

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

**ACTION SHEET
24 January 2018**

Item	Action	By
3c	Prepare Accessibility Plan	JB
3f	OFSTED preparation	ST
3g	Issue parent questionnaire	AS
3m	Sign Code of Conduct	MM/JW
3p	School SEF	AS
3r	Governor self-evaluation	MT/LC
4	Review use of emails	AS/LC
5	Share safeguarding report	JW
7	Discuss security and fence heights with Kier Investigate fob access	ATa AS
7	Parking permits Item to be included in the Newsletter alerting parents Travel Committee to convene to consider issue	AS ST
8	CCTV and vehicle Tracking to be made MSM specific	AS

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

**Minutes of a Meeting of the Full Governing Body
held on Wednesday 24 January 2018 at 7pm at the School**

Present: Mark Thomas (Chair); Janneke Blokland (left early); Janet Buck; Ben Ferris; Amanda Carver; Toni Holford-Wright; Margaret Hoyland; Kate Hughes; Zoe O'Reilly; Katie Riches; Anne Schwodler; Dawn Steele; Andrew Studdert-Kennedy; Angus Taylor (arrived late); Simon Taylor; Andrew Trowbridge.

In attendance: Laurien Carter – Clerk

Apologies received and accepted: Mary Mundy; Joyce White.

1. Welcome

Mark Thomas welcomed everyone to the meeting, especially Kate Hughes, new parent Governor. Introductions were made.

2. Prayer

Andrew Studdert-Kennedy opened the meeting with a prayer focussed on the light of a candle.

3. Register of Business Interests

There were no changes to the Register of Interest. Kate Hughes had completed a form. Mary Mundy had a fixed term change of role at Preshute Primary School.

Minutes of the Meeting held on 22 November 2017

The Minutes of the meeting held on 22 November were approved and signed accordingly.

3. Matters Arising

a) Complete Confirmation Form (1)

Katie Riches had signed the form.

b) Website RAG Assessment (3a)

This had been passed on to Kath Black to action.

c) Accessibility Plan (3a)

This was carried over.

d) Publish Annual Statement (3c)

This had been published. There had been no feedback.

e) SEND Report (3c)

This had been shared on the website.

f) OFSTED preparation (3d)

Simon Taylor was continuing to work on this.

g) Parent Questionnaire (3e)

This would be issued to parents.

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h) Circulate Governor Class link list (3g)

This had been shared with Governors.

i) Pupil Premium Numbers (4)

Anne Schwodler explained that numbers varied. The report had referred to the annual statement with census day numbers and the current numbers in November which were different.

j) Donations Information (6b)

This had been updated.

k) KS1 Changing Bed (6b)

Anne Schwodler reported that Wiltshire Council had recommended a bed which had been viewed at another School. The information had been passed to Kier and she was optimistic it would be replaced appropriately.

The Sensory Room was now operational.

l) First Aid Kits and Mobile Communications for MDSAs (6b)

Anne Schwodler reported that first aid kits were now available for MDSAs. The issue of communications was being reviewed; as the new site was used and roles evolved.

m) Code of Conduct for Signing (6b)

Governors signed the declaration. Those not present would be asked to do so.

o) Finance manual (6b)

Andrew Trowbridge reported that the Finance Manual had been amended.

p) Self Evaluation Form (6c)

It was noted that this was still being revised and ongoing. It would be shared in due course.

q) Transport Concerns (6d)

Mark Thomas reported on various ways in which the issues had been addressed and raised including: articles in the local media; the involvement of a concerned local resident; a meeting involving Claire Perry MP and her concern for there to be a crossing. He also reported that George Lane was to be resurfaced in April but it was not known what markings and signage may be included as part of this work. Amanda Carver also reported on markings near to one of the new Swindon schools which really highlighted the presence of the school and pupils.

r) Governor Self-evaluation (7)

This was carried over.

s) Review the SEND Policy (9)

This was on the agenda for the Teaching and Learning Committee on 25 January.

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4. Head Teacher's I Report

Anne Schwodler gave a verbal update.

