

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

**ACTION SHEET
4 October 2022**

Item	Action	By
4b	Read Travel Plan; set up working group to review	ALL
4c	Prepare role and remit for Safeguarding Governor	KR/JW
5	Undertake required safeguarding training and inform school office when completed	ALL
9	Finalise survey reports to share with staff and parents	KR/DC
12	Check training opportunities	ALL
	Complete matrix	KH
	Update Governors on monitoring requirements and opportunities	GM
	Consider areas for being involved in monitoring	ALL

Value for November meeting - Respect

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

2022-2023

29 November

31 January; 28 March

23 May; 11 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 4 October 2022 at 6.30pm**

Present: Dawn Steele (Co-Chair); Amy Adderley; Ben Ferris; Mandy Cook; Dan Crossman; Helen Eames; Christine Foulkes; Jenny Fryer Kate Hughes; Gill Macdonald; Katie Riches; Chris Smith; Louise Stevens; Joyce White;

In attendance: Laurien Carter – Clerk
Russell Goodman – Deputy Head Teacher
Julia Hodgson at the start

Apologies received and accepted: All present

1. Welcome

Dawn Steele welcomed everyone to the meeting.

Governors thanked Julia Hodgson for her time as a Governor and she was presented with a gift.

Dawn Steele proposed that Amy Adderley be appointed Co-opted Governor to replace Julia Hodgson. This was seconded by Dan Crossman and approved. Amy Adderley was welcomed to the meeting.

The appointment of Derek Barnes as Foundation Governor was progressing.

The meeting opened with a prayer.

2. Start of Year Admin

Governors signed the forms to confirm the following: Approve, accept and sign Governors Code of Conduct; continuing eligibility to serve as a Governor; acceptance of GDPR/Data Protection requirements; the limited sharing of information with the Diocese and no changes to the Register of Business Interests.

Governors were reminded to undertake the County Safeguarding training – see also item 5.

It was agreed that should it be necessary, items could be approved by email between meetings; any issues and a meeting would be called.

There were no interests in any agenda item.

3. Minutes of FGB Meeting 29 June 2022

The Minutes of the meeting held on 29 June 2022 were approved and were signed accordingly.

4. Matters Arising, not covered in the agenda

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a) Undertake prevent training (4c)

It was agreed that it was good practice to undertake this training - <https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

b) Review Travel Plan (4e)

The document and history of its development was explained.

It was agreed that all Governors should look at the document and a working party be set up, including parents and other stakeholders, to undertake the review.

c) Prepare instruction Manual for handover (4f)

Kate Hughes showed an example of a Governor role and remit document.

Joyce White and Katie Riches would prepare one for the Safeguarding role as Katie Riches took over from Joyce White.

d) Attend TD days – 1&2 September (12)

Those who had been able to attend the TD days had found them informative.

5. Head Teacher's Report (*questions*)

Dan Crossman explained that he had changed the format. Over the year all statutory information would be included.

The SEF (Self Evaluation Form would be completed later in the year and be informed by the School Development Plan.

Dan Crossman highlighted:

Confidential item

Data

Dan Crossman went through the data information in some detail. He explained about the red highlighting and the need to address the performance data going forward. He explained about the historical position.

Governors had noted previously that the 2019 performance was a cohort issue but recognised the need to address an improvement to the data.

Dan Crossman explained how these issues were to be addressed: teacher plans learning; pupils are assessed, formative and summative; teacher may seek support/advice from colleagues; teacher understands how to support pupils/adapt QFT (Quality First Teaching). The cycle would then begin again with the teacher adjusting the plans.

It was accepted that previously there had not been support from Subject Leaders for class teachers. The skills of Phase Leaders and Subject Leaders would be used to support each teacher as necessary.

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To further support this, the School was looking at a user friendly data tracker; teachers would plan collaboratively to tweak planning; there would be consistency overseen by the Phase Leaders; a focus on QFT and not just interventions.

Ben Ferris and Louise Stevens gave their views of these changes and recognised that there had been issues with the previous systems. Subject Leaders were now being involved in the pupil progress meetings, with the Phase leaders and SENCo. It was recognised that there would need to be a culture change to make the various changes and to embed them.

The previous tracking system had allowed information about elements to be assessed and then created a package of information. The Subject Leaders had not been included in the discussions to address the issues which arose from the tracker. The Subject Leaders were in a position to suggest what could be done to address the issues.

The red data presented was from testing and therefore 'what it was'.

The School was trialling Insight to track the data. This system looked at the objectives and the School would then undertake moderation three times a year. The School had purchased PUMA (Progress in Understanding Maths Assessment) and PIRA (Progress in Reading Assessments) tests for this purpose.

The School was also using QLA (Question Level Analysis) which formed part of the tracker. This allowed the School to pick up on cohort issues and make 'quick wins' eg seven pupils had achieved 99% when 100% equalled expected. If this had been picked up, a focus could have been put on helping these pupils to achieve the extra percentage point.

