

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

**ACTION SHEET
28 March 2023**

Item	Action	By
4b	Undertake County required safeguarding training	CS/MS/ New Governors
7	Undertake safer Recruitment Training	KR

Value for May meeting - Perseverance

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

2022-2023

23 May; 11 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 28 March 2023 at 6.40pm

Present: Kate Hughes (Co-Chair); Amy Adderley; Dan Crossman; Christine Foulkes; Jenny Fryer; Katie Riches; Marcus Sharrad; Dawn Steele; Louise Stevens; Joyce White; David Williamsh

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

Apologies received and accepted: Mandy Cook; Celia Dunne; Gill Macdonald

1. Welcome

Kate Hughes welcomed everyone to the meeting; especially Marcus Sharrad the new Parent Governor. Introductions were made.

Value for the term – Love

The candle was lit; given by the Diocese to be used to remind Governors that it was a church School.

The meeting opened with a reading about Love and a prayer.

2. Any Changes to the Register of Business Interests; Any Interest in any Agenda Item

There were no changes to the Register of Business Interests. There were no interests in any agenda item.

3. Minutes and Confidential Minutes of FGB Meeting 31 January 2023

The Minutes and Confidential Minutes of the meeting held on 31 January 2023 were approved and were signed accordingly.

4. Matters Arising, not covered in the agenda

a) Confirmation of appointment of Iryna Dmytrienko as Co-opted Governor (2)

This appointment had been approved via email on 20 February. The required checks were being undertaken for her to take up her role.

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b) Undertake Safeguarding training and Inform School Office when completed (5b)

The Clerk would share the details with those yet to undertake this training.

c) Complete Skills Audit and Consider Results at March meeting (5c)

The information had been updated and, even with a few recently appointed Governors, was showing a good level of skills and experience.

The priorities had also been reviewed and updated. The key areas related to: undertaking more pupil voice; increase those able to serve on panels and additional members of the Finance and resources Committee; future co-option to improve HR skill set. It was agreed that the latter required a wider advert to attract non parent applicants, in due course.

d) Develop case studies tracking data (6)

Dan Crossman reported that this was not appropriate in the immediate future but may be considered in relation to disadvantaged pupils.

5. Head Teacher's Report (questions)

Dan Crossman went through his report, in some detail, highlighting items. The report had been written to give additional information to help recently appointed Governors understand more about the School.

Safeguarding

The figures for the School were noted and the different levels of support explained. ***It was noted that the majority of incidents recorded related to those in the safeguarding categories; many from the lower level support. This group received School support. Those listed in the records were from the lower part of the School and especially in Reception. This was due to the affect of the pandemic: with pupils having had limited nursery provision; a lack of communication and language skills; needs not being picked up in pre-school settings. It was not easy to compare to similar schools. Recent discussion showed that similar schools in Swindon and Trowbridge were experiencing comparable issues.***

The incidents recorded at a lower level included: coming to School with a dirty uniform; inappropriate or no lunch in the lunchbox. Higher level incidents included: parents threatening staff; drug use by parents; domestic abuse.

This all resulted in additional work and pressure on the staff concerned with this. Roles had evolved to support the work required. Staff tried to ensure that the pupils involved were supported with meetings with different agencies.

Attendance issues were a common trend both in the county and nationally. There was also an issue with lateness and the lack of a routine.

Behaviour was also affected.

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The ways in which these challenges could be met were noted, including: additional safeguarding training throughout the year and a standing item on staff meeting agenda; an increase in the number of DDSLs (Deputy Designated Safeguarding Lead); ***it was hoped to allocate niche roles within the staff to support different aspects and ways to do this were suggested; it was accepted that there needed to be a holistic approach to ensure an overview; serious issues were overseen by Dan Crossman or Russell Goodman.***

The School was trying to support families with attendance and only using penalties as a last resort.

This included building relationships and being on the gate to welcome families. Changes to such support were made as needed; as per the 'When the Adult Changes' initiative. This was explained. The School was considering employing their own Family Key Worker and the budget was being looked at.

Disadvantaged Learners

The figures were noted – 30.97% compared to 15% across the county. This was contrary to the perception of 'leafy Marlborough'. Again similar schools could be found but further afield in Swindon and Trowbridge.

The School sought to offer experiences and quality first teaching to support these pupils as this had been determined as having the greatest impact.

