

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

**ACTION SHEET  
11 October 2017**

<b>Item</b>	<b>Action</b>	<b>By</b>
3	Complete Business Interest Form Complete Start of year admin	ASK MH/MM/KR/ATa
5a	Continue RAG rating audit of website	MH
5f	General open day for locals Arrange leaflet drop	AS AS
5h	Prepare draft Annual Statement	MT/ST
5i	OFSTED preparation	ST/MT
5j	Issue parent questionnaire in the autumn	MT/AS
7	Work on CP and linked policies	JW/DS
8a	Visit Estate Agents and invite to open day	AC
9	Opening ceremony - personnel; date Seek clarification of EAT Admission Policy	AS ASK
11	Governor Class link list	AS
13	Mince pies for staff	AC

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

**Minutes of a Meeting of the Full Governing Body  
held on Wednesday 11 October 2017 at 7pm at the Infants Site**

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

**In attendance:** Laurien Carter – Clerk

**Apologies received and accepted:** Margaret Hoyland; Mary Mundy; Katie Riches; Angus Taylor

**1. Welcome**

Mark Thomas welcomed everyone to the meeting; the first in the new Marlborough St Mary's building. A particular welcome was made to Andrew Studdert-Kennedy, Rector of Marlborough and new Foundation Governor. Introductions were made.

**2. Prayer**

Andrew Studdert-Kennedy opened the meeting with a prayer.

**3. Start of Year Administration**

○ **Election of Chair and Vice Chair(s)**

The Clerk asked for nominations for the role of Chair. Amanda Carver proposed that Mark Thomas serve as Chair; seconded by Simon Taylor. There being no further nominations, Mark Thomas was elected Chair for the year. He proposed that Amanda Carver, Angus Taylor and Simon Taylor continue as joint Vice Chairs. There being no further nominations, Amanda Carver, Angus Taylor and Simon Taylor were elected as Joint Vice Chairs.

Mark Thomas informed Governors that he would be standing down as Chair and a Governor at the end of the academic year.

○ **Confirmation of Governor Eligibility/Acceptance of Code of Conduct/Changes to the Register of Business Interests/Interest in any agenda item**

All Governors present confirmed that they were still eligible to serve on the Governing Body, had no changes to their Business Interests and approved of, and adhered to, the Code of Conduct. Andrew Studdert-Kennedy would complete a Business Interest Form.

Those not present would be asked to complete the necessary paperwork.

There were no interests declared in any agenda item.

**4. Minutes of the Meeting held on 12 July 2017**

The Minutes of the meeting held on 12 July were approved and signed accordingly.

**5. Matters Arising**

**a) RAG rating audit of website (6)**

Margaret Hoyland had started this audit and would report to the November meeting.

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### **b) Funding for Grounds Maintenance (7a)**

The Finance Officer was aware that this needed to be considered once the field was handed over to the School.

### **c) Travel Plan/Preferred Walking Route (7a)**

The Travel Plan had been passed to Angus Taylor. Parents had been informed of the preferred walking route.

### **d) Maintenance Contract Costs (7b)**

This had been accepted for the year.

### **e) Playground Markings and Moving the Playpod (7b)**

The Playpod had been moved. The playground markings would be looked at with the car park markings in due course.

### **f) General Open Day (7c)**

Local residents would be invited to visit the School on a date to be agreed in November. A leaflet drop would be made by those monitoring the parking situation.

### **g) Amend Scheme of Delegation with Lease/Licence Signing Authority (12)**

It was agreed that this had been a one off requirement and approved by FGB so did not need to be added to the Scheme of Delegation.

### **h) Annual Statement (12)**

Mark Thomas and Simon Taylor would prepare a draft.

### **i) OFSTED preparation (12)**

Simon Taylor would liaise with Mark Thomas about this.

### **j) Parent Questionnaire (12)**

This would be sent out in November.

## **6. Head Teacher's Verbal Report**

Anne Schwodler began her report by noting what a lovely new School it was and how delighted everyone was with it. A number of small items were still outstanding. She extended her thanks to all who had helped with the move but particularly Jehane Dewar, Morgan Jamieson, Kath Black and Toni Holford-Wright who had spent much of the Summer holidays ensuring the School was ready to welcome pupils on time. Andrew Trowbridge had also supported the Staff in many ways in August and was thanked accordingly.

There had been new pupils joining the School and the number on roll was now approximately 370 and was expected to gradually reach capacity. The School continued to attract vulnerable pupils but was also now the school of choice for those moving to the area.

