

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

**ACTION SHEET  
26 March 2024**

| <b>Item</b> | <b>Action</b>                                     | <b>By</b> |
|-------------|---|-----------|
| 5d          | Undertake County e-learning Safeguarding training | DW        |
| 5f          | Succession planning for Chair and Vice Chair 2024 | ALL       |
| 5f          | Seek additional Governors/Chair of FRC            | ALL       |

**Value for Term 4 meeting - Love**

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

**Dates for 2023-2024**

21 May; 9 July.

***Together we believe, learn and achieve***

**Our six values are:**

**Fairness, Respect, Friendship, Love, Perseverance and Courage**

# Marlborough St Mary's CE Primary School Governing Body

## Minutes of a Meeting of the Full Governing Body held in School on Tuesday 26 March 2024 at 6.30pm

**Present:** Kate Hughes (Chair); Amy Adderley; Louise Barry; Dan Crossman; Celia Dunne; Christine Foulkes; Gill Macdonald; Dawn Steele; Sue Kieran; Louise Stevens; Katie Riches, arrived late; Chris Smith, left early; Joyce White;

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

**Apologies received and accepted:** Jenny Fryer; Dan Knight; David Williams

### 1. Welcome

Kate Hughes welcomed everyone to the meeting, especially Louise Barry, recently elected Parent Governor. Introductions were made.

Value for the term – Love

The meeting opened with a prayer.

### 2. 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.

### 3. Appointment of Co-opted Governor

Kate Hughes proposed that Dan Knight be appointed Co-opted Governor. This was seconded by Dawn Steele and approved.

### 4. Minutes and Confidential Minutes of FGB Meeting 30 January 2024

The Minutes and Confidential Minutes of the meeting held on 30 January 2024 were approved and were signed accordingly.

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

#### a) Update on appointment of Co-opted Governors on a temporary basis (2)

Kate Hughes reported that the need for the additional Co-opted Governors had been fulfilled and Christine Foulkes reverted to her Associate Member role; Ashley de Safrin had been resigned accordingly.

#### b) Succession planning for Chair and Vice Chair 2024 (5a)

See item 5f below.

#### c) Seek Additional Governors/Chair of FRC (Finance and Resources Committee) (5b)

#### d) Undertake County e-learning Safeguarding Training (5c)

*Together we believe, learn and achieve*

**Our six values are:**

**Fairness, Respect, Friendship, Love, Perseverance and Courage**

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

Kate Hughes would remind the Governor yet to undertake the training.

### e) **Reorder Priorities Governing Body Vision and Strategy Monitoring Document (9)**

This had been further updated to reflect changes since January. The document had also been annotated to show the inter-links between the objectives.

This was also considered as part of the Head Teacher's report, item 6 below.

### f) **Undertake skills audit (9)**

The skills audit had been completed and scores were broadly similar to the previous year. There was a slightly lower score relating to the strategic leadership aspect due to a number of recently appointed Governors. There was a good range of skills.

Three experienced Governors would be standing down in August. Kate Hughes and Dawn Steele would continue until after OFSTED. Katie Riches would continue until the end of 2024/2025.

Recruitment was being considered and Celia Dunne was willing to become a full Governor in September. Chris Smith would be seeking a new Foundation Governor.

The RAG (red, amber, green) rating for each area was noted. Key aspects to be addressed:

Pupil Voice would be undertaken in term 6, to review the impact of the year.

Panel personnel would be considered. Dan Knight would be able to take this on.

Succession planning remained red and efforts to make appointments of Committee Chairs for September would be considered.

### g) **Arrange 1:1 meetings (9)**

A few 1:1 meetings were outstanding.

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

Dan Crossman went through his report highlighting:

The amount of work undertaken by Russell Goodman, supported by Katie Riches, to complete the Safeguarding Audit. The School had graded themselves highly effective in the majority of areas and effective or above in all areas.

