

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

**ACTION SHEET
5 December 2023**

Item	Action	By
4c	Succession planning for Chair and Vice Chair 2024	ALL
4d	Seek additional Governors/Chair of FRC	ALL
4b	Undertake County e-learning Safeguarding training	MS/DW
6	Pay Policy for January meeting	KH/Clerk
7	Inform KH about being involved with staff chats	ALL
m.		

Value for Term 2 meeting - Respect

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

Dates for 2023-2024

30 January; 26 March;
21 May; 9 July.

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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 5 December 2023 at 6.30pm**

Present: Kate Hughes (Chair); Mandy Cook; Dan Crossman;
Gill Macdonald; Chris Smith; Dawn Steele; Sue Kieran; Katie Riches; David Williams
Via TEAMS: Celia Dunne; Louise Stevens

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

Apologies received and accepted: Amy Adderley; Christine Foulkes; Jenny Fryer;
Marcus Sharrad; Joyce White;

1. Welcome

Kate Hughes welcomed everyone to the meeting.

Value for the term – Respect. Governors were asked to be respectful in the meeting discussions.

The meeting opened with a prayer.

2. Start of year Admin:

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. Minutes and Confidential Minutes of FGB Meeting 3 October 2023

The Minutes and Confidential Minutes of the meeting held on 3 October 2023 were approved and were signed accordingly.

4. Matters Arising, not covered in the agenda

a) Confirmation acceptance via e-form (2)

Most Governors had completed the required forms online.

b) Complete Childcare Disqualification document online (2)

The record of this could only be checked by the School staff.

c) Succession Planning for Chair and Vice Chair 2024 (4a)

This was ongoing.

d) Seek additional Governors/Chair of FRC (4a)

Additional Governors were being sought to fill current and expected future vacancies.

Jenny Fryer would be standing down as a Foundation Governor next year. Chris Smith would seek to find a member of St Mary's congregation to take on this role.
See also item 7.

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

All but two Governors had completed the required training.

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

Dan Crossman gave a brief summary of the safeguarding aspects of the report. Sarah McCann had produced a report following the County Review which formed the basis of this item. Such a report could only be factual without any judgement; but it was a good report.

Confidential items

The School had developed a nurture room to support the most vulnerable pupils, and others, as needed. Ten such pupils had been identified. This was staffed permanently by one TA with others available should it become necessary. This would also help staff who had needed to support such pupils whilst undertaking their usual role. It had also increased the workload of both Dan Crossman and Russell Goodman who were needed to undertake operational duties in relation to these pupils.

This initiative had been seen in another school and was already proving worthwhile. Dan Crossman had been able to undertake strategic work in the past week and Russell Goodman was also able to be less involved with the pupils' needs.

Other staff would also be involved in work relating to the nurture room and pupils going forward.

Confidential item

6. Policies

The following policies were approved; based on county templates:

- Model capability procedure
- Redundancy procedure
- School Dignity at Work Policy
- Schools Grievance Policy and procedure.

The policies listed below had been shared and were approved:

- SEND
- Staff Well-Being
- Young

The Pay Policy would be available for the January meeting.

Governors were reminded that County had issued guidelines about which policies required approval at FGB.

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7. Governor Activities

- Safeguarding Governor Activities

Katie Riches had been involved in the County Review, as noted in the Head Teacher's report.

Ways to triangulate evidence further would be introduced including pupil voice and talking to staff.

It was noted that safeguarding needs for the School were the highest in the County, reflecting the perseverance and diligence of staff concerned. They welcomed the prompt support from the County Safeguarding personnel.

The Policy would be reviewed in term 3.

The School was seeking to ensure that any pupils previously looked after or being taken into care were known and records kept accordingly.

- SEND Governor Activities

Amy Adderley had met with Laura Venn and a report had been shared.

- Curriculum Group Activities

Gill Macdonald reported on the presentation by Naomi Bathhurst to TLC and her subsequent visit the previous day to see the Get Writing initiative being used by staff. The visit report would be shared.

She explained about a discussion with Naomi Bathhurst in relation to four questions:

Does the work in phonics and Get Writing translate into good progress in writing?

The Get Writing Books are expensive, are they worthwhile, is the cost sustainable?

