

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

**ACTION SHEET
23 November 2016**

Item	Action	By
5a	Complete Business Interest forms	ST
5c	FGB dates on website	ST
	Post approved FGB minutes on website	ST
5d	Check about DBS carry over	AS
5g	Prioritise wish list	TH-W
5m	Details for Modern Governor registration	LC
8a	Decant logistics (including TD days) for Jan 17 agenda	MT
	Building Progress Report for website	ATa
	Liaise with ATa about item for building	TH-W
8b	Liaise with TH-W and produce report on wish list	JBI

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

**Minutes of a Meeting of the Full Governing Body
held on Tuesday 23 November 2016 at 7.05pm at the Infants Site**

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

In attendance: Laurien Carter – Clerk

Apologies received and accepted: Margaret Hoyland;

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
Other Interest 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 18 October 2016

The Minutes of the meeting held on 18 October were approved and signed accordingly.

5. Matters Arising

a) Complete Business Interest Forms/Sign Eligibility and Code of Conduct document (3)

Simon Taylor would complete a business interest form. All other forms had been received and the eligibility form signed by all.

b) Complete Business Interest Forms and Code of Conduct document Cover for New Governors (3)

This had been dealt with for new Governors.

c) Post Schedule of Meetings at Both Sites (5b)

The information is included in the weekly diary. It was agreed to post on the website.

It was also agreed to post the approved FGB Minutes on the website.

d) Check DBS Carry Over (5d)

This was ongoing.

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

The Minutes were approved and signed accordingly.

Marlborough St Mary's CEVC Primary School Governing Body

f) Send Construction Photos to Kath Black/ST/AS (5f)

These had been sent through.

g) Continue to Compile Wish List/Liaise with MT for Lions (5g)

Toni Holford- Wright reported that this was ongoing.

It was agreed that it now needs to be considered in comparison to funding that may be available. It was recognised that IT items for the new School were expensive and it was suggested that sponsorship for each classroom be sought to support IT provision.

Toni Holford- Wright was seeking costs for items and would prioritise the list.

h) Circulate Safeguarding Information/Training (6)

This had been circulated.

i) Provide Certificates/Evidence of Safeguarding to AS (6)

A number of Governors had attended the in-School training. This would be run again in the new academic year and Governors invited to attend. Others had submitted evidence of work place safeguarding training.

It was noted that Safeguarding was now required to be on every FGB agenda.

j) Quality of Website Before Open Day (6)

The website had been further improved and was looking good. More information was being added.

k) Newsletters for Governors (6)

There had been no Newsletter since the last meeting.

l) Draw up Class Governor List (6)

This had been circulated. Mark Thomas would be the Link Governor for Year 5 – Voyager.

m) Modern Governor Training (10)

Mark Thomas reported that he had undertaken a number of the courses. Governors were encouraged to register. The Clerk would re-send the information.

n) Hamper for Christmas Fayre (12)

Amanda Carver was thanked for organising this. There would be two hampers.

o) Cakes for Staff (12)

Dawn Steele would arrange for cakes for the Staff before Christmas and then again before Easter.

6. Head Teacher's Report

Due to technical issues, the Report had not been circulated to all Governors sufficiently in advance to allow Governors to consider the items.

Marlborough St Mary's CEVC Primary School Governing Body

Anne Schwodler highlighted key items:

Governors appreciated the staffing detail; it was noted that the Crossing Patrol was a Wiltshire Council employee.

The details relating to pupil numbers were noted. In particular there was a discrepancy between SEND numbers for Key Stage 1 and Key Stage 2. The SIA (School Improvement Adviser) had drawn attention to this and it may relate to the different way pupils were described. This would be reviewed.

The Maths and English book scrutinies had proved particularly worthwhile. This had been followed up by a Staff meeting with each teacher bringing the books of top three performing pupils. This allowed Staff to see the progress through the School.

The prediction summary now included those for EYFS (Early Years Foundation Stage).

7. School Development Plan

Following the SIA's visit, Anne Schwodler tabled an updated paper showing the Key Areas. This would be developed to include the actions to achieve each item.

8. Committee and Working Party Reports

a) Formation

Angus Taylor tabled an updated schedule showing progress and outstanding items.

He explained about the well and the need to consider ways in which this would be marked. The cost for anything over and above making it safe would fall to the School. A number of suggestions were made for possible sponsors of this project.

The build work was currently on schedule, having benefitted from good weather during the ground works.

The meeting the previous day had been finalising internal items.