Although still hectic everything was going smoothly with everyone on the new site. The Opening on 30 January was generating excitement.

Staff sickness had caused problems earlier in the week with ten off Monday; eight on Tuesday; and seven earlier in the day. Other Staff had been able to support as necessary.

Thirty five new pupils in years 1 – 6 had arrived since September. There had also been some leavers. Governors questioned the reasons for these and Anne Schwodler gave confidential information.

The number on roll had reached 375. It was recognised that going forward there would be less space for in year admissions. It was also noted that the School had a good reputation for supporting the more vulnerable and SEND pupils and a number of the more recent admissions had fallen into this category.

The Staffing report was available as part of the Finance and Resources Committee papers.

The need to allow more time for SEND work in key Stage 2 was noted and tied into the recent admissions above.

Angus Taylor arrived

The student teachers in years 1 and 4 were doing well during the one term switch.

Lesson observations were being undertaken and would be completed by the February holiday.

Anne Schwodler reported on a new initiative for whole class reading in years 2 and 6, replacing guided reading, and Ben Ferris explained how it was working in his class. They were reading *The Hobbit* and all pupils had been engaged. To enable differentiation some pupils were given pre-sessions to familiarise themselves with the text and then they could be involved with the work of the whole class. It was proving very effective and would be rolled out in other classes. The books had been borrowed from the library service but once it was known which texts would be used copies would be purchased.

The work on Maths mastery led by Toni Holford-Wright was working well.

Work to hone the New Curriculum was also ongoing; particularly the need to determine suitable topic subjects.

Dawn Steele and Janet Buck had attended a data training course and had submitted questions. These were available on the OneDrive and would be considered at Teaching and Learning on 25 January. Katie Riches also reported that, at the Monitoring and Evaluation training, it was suggested that a Governors should undertake some analysis of the raw data to show independence of information.

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Anne Schwodler explained about the changes to data protection and the new GDPR (General Data Protection Regulations) legislation coming into force in May 2018.

This would require a lot of work and review of data held, how it was used and by whom. It would also have an effect on the way in which Governors worked; including the use of a school email address and not personal ones. This would be considered by the School and the Clerk. Governors would be updated as necessary.

Governors were informed that the School now had 12% of pupils registered as EAL (English as Additional Language) speakers.

5. Safeguarding

Joyce White had visited the School and had spent time talking to pupils about various aspects of safeguarding including e-safety. The report would be shared.

6. Committee and Working Party Reports

a) Formation

Angus Taylor reported that there had been a meeting earlier in the day. Completion was planned for 26 January, in advance of the official opening. It was known that there may be some outstanding issues, including landscaping and internal items. The latter were being listed and Kier informed regularly so they could be addressed. Some items requiring attention would be dealt with in the February holiday.

Items causing concern due to wear and tear would need to be noted as this was not acceptable and should be raised with Kier, as soon as practical.

The next meeting was scheduled for 16 February and there would also be the Six Month Occupancy review between the school and the ESFA on 16 March 2018.

Governors would need to be mindful that a new grounds maintenance arrangement would be required from September 2018.

b) Finance and Resources (F&R) Committee

Mark Thomas reported that Andrew Trowbridge had agreed to remain as Chair of the Committee and a Governor until August 2019 to cover the Finance Officer's absence and allow for a suitable governor successor to be found. Governors thanked Andrew Trowbridge for his commitment.

The temporary contract for Lynne Blunden had been extended until August 2018.

Key financial items were noted:

SFVS (School's Financial Value Statement) – this was being prepared.

St Mary's Infants Voluntary Fund accounts to closure were approved.

Marlborough St Mary's Voluntary Fund accounts to 31 August 2017 were approved.

The I&E (income and Expenditure) report to 30.9.17 was approved and 31.12.17 would be approved in due course.

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Mandy Howarth was confirmed as an additional signatory to bank account. The others being Anne Schwodler, Toni Holford-Wright, Lynne Blunden and Jehane Dewar. One of Anne Schwodler and Toni Holford-Wright were required to be one of two cheque signatories.

Governors authorised the closure of St Peter's Breakfast Club bank account.

