

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

**ACTION SHEET
23 May 2018**

Item	Action	By
5c	Arrange Governor self-evaluation	MT
5d	Discuss Fencing issueswith Kier	ATa/AS
8a	Attend meeting with Kier; raise defects list; and other issues	ATa
8b	Consider revised information re fobbing and record outcome at next FGB	FRC
9	Inform Chair and Clerk whether continuing as a Governor Review Constitution	ALL MT/JBI/AC/LC
11	Undertake scheduled visits	ALL
14	Agree meeting schedule for committees Attend SDP morning/supply salads – 6 July	DS/ATr ALL

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

**Minutes of a Meeting of the Full Governing Body
held on Wednesday 23 May 2018 at 7pm at the School**

Present: Angus Taylor; (Vice Chair); Janneke Blokland; Janet Buck; Amanda Carver; Ben Ferris; Toni Holford-Wright; Kate Hughes; Mary Mundy; Zoe O'Reilly; Anne Schwodler; Dawn Steele, arrived late; Andrew Studdert-Kennedy; Andrew Trowbridge; Joyce White.

In attendance: Laurien Carter – Clerk

Apologies received and accepted: Margaret Hoyland; Katie Riches; Simon Taylor; Mark Thomas.

1. Welcome

Angus Taylor welcomed everyone to the meeting.

2. Prayer

Andrew Studdert-Kennedy opened the meeting with a prayer.

3. Register of Business Interests

There were no changes to the Register of Interest or interest in any agenda item.

4. Minutes of the Meeting held on 21 March 2018

The Minutes of the meeting held on 21 March were approved and signed accordingly; with the amendment to 10. Approvals – second set of Policies by TLC not FRC.

5. Matters Arising

a) Accessibility Plan Audit Walk (5a)

A temporary Accessibility Plan had been drafted. It would be further updated to incorporate additional items required to cover the wider remit.

b) Code of Conduct (5d)

Joyce White had signed the document.

c) Governor Self Evaluation (3r)

Mark Thomas would arrange for this to be completed.

d) Security and Fence Heights (5h)

Anne Schwodler reported that:

The Under 5s would be happy with new fencing in the position of the temporary fencing.

The School would like two fences be put back, one of which has a gate to give access to the lawn mower.

The gate giving access to Duck's Meadow has been taken away and replaced by an old gate from the old school.

These are on the snagging list.

The Under Fives would be asked to produce the invoices for the fencing.

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Angus Taylor agreed to pursue these items with Kier.

e) CCTV and Vehicle Tracking Policy (5j)

This had been made Marlborough St Mary's specific, as required, circulated and was approved.

It was noted that the School had put up the required signs.

f) Data Questions (6) / GDPR Presentation (9)

These had both been uploaded to the March folder on the Onedrive.

g) GDPR and Governors (9)

Governors were reminded to check what papers they retained and delete/destroy any that were no longer required.

School email addresses were being used; although there had been one or two issues for some Governors.

Dawn Steele arrived during this item

h) OFSTED Group

Amanda Carver reported that eight Governors had offered to serve on this Group.

6. Head Teacher's I Report

Anne Schwodler gave a verbal report:

Numbers remained at 375, although there had been some new arrivals and some leavers since the last meeting. Enquiries were still being received and two additional pupils would be starting early June.

40 pupils were EAL (English as an Additional Language) but were doing well; some had roles within the School such as House captains.

Pupil Premium pupils amounted to 90, 24%. In response to a question, it was noted that this was on the high side for Wiltshire schools. According to the deprivation index the School was ranked 28/199.

The various staffing changes and the proposed teacher deployment for September 2018 were noted, shared with both Committees. In response to a question, Governors were informed that TA deployment would be finalised after class allocations for pupils had been made. This would be in mid June.

Most of the mid-year performance reviews had been undertaken.

The new teaching and learning initiatives were going well.

The School had been asked by the CASP (Challenge and Support Partner) to allow visits from other schools to see the reading work. This was welcomed and showed the calibre of the work undertaken.

Ben Ferris was working on Maths Mastery and would be undertaking an Action Research project.

There was a discussion about the SATs tests:

The Maths papers had include a lot of puzzle work; requiring the pupils to be good readers.

There was a lot of complicated language.

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The tests had gone smoothly; pupils gave their best efforts and were really positive.

The work of the Year 6 staff in preparing the pupils was noted.

Janet Buck had overseen the procedure for testing on the first morning and noted that pupils had appeared relaxed.

The SATs breakfast had been well received; attended by 39/40 of the 43 Year 6 pupils.

Year 2 tests were almost completed. The pupils had been keen to have their turn out of the classroom.

Phonics testing was the second week in June.

The School would not be moderated for the Key Stage 2 Writing or Key Stage 1 work; this was explained to Governors in answering a question. The School would however undertake internal moderation.

Snagging continued to be an issue

Additional fencing would be put in above the high wall at the back of the School; to blend with that already in place.

The Cluster continued to work well.

The School would be having a student teacher from the St John's Teaching School next year and would also be hosting seven of the current students on 24 May. More such sessions were planned for 2018/19. The local schools benefitted from the work of the Teaching School in providing high calibre nqts.

There had been visits to Coombe End and Merlin Court care homes.

The School was involved with various visits from Marlborough College, including science for years 5 and 6; astronomy; and one of the orchestras playing to pupils who then painted pictures inspired by what they had heard. Governors welcomed these initiatives.

A wide range of sports were now offered. The MUGA was equipped. Local sports clubs continued to offer coaching – rugby and golf recently. The School had been represented at the recent Wiltshire Gymnastics competition and had achieved a silver medal and an individual gold medal.