Angus Taylor explained that the logistics of the move would need to be considered in January and the way in which it would be undertaken agreed. This included packing before the end of the Summer term; who would do the packing; whether additional closure would be needed and applying to the LA for this. Five days can be allowed in such circumstances. It was agreed to include this as an agenda item for January.

The issue of parking for September would also need to be addressed. It was not known what access would be allowed to the Junior site after the building was vacated.

It was noted that ownership of the building would revert to the Diocese.

Toni Holford-Wright would liaise with Angus Taylor about an item that might be available for the building.

Communications

Thanks were extended to Kath Black and Simon Taylor for all the work on the website.

The calendar information was particularly useful.

Marlborough St Mary's CEVC Primary School Governing Body

Simon Taylor asked for new articles. Angus Taylor would produce a Building Progress Report.

b) Finance and Resources (F&R) Committee

The Minutes of the Meeting held on 17 November would be circulated.

Andrew Trowbridge reported:

Rachel Harries continued to seek funding for the new library and to chase up the insurance following the water leak at KS2.

Under Fives' rent had been agreed, unchanged.

The closing statements for the previous schools finances were yet to be received.

There were no concerns from the first two months budget.

Contracts were being monitored to ensure notice periods were given, where necessary.

An extension had been granted to finalise the Voluntary Funds for the two Schools.

The Finance Policy was being worked on.

Rachel Harries was enquiring about an insurance claim for the damage to the library contents.

There were no Health and Safety issues.

Premises walks for both sites would take place before the next meeting.

Funding

Janneke Blokland would liaise with Toni Holford- Wright and circulate a list. Governors were encouraged to give thought to possible funding/sponsorship opportunities.

c) Teaching and Learning (T&L) Committee

A meeting was planned for 8 December.

d) Pay Panel

The Pay Panel had met and drawn up the revised Pay Policy, broadly based on the previous year.

Joyce White proposed to approve it by email, seconded by Janet Buck and agreed.

9. Governor Activities

Approval by Email

It was agreed to allow approval of items/issues by email; proposed by Janneke Blokland; seconded by Zoe O'Reilly and approved unanimously. This would be in accordance with governance requirements i.e. a simple majority. Should there be any issue the matter would be referred back to FGB.

Marketing to Attract September 2017 Intake

This had been discussed at FRC Meeting and Mark Thomas had circulated information prior to the meeting.

There was a discussion about the need to market the School and it was noted that the School could take an additional 102 pupils.

Marlborough St Mary's CEVC Primary School Governing Body

It was agreed that up to £2000 could be spent on a Royal Mail drop to residential property around Marlborough up to a radius of about 8 miles; proposed by Mark Thomas, seconded by Ben Ferris.

The information to be included on the post card was discussed in detail and agreed. A copy of the final version would be circulated before being printed.

It was agreed to arrange for cards to be available in the Leisure Centre, Libraries, Estate Agents and local nurseries.

The mail drop will be during the week of 3 January 2017.

Governor Class Visit Protocol

The St Mary's document had been circulated.

It was agreed to use this as the basis of the Protocol for Marlborough St Mary's.

There was a discussion about the ways in which visits should be undertaken. Anne Schwodler would produce items to look for in line with the SDP. Staff will be informed of proposed visits and the revised protocol document.

Governors were encouraged to come in for the Traveller Day on 1 December.

The new Policy will be discussed at the next T&L meeting.

Safeguarding

Covered in items 5h and 5i.

10. Policy Approval

There was a clarifying discussion relating to a few items relating to the Scheme of Delegation. These would be amended. With these amendments the Scheme of Delegation was proved; proposed by Amanda Carver, seconded by Janneke Blokland.

11. Governor Activities

Training

See also 5m

Andrew Trowbridge had attended the Taking the Chair session.

Visits

Zoe O'Reilly had paid two visits to Rainbows and one to Year 4.

Janet Buck had visited both Resource Bases.

Margaret Hoyland had visited the Junior Resource Base.

Katie Riches had helped with the Forest School afternoon for Rainbow 1.

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

Janneke Blokland had been into Year 3 Explorer, led assemblies and had twice been into Fusion lunchclub.

12. Correspondence

The list was noted.

13. Any Other Business

Governors were encouraged to help at the Christmas Fayre on 25 November.

The Clerk reported that she had held an Induction session with the new Parent Governors.

14. Dates of Next Meeting

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

Meetings for 2016-17

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

The meeting closed at 9.10pm