The Staffing report had been considered by the FRC (Finance and Resources Committee). Staff were getting to know one another. The Wild Day on 28 September had been a good opportunity to do this.

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It had been a very successful day with everyone dressing up; a parade around the playground; and the School hosting other primary schools before a flash mob in the High Street as part of Marlborough Lit Fest. In addition there had been pairing up of classes across the key stages; Year 6 had planned and gave lessons to groups of Year 2 pupils. This had been very well received.

Two students were training to be teachers in the School and doing well. Sophie Scott had been appointed as a PE coach instead of outside providers and this was working very well.

Performance Management was under way; with Toni Holford-Wright and Anne Schwodler sharing the responsibilities. It had been a useful opportunity to meet individually with staff.

In response to a question, Anne Schwodler explained that staff were coping well with all the changes; euphoria with the new building and start of term; then the need to adapt to so many new things, including the way planning was undertaken and progression guidance changes. It was expected that things would settle into a routine and rhythm more after the upcoming holiday. The School was fortunate in having good teaching staff and skilled TAs.

The Curriculum was being developed.

There had been a TD day looking at restorative practice as a new whole School approach to behaviour. A review will take place of its use on the TD day after the holiday. Additional Staff had been employed to cover lunchtimes, as reported to both Committees.

The IT furniture had finally arrived; in flat pack form which Morgan Jamieson has to assemble.

The demolition of the old St Mary's had started. Responding to a question, Anne Schwodler explained that there was no sentiment about the building by pupils but a lot of excitement because of the equipment being used.

Parking was an ongoing issue. Anne Schwodler gave details of an incident earlier in the day. It was recognised that residents should report concerns to the police; the School has no responsibility for the highway. There were also concerns about the School Crossing Patrol area not being signed; signs had been requested. The School was not the employer but Governors recognised that there was a duty of care to be exercised and the speed of traffic was a worry.

The School would be continuing with the Achievement for All initiative. It was hoped to be awarded accreditation.

The Year 6 Pencelli trip had been particularly successful. The merit of such residential was noted for the pupils, including those from the Resource base.

Toni Holford-Wright drew attention to the information on the Data report, considered in detail at TLC. The summaries were a useful outline of key areas. The Good Level of Development had increased again.

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Phonics was a considerable improvement and was above the national average for the first time.

Year 2 Greater Depth pupils had done very well. Year 6 had performed well in writing. The area to develop was Maths, including mastery. Information relating to other year groups had been included in the data document.

In reply to a question, Governors were informed that some initiatives have impact in a short timescale but most are only measurable when national data is compiled i.e. annually. Some are viewed year on year and this where an improvement is expected. Governors were reminded that each cohort is different and the School was aware of those causing concern.

### **7. Safeguarding**

Joyce White reported that there was quite a lot of work to do. There was a new Child Protection Policy and it was proposed to link other policies that need to be considered as part of Child Protection in general. She would meet with Dawn Steel to undertake this.

Joyce White would be meeting with Anne Schwodler termly, i.e. six times a year, to review practices.

Responding to a question, Governors were assured that prevent training would form part of the link work with Child Protection and Safeguarding.

### **8. Committee and Working Party Reports**

#### **a) Formation**

##### **Building Status**

Mark Thomas reported that there would be a delay in delivery of the new car park due to additional asbestos being found in the old school building; expected completion around mid January. The main build had been on time. The School would continue to have the use of the old St Peter's for parking.

There had been a Travel Plan meeting the previous week. The School was required to undertake a number of items in order to finalise the Planning Consent.

- a. Access arrangements for pedestrians and cyclists
- b. Details of the temporary access footpath
- c. Arrangements for parking vehicles and cycles
- d. Measures to be taken to encourage parents to use non-motorised forms of transport in collecting and dropping off their children.
- e. Management and monitoring of school traffic and parking at the start and end of the school day.

Monitoring was being undertaken in respect of item "e", but was not easy as this related to the public highway and was not in the School's jurisdiction. There had been work on the background to the ownership of the footpath from Van Diemen's Close to George Lane and this was continuing.

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Mark Thomas had been contacted following the letter going out to parents about parking; this had been resolved without becoming a public matter. Mark Thomas was thanked for his sensitive handling of this.

There continued to be a number of snagging items.

### **Decant Status**

The IT furniture had finally been received.

A number of personal items had gone missing during the move; some items had been damaged. These would be listed and addressed with the removers.

### **Communications**

The website had been updated.

It was agreed that a leaflet drop was not required as numbers were increasing; see 6 above. It was however agreed to inform estate agents about the new building and invite them to the open session for residents to make them aware of the School and to promote it with customers. Amanda Carver agreed to visit the estate agents.