The need to improve the attainment for these pupils was noted. Governors were invited to join the staff meeting on 29 March which was looking at this. The most recent data for the disadvantaged learners, years 1-6, was noted and was moving in the right direction, compared to the previous data. ***In response to a question, the Maths data was better due to a big push on this teaching. The impact on reading and writing was more affected by pupils having less phonics teaching, less being read to and conversations to boost vocabulary before coming to School.***

Staffing updates

Dan Crossman gave a detailed update on the staffing structure and various changes due to take place before the end of the academic year. In particular it was noted that: the PGCE students were a great addition to the School; Ben Ferris would be undertaking cover for a vacancy until July and thanks were recorded for him doing so; the appointment of senior MDSAs. Any vacancies were advertised internally to ensure equal opportunities. The role to support vulnerable children was explained – ***there were at least ten pupils known to date.***

Governors were informed about absence management requirements.

Governors noted all the information which gave a detailed insight into the staffing structure and situation.

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SEND

Dan Crossman explained about the way in which assessment had been introduced and reminded them that each pupil had a bespoke curriculum which made comparison more difficult.

The data was noted and in particular the improvement since term 2.

Confidential item

Exclusion/EHE (Elected Home Education/AP (Alternative Provision)/PTT (Part Time Timetable)

Governors were given the latest information. Dan Crossman explained about the various aspects of this information.

It was noted that additional support in relation to one pupil came out of the general School budget.

This was also a good example of the 'love' shown by the School; over and above that expected.

Physical Restraint

The summary data of incidents was noted.

Governors were informed that restraint was now guiding and not holding. ***One of the pupils has a Key Worker and is involved with other agencies. The School ensures a risk assessment is made in relation to any pupil and this includes any risk to other pupils. The School responds as needed to each pupil and each situation and reassesses the requirements accordingly. Limited confidential details were shared in relation to the one pupil.***

Data

The most recent high level data was shared with Governors, relating to whole School information. The improvement was noted. ***The increase in numbers correlated to the inclusion of pupils in the Resource Base; additional new pupils; and those who had been absent during the previous testing.***

6. Policies

There were no policies requiring approval.

7. Governor Activities

- Safeguarding Governor Activities

Katie Riches reported that she would arrange an in person update with Russell Goodman. She had undertaken monitoring of the Action Plan online. She would undertake safer recruitment training.

- SEND Governor Activities

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Joyce White had undertaken the recent County training session, one of five, which she had found very interesting.

She had also been involved in the Staff Voice, with staff from the Resource Base. This had proved informative in her role as SEND Governor.

Joyce White had met with the SENCO and was realising how much admin was involved in that role. She also learnt about the structure, the assessment, as mentioned earlier, and the admission arrangements. Joyce White had also found the information in the Head Teacher's report and associated discussion informative in relation to SEND matters.

There were two outstanding items from the Accessibility Audit which would be undertaken on 29 March.

- Curriculum Group Activities

Gill Macdonald had sent an update to Dawn Steele which was read to Governors.

Key Points:

There has been a Covid gap when governors have not been present in classrooms. The recent changes to monitoring need to be shared with staff.

Governors conduct classroom visits, not observations. **Governors were reminded that they were seeking evidence.** Clearer guidelines would be issued.

There is no set timescale for a visit – it can depend on the reason and the setting.

Governors should record evidence of progress towards priorities in the SDP (School Development Plan) or initiatives in the Action Plan.

The Monitoring Report framework should be used and sent to the staff member and then to Dan Crossman before being shared with FGB.

It was agreed that report turn around should be two days at each stage of the process.

Visits would be made to Years 1, 3 and 5.

Pupil Voice interviews would be planned for the next term to find evidence about the effectiveness of the curriculum. Some of these will focus on using a Knowledge Organiser to assess pupils recall and understanding of current and previous learning.

Visits would cover all subjects as required following the SDP priorities.

Governors were encouraged to read the reports now available.

Gill Macdonald would be available to support any Governor with the monitoring visits.

- Committee Reports
 - FRC

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

There had been a discussion about catering costs. It had been agreed to increase the charge for a meal to £2.70. It was noted that having a kitchen and in house staff was positive at these difficult times with the costs of living issues.

o FRC approvals

The Committee had given consideration to the following items and agreed them to be approved by FGB.

