

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

**ACTION SHEET
22 November 2017**

Item	Action	By
1	Katie to complete the Confirmation Form	KR
3a	RAG assessment to be passed to Kath Black for action Prepare Accessibility Plan	AS JBI
3c	Publish Annual Statement Circulate SEND report	AS JBU
3d	OFSTED preparation	ST/MT
3e	Issue parent questionnaire in January Analyse returns	AS ZO/KR
3g	Circulate Governor Class link list	AS/LC
4	Check total PP numbers	AS
6b	Update donations information KS1 changing bed issue to be taken up with Kier Check voluntary funds Arrange for first aid kits & mobile communications for MDSAs Circulate Code of Conduct for signing at January FGB Amend Finance Manual	JBI AS AS (LB) AS AS/LC ATr/AS
6c	Self Evaluation Form to be completed and circulated	DS
6d	Follow up transport concerns	MT
7	Undertake Governor self evaluation	MT/LC
9	Review the SEND Policy 23 November	JB/MH

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

**Minutes of a Meeting of the Full Governing Body
held on Wednesday 22 November 2017 at 7pm at the School**

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

In attendance: Laurien Carter – Clerk

Apologies received and accepted: Toni Holford-Wright; Katie Riches; Kristian Smith; Andrew Studdert-Kennedy; Simon Taylor.

1. Welcome

Mark Thomas welcomed everyone to the meeting.

There were no amendments to the Register of Business Interests or interest in any agenda item. Andrew Studdert-Kennedy had completed a Business Interest Form. Those not present at the October meeting completed the confirmation document. Katie Riches would be reminded to do this.

2. Prayer

Janneke Blokland opened the meeting with a prayer.

3. Minutes of the Meeting held on 11 October 2017

The Minutes of the meeting held on 11 October were approved and signed accordingly.

3. Matters Arising

a) RAG rating audit of website (5a)

Margaret Hoyland had completed this and produced a report which would be acted upon.

Ben Ferris arrived

Joyce White reminded Governors of the need to prepare an Accessibility Plan, wider than required previously and therefore necessary even though it was a new building. Janneke Blokland agreed to undertake this.

b) Open Day for Locals/Leaflet Drop (5f)

A successful Open School event had been held, following a local leaflet drop and publicity, with a lot of people and many compliments. The pupils involved had been very good at showing the visitors around and one had received a thank you card. It was not thought that any estate agents had attended (8a).

c) Annual Statement (5h)

This had been circulated and the final draft was approved and would be published on the website.

Janet Buck would also circulate the SEND report, required for the website.

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d) OFSTED preparation (5i)

Simon Taylor was continuing to work on this.

e) Parent Questionnaire (5j)

The Questionnaire had been prepared. It was agreed to issue it in early January. Katie Riches and Zoe O'Reilly would analyse the returns.

f) Child Protection and Other Linked Policies (7)

Joyce White reported that she had met with Anne Schwodler and all the policy links were included in the Child Protection Policy.

g) Opening Ceremony (9)

Governors were informed that this would take place on 30 January. Limited details were shared.

h) EAT (Excalibur Academy Trust) Admission Policy

The clarification letter from EAT had been circulated. It was accepted that with an annual consultation concerns would continue. Thanks were recorded to Andrew Studdert-Kennedy for his work on this.

g) Governor Class Link (11)

This had been agreed and the final version would be circulated.

h) Mince Pies (13)

Amanda Carver reported that this was in hand.

Flowers had also been sent to Jehane Dewar from the Governors to wish her well.

Zoe O'Reilly left the meeting

4. Head Teacher's I Report

The report had been circulated and questions were taken:

The Pupil Premium figures would be checked as the totals did not tally.

Acorn and Oak are the Resource Base classes for each Key Stage; Governors were reminded that these pupils did not count in the School numbers as the Resource base pupils were funded differently.

Governors were informed about the Restorative Practice and how it was being used in the School: it was still new and the practice needed to be embedded. TAs had recently received additional training. Governors had noted that there was a general calmness in the School; the building was conducive to good behaviour.

Anne Schwodler was thanked for a good and thorough report

5. Safeguarding

Joyce White reported that she had gone through the new Policy with Anne Schwodler and they would be meeting six times a year.

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6. Committee and Working Party Reports

a) Formation

Building Status

Angus Taylor reported that there had been a meeting on 31 October and another was planned for 29 November. Kier were aware of the official Opening Date. The temporary access into the School continued. The permanent pedestrian access was a priority.

Anne Schwodler reported on Kier personnel changes but this was not a problem.

Snagging items were being recorded and would be discussed at the next meeting on 29 November.

