

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

**ACTION SHEET
31 January 2023**

Item	Action	By
2	Meet with Parent Governor nominees Update Governors	DC/KH/DS KH/DS
5b	Undertake County required safeguarding training	CS/DW
5c	Complete skills audit Consider results at March meeting	All KH/LC
6	Develop case studies tracking data	DC

Value for March meeting - Love

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

2022-2023

28 March

23 May; 11 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 31 January 2023 at 6.30pm

Present: Dawn Steele (Co-Chair); Amy Adderley; Dan Crossman; Jenny Fryer; Kate Hughes; Gill Macdonald; Louise Stevens; David Williams

Via TEAMS: Katie Riches, joined late

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

Apologies received and accepted: Mandy Cook; Christine Foulkes; Joyce White;

1. Welcome

Dawn Steele welcomed everyone to the meeting. David Williams was welcomed to his first FGB meeting and introductions were made.

Value for the term - Friendship

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 prayer.

2. Appointment of Associate Member/Update on Vacancies

Kate Hughes proposed that Celia Dunne be appointed as an Associate Member. This was seconded by Dan Crossman and approved.

St Mary's Parochial Church Council had approved the nomination of Sue Kieran as Foundation Governor and the process with the Diocese had been started.

The Parent Governor vacancy, due to the resignation of Helen Eames, had resulted in two nominations. Both people had skills and experiences to offer the School. They would be invited to meet with the Head and Co-Chairs. As there was a Co-opted vacancy, following Ben Ferris' resignation, there was the option to appoint one to this position. Governors would be updated.

Katie Riches joined the meeting

3. 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.

4. Minutes of FGB Meeting 22 November 2022

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The Minutes of the meeting held on 22 November 2022 were approved and were signed accordingly.

5. Matters Arising, not covered in the agenda

a) Update Register of Business Interest Form (2)

Gill Macdonald had updated her form.

b) Undertake Safeguarding training and Inform School Office when completed (4c)

There were still Governors yet to undertake this training.

c) New Governors to Complete Skills Audit (7)

It had been agreed that all Governors should update their skills audit forms. The results would be reviewed at the next meeting.

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

Dan Crossman went through his report highlighting items and giving more detail.

Safeguarding

Information relating to the Safeguarding Effectiveness visit in December was noted as were the subsequent actions. The Safeguarding Audit would be completed before the February break, involving Russell Goodman, Katie Riches and one of the DDSLs (Deputy Designated Safeguarding Lead). This was a self audit.

Confidential item

Data

Dan Crossman reminded Governors that previously collecting data had not been easy without the right assessment tools. The document set out the position following the use of the PUMA (Progress in Understanding Maths Assessment) and PIRA (Progress in Reading Assessments) tests for the first time. ***The data did include teacher assessment information as well as the test results.***

Dan Crossman explained about the colour coding and what the School would be doing to address the issues. The School undertook pupil progress meetings where they looked at individuals and ways to improve their progress with additional support. This was particularly for those just below expected but also included the SEND pupils and disadvantaged. ***Those in the red area were also considered.*** Those marked orange in Years 2 and 6 were particularly targeted to improve their attainment. ***The actual score for individual pupils just below was not available at the meeting. Those also just below greater depth were also considered and being expected was not considered 'just enough' for such pupils.***

The figures for Year 3 were questioned. It was noted that some pupils did not sit the tests and many pupils were in the orange zone. The class teachers would consider the pupils with

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support from the Subject Leaders and SENCo if necessary. All would be accountable to improve progress.

Governors noted that the Year 6 data showed extremes in ability and asked how this was dealt with in the classroom and issues addressed. This data was based on mock SATs tests and therefore the data was more difficult to assess. The School was giving consideration to offering after School and holiday clubs to support some of the pupils in their learning. The Year 6 cohort did include quite a number of SEND pupils which added to the complexity of the data.

Dan Crossman explained that attendance also impacted pupils' outcomes. There was a link between those in the red zone and their lower attendance. The data showed the split between the disadvantaged and those not disadvantaged and the disadvantaged attendance data aligned with the performance data. The School was therefore looking to change the culture of the School and raise expectations. The idea of a holiday club was one such approach with learning in the morning and lunch followed by sport in the afternoon. It was hoped that this would prove an incentive to those less likely to engage – many of the target group.

The holiday club would not be open to all but aimed at those on the cusp of reaching expected. It would be financed by School Led Tutoring funding and involve staff without children and a TA trained accordingly. The teaching would focus on Maths and SPAG (Spelling and Grammar). It was recognised that this was a short term fix for the Year 6 targeting current needs.

