

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

**ACTION SHEET
3 October 2023**

Item	Action	By
2	Confirmation acceptance via email Complete Childcare Disqualification document online	CD/SK/KR/MS/DW ALL
4a	Succession planning for Chair and Vice Chair 2024 Seek additional Governors/Chair of FRC	ALL ALL
4b	Undertake County e-learning Safeguarding training	ALL
8	Involvement in monitoring; contact GM Convene Pay Panel	ALL DC

Value for Term 2 meeting - Respect

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

Please bring £5 for Governors' Fund

Dates for 2023-2024

Xx28 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 03 October 2023 at 6.30pm

Present: Kate Hughes (Chair); Amy Adderley; Dan Crossman; Christine Foulkes; Jenny Fryer
Gill Macdonald; Chris Smith; Dawn Steele; Louise Stevens

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

Apologies received and accepted: Mandy Cook; Celia Dunne; Sue Kieran; Katie Riches;
Marcus Sharrad; Joyce White; David Williams

1. Welcome

Kate Hughes welcomed everyone to the meeting. She congratulated the School on the recent SIAMS (Statutory Inspection of Anglican and Methodist Schools) Inspection report; in particular Jenny Fryer and Chris Smith as Foundation Governors. The work of Ben Ferris was also noted as was Kate Hughes' own involvement.

Value for the term – Fairness. It was noted that the SIAMS had been very fair

The meeting opened with a prayer.

2. Start of year Admin:

- **Approval by e-mail if required between meetings**

This was agreed and would follow the usual requirements of a simple majority. If any issues arose an extraordinary meeting would be called.

- **Approve, accept and sign Governors Code of Conduct;**

Sign to confirm:

- **continuing eligibility to serve as a Governor;**
- **acceptance of GDPR/Data Protection requirements;**
- **the limited sharing of information with the Diocese**
- **any changes to the Register of Business Interests.**

Those present signed the form. Those not present would be asked for their confirmation via email; if not already received.

- **Undertaken online County Safeguarding training**
- **read relevant pages of KCSiE 2023 (Part 1 and Appendix C)**

This would be recorded as needed.

Complete:

- **Childcare disqualification form - (For SCR)**

Governors needed to complete this online.

Any interest in any agenda item

There were no interests in any agenda item.

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3. Minutes of FGB Meeting 11 July 2023

The Minutes of the meeting held on 11 July 2023 were approved and were signed accordingly.

4. Matters Arising, not covered in the agenda

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

Governors were reminded that consideration needed to be given to the roles of Chair and Vice Chair going forward. The completion of terms of office for a number of Governors was also due in August 2024. The role of Chair was also being sought for FRC (Finance and Resources Committee).

Governors were encouraged to think of possible people to be asked to become Governors. Ways to recruit had also been considered by the Head, Chair, Vice Chair and Clerk and these would be followed up in due course.

b) Safeguarding training 4 September (afternoon) (5)

A number of Governors had attended this session and an additional session would be held for those staff who had been unable to attend.

Governors were reminded of the requirement to undertake the county e-learning training as soon as possible.

The issues raised in the training relating to cyber training and the filtering and monitoring – a new aspect for 2023 – were considered. It was agreed that this should be reported to FRC.

All staff undertook online safety training and Governors were encouraged to consider this session, available online. Russell Goodman would follow up these requirements to check staff had undertaken the necessary annual training.

c) View Self Evaluation and submit comments to KH (8)

One additional comment had been received to the document.

The Objectives would be reviewed as part of a strategic overview agenda item midyear and in term 5.

5. Governance

Ratify Scheme of Delegation (reviewed at TLC & FRC)

Ratify Committee Terms of Reference (reviewed by TLC/FRC respectively)

Ratify Finance Manual (reviewed by FRC)

The documents had been made available and considered; and were ratified by FGB.

