

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

**ACTION SHEET
25 January 2017**

Item	Action	By
5a	Complete a Business Interest Form	ST
5f	Update progress report	ATa
6	Hard copies of curriculum letters and Newsletter for parents	AS
7	Upload completed SDP to onedrive	AS
8a	Update Schedule and pass to Clerk for circulation	ATa
9	Review revised safeguarding files	JW

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

**Minutes of a Meeting of the Full Governing Body
held on Wednesday 25 January 2017 at 7.05pm at the Infants Site**

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

In attendance: Laurien Carter – Clerk

Apologies received and accepted: Simon Taylor

Not in attendance: Mary Mundy

1. Welcome

Mark Thomas welcomed everyone to the meeting.

2. Prayer

Janneke Blokland opened the meeting with a prayer.

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

There were no changes to the Register of Business Interests or any interest in agenda items.

4. Minutes of the Meeting held on 23 November 2016

The Minutes of the meeting held on 23 November were approved and signed accordingly.

5. Matters Arising

a) Complete Business Interest Form (5a)

Simon Taylor would complete a business interest form.

b) Items for Website (5c)

Kath Black had been asked to upload the FGB dates and Minutes to the website.

c) DBS Carry Over (5d)

Wiltshire Council had confirmed that the DBS for all involved had carried over from the previous two schools.

d) Wishlist (5g/8b)

This would be considered later in the meeting – see item 8b.

e) Modern Governor Information (5m)

This had been circulated.

f) Formation Items (8a)

Decant Logistics

To be considered under item 8a.

Building Progress Report

Angus Taylor would prepare an update report.

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Partition Hall Door for new Building

This offer had been withdrawn due to insurance issues. The company concerned may be able to support with a charitable donation.

6. Head Teacher's Verbal Report

Anne Schwodler updated Governors:

She explained about progress in the approval of three EHC (Education Health Care) Plans.

Lesson observations had been carried out which had been very positive. One or two issues needed to be re-visited and an action plan drawn up.

Changes in staff: a maternity cover teacher for Year 6; an advert for an additional TA in the Resource Base at KS1.

There were no problems to report with the buildings.

The Mission Statement had been finalised – 'Together we believe, learn and achieve'. The Values had been chosen - Fairness; Love; Respect; Friendship; Perseverance; Courage. Governors would give consideration to their own Vision Statement (St Mary's Infants FGB had their own). Mandy Christopher would be coming into School to lead two assemblies and work with the School Council on the visualisation based on a hot air balloon.

Behaviour in class had been noted as outstanding by the Head and Deputy.

The House system was working well and Anne Schwodler reported that it was hoped to work with No Added Sugar Art Group to prepare art works representing each House symbol. It was suggested that they could be located in the space over the library in the new building.

Since the start of the new term the School was much calmer; the amalgamation was less obvious.

The website was looking good.

The School had applied for a grant from St John's Teaching School and had received £7500 for school improvement which would be used on itemised spending e.g. course costs.

Pupil Premium - the Achievement for All (AfA) coach had spent time in the School.

There was an option for accreditation. Together with Toni Holford-Wright, the coach had looked at strategies to support the Pupil Premium pupils in class across Key Stage 1. A further similar visit to Key Stage 2 was planned; followed by whole School training in the use of the strategies. The cost of this initiative was recognised as being very worthwhile.

A two year rolling programme for the New Curriculum was established. The use of the Dimensions programme for Key Stage 2 would be reviewed; it was recognised that a bespoke skills progression ladder for each year was preferable.

Katie Riches arrived

There was a discussion about the new style Curriculum letters. It was agreed that a hard copy may be preferable; a copy of each was also available on the website. A hard copy of the newsletter was also preferred.

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Governors questioned Toni Holford-Wright about the recently introduced Coffee and Chat sessions – they were open to all parents and there was no agenda to allow for a non threatening environment and to encourage the more hard to reach parents to come into School.

Forty three pupils had been to the O2 the previous week to participate in Young Voices. Toni Holford-Wright reported that they had had a great time and were exemplary all day. It was noted that positive comments had been posted by parents on social media.

The School had hosted a visit including the opportunity to see owls up close for KS2, linked to the Harry Potter theme.

The MAEP (Marlborough Area Education Partnership) would continue informally with a rolling programme of activities. The MAEP Heads would meet as part of the Cluster Head days, six times a year; MAEP Governor meetings would not continue.

