

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

**ACTION SHEET
23 May 2023**

Item	Action	By
7	Undertake monitoring and pupil voice in term 6 Governor to take on Disadvantaged Learners role Seek new Chair of FRC Check requirements on diversity information for Governors	ALL ALL KH/DS KH
10	Items for hamper Help at Summer Fayre	ALL ALL

Value for July meeting - Courage

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

2022-2023

11 July

Dates for 2023-2024

3 October; 28 November;

30 January; 26 March;

21 May; 9 July.

Together we believe, learn and achieve

Our six values are:

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

**Minutes of a Meeting of the Full Governing Body
held via TEAMS on Tuesday 23 May 2023 at 6.30pm**

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

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

Apologies received and accepted: Mandy Cook; Celia Dunne; Gill Macdonald; Chris Smith; David Williams

1. Welcome

Dawn Steele welcomed everyone to the meeting; especially Sue Kieran, recently appointed Foundation Governor. Introductions were made.

Value for the term – Perseverance

The meeting opened with a prayer.

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

David Williams had updated his Business Interest form. There were no other 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 and Confidential Minutes of the meeting held on 28 March 2023 were approved and would be signed accordingly.

4. Matters Arising, not covered in the agenda

a) Undertake County required safeguarding training (4b)

Chris Smith had completed the training. Marcus Sharrad completed it after the meeting. New Governors would need to undertake it in due course. Governors could also attend the full training at the start of September.

b) Undertake safer Recruitment Training (7)

Katie Riches had started this training.

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

Dan Crossman went through his report, in some detail, highlighting and updating about some items.

The Online Safety Policy had now been completed and would be reviewed and revised by the recently created Online Safety Team, which included Katie Riches. The final document would then be shared with TLC (Teaching and Learning Committee) members for approval.

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The School had challenged the Social Care Team and a useful meeting had been held resulting in changes to processes as needed. This would be monitored. It showed that the School was seeking to meet pupils' needs.

TLC had considered the recent data for terms 3 and 4 which showed an increase but further increases in attainment were being sought. Celia Dunne and Dawn Steele were looking at ways in which the data could be further reviewed looking at different groups during the year.

Dan Crossman updated Governors about various staffing matters, leavers and appointments. It was noted that the ECT (Early Career Teacher) appointments were both previous placement students.

Dan Crossman informed Governors of proposals, at a very early stage, relating to an additional ECT appointment, to free a member of staff to oversee onsite Alternative Provision (AP). This could be considered due to the decrease in staffing costs as those leaving were more experienced and consequently more expensive than ECT salaries. A meeting to consider this proposal was planned for 24 May involving County representatives. On site provision would enable the School to support various pupils; external provision spaces were extremely limited. It may also be possible to offer such provision to other local schools at a cost.

Questions

The current location could be used with the addition of fire pits; dens and a wooden shelter could be built. The provision would run throughout the year.

A risk assessment would be undertaken to determine how pupils could be supported at one time and whether there would be different year groups involved together. Dan Crossman explained that at his previous school, where there was similar provision, volunteer helpers had been used.

Issues relating to the staffing would need to be considered as some pupils benefitting from the provision may need additional TA support leaving the class with one less adult.

The member of staff had yet to be involved in any discussions but was expected to be very positive about this opportunity.

The ECT appointment would be for a year to see how the provision evolved and also to safeguard the finances going forward.

A visit to a school in Swindon had seen similar provision.

Alternative ways to look at cost savings with a different approach were welcomed.

The College service in the community pupils could support this provision.

The ECT teachers would be supported by existing staff. It was hoped that staff would take this opportunity to be mentors as it also provided additional cpd (continuous professional development) for them

Dan Crossman explained about recent changes to the way in which consults are processed for admission to the Resource Base and his involvement.

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It should result in less inappropriate placements. ***It had added to Dan Crossman's work in the setting up of the new procedures but the system would be more efficient for the School going forward.***

The additional costs awarded to a School to support a pupil would now also include on-costs. ***This would not be backdated but would cover existing and future appointments.***

The various SEND updates were noted.

The Resource Base would be full from September.

Should any additional applications be made for the Resource Base from September, each case would be considered and risk assessments undertaken. It was unlikely that additional admissions would be made.

Dan Crossman updated Governors about various pupils and their needs.

It was accepted that Team Teach approaches would not be continued in one case due to concerns about staff being injured previously.

It was also noted that these pupils also took time for Dan Crossman and Russell Goodman in a supporting/management role.

It was agreed that the Vision continued to be relevant.

Our Vision is of an inclusive, happy and successful school at the heart of the local community. Together, our families and staff help our children to become confident, independent learners that care for themselves, each other and the environment around them. Be brilliant, be bold, be kind and together we will believe, learn and achieve.

The Strategic Priorities remained as there was a three to five year plan.