Decant Status

This was now complete.

b) Finance and Resources (F&R) Committee

The meeting had been held the previous day. Andrew Trowbridge reported:

Janneke Blokland would be meeting with Friends to update the donations information.

The library software was approved; paid for by The Hamilton Trust.

The County issue relating to the Travel concerns had gone quiet following the last response.

The Key Stage 1 changing bed ordered by Kier was not suitable and had been replaced by a second hand one. This would be taken up with Kier.

Lynne Blunden was covering the Finance Role on a temporary basis and had settled quickly into the role.

The Voluntary Funds would be checked by Lynne Blunden.

There was a need for mobile first aid kits for MDSAs and also a way of communicating due to the distance between the MUGA, Key Stage 1 playground and the office, should an emergency occur.

Governors questioned Anne Schwodler about her workload with various staff absences. She would review the situation once information was received about the length of absences. Governors agreed to send flowers to Toni Holford-Wright.

The Code of Conduct had been approved and staff and Governors would be required to sign their agreement. It would be circulated for signing at the January meeting.

Consideration was being given to outsource out of hours provision and one company would be presenting at the next Committee meeting.

Governors agreed that Toni Holford Wright should be added to the Bank Mandate, as per the Finance Manual. It was also agreed that it may be necessary to include an additional signatory; the Chair of FRC. The Finance Manual would be amended accordingly.

Funding Update

Janneke Blokland reported that £52,000 had been raised; some of which was yet to be finally confirmed.

A Ball was planned for March 2018.

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Governors noted how much had been raised and that outdoor play equipment was the main outstanding item.

Various support had been received to plant the garden areas.

c) Teaching and Learning (T&L) Committee

A meeting had been held 16 November. Dawn Steele reported:

Policies had been approved.

The SEF (Self Evaluation Form) was not yet completed but would be circulated when finalised.

Attendance was 95.3%; the School preferred it to be higher. There had also been an increase in term time holiday applications which had been refused but if they were taken anyway this would affect the figure. Information of these applications were passed to County who made the decision whether to fine the parents.

The SDP (School Development Plan) for the previous year had been reviewed.

Joyce White had attended to report on the Safeguarding Audit.

There had been no new data to review.

d) Transport Committee

Simon Taylor had circulated a report which was noted.

Mark Thomas reported on a meeting with the Mayor and Wiltshire Councillor Jane Davies. They had discussed the expectations on the School to make various contacts to follow up issues. There had been two press items highlighting the issues, especially relating to the crossing of George Lane by Culvermead Close.

There was a robust discussion about how to proceed on this and who to involve. Suggestions were made and would be considered.

e) Opening ceremony Committee

This had been covered in 3g above.

7. Other Matters

Governance arrangements

Nothing to report.

St John's Admission Policy

Covered in item 3h above.

Parent Governor Election Update

The Clerk reported that there had been two nominations. Paperwork was being prepared to go out on 27 November, with the count and outcome known on 6 December.

Christmas Fayre Donations

Governors would donate a hamper, as in previous years.

Governor Self Evaluation

It was agreed that this should be undertaken during the academic year.

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8. Policy Approval

Governors approved the following Policies considered by the Committees:

FRC: Staff Code of Conduct

TLC: Behaviour; Maths; Off Site Visits.

The County HR Vaping and Apprenticeship Policies were approved.

9. Governor Activities

Training

None reported.

Visits

Health and Safety Walk Round – Mark Thomas, Andrew Trowbridge, Kristian Smith; Amanda Carver

Car Survey – Amanda Carver, Simon Taylor, Katie Riches, Janet Buck, Andrew Trowbridge

Margaret Hoyland attended collective worship, led by Janneke Blokland.

Janet Buck had attended harvest celebrations.

Janet Buck and Margaret Hoyland would be reviewing the SEND Policy 23 November.

Joyce White had undertaken the safeguarding work; she would also be visiting for a pupil voice session.

Janneke Blokland, Janet Buck. Zoe O'Reilly and Ben Ferris had attended the Open afternoon.

The Opening Ceremony and Transport committees had met.

Janneke Blokland had been involved in meetings with College representatives for music provision.

Andrew Trowbridge had met with Lynne Blunden on her appointment.

Staff would be informed of the proposed Class Link visits. They were keen to meet with Governors.

A meeting of the School Council would be arranged; Janet Buck would attend.

10. Correspondence

The list was noted.

11. Any Other Business

None

12. Dates of Future Meetings

Meetings for 2017-18

24 January; 21 March; 23 May; 20 June.

The meeting closed at 8.37pm