Are the children getting a rich English curriculum- is enough time available for book sharing, vocabulary development, drama? {Gill Macdonald did see good vocabulary development in a phonics session when the class explored new e-e words, extreme and stampede.}

The School is losing some very experienced TA's. How will you train new TA's to deliver quite complex sessions?

Dan Crossman explained that Get Writing would prove more effective as it became established and the fidelities of the system ensured. Staff were being supported; including sessions for those recently appointed. It was hoped that volunteers would be used more. Although only a few had come forward it was hoped that this would be the start of others offering to be involved over time.

A parent explained that their child was not aware of the various staff changes/different staff teaching the sessions.

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- SIAMS (statutory Inspection of Anglican and Methodist Schools) Governor Activities
Dan Crossman reported that he had led training for the Diocese following the recent successful SIAMS Inspection.

- Committee Reports

- FRC

The Minutes of the meeting of Finance and Resources Committee (FRC) held on 17 November were noted.

Governors recorded that:

- They ratified the submission of the I & E (income and Expenditure) monitoring report to 30 September to the LA by 31 October.

- The Voluntary fund accounts had been approved for independent examination and submission to the LA by 31 December

- TLC (Teaching and learning Committee)

The Minutes of the meeting held on 14 November were noted and Governors were encouraged to read the detailed discussion relating to Naomi bathhurst's presentation.

- Pay Panel

The Pay Panel review of teacher's appraisals and pay recommendations had been undertaken. All the recommendations had been agreed.

- Chair's Report

Kate Hughes reported that Iryna Dmytriienko had taken time to gather the required documentation for her to take on the role of Governor. She had also taken on a full time job and would now not be able to fulfil the responsibilities so had resigned. She hoped to be able to support the School in other ways.

This resulted in their being two Co-Opted Governor vacancies.

Kate Hughes had undertaken an Equality Audit with Georgia Derbyshire. There would be a parent survey in the New Year; questions to be shared with Governors in due course. A pupil voice would also be held to ascertain their opinions.

The Staff Survey results had been shared and Katie Riches went through key points:

- Similar numbers had responded; with more 'other staff', office staff, MDSAs and other non teaching staff. The responses by TAs were quite low.

- There was a lot of positivity. Staff were being supported by the SLT (Senior Leadership Team).

- Governors were aware of the increasing demand on staff due to the needs of some pupils.

Confidential item

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Governors would take in mince pies for staff on 13 December at 10am.

They would be involved in the Christmas Fayre on 8 December and had contributed items to a hamper to be raffled.

- Governor engagement: visits to school/training undertaken since last meeting

Celia Dunne

Meeting with Louise Stevens on 22 November to discuss feedback from the supportive review and progress towards the maths action plan.

Christine Foulkes

17 November 09:00 - 10:30 Premises safety walk

1 December - 10:30 - 12:30 Meeting with SBM Karen Giddings, forecast review.

Joyce White – Pay Panel

Kate Hughes

Training

5 October - Equalities & Protected characteristics

8 November - T2 Governor briefing

5 Oct - Harvest Festival Service at St Mary's church

12 October- LA Supportive review feedback.

12 October - Cluster Chair's of Governors meeting

10 November, 5 December - HT catch up.

14 November - H&S catch up with SBM

16 November - Equalities audit with GD.

23 November - TA Interviews

28 November - Fire Drill

5 December - Lockdown Drill.

8. Approvals

FRC Policies – approval sought from those not present as meeting not quorate; this was received:

- Off Sites policy. Approved, review in 2 years.
- Menopause Policy. Approved, review in 3 years.
- Manual Handling. Approved, review in 3 years.
- Lettings. Approved, review in 1 year.
- Data Protection. Approved, review in 2 years.

TLC Policies:

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- English as Additional Language. Approved, review in 2 years
- Teaching and Learning. Approved, review in 2 years

Approval was also given to the SEND Information Report; to be reviewed in a year.

9. Correspondence

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

10. AOB

None

Christmas wishes were shared.

Governors were thanked for their work since September.

11. Dates of Meetings

2023-2024

30 January; 26 March;

21 May; 9 July.

The meeting closed at 8.10pm