The safeguarding figures, to date were noted. These were very high and an issue. Staff were very good at spotting and logging issues but it created a lot of work for the key staff involved in safeguarding roles. Some are significant and traumatic. The School has arranged clinical supervision through Marlborough College to support these staff, and any others affected by incidents, as needed. ***The School probably has the highest record of safeguarding incidents in the county. Example of minor concerns about the content of the lunchbox; and more serious – a pupil hitting another pupil - incidents were shared. The number of pupils included in the total incidents was not known but a lot of them related to children who fell into Child Protection or Child in Need categories. Dan Crossman gave an example of an escalation of concern from earlier in the day.*** It was

3

***Together we believe, learn and achieve***

**Our six values are:**

**Fairness, Respect, Friendship, Love, Perseverance and Courage**

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

noted that escalation involving a social worker was more effective than when a family key worker was involved.

The draft three year costed plan was shared. The areas were as agreed in the Governor Objectives document. Ways in which each of the five areas could be addressed were explained. It was noted that there was some crossover with ways to address the areas between the aims.

Katie Riches arrived during this item

### **Confidential item**

The various staffing matters were noted, and explained as necessary.

Governors welcomed information about the amount of interest in the teacher vacancy – with a number of ECTs (Early Career Teachers) showing interest.

The various changes to SEND support were noted due to the maternity leave. Some of the initiatives would be continued going forward. ***It was noted that the expected LA support had not proved worthwhile and changes had been made. These had been very successful.***

***The data information relating to SEND pupils was noted. Governors questioned the dip for writing – not so easy to produce evidence and the need to be secure about the data at different stages in the year. The numbers of such pupils amounted to 36/7 and were from all classes so teacher interpretation could also vary. Figures for Summer 2023 would be part of the trajectory for spring and autumn.***

Data for the Disadvantaged showed a slow upward trend. Again there was a tail off for writing.

Whole School data also showed progress across the board and again writing was similar to the other two groups.

The predicted Phonics score was noted. ***This did not include pupils in the Resource Base; it did for 2023 figures.***

Attendance continued to be a major concern. ***The cumulative figure amounted to 92.9%. A comparison without Resource Base pupils and SEND pupils did not show a different picture. Attendance issues related to all pupils.*** The School recognised this as needing a cultural change as it was a long term issue. Governors welcomed the use of the HERO's acronym - Here Everyday Ready Ontime and recognised the need to constantly remind all parents of this.

### **7. Policies**

With a few minor changes the Complaints Policy was approved.

### **8. Governor Activities**

- Safeguarding Governor Activities

Katie Riches reported that she had been involved in the completion of the Safeguarding Audit. She had also managed a walk round to check that the safeguarding notices were in place.

- SEND Governor Activities

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

Amy Adderley had been in School earlier in the day for a brief update. She planned a further visit next term.

- Disadvantaged Learners Governor Activities

Kate Hughes and Celia Dunne had met with Russell Goodman to look at the Disadvantaged Learners. They particularly noted the work on Reading. A report was available for Governors to read.

The next meeting would look at the Affordable Schools initiative.

- Curriculum Group Activities  
Maths Monitoring Report

Governors were thanked for their involvement. The report was available on the onedrive.

Pupil Voice will be undertaken in term 6.

- SIAMS (Statutory Inspection of Anglican and Methodist Schools) Governor Activities

Sue Kieran had met with Ben Ferris and would be attending Thursday assembly. She would also undertake Pupil Voice in relation to this.

- Committee Reports
  - FRC

The Minutes of the meeting of Finance and Resources Committee (FRC) held on 21 March were noted.

Kate Hughes drew attention to:

SFVS ready for submission by 31 March – this was approved.

LA subscriptions and comparator (If any over £6k) and still offering competitive value – this was explained, in relation to the below item, and approved.

Contracts and maintenance agreements (If any over £6k) and still offering competitive value. Kate Hughes explained about the various contracts which were approved:

Soft Egg IT support and leased line – ***there had been another quote plus a late submission but this was the preferred option. The School was in the process of 'weaning' out of the support.***

Cleaning

Insurance – work by David Williams had resulted in a better quote.

Supply Insurance – the advantages of the proposed company were noted and ***questioned***

Kate Hughes gave some background to the financial situation, considered in detail by the Committee, relating to the predicted position over the next three years. A further meeting was planned to look at the information in depth.