In response to a question, Anne Schwodler explained about the behaviour card system, as used at St Peter's. It was continuing in a low key way until the School moved to the new building for those members of staff who found it useful. The School will be moving to a Restorative Justice approach in September.

7. School Development Plan

Anne Schwodler tabled a diagrammatic page of the key areas. This was based on the hot air symbol. Governors welcomed this clear depiction of the headlines. The completed version will be uploaded for Governors in due course.

8. Committee and Working Party Reports

a) Formation

Angus Taylor would update the formation planning Schedule, following the recent monthly meeting, for circulation.

Ben Ferris arrived

This meeting had considered the progress of the build and logistics of the decant.

Progress was on schedule overall. The topping out was planned for 26 January involving the Bishop of Ramsbury; the media had been invited.

Toni Holford-Wright would lead the co-ordination of the decant and setting up. It was recognised that the amount of work should not be underestimated. Initial plans were shared. An application would be made to Wiltshire Council to approve the additional days allowed for the move to be designated holiday for the pupils. Once this had been received parents would be informed.

Governors offered to support the staff with packing and unpacking as necessary.

Communications

The advertising postcard had been distributed to all homes, as agreed at the November meeting. Overall it had been well received. One application had been received as a direct result of the postcard.

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Anne Schwodler had raised it at Area heads the previous week and overall the response had not been negative. There had been a lot of visits to view the School. Initial numbers for September 2017 intake were not yet known.

b) Finance and Resources (F&R) Committee

The Minutes of the Meeting held on 17 January had been circulated earlier in the day.

Andrew Trowbridge reported:

Rachel Harries was applying for funding for the new library.

The closing statements for the finances for both previous Schools had been agreed with a rollover of £25,500.

The report for the new School finances was predicting a rollover of approximately £50,000.

Funds had been deposited for future maintenance costs. It was noted that Kier would be responsible for any snagging and maintenance and could be held responsible for items after that time under the warranties for commercial builds.

The capital for the extras funded by the School had been paid out.

The voluntary fund audits for the two previous Schools were still outstanding.

The SFVS (Schools Financial Value Standard) would be completed for submission by 31 March.

The interim Finance Manual had been approved by email. The draft of the new Finance Manual was being prepared.

Health and Safety walks had taken place on both sites with only minor points. These would be followed up.

A confidential staffing matter was explained.

Funding

Anne Schwodler explained about proposals to set up a group to oversee the funding requirements and ways in which this finance could be raised; involving various people with an interest/experience in this. She informed Governors of other support which had been offered.

c) Teaching and Learning (T&L) Committee

The Minutes of the meeting held on 8 December had been circulated.

The TLC Terms of Reference had been agreed.

The agenda items for the meeting on 26 January were noted.

d) Pay Panel

The Pay Panel had met with the SIA regarding the Head Teacher's Performance Management. The Pay Panel had also considered the Performance Management reports for staff.

9. Safeguarding

The Safeguarding files for the two schools had been reviewed and amalgamated.

Documentation had been streamlined. Joyce White would review the revised file in due course.

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10. Policy Approval

The County HR Sickness absence management policy, "Some Other Substantial Reason" termination policy and Teachers redundancy pay policy were adopted.

T&L had approved: Equality information; Behaviour policy; Anti-Bullying; Exclusion Policy and E-Safety.

11. Governor Activities

Training

Janet Buck and Andrew Trowbridge had attended the Roles and Responsibilities training. Margaret Hoyland and Andrew Trowbridge had attended the Cluster training session on Understanding RAISEonline.

Katie Riches had attended New Governor training.

Kristian Smith was booked onto a new Governor Course in March and would also be attending training for Health and Safety.

Zoe O'Reilly was due to attend British Values training

Mark Thomas, Janneke Blokland and Katie Riches had undertaken Modern Governor training.

Visits

Janet Buck was involved in testing pupils; visits re SEND SEF; and visits to the Resource Base staff. Dawn Steele and Zoe O'Reilly had been involved with the Time Traveller day.

Zoe O'Reilly had paid two visits to Rainbow.

Governors recognised the work of the nativity and Christmas activities.

12. Correspondence

The list was noted.

13. Any Other Business

Anne Schwodler read a letter from Gill Macdonald thanking the School, staff and Governors for all their support during her ten years at the School before her retirement in December 2016.

14. Dates of Next Meeting

It was agreed that meetings would be held at Key Stage 1 site.

Meetings for 2016-17

Wednesdays - 22 March; 24 May; 14 June; 12 July.

The meeting closed at 8.40pm