to contact families immediately. Each child is tracked using a rag rated attendance document this is updated termly.

There is an early alert system set up especially for vulnerable children where a CPOMS entry is made by the office when they are not in allowing a member of the safeguarding team to contact them.

- **What are affordable schools year 1 criteria?**

Please see document uploaded to the onedrive.

- **Wider strategies – Wiltshire Wildfire? Or meant to be Wiltshire wildlife?**

Corrected on the document online.

- **Could governors (either FRC or TLC) review breakdown of actual costs at year end to get a clear idea of the final breakdown of costs as there are a number of gaps.**

Yes. This would be best done alongside both Russell Goodman and Karen Giddings.

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- **Part B: Review of previous academic year. Is this 2022-23 data? At a glance, Phonics does not look right?**

This has now been corrected on the document online. The original data showed a comparison to non-disadvantaged as this is how the data is displayed on Perspective.

- **How are children benefiting from "Able, gifted and talented courses £556" identified? What proportion are PP/is this a criterion used for selection?**

Russell Goodman asked Ben Laurence to track this a part of his subject leadership. This mainly covers a series of courses run from Braeside in Devizes.

Governors noted that the cost for the Braeside courses could be prohibitive and there could be an issue of equity, as raised in the Equality and Diversity survey. There was also a possible issue with the way in which pupils were being selected for sports events.

It was noted that the School sought for all pupils to 'be the best'.

- HTPM (Head Teacher's Performance Management) Mid Year Review

This was planned for term 4.

- Equality and Diversity Survey Feedback

There had been fifty responses, fairly low but not too bad compared to other surveys.

20% had come from non white or non British ethnicity; 22% from parents with pupils with SEND.

The majority of responses were 'agree' or 'strongly agree'.

Issues relating to sports participation had been reflected in the most recent parent survey. It was recognised that those participating should be celebrated, as well as winners.

It was expected that those 'neither agreeing nor disagreeing' did not know.

The information relating to homophobic or racist items were reflected in the survey. It was however noted that there had been an increase in such matters in term 3.

It was noted that there had been offers of help.

Although a Church school with values based on Christian ideals they were universal and related to all faiths or none. The introduction of the Emmanuel Project would help with this aspect.

Those disagreeing had been analysed – with the majority those indication as being parents of SEND pupils.

It was accepted that the School may need to communicate more about what was being done in School in relation to these aspects.

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*Pupils in the Resource Base were involved in mainstream activities, mainly those in Oak. They attended assemblies, lunchtimes and playtimes. It was not so easy for those in Acorn to be included. Those in Year 6 were integrated to aid transition to secondary school.*

*It was noted that the School enables parents to see the integration when attending assemblies.*

*Parents visiting the school before admission were interested in the nurture room and Resource Base; probably as these aspects were less familiar.*

*Some parents had concerns relating to the size of the School but Governors were reminded that with smaller schools the need to have mixed classes could result in different issues and sometimes larger classes.*

- Governor Engagement

Christine Foulkes

15/1/24 13:30 - 18:00 Finance review with School Business Manager specifically developing a detailed analysis to understand the 2023/24 Outturn.

19/1/24 - budget timeline planning with School Business Manager

In own time - several sessions starting the annual benchmarking process

Kate Hughes

08 December - Help out Xmas Fayre

13 December - Exit Interviews

19 December - KS2 Carol Service

12 & 24 January – Head Teacher Catch ups & meet new governor

10 & 18 January- School Business Manager catch up for FRC agenda, CC & H&S checks

### **9. Chair's Report**

- Discussion: Review how we feel we are meeting our strategic objectives and their continued relevance. Equality and Diversity: Which of our values/objectives are linked to the prevention of discrimination and promotion of inclusion (belonging)?

Governors considered the Governing Body Vision and Strategy Monitoring 2023-24 document.

It was agreed that Quality of Education (including academic achievement), Phonics results, indication that attainment & progress improving, Quality First Teaching continued to be a long term priority. Rated amber as it still needs to be addressed, including the main foci – Talk Read Pride Marlborough. It should remain red as a priority and long term objective.

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There was discussion relating to each item and a RAG rating agreed for achievement and focus going forward:

Collaboration – this had increased and should continue with a more local community focus. Green as met but amber as it continued to be important and would be evolved to include the local community.

Morale and Wellbeing – this was much improved but the future was uncertain in a number of ways.

Rated amber as there was still more to do and red as a priority.

Communication – there were still issues raised by staff in the surveys in relation to communication. Short notice changes to roles were a concern and were linked to wellbeing. There had however been an improvement and there had been embed items.

Rated amber and amber.

USP (unique selling point)/Reputation – falling numbers were a concern going forward.

Rated amber as it had improved but red as a priority. ***It was noted that more pupils had joined the School from the Marlberg Grange development.***

New priorities to be considered

Balanced budget – rated amber and red.

To be at the heart of collaboration and the local community – this needed to be extended to include the local community. See collaboration above.

Attendance – rated red. ***This links to the disadvantaged and was an everyday worry. There may be issues due to the Resource Base and SEND pupils.*** For every school attendance was an issue with different variables affecting it. The School had two pupils with 0% attendance which automatically affects the percentage overall. Term time holidays were not an issue. The School sought to engage parents to break the cycle about attendance. It was an issue pre dating the pandemic but was now more of a concern. Parents needed to be reminded that attending school was not a choice and being off school not a treat. A regular reminder would be included in the newsletter although the parents concerned may not read it. Governors were reminded that 10% absence amounted to a day off every other week. It has become acceptable to only attend four days a week for some families. It was also noted that for some parents having a child at home was for their own benefit. The attendance matters also related to middle class families. It was accepted that some families did not value education. ***There are a lot of late arrivals but this has improved.***

Meeting increased SEND needs

Rated red

It was agreed to add staff retention and recruitment as this was also a rising issue; and reflected in the cluster. The School needed to be attractive to staff. It was noted that the link with Bristol University was proving a good route for appointing staff following student placements during their course.

It was further agreed to re-jig the order of priorities following the discussion.

Katie Riches left the meeting



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- Skills Audit: Arrange for new governors to complete & remaining governors to review their scores from last time.

These would be issued and considered at the next meeting.

- Arrange governor one-to-ones with Chair

These would be held in term 4.

- Staff Voice Questions

These had been agreed and the sessions begun.

### **10. Approvals**

FRC Policies

- Pay – review/approve for FGB ratification. Approved after minor amendments for FGB ratification.
- Medical Conditions – update to include non-prescription painkiller administration procedure. Approved after minor amendments, review in July 2025.

TLC Policies:

- Anti-bullying. Approved after amendment of the recording section to mirror what is said in the impact section of the behaviour policy - in terms of which and how incidents are recorded and reported on. Review in 1 year.
- Collective worship. Approved after minor amendment to take out reference to how CW looked like during covid, review in 2 years.
- Behaviour. Approved after minor amendments, review in 1 year.

See also item 7 above

### **11. Correspondence**

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

### **12. AOB**

None raised

### **13. Dates of Meetings**

**2023-2024**

26 March;

21 May; 9 July.

The meeting closed at 8.40pm