

MONKTON PARK PRIMARY SCHOOL

Minutes of the meeting of the Governing Body Thursday 14th March 2024

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

Present:	Sean Dennien SD (Co-Chair), Ian Sankey IS (Co-Chair), Fiona Gout FG , Jonathan Watts JW , Peter Dodd PD (Vice Chair), Dan Reynolds DR , Laura Lock LL , Charlotte Sykes CS , Chris Dutton CD , Penny Hamilton PH , Steve Rafferty SR (Headteacher) and Katie Kelly KK (Clerk to the Governors)
4.1	Welcome and Apologies SD welcomed everyone to the meeting. Apologies received from Joseph Williams JWD (Deputy Headteacher)
4.2	Declarations of Interest None
4.3	Minutes & Matters Arising The minutes of the meeting held on 18th January 2024 were confirmed as correct and approved and signed by SD. Actions from Last Meeting <ol style="list-style-type: none">1. CD advised the NEU has model policies. CD to send FG links. Complete2. IS & KK to update Inspiring Governance. PD to assist. Complete Following the advert placed on Inspiring Governance, Jenny Buchanan was invited to discuss the role. Jenny had a Teams meeting with PD and came into school to meet with SD and SR. They felt that Jenny would be an excellent addition to the Governing Body. SD proposed for Jenny Buchanan to join the Governors. IS seconded the proposal. The governors agreed. KK to arrange the paperwork.
4.4	Setting Our Strategic Direction School Development Plan 2023/24 SR gave a brief update on the SDP. The Metacognition Drive Team have met. There are two more sessions booked for October 2024 and February 2025. An Adaptive Teaching training session with Shirley Clark for April 2025. The LA Hub Training has not been very good. It has left the school wanting more. The Ramsbury English Hub training has been of a very high quality, they have visited for lessons and teacher training. They will be visiting another 4-5 times next year. IS asked if there were any areas that required any support. SR said that Subject Leaders required further support to ensure they were fully confident in their subjects. PD asked if there were any milestones to review? SR advised these would be ready to through at the next FGM. Academisation: No Updates.

<p>4.5</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 a brief overview of the report.</p> <p>The numbers for September’s Reception class are good despite the low birth year. Well done to everyone involved.</p> <p>The school are coming to the end of the assessment week. There is a new coaching system in place, which has been well received by the teaching staff. This equates to 3hrs of training over the whole year.</p> <p>Pupil attendance has dipped slightly but is still above average. There has been a large amount of illness. FG noted the piece in the school newsletter and felt it was well written and gave parents clear guidance for when their children are under the weather. CS asked if parents would understand hours of teaching missed rather than days.</p> <p>The new LED lighting was installed over February Half Term. It is working well, and the school should see savings in the energy bill. The Kitchen roof has been completed, this was funded by the LA. There are plans for a site survey to be carried out to see if it is suitable for the installation of Electric Car Charging points.</p> <p>Annabel Collyer (Year 1-2 Teacher) will be leaving the school at the end of the summer term. Annabel has been offered the position of KS1 Lead at her new school. The advert has been placed for her post and the school have received a good response. SR is very confident an excellent replacement will be found.</p> <p>Attainment and Curriculum Minutes:</p> <p>The A&C committee have not met since the last FGM.</p> <p>Safeguarding</p> <p>CD attended the school for the Safeguarding audit. Many thanks.</p>
<p>4.6</p>	<p>Managing our resources effectively</p> <p>F&P Minutes – The F&P Committee have not met since the last FGM.</p> <p>HR Minutes – No meeting held. Thanks to CD for proving sample wellbeing and menopause policies. HR Committee to meet in the summer term.</p>
<p>4.7</p>	<p>Increasing Governor Effectiveness</p> <p>Governor Skills Audit – IS thanked the governors for completing the audit. The governors briefly discussed the results of the audit. Overall, the governing board is in a strong position. However, this will need to be carefully managed, when IS retires in the Summer, so as not to lose his skill set. IS reminded governors that there is a large amount of training available on Right Choice, this will help to fill gaps for individuals understanding.</p> <p>Governor Visits – DR has had a “Link” visit with Annabel Collyer. FG has met with “Link” Kerry Haines. SD visited to meet with SR and New Governor Jenny Buchanan.</p> <p>Governor Day will be held on 27th June. Details to be discussed at the next FGM.</p> <p>Governor Training – CD has undertaken Prevent Training. PD has completed Safeguarding training. CS attended the Wiltshire Safeguarding Conference</p>
<p>4.8</p>	<p>Approval of Policies</p> <p>SD thanked the governors for keeping up with the policy review. There are policies for each committee to review. Please can these be completed in time for the relevant committee meetings.</p>

4.9 Any Other Business

SR brought to the attention of the governors, the new PE Board. This highlights all the activities completed over the last 12 month. He also advised that 72 girls (All of KS2) had recently taken part in the Girls in Football event held at Stanley Park. The feedback from the girls and parents has been very positive.

SR also told governors about Science Week; this will be happening at the beginning of May. Governors welcome to visit.

Date of next meeting - The next scheduled meeting is on Thursday 9th May 2024 at 6.30 pm.

Actions:

1. KK to arrange the paperwork for Jenny Buchanan
2. SR to prepare SDP milestones for review at next FGM.