The Committee meeting had been held on 16 January and minutes were available. Andrew Trowbridge reported:

A representative from Innov8 had attended the meeting to discuss the possibility of taking on before and after School provision. This was explained and Governors questioned whether the charge would increase and if so how. They were informed that a further meeting would be held to discuss the detail. It was however recognised that such provision involved a lot of additional work for the School which would be passed onto any provider. The earliest date for this change would be the end of May.

The Finance report had been noted. Expenditure remained fluid but a good rollover was anticipated thanks to the Finance Officer's caution in budgeting. There had also been an increase in SEND funding.

Anne Schwodler, Toni Holford-Wright and Ben Ferris left the meeting.

The Pay Panel had met in accordance with procedure for Staff Performance Management discussions. No details could be shared.

The Head Teacher's Performance Management had also been undertaken as required and the Pay Panel approved the decisions.

Staff had been informed accordingly.

Anne Schwodler, Toni Holford-Wright and Ben Ferris returned to the meeting.

c) Funding Update

Janneke Blokland reported that she had met with Lynne Blunden and Julie Jackson to go through all the information and follow up outstanding donations as necessary.

The leaves and plaques had been ordered to be available for 30 January. Invites to the opening had also been made to those key people who had made donations.

d) Teaching and Learning (T&L) Committee

The meeting was scheduled for 25 January.

7. Other Matters

VVIP Opening Ceremony

The official opening would be undertaken by HRH Duchess of Cornwall on 30 January and plans had been agreed.

School Site Security

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Mark Thomas reminded Governors that Governor Services December newsletter included information about Governors' responsibility, as reviewed by OFSTED, for site security.

Concerns had been raised about the Under Fives' gate being open and the different requirements for fencing heights – four foot for keeping children in and six foot for keeping people out. This would be raised with Kier.

The issue of access after school hours had also been causing concerns amongst staff and whether the button access should be enhanced by fob access at each set of double doors. Following discussion it was agreed that this should be investigated and quotes sought.

The site could be secured externally out of hours, by locking the Van Diemen's gate and the side gate now that the front access was completed.

Traffic (Taking Action on School Journeys)

Governors were informed that an application had been submitted previously but was not considered due to the change in sites. The application would now be considered at the February meeting. This application included the request for an additional crossing; speed restrictions in George Lane; additional markings and signage in George Lane; parking restrictions in Ducks Meadow; widening the footpath by the Van Diemen's/George Lane access.

It was known that funding was limited and other applications would also be considered.

Parking Permits

There was a wide ranging robust discussion considering: the previous history relating to the permits; the proposal by Wiltshire Council to limit them to forty; the way in which they are currently used; monitoring undertaken on one day only by the Council; the use in practice by individuals e.g. some only on certain days; how allocations could be made.

It was agreed that:

- An item should be included in the Newsletter informing parents that Wiltshire Council was looking into the number of permits that could be issued.

- A survey could be carried out of the way in which permits are currently used.

- A survey of the actual use of permits over a week could be undertaken.

- The Travel and Transport Group should be convened to look into this issue.

- Enquiries should be made as to whether any other schools have to allocate permits and if so how this is done.

General Data Protection Regulation (GDPR)

This had been covered in the Head Teacher's report.

8. Policy Approval

Governors approved the following Policies considered by the FRC Committee:

Out of Hours and Code of Conduct

The County HR CCTV and Vehicle Tracking would need to be made personal to the School and be brought to the next meeting.

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9. Governor Activities

Training

Dawn Steele and Janet Buck had attended data training.

Dawn Steel and Anne Schwodler had attended Data Protection training.

Katie Riches had attended Monitoring and Evaluation training.

Visits

Joyce White had undertaken Pupil Voice session with pupils on safeguarding items.

There had been a number of meetings of those involved with organising the Opening ceremony.

Mark Thomas had attended a number of meetings.

A number of Governors had attended the Nativity.

10. Correspondence

The list was noted.

11. Any Other Business

None

12. Dates of Future Meetings

Meetings for 2017-18

21 March; 23 May; 20 June.

The meeting closed at 8.58pm