

MONKTON PARK PRIMARY SCHOOL

Minutes of the meeting of the Governing Body Thursday 29th September 2022

(Subject to the approval of the Governing Body at the next meeting)

Present:	Sean Dennien SD (Co-Chair), Ian Sankey IS (Co-Chair), Barbara Hearn BH , Rod Key RK , Phillip Barnett PB , Fiona Gout FG , Steve Rafferty SR (Headteacher), Penny Hamilton PH , Peter Dodd PD , Dan Reynolds DR , Jonathan Watts JW and Joseph Williams JWD (Deputy Headteacher) Katie Kelly KK (Clerk to the Governors)
1.1	Welcome and Apologies IS welcomed everyone to the first meeting of the new school year. Apologies received from Chris Dutton. The meeting welcomed Joseph Williams (JWD) the school's new Deputy Head teacher and Staff Governor.
1.2	Declarations of Interest None The annual 'Register of Interest' returns were completed.
1.3	Minutes & Matters Arising The minutes of the meeting held on 30th June 2022 were confirmed as correct. The End of Year Governor's report was produced and sent to parents in the school newsletter. BH contacted Nick Murry (Local Councillor) re the faded road markings at the rear entrance to the school. KK reported on the Wiltshire Council App. The white lines have been renewed. IS signed the minutes and returned to KK. At the start of each school year the Chair and Vice Chair need to be elected. IS and SD both confirmed that they would be willing to continue as Co-Chairs. The governors were asked if anyone was interested in the vice chair role to speak with SD or IS. Barbara Hearn proposed Sean Dennien, Jonathan Watts seconded. The governors approved Sean as Co-Chair for 2022 – 23. Sean Dennien proposed Ian Sankey, Barbara Hearn seconded. The governors approved Ian as Co-Chair for 2022 – 23.
1.4	Setting Our Strategic Direction School Development Plan Start of Year Review. SR gave an overview of the SDP. It follows on from last year's plan. With new staff over the summer, there has been substantial change in Subject Leader responsibilities. Staff will be given time to settle into school and learn the new processes. Then Leadership will be one of the main focuses for the rest of the year. Wellbeing has been added to the SDP as a 4 th Focus. This will cover the wellbeing of both staff and pupils. SR will be starting this with a Wellbeing Working party, with staff from a range of rolls across the school. DR asked how the children's wellbeing will be assessed, will it be anecdotal? SR advised that the school use Thrive as a main indicator. IS felt that this would be a good focus for the school, he asked who would be leading the meetings. SR confirmed that he would lead the initial meeting, he asked if any governor would be interested in attending. IS confirmed that he would. SD felt it

	<p>was important for there to be a 'Link Governor' role for Wellbeing. This will be added to the revised Link list.</p> <p>Then followed a discussion about the actions to meet the milestones. It was agreed the actions could change as long as the milestones are met. SD suggested that the actions list become an appendix to the SDP rather than part of it. The governors agreed.</p> <p>The governors approved the SDP for the Year.</p>
<p>1.5</p>	<p>Monitoring & improving our performance</p> <p>Headteacher Report (HTR) The report was available for the governors to read before the meeting. SR gave an overview of the report.</p> <p>The school currently has 262 pupils on roll, this is the highest number for many years. KS2 had a great set of results for this year's SATs, due to COVID the results will not be published this year.</p> <p>Attendance is much improved on this time last year. RK asked if this was because parents/children are less anxious or whether it was work from the Parent Support Advisor (PSA)? SR advised that the PSA has been monitoring attendance closely. Teachers will be discussing children with low (90% or less) attendance at parents evening. They will also be following up on children that arrive at school persistently late.</p> <p>PB asked if Parents Evening is still virtual. SR confirmed that yes, it is. The online system is much less stressful for staff and helps with their wellbeing. DR confirmed that as a parent he felt it was a much better system and allowed him to attend the meeting around work. He asked if there was a mechanism to ask further questions. PH advised that Staff were happy to have follow up calls or end of school chats. SR advised that in addition to a virtual parents evening, parents would be invited into school next term for an Open Classroom event after school. There would also be chances for parents to visit with class assemblies restarting, Curriculum events, Nurse visits etc.</p> <p>PD asked about the Forest School Lead and planned training. SR advised that Jayne Rees is now Forest School Lead, her training programme will begin in half term.</p> <p>Attainment and Curriculum Minutes</p> <p>The last A& C meeting of the year was held on 13th July 2022. SD gave a brief overview of the minutes, which were available on SharePoint to view. There were no questions.</p> <p>Safeguarding</p> <p>IS reminded governors to complete the online Safeguarding training. BH will be retiring in the summer. A replacement Safeguarding Lead will need to complete the training courses. IS asked if anyone was interested in taking on the roll to contact him.</p>
<p>1.6</p>	<p>Managing our resources effectively</p> <p>F&P Minutes</p> <p>PB briefly ran through the minutes of the first F&P meeting of the year held on 3rd October 2022. There were no questions.</p> <p>HR Minutes</p> <p>No meeting held since the last full governors. The committee will need to meet to discuss and approve the Pay Policy. Meeting date TBA.</p> <p>Governor Terms and Succession Planning</p> <p>SD spoke to the meeting about the need for a Vice Chair of Governors. SD and IS have covered the Chair roll for the last 4-5 years and have no intention of stepping down in the near future, however for succession planning and responsible running of the governing body a vice chair was required. If anyone would like more information or to volunteer, please see SD or IS.</p> <p>As already mentioned, BH will be retiring in the Summer, a replacement Community Governor and Safeguarding lead will be needed.</p>

<p>1.7</p>	<p>Increasing Governor Effectiveness</p> <p>Link Governors SR provided an updated list of Teachers and the subjects they would be responsible for. SD and IS will discuss out of the meeting and populate the list with Governor links. IS asked if any Governor had a particular area, they would like to be responsible for to let him know.</p> <p>Membership of Committees A draft list was available before the meeting. PD to be noted as Vice Chair of F&P. David Palmer to be removed. The governors approved the membership.</p> <p>Governor Visits CD has visited Andrew Prosser to discuss Pupil Premium.</p> <p>Governor Training PD has attended the Governor Briefing; he will add his notes to share point. IS reminded governors to complete the Safeguarding training.</p>
<p>1.8</p>	<p>Approval of Policies</p> <p>Scheme of Delegation, after all of the changes last year, there are no updates for this year. The Governors approved the Scheme of Delegation</p> <p>School Bus has changed slightly, please can all governors log in and ensure they are familiar with them. The updated Child Protection policy is now on SchoolBus and awaiting approval. Please can Governors approve as soon as possible the deadline is the 30th September.</p>
<p>1.9</p>	<p>Any Other Business</p> <p>PD attended the online Governor Briefing and they spoke about lowering PAN (Pupil admission numbers) due to the falling birth rates, he asked whether Monkton Park's would be changing? SR advised that ideally, he would like to increase the PAN, but this would be unlikely to be approved by the LA. Therefore, the PAN will remain at 38. The Governors were happy to approve this.</p> <p>Following on from the Governments White Paper on Academisation, IS asked if there was any further information from the LA? SR confirmed that there was not. IS suggested that Academisation become a standing Agenda Item. The Governors agreed.</p>
<p>Date of next meeting - The next scheduled meeting is on Thursday 24th November 2022 at 6.30 pm.</p>	
<p>Actions:</p> <p>Add Wellbeing Link Governor to Link lists</p> <p>All governors to complete online Safeguarding training</p> <p>All governors to read and approve/advise SR of changes to the Child Protection policy on SchoolBus</p>	