It could not be assumed that the School would receive the additional SEND refund requested.

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

The additional FRC meeting may result in a recommendation to FGB or a further discussion by all Governors.

***The School had needed to fund additional staffing costs during 2023-2024. There had been some additional funding from government but there had been a shortfall to meet the pay rises.***

The School will be expected to show a recovery strategy.

It was known that most other schools with which she worked were in a similar situation, according to the county accounting technician

oTLC (Teaching and learning Committee)

The Minutes of the meeting held on 12 March were noted

The Committee had welcomed the presentation on geography by Sharon Pawleczek.

There had been no policies to approve.

- Governor Engagement

Christine Foulkes

1/2/24 Meeting with SBM (school Business manager) to complete SFVS for presentation to next FRC

18/3/24 Meeting with SBM re Year End, Budget and Other work

During February produced the Annual Benchmarking report

Louise Barry

School tour with Kate Hughes and Dan Crossman on 8<sup>th</sup> March 2024

Induction meeting on 12<sup>th</sup> March 2024

Celia Dunne

Induction training - 1/2/24

Monitoring visit - curriculum - mathematics - 20/2/24

Meeting with Russell Goodman re: Disadvantaged Learners/Attendance - 4/3/24

Disadvantaged Learners Link-Governors Network Meeting - Term 4 - 7/3/24

Kate Hughes

05, 08 February, 05, 19 March - TA & Caretaker interviews

07 February, 12 March – Health and Safety catch up with SBM

08 February - Equality & Diversity catch up with GD

20 February - Maths Monitoring visit

21 February - Staff Voice feedback meeting

21, 22 February, 13, 27 March - Exit interviews

23 February – Head Teacher Performance Management mid-year appraisal

***Together we believe, learn and achieve***

**Our six values are:**

**Fairness, Respect, Friendship, Love, Perseverance and Courage**

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

27 February, 19 March – Head Teacher catch up  
01 March - FRC agenda catch up with SBM  
04 March – Disadvantaged Learners meeting with Russell Goodman  
07, 08 Mar - Meet with a prospective and new parent governor.  
12 March - New governors induction  
13 March - Help out at Tag Rugby Festival  
20 March - Hot Cross Buns for staff  
27 March - KS2 Easter Service  
Training  
06 Mar - Governor Briefing  
07 Mar - Managing Attendance

### 9. Chair's Report

- Review results of Skills Audit

Covered in item 5f above

- Review Staff Voice feedback and share with staff

Kate Hughes went through the outcomes in detail; report available for Governors. It had proved to be mainly positive and some items had been addressed already – the in school time drop in meetings for TAs; sharing information about visiting professionals for the Resource Base staff; adding kitchen staff to access for CPOMS; improving resources for MDSA use; the offer of various social opportunities to appeal to different interests over time – Governors would be welcome to be involved.

Governors noted the TA pay issues, limited by national requirements. They did however appreciate the work of the TAs and thanked them for all they did.

***This was the second such Staff Voice and was annual.***

- Review Governor – Parent communications
- Parent Survey Questions for early Term 5.

It was recognised that parents had already been asked to complete the Equality and Diversity survey and would be asked to complete an OFSTED one when the Inspectors were in School. It was therefore agreed to undertake a more informal approach to engage parents for their views – what was good about the School.

- Easter/end of term thanks to all staff - Hot cross buns

This had taken place the previous week and been appreciated by staff.

### 10. Approvals

FRC Policies

- After School & Breakfast Club policy - approved, review in 1 year.

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

- ECT policy - approved, review in 1 year.
- No Smoking/Vaping Policy - approved after minor amendment to point 6.3 which states GB will review annually to reflect next review in 2 years.
- Schools Recruitment policy and procedure- approved, review in 1 year.

Other FRC approvals noted in the Committee report above.

TLC Policies:

None

See also item 7 above

### **11. Correspondence**

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

### **12. AOB**

Dan Crossman informed Governors of the sudden death of Kath Black, previously employed at the School. Staff had been informed and ways to inform and support the pupils were being considered.

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

**2023-2024**

21 May; 9 July.

The meeting closed at 8.45pm