Sports Day was scheduled for 21 June; everyone was excited that it could be held at the School.

7. Safeguarding

The notes from the recent meeting had been shared.

An internal review will be undertaken and involve Katie Riches who had recently attended training and would use this information for part of the review.

The KCSIE(Keeping Children Safe in Education) document had been shared with Governors. It was however noted that there was a revised version due for September 2018. This would be uploaded to the onedrive in due course.

Katie Riches would be shadowing Joyce White.

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8. Committee and Working Party Reports

a) Formation

The snagging and defect items were continuing to be logged; a total of 146 items. Toni Holford-Wright reported that some were being remedied but that she was not being informed of this.

The list would be closely monitored and a date agreed for the work to be undertaken during the holidays. It was recognised that some items may not be tested or checked until later in the year ie radiators.

A meeting was planned to look at the list on 13 June. Angus Taylor would try and attend. The playing field would be in use after the May holiday. Maintenance was in place with Countrywide who already undertook other work for the School.

It was also noted that there was poor top soil and a lot of rubble was still appearing. This would also be raised at the next meeting with Kier.

The replacement changing bed issue was continuing.

The issues relating to the radiators were also ongoing.

Angus Taylor would ensure all items were raised with Kier.

b) Finance and Resources (F&R) Committee

The Minutes of the meeting held on 15 May were noted.

Lynne Blunden was chasing Lowe and Oliver about their contract work.

Wiltshire Council had insisted on the installation of the sprinkler and Angus Taylor suggested that they should arrange the maintenance.

The fobbing information was noted and led to a further robust discussion. It was eventually agreed that the FRC should meet to consider the updated information and make a proposal to the next FGB meeting on 20 June.

Subsequent to the meeting this had been dealt with by email.

The snagging items had been discussed.

The Health and Safety audit had been undertaken and rated Good, the highest ranking.

c) Teaching and Learning (T&L) Committee

The Minutes of the meeting held on 22 March were noted.

Attendance was at 95.4%.

The next meeting was planned for 24 May.

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9. Other Matters

Election of Chair and Vice Chair for 2018/19

Governors were reminded to inform Mark Thomas and the Clerk whether they wished to continue so that the Constitution could be reviewed for September.

The Clerk reported that Janneke Blokland and Amanda Carver were willing to serve as Chair and Vice Chair. There were no other nominations.

Angus Taylor proposed that Janneke Blokland serve as Chair and Amanda Carver as Vice Chair from September 2018. This was seconded by Dawn Steele and approved.

10. Approvals

The St Peter's Voluntary fund closure was approved.

The CFR (Consistent Financial Reporting) form was agreed and signed.

The budget 2018-19 had been considered in detail by FRC.

The rollover and future deficit (year 3 onwards) were noted.

Income was expected to increase; the number for September Reception was lower but this was a demographic issue for the area.

SDP (School Development Plan) items had been referenced in the compilation of the budget.

The School was expected to be full in due course. This would not require additional teaching staff but may necessitate the appointment of TAs to support individual pupils with SEND.

Angus Taylor proposed that the budget for 2018-19 be approved as circulated. This was seconded by Andrew Trowbridge and approved.

Policies

From FRC

After School and Breakfast Club Policy

Governors Allowances

Accessibility Plan

Employee Well-Being

From TLC

SEN Information Report

Science Policy

Anti-Bullying

Restraint.

Manual Handling.

Home School Agreement

More Able Pupils.

Sex and Relationships Policy.

DT Policy.

Single Equalities Policy.

FGB

CCTV and Vehicle Tracking Policy

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The Data Protection Policy and Privacy Notices had been circulated.
The Privacy notices were approved.

Information from the Data Protection Act would be awaited to inform the Data Protection Policy.

11. Governor Activities

Training

Janet Buck, Margaret Hoyland and Katie Riches had attended the School Inspections – Implications for Governors training.

Visits

Amanda Carver had attended the Forest Schools session.

Janet Buck: Pupil Premium meeting with Toni Holford-Wright; Provision mapping with Alyson Mazotta; observed SATs procedures; school council meeting; coffee and chat; Easter Service; Maths mastery.

Zoe O'Reilly and Amanda carver had also attended the Easter Service

Kate Hughes and Katie Riches had attended Coffee and Chat.

Andrew Trowbridge had visited to discuss the budget

Janet Buck and Andrew Trowbridge had been involved with Open the Book. This had also involved four year 6 pupils who had performed at both sessions.

Janneke Blokland had made various visits, including a visit to discuss Health and Safety with Anne Schwodler.

Andrew Studdert-Kennedy had made various visits.

Dawn Steele had been involved with the TA interviews.

Joyce White had visited to discuss Safeguarding with Anne Schwodler.

Governors had also been involved in the Friends Quiz evening.

Amanda Carver, Dawn Steele and Janet Buck had brought in hot cross buns for the staff.

Governors were reminded to undertake the visits scheduled.

12. Correspondence

The list was noted.

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13. Any Other Business

Governors would supply items for the Hamper; Amanda Carver to organise.

The fete would take place on 29 June 4.30-7.30pm.

14. Dates of Future Meetings

Meetings for 2017-18

20 June.

Meetings for 2018-19

19 Sep; 21 Nov; 23 Jan; 20 Mar; 22 May; 19 Jun

It was agreed to schedule all Committee meetings for 2018-19

Governors were invited to the SDP morning – 6 July 9am-12noon. They would also supply the salads for the lunch.

The meeting closed at 8.42pm