

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

**ACTION SHEET  
22 November 2022**

<b>Item</b>	<b>Action</b>	<b>By</b>
2	Update Register of Business Interest Form	GM
4c	Undertake required safeguarding training and inform school office when completed	JF/GM/CS
7	New Governors to complete skills audit	AA/DW

**Value for January meeting - Friendship**

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

**2022-2023**

31 January; 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 22 November 2022 at 6.30pm**

**Present:** Dawn Steele (Co-Chair); Amy Adderley; Ben Ferris; Mandy Cook; Dan Crossman; Helen Eames; Jenny Fryer; Kate Hughes; Gill Macdonald; Louise Stevens; Joyce White;

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

**Apologies received and accepted:** Christine Foulkes; Katie Riches; Chris Smith; David Williams

### **1. Welcome**

Dawn Steele welcomed everyone to the meeting.

Information relating to the application by David Williams to be appointed as Parent Governor had been circulated and agreed by email. There had been no nominations when the papers were sent out in September. Dawn Steele proposed that David Williams appointment as Parent Governor be approved. This was second by Dan Crossman and agreed. David Williams was unable to attend the meeting due to work commitments but had met some Governors at the recent Finance and Resources Committee.

The meeting opened with a prayer.

Value for the term - Respect.

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

Gill Macdonald had recently been appointed as a Governor at Preshute Primary School. She would update her form. There were no other changes or any interests in any agenda item.

### **3. Minutes of FGB Meeting 29 June 2022**

The Minutes and Confidential Minutes of the meeting held on 4 October 2022 were approved and were signed accordingly.

### **4. Matters Arising, not covered in the agenda**

#### **a) Read Travel Plan; set up working group to review (4b)**

It was agreed that Dan Crossman, Mandy Cook, Ben Ferris and Russell Goodman should form the Working Group and update the Travel Plan.

#### **b) Prepare role and remit for Safeguarding Governor (4c)**

Job descriptions had now been added to the reference documents for the Safeguarding and SEND Governor roles. Katie Riches understood the requirements as Safeguarding Governor.

#### **c) Undertake Required Safeguarding Training and Inform School Office When Completed (5)**

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Governors yet to undertake the training had been reminded of this requirement.

### **d) Finalise Survey Reports to Share with Staff and Parents (9)**

The Staff survey report had been circulated.

The Parent Report was being finalised.

### **e) Check training opportunities / Complete matrix (12)**

Governors were reminded to undertake training and inform Kate Hughes so that it could be logged on the matrix. It was suggested that some Governors undertake the Staffing Panels training.

### **f) Monitoring Opportunities (12)**

Gill Macdonald informed Governors that reports from recent visits had been uploaded for the meeting. Monitoring would be linked to the SDP (School Development Plan) priorities.

Five Governors had been able to attend the staff meeting about the PIRA (Progress in Reading Assessments) and PUMA (Progress in Understanding Maths Assessment) testing which had proved informative about the Intent. Tests were being undertaken currently. The same five Governors were involved in monitoring the Implementation of the tests.

Governors would meet with Subject Leaders after Christmas to consider the Impact of the testing.

Subject Leaders had been given increased responsibility; including a budget to allocate resources and the oversight of professional development.

Mandy Cook and Gill Macdonald had met with the Maths Subject Leaders which was a valuable meeting and a report submitted.

This new approach to monitoring was organic and Governors were working with Subject Leaders to see how to progress the monitoring. They would look at the Impact of the tests; they would join Subject Leaders on learning walks.

Dawn Steele and Helen Eames would meet with Rachel Palmer to consider EYFS (Early Years Foundation Stage).

Governors were reminded of the opportunity to support the DT work the following week in Year 4.

Governors understood the need to be sensitive to the teachers but that such monitoring enabled them to get to know each other.

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

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Dan Crossman went through his report highlighting items.

The various staffing changes were noted. It was a tricky time of the year to recruit teaching staff but some response to the recent advert had been received.