### **b) Finance and Resources (F&R) Committee**

The Minutes of the meeting held on 3 October had been circulated.

Andrew Trowbridge reported:

The Committee had also recorded thanks to staff for all their work in the Summer.

The Finance report was still awaiting detail but the financial situation was not a cause for concern.

The delay in completion had been noted, see 8a above.

Software for the library had been considered but decisions would not be made until the New Year.

A Health and Safety premises walk would take place before the next meeting, 21 November.

A new bed had been supplied for the Key Stage 1 hygiene room, via Wiltshire Council.

The Staffing report had been considered.

A new SIA (School Improvement Adviser) had been appointed.

### **Funding Update**

Janneke Blokland reported that it had been a busy year but was now a lot quieter. A number of items were still required. A Ball was being considered to raise additional funds but may now be held over until the spring.

The donor tree had been installed and leaves would be added.

It was difficult to give precise details of local donations, as a number of grants had been received. It was likely that £30 000 would be needed for play items. A local fund raiser had offered their services to the School and would be meeting Anne Schwodler.

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It was suggested that local people; those whose children had attended the School should be contacted to be asked for donations. It was agreed that this could coincide with the official opening.

The Committee was continuing to meet and would consider various ways to raise the money including those suggested.

### **c) Teaching and Learning (T&L) Committee**

The Minutes of the meeting held on 5 October had been circulated.

Janet Buck reported:

The Scheme of Delegation and Terms of Reference had been reviewed.

A new SDP (School Development Plan) would be prepared.

The School ambience was helping with behaviour.

Additional lunchtime support was discussed.

The data had been considered in depth.

The Resource Base was dealing with more complex needs.

The Marlborough Cluster continued to work well; teaching trios were being introduced.

The Committee had undertaken a very informative Learning Walk and had been impressed with what they had seen.

## **9. Other Matters**

### **Governing Body Constitution**

Mark Thomas reported that Andrew Trowbridge would be standing down as a Governor at the end of the academic year. A suitably qualified person with financial skills would be sought to replace him; a new Foundation Governor would be appointed. Kristian Smith had also tendered his resignation. The Parent Governor election procedure would be started in early November to seek a replacement.

With Mark Thomas standing down in August 2018, it was proposed that a Vice Chair be elected in the New Year as part of the succession plan to take over as Chair in September 2018

The Clerk reminded Governors that the Constitution could be reviewed and changed. It had been recognised that eighteen was a large number but had been considered workable with the transition from two schools to one and a new build plus day to day governance requirements.

### **Opening Ceremony**

Following a brief discussion, it was agreed that Anne Schwodler should follow up initial enquiries and consider a date for the spring and report to the next meeting.

### **St John's Admission Policy**

Mark Thomas reported that the admissions policy published for St John's appeared to be unchanged despite previous reassurances about local non Trust schools. Governors expressed concerns about the lack of action on this. Andrew Studdert-Kennedy would seek clarification, in his role as a Trustee of Excalibur.

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Mark Thomas had also contacted Wiltshire Council and Salisbury Diocese about the potentially discriminatory inclusion of Feeder Schools in admission policies.

### **OFSTED folder & preparation**

See 5i above.

### **Scheme of Delegation**

With the amendment relating to a specific exclusion panel and not TLC, the Scheme of Delegation was approved.

### **10. Policy Approval**

Governors approved the following Policies considered by the Committees:

FRC: Pay; Health and Safety; Charging & Remissions

TLC: Art; EAL; PSHCE; Safeguarding and Child protection.

### **11. Governor Activities**

#### **Training**

Andrew Studdert-Kennedy had attended the required Diocesan Foundation Governor training. He expressed concern about this training and would be contacting the Diocesan Education Board.

Dawn Steele and Janet Buck would be attending the Strategic use of Data in Primary Schools - Using data to improve your school, training.

#### **Visits**

Janneke Blokland – assemblies; funding committee

Amanda Carver/Dawn Steele – data discussions

Mark Thomas – Travel Group

Janet Buck – Open the Book

Andrew Studdert-Kennedy – assemblies

Anne Schwodler would draw up a Governor link class list.

### **12. Correspondence**

The list was noted. Governors were encouraged to read the Safeguarding document as a useful reference.

### **13. Any Other Business**

Governors would bring in mince pies for staff on 13 December. Amanda Carver would coordinate this.

### **14. Dates of Future Meetings**

Meetings for 2017-18

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

The meeting closed at 8.50pm