The SDP (School Development Plan) would be based on four foci

- Communications and Language – Talk
- Vocabulary and Phonics – Read
- Self Regulation and Self Worth – Pride
- Sense of Community and belonging - Marlborough

The new SDP would be slimmed down with a Quality of Education focus based on the above.

Following a question there was discussion about the need to focus on reading when writing and maths results were not as good as expected.

The need to ensure the basics of phonics and reading were considered as these form the building blocks to be able to write and understand, including maths reasoning questions. Talk

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was also important, as this enabled the pupils to make sentences and communicate. Louise Stevens reported that she and her Maths colleague were already considered the four foci in relation to the Maths Action Plan for September.

6. Policies

The county Leave of Absence Policy was approved.

7. Governor Activities

- Safeguarding Governor Activities

Katie Riches reiterated about the work on the Online Safety Policy.

She had undertaken a check of the Single Central Record and another was planned to confirm the required updates.

Katie Riches had found attending the meeting with Social Care very informative.

There was a good awareness about safeguarding around the School.

A quality assurance would be undertaken of CPOMS in term 6.

Katie Riches was thanked for all her involvement recently in her Safeguarding Governor role.

- SEND Governor Activities

Joyce White had submitted a report. Dan Crossman had also covered information in his report.

She had held meetings with Laura Burdge.

The Accessibility would be finalised on 24 May. In future only updates would need to be added.

- Curriculum Group Activities

Dawn Steele reported that Gill Macdonald would be seeking support for visits to Years 3 and 5 in term 6. There would also be opportunities to undertake Pupil Voice. Questions would be shared. Governors were reminded that this showed triangulation of evidence.

- Committee Reports

- FRC

The Minutes of the meeting of Finance and Resources Committee (FRC) held on 12 May were noted.

Kate Hughes drew attention to the updated GDPR requirements document.

A Staffing Panel would be required to undertake the formalities relating to the end of fixed term contracts. Sue Kieran would join Joyce White and David Williams on this Panel.

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The changes to the After School and Breakfast provision had been discussed and increases to costs made to cover expenditure. The situation would be reviewed at the term 6 meeting.

Year end documents were on the onedrive and Kate Hughes explained about the various items; approved below.

- o FRC approvals

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

- Ratify I & E monitoring report to 31 March for LA submission by 31 May.

- Ratify CFR report for previous financial year for submission to LA by 31 May.

- Approve end of year budget rollover

The above items were approved.

Information relating to the 2023-2024 budget would be shared in due course; delayed due to short staffing at county. The deadline for submission had been extended.

- o TLC (Teaching and learning Committee)

The Minutes of the meeting held on 11 May were noted.

Dates would be agreed for the Committee meetings at the term 6 meetings.

- Chair's Report

Kate Hughes reported that Mandy Cook would be standing down as a Governor but may continue as an Associate Member to continue her role with SIAMS and Collective Worship.

A Governor would be needed to take on the Disadvantaged Learners role.

A Governor to Chair the FRC was needed.

Kate Hughes was willing to continue as Chair of Governors for another year. Dawn Steele would be stepping down as Co-Chair but was willing to stand as Vice Chair (currently Mandy Cook). Governors were invited to consider the succession planning for 2024.

Kate Hughes would check the requirements for collecting and publishing information relating to the diversity of the Governing Body.

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

There was nothing to report.

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

David Williams

25/04/2023 Finance Overview For Governors (Maintained Schools) (Online live)

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Katie Riches

20th April PSHE book look and review with Sharon Pawlecek

20th April Brief Safeguarding update meeting with Russell Goodman

26th April Single Central Record monitoring with Karen Giddings and Susannah Greenbank

26th April Safeguarding meeting with Russell, completed 360 online safety audit (SWGfL)

Celia Dunne

Met with Gill MacDonald (mentor) on 5/5/23 to discuss work of TLC/curriculum monitoring

Supported with delivery of SATs on 11 and 12/5/23

Louise Stevens

Finance overview for Governors course on Tuesday 25th April

Jenny Fryer

9/5/2023 - SATs invigilating

Joyce White

24th April Meeting with Head Teacher

12th May. Accessibility Audit , FRC and SATS.

16th May SATS

18th May SATS; Meet with SENDCo

Kate Hughes

29 March- Staff Hot Cross Buns

19 April - Met Katie Riches re Parent Survey

27 Apr & 19 May - met Head Teacher

2 May - Exit Interview

11, 12 & 17 May - SAT's

18 May - Teacher Interviews

Training

30 March - Managing Staff Panels.

26 April- Term 5 Governor Briefing

8. Approvals

There were no other approvals required.

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9. Correspondence

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

10. AOB

Chris Smith had extended his thanks to Ben Ferris and the School for their flames exhibit as part of the current display in St Mary's church.

The Summer Fayre would take place on 14 July and Governors were asked for items for a prize draw hamper and help on the day.

11. Dates of Meetings

2022-2023

11 July

2023-2024

3 October; 28 November;

30 January; 26 March;

21 May; 9 July.

The meeting closed at 8pm