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Appointment of required/named roles and panels: (The Governing Body decides on named roles as appropriate)

- Whistleblowing Governor – Chair Kate Hughes
- SEND (Statutory) – Amy Adderley
- Safeguarding & Online Safety (Statutory) – Katie Riches
- Health and Safety (recommended) – Kate Hughes
- Disadvantaged learners (recommended) – Marcus Sharrad
- Sports premium – Christine Foulkes
- Website compliance – Kate Hughes
- Children in Care (CIC previously LAC) - (named in policy) Katie Riches
- Equality and Diversity – Kate Hughes
- Wellbeing – Katie Riches

Pay Panel (3 Governors, ideally not a parent or Chair of Governors in case of appeal) - Dawn Steele, Joyce White, Sue Kieran

Head Teacher Performance Management Panel (3 Governors, Chair of Governors plus 2) – Kate Hughes, Dawn Steele, Joyce White. An additional member was sought as part of the succession planning.

Staffing Panel Joyce White, David Williams, Sue Kieran

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

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

The required safeguarding training for staff had taken place and included the staff of Kennet Valley School. There was a Safeguarding Visit on 6 October. Safeguarding would be included as part of the County Review on 14 October.

The School had recognised that the number of policies required to be read by staff needed additional time for completion and TAs would be paid additional hours to undertake this.

The staffing changes were noted and quotes from a recent leaver – the latter was still in contact and there would be some joint working with the new school. The new TA had settled in well.

The SEND information was noted and limited information shared about new pupils and their needs. The additional external support for SEND pupils was noted.

The strengths and challenges were noted for SEND pupils. Absence for those in the Resource Base could be greater due to medical needs and appointments.

Governors were encouraged to read the detailed data report, available on onedrive.

Dan Crossman explained about the comparisons for the last and current year. The improvement was noted and those issues still highlighted were being addressed.

Number on roll amounts to 380; there had been a large cohort leaving, 63, and 45 admissions to Reception; plus a number of in year admissions.

The SDP (School Development Plan) was complete.

Details relating to the below were noted –

Terms 5-6 Exclusion/Elected Home Education/Alternative Provision/

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Part time timetable

Terms 5-6 Physical Restraint

Terms 5-6 Review of Racist/bullying incidents

Annual report on Exclusion/Physical Restraint based on whole year data with review of any trends/particular groups affected and action plan

The SIAMS report had been shared and Dan Crossman had spoken to the Bishop about it. He and Ben Ferris had also been involved with other schools, via the Diocese, to support them in preparing for SIAMS.

The new website was being developed with a soft launch planned for 6 October.

Governors were informed of a parent being banned from the School site for two weeks, and a subsequent appeal, resulting in the original decision being upheld.

Dan Crossman reported on the follow up to letters sent out seeking financial support for the Forest School plans. One such response had resulted in the anonymous donation of £40,000 towards this work. This was welcomed by Governors. The funds would support both staffing and material costs.

Confidential item

A new student, from Bristol University, had started at the School the previous day.

Dan Crossman was thanked for a good report

7. Policies

The following policies were approved; many based on county templates:

- Admissions (set by LA)
- Staff Behaviour
- Staff disciplinary process.
- Single Equalities
- Safeguarding & Child Protection
- Whistleblowing
- Teachers Appraisal
- Governor's Code of Conduct (see start of year admin)
- Governors Visits

The Behaviour Policy was deferred.

The Governor Visit form had been updated to be more user-friendly. The form would be shared.

Dan Crossman reported on a proposed change to Subject Policies; being replaced by the Subject Statements which show the three Is – Intent, Implementation, Impact. He would raise these changes with staff. These documents would then be available for Governors to use as part of the monitoring process.

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8. Governor Activities

- Safeguarding Governor Activities

Katie Riches had met with Russell Goodman the previous week and would be involved in the safeguarding visit and County Review, safeguarding aspect.

- SEND Governor Activities

Amy Adderley had met with Laura Venn and would be involved in the Review.

