

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

**ACTION SHEET
18 October 2016**

| Item | Action | By |
|-------------|--|-----------------------|
| 3 | Complete Business Interest forms/sign eligibility and code of conduct document Cover above at Induction for new Governors | ST&JW LC |
| 5b | Post schedule of meetings at both sites | AS |
| 5d | Check about DBS carry over | AS |
| 5e | Finalise St Peter's FGB minutes | AC |
| 5f | Send construction photos to Kath Black/ST/AS | ATr |
| 5g | Continue to compile wish list/liaise with MT for Lions | TH-W |
| 6 | Circulate Safeguarding information/training Provide certificates/evidence of safeguarding to AS Emphasis to be given to quality website before open day Newsletters for Governors | LC ALL AS AS |
| 10 | Draw up Class Governor list Governors to undertake Modern Governor training | AS ALL |
| 12 | Organise hamper for Christmas Fayre Organise cakes for staff | AC DS |

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

**Minutes of a Meeting of the Full Governing Body
held on Tuesday 18 October 2016 at 7.05pm at the Infants Site**

Present: Mark Thomas (Chair); Janet Buck; Amanda Carver; Ben Ferris;
Toni Holford-Wright; Margaret Hoyland; Mary Mundy; Zoe O'Reilly;
Katie Riches; Anne Schwodler; Kristian Smith; Dawn Steele; Simon Taylor;
Andrew Trowbridge; Joyce White

In attendance: Laurien Carter – Clerk

Apologies received and accepted: Janneke Blokland; Angus Taylor

1. Welcome

Mark Thomas welcomed everyone to the meeting, especially the new Parent Governors, Katie Riches and Kristian Smith. Introductions were made.

Throughout the meeting items were explained to enable the new Governors to understand the background.

2. Prayer

Margaret Hoyland opened the meeting with a prayer.

**3. Update to Register of Interests or
Other Interest with Regard to Items on the Agenda**

Simon Taylor and Joyce White were reminded to complete Business Interest Forms and sign the eligibility sheet.

This would be covered at the Induction meeting for the new Governors

4. Minutes of the Meeting held on 14 September 2016

The Minutes of the meeting held on 14 September were approved and signed accordingly.

5. Matters Arising

a) Old Papers (3)

The Clerk reported that she and Sue Kent had contacted members of the previous governing bodies to destroy and delete their old papers.

Papers from the TGB may still be relevant so should be kept.

b) Schedule Committee Meetings (4)

A schedule had been agreed for Finance and Resources; Teaching and Learning will do so at the next meeting.

It was agreed to post a copy of the meeting schedule in both school sites.

c) Scheme of Delegation (4)

The revised Scheme of Delegation, based on those of the two schools with minor amendments, was approved.

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d) DBS Carry Over (4)

Anne Schwodler would check the situation.

e) St Peter's Final FGB Minutes (5)

These were still outstanding.

f) Construction Photos (5a)

Andrew Trowbridge would make the photos available to Kath Black, Simon Taylor and Anne Schwodler to be shared on the website and with pupils.

g) Wish List (6v)

Toni Holford-Wright reported that the list was being prepared. Subject Leaders were doing an audit of existing items and those required. She explained that new Smartboards and visualisers were a substantial financial item.

Mark Thomas would liaise with Toni Holford-Wright to follow up the enquiry by The Lions earlier in the year.

6. Head Teacher's Verbal Update

Anne Schwodler reported:

The various staffing items circulated as part of the Committee papers. Interviews were scheduled for 19 October.

Repairs were being made to the ceiling at the Junior site. Rachel Harries was investigating an insurance claim.

A water leak, deemed 'urgent' by Thames Water, continued at the Infant site.

The School Council had considered the Mission Statement and Values, having consulted the pupils. The Statement and Values will be finalised on the TD Day, 31 October as all stakeholders have been consulted.

The establishment of the Houses was continuing, with a suggestion by the House Captains of using the names of mythical creatures.

The TD day will comprise three sessions: Mission Statement; English systems across the two sites; using SIMS for tracking.

Anne Schwodler, Ben Ferris and Toni Holford-Wright explained about the tracking system and the recent changes to scaled scores. In response to a question, Governors were informed that it was now possible to convert the old levels into the new scores by a formula and that pupils will be tracked throughout their school career aged 4 to 18.

Anne Schwodler continued:

The SIA (School Improvement Adviser) will be visiting first week of November.

AfA (Achievement for All) is continuing to work with Pupil Premium pupils; with an expectation that the School will seek accreditation.

Anne Schwodler had met with Joyce White to carry out the Safeguarding Audit. A number of items relate to Governors.

Governors were expected to undertake training, information to be circulated. Those Governors who are required to undertake such training professionally should provide certificates/evidence for the records.

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Joyce White, as Safeguarding Governor, would upgrade her training when due.