The placement students were a positive welcome addition. The School benefited from access to some additional free training and received payment for these placements.

Performance management was being undertaken as recorded and should be completed by 25 November.

The detailed Safeguarding information was noted. The increase in reporting coincided with the full introduction of CPOMS and the relevant training. ***There were spikes after further training.*** The way in which items were assigned or just logged was being clarified.

***Dan Crossman gave limited confidential information about three highly significant cases and the processes involved to escalate any such matters as necessary.***

Further tweaks need to be made now that the system was operational.

***Safeguarding issues were more prevalent in Year 5 and Reception.***

In due course more relevant reports will be made available from CPOMS.

There had been one suspension for one day and limited information was shared.

Limited confidential information about three other pupils was also shared.

Lockdown drill had been undertaken. Only a few tweaks would be required but the building had proved secure.

Details of Alternative Provision were noted.

The newly created role of Cultural Enrichment lead was welcomed and the use of an enrichment passport for all pupils explained. The various opportunities were noted.

Dan Crossman highlighted the various links with the College.

The SEND report from Laura Burge was noted. Dan Crossman explained about the various items included. He highlighted: the work done on receipt of a consult; the work of the independent speech and language support; the importance of working with the Under Fives to ensure paperwork was available for children at the start of their school career – ***it was helpful to know about needs before starting at the School. Needs can vary and the register is flexible with pupils being added or taken off as necessary. Knowing in advance of such needs makes a big difference especially if the pupil comes with an EHCP (Education Health Care Plan) and additional funding. EHCPs are now taking longer to be processed.***

The development issues for SEND were noted; including all the changes this year.

Governors were informed of the current issues facing the School. Dan Crossman was invited to be involved with the County group – MASG. Information was being collated about MATs (Multi Academy Trusts) in accordance with the recent White paper requirements.

Thirteen staff had been off with covid and other seasonal illnesses that day, with which it was not easy to cope.

Kate Hughes reported on training she had attended about academisation.

Dan Crossman reported that the Safeguarding Review had yet to be undertaken.

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The IDSR (Information data Summary Report) had been received but was in a different format which was not useful for Governors. Dawn Steele had seen it and concurred.

### **6. Policies**

The following policies had been made available, minor tweaks had been made, and they were approved:

- SEND; Young Carers; Staff Well-Being;
- Attendance – addition of appendix for new School hours from September 2023 – as agreed by email
- Children in Care (previously Looked After Children)

It was noted that the requirements in relation to the increase of the length of the School day had been approved by email. It had yet to become statutory but would be approved by parliament in due course.

Staff would be informed after this meeting and then information would be shared with parents.

### **7. Governor Activities**

- Safeguarding Governor Activities

Katie Riches was undertaking the required training as Safeguarding Governor. She would be meeting Russell Goodman before the end of term to be updated.

- SEND Governor Activities

Joyce White reported that she had had an informative meeting with Jenny Fryer as a handover of the role. She had also attended the County SEND training which had been worth doing and had been very practical. Joyce White would meet with Laura Burge for an update.

The Accessibility Audit would be undertaken, involving Mandy Cook, Laura Burge and other staff as needed.

- Curriculum Group Activities

Covered in matters arising above.

- Committee Reports

The Minutes of the meeting of Finance and Resources Committee (FRC) held on 18 November were noted.

- FRC approvals

Governors ratified the Income and Expenditure monitoring report to 30 September as approved by the Committee.

Kate Hughes reported that figures had now been included for the various pay rises. The impact would not be seen until after the back dated pay had been made – November for support staff

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backdated to April; December for teaching staff back dated to September. These additional costs would affect the roll over predictions and reduce the figure considerably.

Governors were also informed of issues with other schools and their budgets and also smaller schools relating to staffing capacity and individuals having multiple responsibilities.

The Voluntary Fund accounts were approved for independent examination and submission to Local Authority by 31 December.

