

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

**ACTION SHEET
6 July 2016**

Item	Action	By
3	Destroy and delete old papers from St M's FGB Contact Sue Kent re: above action for St P's FGB	LC LC
4	Schedule Committee meetings Review Scheme of Delegation Check about DBS carry over	ATr/DS/AS DS AS
5	Finalise St Peter's FGB minutes	AC
5a	Send construction photos to Kath Black	ATr
5f	Continue to compile wish list	TH-W
7a	Ground Breaking 10.30am 14 October	ALL
9	Liaise re parent governor nominations	AS/LC

Marlborough St Mary's CEVC Primary School Governing Body

Minutes of a Meeting of the Full Governing Body held on Wednesday 14 September 2016 at 7pm at the Infants Site

Present: Mark Thomas (Chair); Janneke Blokland; Janet Buck;
Amanda Carver, left early; Ben Ferris; Margaret Hoyland, left early;
Mary Mundy, left early; Zoe O'Reilly; Anne Schwodler; Dawn Steele;
Angus Taylor; Andrew Trowbridge

In attendance: Laurien Carter – Clerk
Toni Holford-Wright – Deputy Head
Andrew Studdert-Kennedy – Rector of Marlborough, for item 2

Apologies received and accepted: Simon Taylor; Joyce White

1. Welcome

The Chair welcomed everyone to the first meeting of the Governing Body for Marlborough St Mary's Primary School, in particular Janet Buck, Margaret Hoyland, Joyce White (in her absence) and Toni Holford-Wright. Introductions were made.

2. Prayer

Andrew Studdert-Kennedy was welcomed to the meeting. As Rector he had served as a Governor at St Peter's and opened the meeting with a prayer for the new School and all involved.

Andrew Studdert-Kennedy was thanked for his attendance.

3. Business Interest/Eligibility/Code of Conduct

The revised Code of Conduct had been circulated and was approved.

Governors signed the form confirming their eligibility to serve as a Governor and their acceptance of the Code of Conduct. They completed business interest forms.

There were no interests declared in any agenda item.

Sue Kent would be asked to contact ex St Peter's Governors to ensure all old papers were deleted and destroyed. The Clerk would contact those from St Mary's.

4. Governor Roles

Chair of Governors; Vice Chairs of Governors

Ben Ferris proposed that the Governing Body ratify the election of Mark Thomas as Chair and Amanda Carver, Angus Taylor and Simon Taylor as Vice Chairs, as agreed by the Temporary Governing Body. This was seconded by Janet Buck and approved.

Committee and Working Party Allocations; Panels

It was agreed to have two Committees: Finance and Resources; Teaching and Learning. The Formation Working Party would continue as before, to allow for flexibility in its operation and would be wound up in due course.

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Initial allocations had been made to the Committee and were agreed. The skills and interests of the two parent and one staff governors, once elected, would be considered in allocating them to a Committee.

Finance and Resources: Andrew Trowbridge (Chair), Janneke Blokland, Amanda Carver, Mark Thomas, Joyce White, Anne Schwodler. Rachel Harries would also be a member of this Committee.

Teaching and Learning: Dawn Steele (Chair), Janet Buck, Ben Ferris, Margaret Hoyland, Mary Mundy, Zoe O'Reilly, Anne Schwodler. Toni Holford-Wright would also serve on this Committee.

A schedule of meetings for the year would be agreed by the respective Chairs.

Formation Working: Angus Taylor, Anne Schwodler, Simon Taylor, Mark Thomas. Rachel Harries would continue to serve as a member of this. Dates for this would follow the Kier meetings – 27 September; 25 October; 22 November; 20 December.

The Pay Panel would comprise: Janet Buck, Simon Taylor, Andrew Trowbridge, Joyce White.

The Scheme of Delegation would need to be reviewed to take into consideration the remits of the two Committees. Dawn Steele agreed to undertake the initial review.