Governors commented, questioned and responses were made:

The School needed to know where there were issues.

Interventions did not correct QFT issues.

The School would use interventions if there was a specific problem. It was not good to take pupils out of class to miss QFT sessions.

Insight would help to assess the effectiveness of interventions.

Data had not been raised as an issue at the first TD day in January. Governors had been concerned about the data previously. ***They were reminded that the Strategic Objectives had included academic achievement and these had been compiled from the discussions at the TD days in January.***

Governors were informed that the presented data would not be published nationally this year.

It was accepted that some parents would use it as a gauge when considering admission and such parents were the ones the School was seeking to attract.

Governors were also reminded that the 2022 Year 6 had had a disruptive year with various staffing issues and covid closure.

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Staff morale and well-being could impact the teaching and not help the outcomes. It was recognised that if staff were happy and classes more stable then there were better results.

The changes would begin after the first data drop with pupil progress meetings taking place at the start of term 3. Some discussions were already taking place in Phase meetings. It was accepted that these meetings may be time consuming at first but as time goes on then some staff may not be required at all meetings. The week of the pupil progress meetings there would not be a staff meeting.

It was not always possible for year group teachers to plan together to ensure consistency as it was dependent on individual contracts. However the Phase Leaders would be checking that there was consistency.

The classes were not streamed and there was no setting of pupils. Phonics was taught in discrete groups that were adjusted as needed. Dan Crossman explained that research by EEF (Education Endowment Fellowship) showed that streaming and setting had little impact in performance at primary level. He was willing to consider it but needed evidence to support this before making any changes.

SDP (School Development Plan)

This had been completed and was a working document. Some monitoring areas had been populated for Governors with specific roles. The Curriculum Monitoring Group would allocate other monitoring. See also item 12.

Safeguarding

The updated personnel information was noted; as was the information relating to CPOMS.

The various required updates were noted. Governors commented on all the various posters etc setting out support around the School.

The statistical data was noted.

Governors were reminded of the different requirements for mandatory safeguarding training – the main training every three years, undertaken by the School; the update training from county e-learning. The School kept the records of this as part of the SCR (Single Central record).

SEND

The details were noted. The School had a higher level of such pupils than the national average. For Year 6 this amounted to almost 25% of the cohort.

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Governors with personal experience of EHCP (Education Health Care Plan) noted that girls were more able to cover up issues in school; some related to medical needs which did not impact academic ability and achievement.

The data relating to the SEND pupils was also noted; especially the Key Stage 2 strengths.

Dan Crossman would be leading a session on the use of Perspective Lite for Governors.

6. Safeguarding

Covered in Head Teacher's report above.

7. SEND

Covered in Head Teacher's report above.

8. Roles and Responsibilities 2022-2023

The following was agreed:

Whistleblowing Governor – Chairs

SEND – Joyce White

Safeguarding – Katie Riches

Health and Safety – Kate Hughes

Disadvantaged learners – Mandy Cook

Sports premium – Christine Foukes

Data – Dawn Steel; Kate Hughes; Gill Macdonald; Mandy Cook

Pay Panel – Helen Eames/Dawn Steele/Joyce White

HT Performance Management Panel – DS/Kate Hughes/Joyce White

Website compliance – Kate Hughes

LAC (Looked After Children) – Katie Riches

Equality and Diversity – Mandy Cook

Helen Eames would withdraw from any discussion relating to her own child's teacher at the Pay Panel meeting.

Katie Riches had succeeded Joyce White as safeguarding Governor. Joyce White had succeeded Jenny Fryer as SEND Governor. Shadow roles would be sought for roles to enable succession planning.

9. Staff and Parent Surveys

Katie Riches highlighted:

The Staff survey had shown an improvement, as detailed in the graphs.

Ways to further improve returns, especially from support staff would be considered eg making iPads available in the staff room.

There had been a lower response from parents only sixty two families – **out of 295.**

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Again ways to improve the response were suggested; including making it possible to complete as part of parents' evenings with School IT made available.

The issues relating to key information for parents was noted and this would be sent via email to enable it to be found more easily. The class dojo information was much appreciated.

There had been a kick back to the class allocation changes for pupils – but it was thought this was less of an issue now. It had been very current at the time of the survey. In some cases parents did not know about matters as it was not relevant to the year group or their child eg Merlin had continued but may not be quite as obvious as previously due to personnel changes.

Pupil voice would increase now the School Council was operating more as it had pre pandemic.

Dan Crossman reported that he was setting up a communications group to consider this across the School and stakeholders.

A calendar for the whole year was being prepared to share with parents.

Staff would be informed of the outcomes in due course. Katie Riches would liaise with Dan Crossman on the report.

Katie Riches was thanked for her work

Kate Hughes was preparing an annual schedule for Governors relating to items required to be considered at meetings.