- oTLC

The meeting had been postponed until 1 December.

- oPay Panel (review of teacher's appraisals and pay recommendations by end of Term 1)

The Pay Panel had met and agreed with Dan Crossman's recommendations. Letters would be sent to staff accordingly.

- Chair's Report

Kate Hughes reported that she had attended the academisation training.

She thanked Mandy Cook for sharing a summary of the term 2 Governors' briefing session.

Governors were reminded about the School Fayre – volunteering on the day and items for the raffle.

An annual agenda had been drafted and was on the onedrive folder for meetings.

- Skills Audit

It was agreed that new Governors would complete a form on appointment.

- Arrange/discuss staff surveys for the year

Covered earlier in the meeting.

- Arrange Christmas/end of term thanks to all staff

It was agreed to bring in mince pies on 7 December and all staff would be emailed to make them aware of this.

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

The School had arranged for deep dives into specific subjects the following week; probably Art and PE. OFSTED usually inspected early reading and Maths and then another deep dive; ***usually chosen by the School.***

Work had continued preparing for SIAMS and Nicola Coupe of the Diocese had run a session the previous week involving Governors. Governors were reminded that, as a church school, all

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Governors had a responsibility to understand the requirements for the Inspection. A folder had been set up. Governors were encouraged to attend Collective Worship. Any such visits should be reported using the visit monitoring form. Governors should also familiarise themselves with the seven strands of the SIAMS.

Details of Christmas activities would be shared with Governors who were invited to attend.

- Governor engagement

Joyce White

- 14 October - Pay Panel
- 2 November - Assessment procedures
- 7 November - Meet with Jenny Fryer re SEND
- 8 November - Safeguarding training at school
- 9 November - SEND training on line (Wiltshire Council)
- 18 November - Planned Health and Safety walk, including accessibility

Jenny Fryer

- Thursday 17 November – SIAMS Meeting with Nicole Coupe
- Friday 11 November - Open the Book Assembly/Worship

Christine Foulkes

- November 8 - Safeguarding Training and brief meeting with Karen Giddings
- November 18 - Premises walk

Mandy Cook

- Training:
  - Governors Briefing Term 2
  - Disadvantaged Network
  - Ambitious Outcomes For All booked but not yet accessed
  - Governors safeguarding

School visits:

- Maths subject meeting 09.11.22
- Chair & Vice chair catch up meeting 21.11.22/ 03.10.22
- Accessibility walk did not attend but follow up meeting to be booked in with SENCO
- Meeting with Russell re Disadvantaged learners postponed until 29<sup>th</sup> November

Kate Hughes

- 05 October - Teams meeting with prospective new parent governor
- 06 October - Exit Interview
- 14 October - Policies meeting with HT
- 17 October - Harvest Festival at St Mary's Church
- 18 October - Teacher Interview + Perspective Lite Demo
- 02 November - Staff meeting on PUMA/PIRA

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04 November - TA interview  
16 November - SIAMS meeting with Nicola Coupe  
21 November - Lockdown Drill + Meet HT

Training  
10 October - Monitoring & reviewing Impact  
08 November - School safeguarding training  
09 November - New governors induction  
15 November - Models of School Organisation  
17 November- Governor Briefing Term 2

### Dawn Steele

6 October Ambitious outcomes for all training  
12 October Meeting with Georgia about governor visits  
14 October Pay panel  
14 October Policies meeting with Dan Crossman  
18 October Perspective light training  
16 November SIAMS meeting with Nicola Coupe  
21 November HT catch-up

### 8. Approvals

These had been dealt with earlier in the meeting

### 9. Correspondence

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

### 10. AOB

Russell Goodman reported that the School Council were organising a tea party for Governors – date to be agreed.

Dan Crossman showed Governors how to access documents through TEAMS.

### 11. Dates of Meetings

#### 2022-2023

31 January; 28 March

23 May; 11 July

The meeting closed at 8.05 pm