In the long term the curriculum design would be reviewed and amended accordingly to address the issues; including the improvement of vocabulary and the use of books to support this.

As this was the first such data analysis it was not possible to track a pupil's progress but will be possible over time as further data is added.

*With a more focused approach in time it would not be necessary to support the Year 6 pupils as all pupils would be supported throughout their time in School. One Governor had attended the Ambitious Outcomes for All county training and explained about the analysis of one example pupil and the impact of family and other issues on their lack of progress. **For the School the intent was to show an improvement from Reception to Year 6. The importance of Quality First Teaching was noted but data had not always reflected this previously.***

Governors recognised that the change in the way pupil progress meetings were undertaken should begin to affect the progress and improvement for pupils.

The School would develop case studies to show Governors examples of the way in which individuals, particularly the disadvantaged, were supported over time to make more progress.

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There were limited in-year benchmarks on the data tracking system based on the PUMA and PIRA testing. At the end of year there would be information to compare the disadvantaged both nationally and in the county.

Staffing

The updates to the staffing changes were noted and the subsequent reorganisation of some TA roles.

The School continued to host student teachers and this was working well.

Two TAs were undertaking apprentice training through Swindon College and this was proving worthwhile and did not incur costs for the School. TA training had been more difficult to source in recent years.

Exclusion, EHE (Elected Home Education), PTT (Part Time Timetables)

The information was explained and the figures were noted.

Dan Crossman shared limited information about the exclusion.

SEND

Confidential item

Academy Update

Confidential item

Industrial Action

Dan Crossman gave details as to the reason for closing the School due to strike action on 1 February. He had been able to give notice to parents for this; although there was no obligation for staff to inform him of their intention before the morning of the strike.

Staff taking action would not be paid. The action only related to teaching staff. Support staff would be in School.

The School was aware of the needs of the pupils and concerns relating to the more vulnerable pupils but were required to act in accordance with legislation when industrial action was being taken. The School also needed to be mindful of future relations with staff.

It was not known how the School would be affected on future strike action dates. Governors would be informed in due course.

7. Policies

The following policies had been made available, having been updated, and they were approved:
Children in Care (previously Looked After Children).
Children who cannot attend School due to medical Conditions.

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Due to the late receipt of the Pay Policy it had not been considered by FRC.

The Pay Policy had been drawn up in-line with the previous year's options. The Pay Policy was approved.

8. Governor Activities

- Safeguarding Governor Activities

Katie Riches had completed the required six module training. She had found it useful and would be adopting some of the aspects as appropriate, having discussed them with Russell Goodman.

She had met with Russell Goodman in January to consider safeguarding issues.

The Safeguarding Audit would be completed as required.

- SEND Governor Activities

Joyce White was working with Mandy Cook to complete the Accessibility Audit. Two meetings with Laura Burdge to further this work had been postponed – a new date was being sought.

- Curriculum Group Activities

Gill Macdonald reported on a very useful session as part of the staff meeting looking at Curriculum design. Staff were completing the required tasks and information was available for Governors to view.

Governors extended their thanks for being part of this session. It was reported that staff had also welcomed Governor involvement.

Gill Macdonald would be meeting with English and Maths staff the following week.

Governors would be invited to attend the RE training in March.

It was agreed that staff making presentations to TLC would be given guideline question and a time allocation to help them.

- Committee Reports

- FRC

The Minutes of the meeting of Finance and Resources Committee (FRC) held on 27 January were noted. There were no questions.

- FRC approvals

Governors ratified the Income and Expenditure monitoring report to 31 December as approved by the Committee.

The Voluntary Fund accounts had been audited and submitted to Local Authority by 31 December.

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oTLC

The Minutes of the meeting held on 19 January were noted. There were no questions.

o Head teacher's Performance Management

The mid-year review would take place after the February holiday.

• Chair's Report

Kate Hughes reported that both Ben Ferris and Helen Eames had tendered their resignations; cards and gifts would be given to them thanking them for their work. Ben Ferris had also been involved at both St Peter's and the Interim Governing Body.

Staff Voice was being gathered by Dawn Steele, Joyce White and Kate Hughes.

• Skills Audit

See item 5c above

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

Jenny Fryer would be meeting with Ben Ferris on 1 February looking at plans for a display in the library area and the Collective Worship assessment.

There would be changes to the SIAMS framework from September 2023. The School was scheduled to be inspected before the end of the current academic year.

Jenny Fryer would share information about a podcast that had proved very informative about the proposed changes.