- SFVS ready for submission by 31 March.
- LA subscriptions and comparator (If any over £6000) and still offering competitive value
- Compliance Contracts and maintenance agreements (If any over £6000) and still offering competitive value.
- IT Support. ***This was reviewed annually even though it was an auto renew contract.***

The buildings' insurance details had been reviewed earlier in the day and were agreed.

The above items were approved.

The details for Insurance for Supply cover was still awaited

It was agreed to see if alternative providers of buildings insurance were able to give quotes in advance of a decision for 2024-25.

Financial Benchmarking Report

The report was noted and Christine Foulkes was thanked for her work on this with the School Business Manager. She in turn thanked Kate Hughes for her background work in finding comparable schools. This had resulted in more consistent information in making the necessary comparisons. The full report was noted.

Kate Hughes updated Governors about the predicted end of year position; affected by the various staffing costs which were above those included in the original budget.

o TLC (Teaching and learning Committee)

The Minutes of the meeting held on 14 March were noted.

Governors were encouraged to read the item on Art as presented by Beckie Ambrosini. It was noted that this was a good example of distributed leadership ***and examples of the way in which she had undertaken the role were being used as good practice, including in staff meetings.***

• Chair's Report

Dawn Steele reported on the Staff Voice meeting with staff across the school and in differing roles. The full report had been shared. The appraisal process was going well. The new leadership roles were being developed.

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Communication had improved and further ideas would be introduced. This was particularly for TAs as there was little time for teachers to share information. The early morning meetings had been very well received; as had Dojo for parents.

The use of Whatsapp was explained – mainly for social/quick updates and not for work matters.

Those involved in the meetings with staff reported that the main impression was that staff were happy working at the School and were positive in their responses. It had made Governors less remote, as it was in person, and that they wanted to find out more. It was agreed to undertake such a staff voice annually; as well as the more formal survey.

It was agreed to send a summary of the outcomes to all staff and thank those participating.

Governors were encouraged to hear that staff were not expected to send and respond to emails out of hours, unless they chose to do so.

Together with Dan Crossman and Kate Hughes Dawn Steele had visited St Katharine's School to find out more about their being a part of the Excalibur Multi Academy Trust.

Governors would be in School with hot cross buns for staff on 29 March.

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

The SIAMS Inspection was not expected before January 2024 and this would be using the latest framework. Ben Ferris would be joining an online event on 29 March to find out more.

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

Louise Stevens

2 February 2023 The Role: Staff Governor' training

Christine Foulkes

2 March - Understanding School performance data Right Choice

9 March - Governors Briefing Term 4 Right Choice

3 March - With Karen Giddings & Kate Hughes Benchmarking comparator school selection

16 March - with Karen Giddings catering proposal and some year end and budget preparation

17 March - 1 to 1 with Kate Hughes

Celia Dunne

Maths observation: 21/3/23 - Heron Class and 23/3/23 - Mallard Class.

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Joyce White

1 February SEND training,
21 and 22 February, Staff Voice interviews.
24 February meeting with Dawn Steele and Kate Hughes
2 March Head Teacher review meeting,
17 March meeting with SENCO

Kate Hughes

2 February – Head Teacher catch up
7 February - Met new prospective parent governors.
9 February - Met Rachel Palmer about EYFS+Phonics.
2 March – Head Teacher Performance Management mid-year review
8 March - New governors' online induction
9 March - Gov Briefing T4
14 March - Finance & Health & Safety catch up with SBM
21 March - Badger Class visit (English)
23 March - Met Head Teacher/Chair of Governors of St Katherines re Excalibur Trust
27 Mar - Curriculum catch up with Gill Macdonald

Dawn Steele

1 February, 8 February, 23 February - Staff voice
2 February, 14 March Chairs' catch-up with Head Teacher
2 March - mid-year Head Teacher Performance Management
6 March, 7 March - TA interviews
8 March - New governor induction
23 March - Excalibur info at St Katharine's School

Jenny Fryer

12.1.2023 - Called, connected, committed Podcast for SIAMS info.
1.2.2023 - SIAMS web update with Ben
28.2.2023 - Review with Kate Hughes
21.3.2023 - Governor monitoring meeting with Louise Stevens, Fox Class.

Clerk

28.3.2023 -Clerks' forum, online

8. Approvals

There were no other approvals required.

9. Correspondence

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

10. AOB

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There was no other business to consider.

11. Dates of Meetings

2022-2023

23 May; 11 July

The meeting closed at 8.30 pm