In response to a question, Anne Schwodler explained about the way in which the SIA visits were undertaken. It did not involve Governors. The agenda for each visit was agreed between the SIA and Head.

Anne Schwodler reported that the Performance Management of Staff was almost completed.

Governors were invited to the Harvest celebrations on 21 October and Gill Macdonald's retirement on 9 December.

It was noted that Governors were not receiving School Newsletters. Anne Schwodler would liaise with the office staff to include Governors.

This led to a discussion about information on the website, particularly for parents and potential parents including: class blogs; photos of activities; the new building.

Anne Schwodler explained that other IT priorities had needed to be addressed by Kath Black in the early part of the term as part of the amalgamation.

Mark Thomas emphasised the importance of the new school website being high quality before the open day even if this meant additional cost. Even attracting one or two additional pupils would cover the costs. Anne Schwodler to arrange with support from Simon Taylor and Kath Black.

Simon Taylor updated Governors about the website. A bringing together of the systems will take place on 19 October and then items can be added and some transferred from the old websites. He encouraged everyone to submit content.

Anne Schwodler reported that an Open Morning will be held on 15 November and an Open Evening on 16 November which will be advertised widely, including the website. Responding to a question Anne Schwodler informed Governors that there is capacity for an additional 100 pupils.

Kath Black will take charge of the website for the School. Simon Taylor was working with her on the transfer of information. Wordpress allows for different access rights to enable staff to input information.

Anne Schwodler reported that she and Toni Holford-Wright were working on the School Development Plan (SDP) and the SEF (School Evaluation Form) was also being considered. It was suggested that the SIA could contribute to the SEF to give external evidence to support the School's evaluation.

The School would no longer be required to undertake the SER (School Effectiveness Review).

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7. Data Report

Toni Holford-Wright tabled updated information which included the national comparison figures.

She went through the papers and she and Anne Schwodler responded to questions and comments:

Year 1 Phonics

The current Year 2 included a number of pupils requiring interventions. This cohort had been noted by OFSTED as being low on entry when in Reception and, although making progress, this needed to be further accelerated. The cohort also included a number of high achieving pupils.

The achievement of those retaking in Year 2 and comparison was noted.

The SEND (Special Education Needs and Disability) figure relating to the Year 1 Phonics was still awaited.

Key Stage 1

Toni Holford-Wright would further unpick the data relating to Pupil Premium pupils who were also SEND.

'Greater Depth' had been replaced by 'Higher Standard' (HS) in the latest published data.

There were more boys in the cohort; and a greater proportion of SEND boys.

The number of girls achieving HS was applauded.

The School recognised the concerns for the difference between Pupil Premium pupils and those not in receipt of the funding. Further analysis will be undertaken to understand the individuals and establish case studies. In response to a question Governors were assured that individual pupil analysis will be undertaken. There are 85 pupil premium pupils. Toni Holford-Wright would be undertaking a complete break down of their data to see whether there were patterns; this was a priority. She would then consider the remaining pupils. In answering another question, the information relating to the data will be shared with the Staff, especially the teachers for each cohort, as well as Governors. Pupil Progress meetings will be held at least three times a year with reviews as to why pupils are not achieving and what needs to be put into place to support these individuals. The SIMS system will be of use but Toni Holford-Wright was in the process of transferring the data in the first instance. A baseline will be established and then the teachers will be able to add data. Initial data information would be available as part of the TD day session on SIMS.

Key Stage 2

The combined score does not include SPaG (Spelling, Punctuation and Grammar). It was suggested that SPaG may replace Writing in the Combined Score as Writing is teacher assessed.

It was noted that the National Average for the Combined Score was 57% and previously the Floor Standard had been set at 65%; it is not known how this will be followed through.

The School data did not reflect the national picture with boys outperforming girls. Governors were informed about Average Scaled Scores; 100 is expected. As Writing is Teacher assessed it is not converted to a scaled score. SPaG and Maths were only just below the national score.

The Average Progress score looks at the whole cohort. This is a converted score as there is no direct comparison. Significant concerns are only rated below minus five

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for Reading and Maths and below minus seven for Writing. Governors recognised that this was a far more positive position for Year 6 than previously. The make-up of the cohort was explained. It was not known if this information would be included in the RAISEonline published data.

RAISEonline data will be available in respect of the previous Schools.

In response to a question, it was noted that for the current years 4, 5 and 6 level 3 would still equate to Level 3b.

Toni Holford-Wright was thanked for her clear and informative review of the data.

8. Committee and Working Party Reports

a) Formation

Mark Thomas reported that the Ground Breaking had taken place on 14 October and involved Claire Perry MP and pupils of the School. One Year 6 pupil described it as 'the best week of his life'.

Regular meetings continued looking at the details for the building.