10. Committee Reports

Finance and Resources Committee (FRC)

The minutes of the meeting held on 30 September were noted.

Kate Hughes reported that the levels of delegated payments had been increased, as per the minutes.

The staff pay award was expected to impact the contingency funds – details were still awaited.

The heating bill was not affected by increases as the School had a fixed contract until 2023.

Teaching and Learning Committee (TLC)

The Minutes of the meeting held on 22 September were noted.

Head Teacher's Performance Management Panel

Two meetings had been held. The first was at the end of the summer term. The objectives had been achieved and pay adjusted accordingly.

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The second meeting had been held to set the Objectives for 2022-2023. These aligned with the SDP objectives.

11. Approvals

The following policies had been previously made available and were approved:

- Complaints
- Admissions
- Staff Behaviour
- Governors' Code of conduct.
- Attendance
- Safeguarding and Child Protection
- Staff Discipline
- Whistleblowing

The Scheme of Delegation and terms of reference for the committees were approved.

12. Governor Activities

Chairs' Report – led by Kate Hughes

Governors were reminded to look at the training opportunities; especially if linked to an area of expertise. It was also suggested that Governors look at training for broader management issues such as panels, should the need arise.

Mandy Cook would enrol for the November briefing and share information with Governors.

It was agreed to check the training matrix and see what gaps there may be.

Governors were reminded to give thought to succession planning.

Kate Hughes had agreed to chair the FRC Committee for one year only.

She and Dawn Steel would undertake one to ones in the Spring to check on Governor roles and expectations.

There had been no nominations for the Parent Governor vacancy. In response to a further communication, one person had come forward to be appointed. He would be meeting with Kate Hughes and Dawn Steele. Governors would be updated.

The School would be the beneficiary of the Tesco tokens for October. Donations could also be made to the School through the Amazon Smile initiative.

OFSTED Folder/SIAMS (Statutory Inspection of Anglican and Methodist Schools)

Ben Ferris reported that the Collective Worship Council had been set up. The recent meeting had undertaken feedback on RE.

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He would be updating the Action Plan and checking other documents. The School would then seek a mini SIAMS from the Diocese. This would include Foundation Governors and one of the Chairs.

Curriculum Monitoring/Governor Visits Policy/Curriculum Schedule

Gill Macdonald explained about the plans for monitoring. The main focus would be on English, Maths and Phonics, as per the SDP. Once the Subject Leaders had completed the Action Plans Governors were expected to have a meeting, in person or online. She gave examples of questions that could be raised to initiate discussion.

Governors were asked to consider which area they were interested in to work together to undertake the necessary monitoring. Governors were expected to understand the whole curriculum. Documentation would be added to a specific folder to support this and include Knowledge Organisers. These set out curriculum expectations for pupils.

Other subjects would be considered by TLC on a rolling programme with Subject leaders attending to give a presentation.

Visits could include meeting staff after their learning walks to listen to the dialogue arising from these.

Gill Macdonald would regularly update Governors about opportunities to be involved with monitoring.

Link Governors

There had been no visits; see above.

Training / Visits

Christine Foulkes

Safeguarding 29/9/22

Governor Briefing 29/9/22

Jenny Fryer

19 August meeting with Ben Ferris for rewriting SIAMS information

24 August meeting with Ben Ferris SIAMS final document

1 September TD day morning only

Joyce White

HT performance management and meeting in preparation 11 July; 16 and 20 September.

Online Safeguarding training

Kate Hughes

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Training

- 5 July – Head Teacher Performance Management Q&A session
- 6 July - Chair/Vice Chairs training.
- 13 July - Primary Data course
- 26 September - Safeguarding training

Visits

- 01 July - SDP morning in school.
- 06 July - pre-meet panel re Head Teacher Performance Management
- 11 July & 20 September - Head Teacher Performance Management End of Year review & target setting.
- 14 July - Phase Leader interviews
- 15 July, 16 September, 29 September, 03 October - meet HT
- 15 July - Help out school Fayre
- 19-21 JUL - Exit Interviews
- 08 September- meet prospective new co-opted governor
- 16 September, 03 October - Curriculum monitoring meeting
- 23 September – Health & Safety/FRC meet with School Business Manager
- 25, 27, 30 September - Website demos
- 27 September - Meet Ramsbury governors
- 29 September - Exit Interview
- 29 September Governor briefing

Chris Smith

- 29 September - act of Worship with KS1

Dawn Steele

- 2 September - TD day, Vision and values
- 8 September- policies meeting
- 8 September- meet prospective new co-opted governor
- 16 September, 03 October - Curriculum monitoring meeting
- 16 September, 3 October - Catch-up with head
- 20 September - Head Teacher Performance Management
- 27 September - Meet Ramsbury governors

13. Correspondence

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

14. AOB

None

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15. Dates of Meetings

2022-2023

29 November

31 January; 28 March

23 May; 11 July

The meeting closed at 8.45 pm