

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

**ACTION SHEET
11 July 2023**

Item	Action	By
5	Succession planning for Chair and Vice Chair 2024 Safeguarding training 4 September (afternoon)	ALL ALL
8	View Self evaluation and submit comments to KH	ALL

Value for Term 1 meeting - Fairness

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

Dates for 2023-2024

3 October; 28 November;
30 January; 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 11 July 2023 at 6.30pm

Present: Dawn Steele (Co-Chair); Amy Adderley; Mandy Cook; Dan Crossman; Sue Kieran; Gill Macdonald; Marcus Sharrad; Chris Smith; Louise Stevens; Joyce White; David Williams

In attendance: Laurien Carter – Clerk

Apologies received and accepted: Christine Foulkes; Jenny Fryer; Celia Dunne; Katie Riches
Plus Russell Goodman – attends as Deputy Head Teacher

1. Welcome

Dawn Steele welcomed everyone to the meeting.

Value for the term – Courage

The meeting opened with 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 28 March 2023

The Minutes of the meeting held on 23 May 2023 were approved and were signed accordingly.

4. Matters Arising, not covered in the agenda

a) Governor to take on Disadvantaged Learners role (7)

Marcus Sharrad agreed to take over this role.

b) New Chair of FRC (7)

Discussions were ongoing about a replacement.

c) Requirements on Diversity Information for Governors (7)

This requirement was advisory but it was agreed to put on the website to encourage a wider diversity of people to consider becoming a Governor.

d) Hamper Items/Helping at Summer Fayre (10)

Items were being collected and some Governors were able to help at the Summer Fayre on 14 July.

5. Governance

• Elect Chair & Vice Chair for next academic year

The Clerk reported that Kate Hughes was willing to continue as Chair and Dawn Steele would be willing to take on the role of Vice Chair.

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Dawn Steele proposed that Kate Hughes be elected Chair. There were no other nominations. Kate Hughes was seconded by Gill Macdonald and duly elected Chair.

Chris Smith proposed that Dawn Steele be elected Vice Chair. This was seconded by Mandy Cook and, there being no other nominations, Dawn Steele was elected Vice Chair.

Both were thanked for their work in the past year.

Governors were reminded of the need to give thought to succession planning as Kate Hughes and Dawn Steele had indicated that they would not be continuing after 2024.

- **Governor safeguarding training expectations (County training – annually, plus MSM/DSL/DDSL safeguarding training bi-annually)**

Governors were reminded of the need to undertake training again in September.

The Clerk reported that there was some ambiguity about the requirement to attend whole School training and clarification was being sought.

It was agreed that Governors may find it worthwhile to attend the training for staff on 4 September.

- **Appoint Associate Member – Mandy Cook**

Mandy Cook was unable to continue as a Governor but was willing to become an Associate Member supporting the Worship aspect. Dawn Steele proposed that Mandy Cook serve as an Associate member for one year from September. This was seconded by Kate Hughes and approved.

6. Head Teacher's Report (questions)

Dan Crossman went through his report highlighting some, and updating other, items.

Data

The data was noted relating to GLOD (Good Level of Development) for Early Years. There was an improvement but it was still slightly below the national average. ***This was largely due to the cohort, as shown by the number of pupils achieving the various goals but not the overall GLOD.*** Writing and Self Regulation were key areas. The latter caused partly by the pandemic and issues experienced before coming to School. ***It was however accepted that this was a national concern and not just school related.***

The Phonics results showed a real improvement and this reflected the emphasis on Early Reading and Phonics in the School Development Plan. ***Of those not reaching the required mark, one or two were just below but the remainder were a long way off. For these pupils there was a clear back story including SEND issues.***

The Year 2 re-sits showed that the work on Phonics was making an impact. Accordingly the School would be continuing with a second year of support from the Ramsbury English Hub.

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Staffing succession was being developed to allow Rachael Palmer to return to her Early Reading role with other staff gradually taking over the Phonics work.

The national figures relating to Years 1 and 2 were explained with the need to re-test those who did not achieve the pass mark in Year 1.

The work on Phonics and Early Reading showed the most impact since September.

The Key Stage 1 data was noted with improvements since 2022. ***These figures included pupils in the Resource Base.***

The Key Stage 2 results had been published earlier in the day and Dan Crossman gave preliminary details. There had been improvement since 2022. The progress was broadly neutral since this cohort undertook Year 2SATs but there had been both leavers and new admissions since that time.

The School would seek to further improve.

School Development Plan (SDP)

The RAG (red, amber green) ratings were noted; together with the commentary.

Safeguarding

The details were noted and Dan Crossman updated Governors about one case.

Restraint

The information was noted and Dan Crossman gave further details about trends and the pupils concerned in a limited anonymous way. ***He responded to questions in a similar fashion.***

SEND

The updates and improvements were noted.

The Orchard would be full from September.

Staffing

There remained two vacancies – one TA and one ECT (Early Career Teacher). Plans to recruit were explained and cover for the ECT position noted. Other local schools were reporting similar issues with recruitment. The School used various outlets including contacting the universities to fill teaching posts.