Ways to involve the Junior pupils were being considered so that they could view the building developments. Topping Out was scheduled for January 2017.

Communications

The website had been discussed as part of item 6.

Simon Taylor reported that access to the Onedrive was being arranged for Governors. The Clerk would continue to use personal emails to alert Governors when papers were lodged on the Onedrive.

Travel Plan

The Group had met on 5 October and included Anne Schwodler and Simon Taylor. They would be looking at car parking in Ducks Meadow and future plans for the one site.

b) Finance and Resources (F&R) Committee

The Minutes of the Meeting held on 11 October were noted.

Andrew Trowbridge reported:

He had been elected Chair.

Rachel Harries was looking into funding for the library and was liaising with the Insurance company about the electrics.

The rent review for the Under 5s was ongoing.

The budget had been updated and would be used as the basis of monitoring the finances.

The Fixed Asset registers had been reviewed as part of the amalgamation and a complete audit would be undertaken on the move to the new building.

The Voluntary Fund accounts for the two schools were being prepared for audit.

The work on the Financial Policy/Procedure documents was ongoing.

The building works relating to the leak at the Junior site were being resolved.

The Health and Safety and Staffing items were noted.

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A number of Policies had been considered:

- a) Admissions – adopt LA policy
- b) Whistleblowing – adopt LA policy
- c) Lettings – adopt policy of old schools
- d) Governors allowances – adopt old St Mary's policy
- e) Charging and remissions – adopt the policies from the old schools. Each site will have its own policy for now
- f) Out of hours school activities - adopt the policies from the old schools. Each site will have its own policy for now
- g) Off site visits - adopt the policies from the old schools. Each site will have its own policy for now
- h) Health, Safety and Welfare – adopt existing policy for each site for time being.
- i) Code of Conduct for Governors – adopt the old St Mary's for review in January
- j) Teachers appraisal – adopt existing joint policy from both schools

The Pay Policy would be referred to the Pay Panel.

Funding

In the absence of Janneke Blokland there was nothing to report.

c) Teaching and Learning (T&L) Committee

The Minutes of the Meeting held on 13 October were noted.

Dawn Steele reported that she had been elected Chair.

A number of Policies had been considered:

- Data Protection - To keep the one from St Mary's Infant School and review in March.
- Sex and Relationships - To adopt the two policies as different and review in March.
- Medical Conditions - To adopt the two policies as site specific and review in September.
- Accessibility Plan - To leave until September in the new building.
- Home School Agreement - Adopted with one addition about parking. Review every 3 years.
- SEND - Adopted. To be reviewed annually.
- Teaching and Learning – Adopted

Thirteen new pupils had joined the School; in addition to those in Reception.

The Curriculum would follow a two year cycle.

The MAEP (Marlborough Education Area Partnership) would continue on a more informal basis and the Governor Group would no longer meet. The curriculum initiatives were now established and would continue.

The School would be hosting a Diocesan Academy Information evening on 8 November.

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Anne Schwodler reported that at the Diocesan Head Teachers' conference the Diocese reported that St John's School would not be legally permitted to admit children from their linked academy schools ahead of local children and would be required to amend their Admissions Policy.

9. Policy Approval

See Items 8b and 8c.

The County HR Policies were adopted: Redundancy Policy; Appeals Procedure; School and Academy Apprenticeship Policy; Schools Model Paternity Policy.

10. Governor Activities

Training

The Clerk informed Governors about Modern Governor and it was agreed that each Governor should undertake the online training in one or more modules.

Margaret Hoyland had attended the SEND County training.

Visits

Janet Buck had made a number of visits to see Mandy Howarth. She had met with Toni Holford-Wright to discuss Pupil Premium pupils. She had other visits planned.

Joyce White had worked with Anne Schwodler on the Safeguarding audit.

Simon Taylor and Mark Thomas had both made a number of visits, for various reasons.

Programme of Visits 2016/17

St Mary's had previously had class link Governors; St Peter's subject Governors.

Following discussion, it was agreed to adopt a class link Governor system and follow a class through the School, as far as possible.

Anne Schwodler would draw up a list of Class Link Governors, taking into account preferences where made.

It was also agreed that Subject presentations should be made to the T&L Committee.

11. Correspondence

The list was noted.

12. Any Other Business

New Governors will be allocated a Committee but were invited to attend both to understand the way in which they work. They will also have a 'buddy' and an induction session.

Simon Taylor would update Governors about Friends activities.

Amanda Carver would oversee the Hamper for the Christmas Fayre.

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Dawn Steele would organise cakes for the Staff on behalf of the Governors.

12. Dates of Next Meeting

It was agreed that meetings would be held at St Marys' site.

Meetings for 2016-17

Wednesdays - 23 November; 25 January; 22 March; 24 May; 14 June; 12 July

The meeting closed at 9.10pm