• Governor engagement

Christine Foulkes

18/1/23 - Meeting with Kate Hughes & School Business Manager (SBM) to discuss and decide a recommended set of school comparators for 2023 Benchmarking exercise based on 2021/22 data

19/1/23 Right Choice Governor Briefing Term 3 (focused on Finance)

27/1/23 1:1 with SBM after review and correction of capital identification and forecast on I&ER.

30/1/23 1:1 meeting with SBM to work on draft SFVS (School Financial Value Standard) for 2023.

Jenny Fryer

22nd November - Pira and Assembly 9 am - 11 am

Mandy Cook

Meeting re Accessibility & Staff meeting 11.01.23

Disadvantaged Learners Network meeting 18.01.23

Ambitious Outcomes For All 26.01

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Collective Worship with Council 09.01.23

Kate Hughes

- 24 November - Pira help with Y1
- 02 December - Teacher Interview
- 02 December - School Fayre
- 05 December, 10 January - Meet Head Teacher
- 05 December - KS1 Nativity performance
- 07 December - Mince pies for staff
- 09 December - meet prospective new governor
- 12 December - exit interview
- 13 December - School Carol Service at St Mary's church
- 13 December - RWI (read Write Inc) action plan session.
- 15 December - Collective Worship Council KS2 collective worship
- 11 January - Staff meeting - Curriculum Intent Statements and EAL interventions
- 17 January - Benchmarking meeting with Christine Foulkes/SBM
- 20 January - CC review and H&S meet with SBM
- 24 January - Met co-chair re staff voice preparation
- 24 January - Met King Alfred Trust
- 25 January - Staff voice with Deputy Head.

Training

- 15 November - The Key: H&S training for governors
- 02 December – Prevent
- 07 December – View My Financial Insights

Joyce White

- 11 January Meeting with Mandy Cook re Accessibility Audit
- Email discussions with Chairs re Staff Voice and some brief discussions with staff about meetings.

Dawn Steele

- 5/12 Catch-up meeting with Head Teacher, and Nativity rehearsal
- 9/12 Meeting with Celia Dunn and Kate Hughes
- 10/1 Catch- up meeting with Head Teacher
- 24/1 King Alfred Trust
- 24/1 Ambitious outcomes for all 2
- 25/1 Governor monitoring- Russell Goodman
- 26/1 Ambitious outcomes for all 3
- 31/1 Staff voice

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County training since last meeting

Mandy Cook	Disadvantaged Learners Link-Governor Network Meeting - Term 3 (Online live) (GOV-OM-0123-T002)	18/01/2023
Mandy Cook	Ambitious Outcomes For All - Governance By Design, Session 3 (Online live) (GOV-OM-0123-T003)	26/01/2023
Christine Foulkes	Governors' Briefing Term 3 (Online broadcast) (GOV-OM-0123-T005)	19/01/2023
Jenny Fryer	Safeguarding Training For All Governors (Online pre-recorded) (GOV-EL-T014)	22/11/2022
Kate Hughes	View My Financial Insights Tool (VMFI) Training, For Governors (Online live) (GOV-OM-1222-T005)	07/12/2022
Kate Hughes	Governors' Briefing Term 3 (Online broadcast) (GOV-OM-0123-T005)	19/01/2023
Gill MacDonald	Safeguarding Training For All Governors (Online pre-recorded) (GOV-EL-T014)	23/11/2022
Dawn Steele	Ambitious Outcomes For All - Governance By Design, Session 3 (Online live) (GOV-OM-0123-T003)	26/01/2023

9. Approvals

FRC had approved the following:

- Manual Handling Policy (HT). Policy approved – review in 1 year.
- After School & Breakfast Club policy (HT/SBM). Policy approved subject to minor amendment on behaviour management – review in 1 year.
- Lettings policy and set rents (including Under 5's) for the following year (SBM). Lettings Policy approved – review in 1 year.

- Data Protection Policy update January 2023

It is statutory to have information about biometrics policy and since we do not store any biometric information currently easiest to add paragraph into Data protection policy.

TLC had approved the following:

- Anti-bullying. Approved, review in 1 year.
- Behaviour. Approved, review in 1 year.

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10. Correspondence

The Clerk continued to circulate updates from County; including training opportunities. She encouraged Governors to look at the programme for the virtual conference in March. It was not known if sessions would be available to view retrospectively. *(The sessions would only be available live.)*

11. AOB

There was no other business to consider.

12. Dates of Meetings

2022-2023

28 March

23 May; 11 July

The meeting closed at 8.15 pm