Anne Schwodler informed Governors that a fixed term exclusion had been made and should it go to appeal a panel of Governors would need to be convened.

Key Governor Responsibilities

It was agreed that:

Janet Buck would be SEND Governor, shadowed by Margaret Hoyland.

Joyce White would be Safeguarding Governor, a shadow to be appointed.

Mark Thomas would continue as interim Health and Safety Governor with interim support from Dawn Steele.

Janet Buck would be Pupil Premium Governor, a shadow to be appointed.

Mark Thomas, as Chair, would be the Whistle Blowing Governor.

Anne Schwodler would check as to whether new DBS checks would need to be made or whether the existing ones could be carried over.

5. Legacy Items

The St Peter's FGB Minutes from July 2016 were still outstanding and would be considered at the next meeting.

Amanda Carver reported that the final School Effectiveness Review meeting had been held in July. The School had been graded good in all areas. Governors noted the hard work of all those involved. Teaching had been graded good and outstanding. Going forward, the necessary support was in place for the NQTs and the right processes for monitoring and evaluation would be set up.

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The St Mary's FGB Minutes from June 2016 were signed off.

The St Mary's PCC Minutes from July 2016 were signed off

The TGB Minutes from July 2016 were agreed.

Matters Arising from July TGB, not covered in the agenda

a) Website Content (4iii)

The Kier Newsletters would be uploaded to the website. Andrew Trowbridge was making a photographic record of the build and these photos would also be uploaded to the website; Andrew Trowbridge to send photos to Kath Black.

b) Financial Policies Review (4vi)

Andrew Trowbridge reported that this was ongoing and would be raised at the Finance and Resources meeting.

c) New School Address (6i)

Angus Taylor reported that the postcode had not changed. The School was using Ducks Meadow as the address.

Currently the School was using the two phone numbers and email addresses to cover the two sites.

d) Photos of uniform (6ii)

Anne Schwodler reported that Kath Black would be able to take any photos and undertake other work for the website now that she was employed by the School.

It was recognised that accessing the new School website was not easy as it was so new it had not had enough 'hits' to appear at or near the top of any search. The website address may need to be changed. This would be addressed as the website was the first point of contact for many potential parents.

e) Relocate St Peter's Hydroboiler (6iv)

Angus Taylor would follow this up in due course.

f) Wish List (6v)

Toni Holford-Wright had begun compiling a list from the Staff

g) Signage for September (6vi)

Governors recorded their thanks to Jehane Dewer for arranging for the new signs to be in place for the start of term.

h) Handover Process for Caretaker (7b)

The St Peter's caretaker had taken redundancy and would leave on 28 September. Handover was being undertaken to Morgan Jamieson.

i) Archiving and Consolidation of FGB items (9)

This was being undertaken.

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6. Head Teacher's Verbal Update

Anne Schwodler reported:

The TD days had gone well.

The pupils looked very smart in the new red tops – Ben Ferris echoed this; there had been no issues about teaching a 'red' class.

The new uniform gave everyone a sense of identity. In response to a question it was explained that all pupils were expected to have the new sweatshirt; pupil premium pupils had been given a free one.

Numbers on roll had exceeded expectations; with an additional five pupils in Key Stage 1 and eight in Key Stage 2. Responding to a question Anne Schwodler reported that the majority of new pupils, Years 1-6, had moved into the area.

Anne Schwodler gave limited information about the exclusion. A meeting with various professional was planned for 21 September when the situation would be reviewed. The Education Officer would be undertaking an investigation as to whether the pupil had been allocated inappropriately to the School.

Rachel Palmer had completed Level 3 Forest Schools

The NQTs had started well.

Staff moving Key Stage had settled into their new roles.

An additional TA was being recruited; two had been appointed for the start of term.

The person appointed to lead the Adventurers had withdrawn from the position in the holidays. Interim cover had been arranged but the post would be re-advertised.