- Curriculum Group Activities

Gill Macdonald reported that a new monitoring schedule had been planned to cover various areas and statutory roles. There would be a follow up to the Science Pupil Voice in the summer.

Governors were encouraged to be involved and to contact Gill Macdonald.

The Monitoring would be tied into the work of TLC (Teaching and Learning Committee).

Marcus Sharrad, Disadvantaged Learners Governor, had met with Russell Goodman the previous week.

A separate form had been drawn up for SIAMS monitoring for use by the Foundation Governors.

Dan Crossman gave a preview of the new website. The excellent rolling video was noted. High quality image canvases would also be put around the School; taken from the video.

The appreciation of the School following its use for vaccinations was recognised. This helped to raise the profile of the School. For many people it was their first visit to the School site. Additional work would be done to further improve the entrance and car park.

- Committee Reports
 - FRC

The Minutes of the meetings of Finance and Resources Committee (FRC) held on 29 September were noted.

There were no concerns relating to the budget. The IER (Income and Expenditure Report) for September would be approved at the next meeting.

- TLC (Teaching and learning Committee)

The Minutes of the meeting held on 19 September were noted and Governors were encouraged to read the detailed discussion relating to the data.

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- Head Teacher's Performance Management

This had taken place in July and Objectives set. Governors were reminded of the need to find an additional member of the Panel.

Staff appraisals had begun and the Pay Panel would be convened.

- Chair's Report

It was agreed to continue to collect an annual donation of £5 from Governors for the Fund.

Kate Hughes had uploaded information relating to the previous year's training and encouraged Governors to undertake training to support their role. The Clerk would circulate a self evaluation form to aid Governors in deciding on relevant training.

All Governors were expected to do the Induction training.

- OFSTED

Dan Crossman reported that the School was now in the OFSTED window. The County Review would form part of the preparation.

The School had hosted the Assistant Head from Christchurch, Bradford on Avon the previous day and she had been very complimentary about the School; information shared via email.

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

Jenny Fryer

4th September TD Morning

8th September SIAMS meeting (preparation)

13th September r SIAMS inspection

29th September Safeguarding Training online

Katie Riches

20/09/23 Meeting with Russell Goodman as Designated Safeguarding Lead, review of actions on safeguarding action plan

27/09/23 Meeting with Karen Giddings and Susannah Greenbank for Single Central Record monitoring

6/10/23 Attending Subject Enrichment Administration visit

Kate Hughes

12 July - H&S meet up with School Business Manager

14 July - Helped out at Summer Fayre

18 July – Head Teacher Performance Management

04 September - School Development Day - Vision & Values, Safeguarding + H&S

13 September - SIAMS inspection

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18 September + 03 October – Head Teacher catch up
22 September - TA interview
25 September - H&S meet up with School Business Manager
28 September - Curriculum monitoring schedule meeting

9. Approvals

FRC Policies

- Charging and Remissions policy. Approved, review in 1 year.
- Health & Safety Policy. Approved, review in 1 year.
- First Aid Policy. Approved, review in 1 year.
- Lockdown Procedure updates: Approved.

TLC Policies

- Photographic and video policy. Approved after minor amendments. Review in 2 years.
- Assessment. Approved, review in 2 years.
- Extra-curricular activities. Approved after minor amendments. Review in 2 years.

10. Correspondence

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

11. AOB

Chris Smith raised concerns about the feeling of parts of the town not being areas for the pupils. This had arisen at the Training Day at the start of term and led to a discussion about such matters. It had been noticed at the recent Lit Fest that some of the School pupils were not able to purchase the book offered.

It was agreed to undertake a Pupil Voice on this and it was suggested that a heat map be drawn up to show areas where the pupils do and do not feel comfortable in the town and the surrounding area.

It was noted that the School had signed up to the Affordable Schools Programme to address these sorts of issues.

12. Dates of Meetings

2023-2024

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

The meeting closed at 7.35pm