Well-being

Limited confidential information was shared relating to staff well-being in parts of the School. Governors welcomed the honesty in this detail.

Louise Stevens reported that the staff were looking forward to a break but excited about the plans for September.

7. Policies

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The Attendance Policy had been circulated and a few comments submitted. Issues relating to – lateness; register closure; follow up to absence below 90%; taking out acronyms - were discussed. Tweaks were made to the policy to ensure clarity and relevance for parents. With these amendments the Policy was approved.

8. Governor Activities

- Safeguarding Governor Activities

In the absence of Katie Riches there was no report. She had continued to undertake visits as required.

- SEND Governor Activities

Joyce White had had a brief meeting with the SENCo.

She read extracts from the Wiltshire Wildlife alternative provision report. This showed how pupils had benefitted – eight pupils and six sessions.

This provision would be used again in the Autumn.

- Curriculum Group Activities

Gill Macdonald reported on recent Pupil Voice sessions. The full reports were available.

This was the first such sessions to be undertaken and proved worthwhile.

There was a discussion about which pupils should be involved and how they would be chosen. It was recognised that all levels of progress be included; as well as disadvantaged pupils. This would mirror OFSTED requirements.

Governors involved had welcomed the opportunity to speak with pupils.

- Committee Reports
 - FRC

The Minutes of the meetings of Finance and Resources Committee (FRC) held on 16 and 30 were noted.

The former had considered the budget template which had then been shared with Governors for approval by email.

It was unlikely that the Staffing Panel would now be required.

- TLC (Teaching and learning Committee)

The Minutes of the meeting held on 27 June were noted.

Attention was drawn to the presentation about Phonics and the detail contained therein.

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The Sports Fund report was also noted.

Kate Hughes had uploaded a report on the Equalities Conference.

- Chair's Report

Kate Hughes invited Governors to view the Five to Thrive training which staff were using as part of behaviour management.

Kate Hughes and Dawn Steele had attended a Cluster Chairs' meeting for the maintained primary schools – to mirror the newly developed School Improvement Hub – which had proved informative. A second meeting would be held in October hosted by the School and involving Lesley Lowe, Wiltshire Council School Improvement Lead.

The new Hub may also provide training for Cluster Governors. Governor Services would also be able to support bespoke training from September.

The Staff Survey was open until 14 July. Dan Crossman would remind staff to complete it.

The Parent Survey report had been shared and was mainly positive. Friends of Marlborough St Mary's were willing to help pay for trips. Whole class trips had not been undertaken in the same way as before Covid.

The idea of a sew-on logo badge was welcomed. It was also agreed to send out a reminder about uniform requirements and the various options.

The Annual Statement was approved.

Governors were asked to consider the NGA Effectiveness Self Evaluation. Overall it was agreed that most items were green or amber. Further comments should be submitted to Kate Hughes.

Governors would be offering Pimms to staff on 20 July at lunchtime as a thank you.

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

Dan Crossman reported that the School was now in the OFSTED window but that the inspections were still running behind the four year schedule.

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

Christine Foulkes

13 April - with Karen Giddings - Budget development & planning. Year end planning.

24 May - PE Grant Review with Rachel Haines & Karen Giddings

Detailed budget review with Karen Giddings

26 May - Budget review with Karen Giddings - 2 hours

Celia Dunne

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21/6/23 - maths curriculum visit (pupil voice activity).

Joyce White

6 July meet with Kath More to update job description.

Brief meeting with Laura Burdge

23 June Staffing panel

24 May meet Karen Giddings to complete Accessibility Audit

Kate Hughes

Training

6 June - Equalities & Diversities Conference

21 June - T6 Gov briefing

Visits

13 June - meeting to discuss staff survey with DS/KR

15 June – Head Teacher catch up

19 June – Health & Safety meet with SBM (School Business Manager)

22 June- Key Stage2 Sports day

23 June - Data Teams meeting with Dawn Steele/Celia Dunne

10 July - non academy Marlborough cluster Chairs of Governors meeting

Jenny Fryer

12.7.23 - Pupil voice meeting with Ben Ferris 1 hour (planned)

Mandy Cook

13.7.2023 - Leading Collective Worship (planned)

9. Approvals

The budget template for 2023-2024 was approved.

FRC Policies

- Medical Conditions Policy. Approved review in 1 year.
- First Aid policy. Approved, review in 1 year.
- Code of Conduct for teaching & Support Staff. Approved review in 2 years.
- Lone Working Procedure. Approved, review in 3 years.

TLC Policies

- Online Safety. Approved review in 1 year.

10. Correspondence

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

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11. AOB

Dan Crossman explained about the format for an end of year newsletter and showed the initial draft.

A summary of the Parent Survey results would be included.

An alternative to the online versions would be made available.

12. Dates of Meetings

2023-2024

3 October; 28 November;

30 January; 26 March;

21 May; 9 July.

The meeting closed at 8.05pm