The cleaning company had started work at the Junior site. There had been a few teething problems but otherwise a good job was being done.

Anne Schwodler explained about the leaks at the junior site; the cause being the hopper box and the gutters had now been cleaned. County would be covering the costs of the repairs; insurance would cover the internal requirements.

There had been a few new initiatives since the start of term. The letter about the change to the morning routine – pupils enter classrooms at 8.35am instead of the playground; parents can accompany their children – had not been received by all parents. There had been email problems due to the amalgamation and letters had been sent home. It was accepted that in some cases the letters do not reach the parent. The new routine would be included in the first newsletter. It had been noted that some pupils were being left at the gate; Staff tried to bring in any pupils outside if seen. It was agreed that some parents may be put out about not knowing what was happening and including this information in the newsletter should remedy any concerns.

The School was replacing the Behaviour Awards with house points and the School was in the process of choosing names for the houses.

The change to the swimming arrangements was welcomed.

The issues with IT were regrettable and had all been outside the control of the School.

There had been a large number of safeguarding issues, particularly in the Infant phase.

Anne Schwodler reported that generally everything had gone well over the first ten days.

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Governors gave their votes for the Values. The results from the pupils had not yet been collated so a comparison could not be made. It had been noted that some Infant pupils had voted for those familiar to them from St Mary's.

7. Working Party Updates and Feedback

a) Formation

Angus Taylor reported that there were monthly meetings with Kier; plus additional ones with a specific purpose. An IT one was planned for 4 October to which Kath Black would be invited.

To date everything was going to plan. The archaeological survey feedback was awaited.

There had been discussion about signage at the entrance, as opposed to on the building as it is set quite a way from the road. Various solutions were being considered.

It was noticed that there was no school warning sign on George Lane.

Ground Breaking

Mark Thomas reported that the Ground Breaking would take place on 14 October at 10.30am by Claire Perry MP, to which all were invited. The press would be invited.

Other key moments would be marked: topping out; key handover; formal opening.

Photo Update

Andrew Trowbridge gave a slideshow of progress to date.

Mary Mundy left the meeting

b) HR

There was nothing to report.

c) Finance

There was nothing to report.

d) Teaching and Learning

Dawn Steele asked for the approval of various documents and policies:

- Freedom of information policy
- Attendance policy
- Complaints policy and procedure
- Child protection policy
- Code of conduct for school governors
- Single equalities policy
- Intimate care policy
- Whistleblowing policy and procedure
- Early years policy

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Governors approved the above.

e) Communications

It had been agreed that responsibility for the website would pass to Kath Black.

8. Appointment of Associate Governor

Mark Thomas explained about initial discussions to involve Caroline Spindlow to support Anne Schwodler with the Formation work.

Following discussion, it was agreed that this was no longer necessary. Kier preferred a smaller group to meet to expedite decisions; there were fewer meetings than anticipated; and a Deputy Head was in post.

It was agreed that Caroline Spindlow should be invited to the key markers relating to the build and new School.

Amanda Carver left the meeting during the above discussion

9. Update on Parent Governor Nominations

One nomination had been received. Anne Schwodler and the Clerk would liaise on 21 September, the closing date.

10. Correspondence

The list was noted.

Governors were reminded to contact the Clerk to book courses.

11. Any Other Business

Anne Schwodler informed Governors that a triathlon was being held on 24 September using facilities at Marlborough College to raise funds for the new School. A press release would be issued to publicise this new School activity.

The issues relating to the move of the temporary classroom had been resolved. The lowering of the kerb to aid parking would be pursued.

Toni Holford-Wright referred to the Data information circulated. She would be reporting more fully at the next meeting once she had considered the information in more detail.

10. Dates of Next Meeting

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

Meetings for 2016-17

Tuesday 18 October; Wednesdays - 23 November; 25 January; 22 March; 24 May; 14 June;
12 July

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The meeting closed at 9.20pm