

MONKTON PARK PRIMARY SCHOOL

Minutes of the meeting of the Governing Body
Thursday 18th January 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 , Joseph Williams JWD (Deputy Headteacher) and Steve Rafferty SR (Headteacher) Katie Kelly KK (Clerk to the Governors)
3.1	Welcome and Apologies IS welcomed everyone to the meeting.
3.2	Declarations of Interest None
3.3	Minutes & Matters Arising The minutes of the meeting held on 23rd November 2023 were confirmed as correct and approved and signed by IS. Actions from Last Meeting <ol style="list-style-type: none">1. KK to liaise with Sarah Quarrell reference renewed DBS certificates for governors. KK spoke to SQ before Christmas, will follow up. Costs were discussed at the F&P meeting.2. SR to review the Risk Assessment for pupils taught in the Bungalow.3. Site Risk assessment to be reviewed.4. Action 2 &3 to be added to the F&P agenda for review at next meeting. The risk assessments will be complete before the next LA H&S audit. Follow up actions and reviews moved to F&P Committee.
3.4	Setting Our Strategic Direction School Development Plan 2023/24 Included in the Head Teachers Report. Academisation: No Updates. A short discussion followed about another local academy school whose academy chain had ceased operating. The school have no say with what happens to them. They will be placed with another academy chain by February half term. The governors were shocked at the lack of autonomy schools have once they become an academy.

<p>3.5</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 primary school application numbers have been published. Monkton Park has 48 first choice applications and 80 applications overall. This should mean FS will be full. The governors thanked SR for the time put into meeting and greeting prospective parents.</p> <p>IS thanked SR for the context added to the CPOMs/Safeguarding data. It has helped with the understanding.</p> <p>CS asked for the governors’ congratulations to be passed on to Sarah Contardi for completing her National Professional Qualification for Senior Leadership (NPQSL).</p> <p>SR spoke about the Staying Safe Online Presentation. 18 parents attended but many more have asked for the presentation. It has been very well received. The school are now able to refer parents to the presentation when there are pupil issues around online safety. Yr. 5 & 6 also undertook some Group session funded by Chippenham Borough Lands. The pupils were fully engaged, and the feedback was excellent. A link to the presentation will be added to the school newsletter and website.</p> <p>Attainment and Curriculum Minutes:</p> <p>The A&C committee met on Wednesday 17th January. The minutes will be available on SharePoint. SD gave a brief overview of the meeting. They looked at the Autumn data in conjunction with a Blog by James Pembroke “Why data should be informative and meaningful to governors”. The material and link to the blog will be placed in SharePoint. SD suggested reading the article before the minutes. There were no questions.</p> <p>Safeguarding</p> <p>Covered in the Head Teachers Report.</p> <p>CD to visit the school for the Safeguarding audit.</p>
<p>3.6</p>	<p>Managing our resources effectively</p> <p>F&P Minutes – The F&P Committee met on Monday 15th January. The minutes will be available on SharePoint. PD gave a brief overview of the meeting.</p> <p>There were no questions.</p> <p>HR Minutes – No meeting held. FG has met with SR to discuss where the Governors can help/add value. FG to assist with the well being policy, also to look at introducing/updating policies for pregnancy, menopause etc. CD advised the NEU has model policies. CD to send FG links.</p> <p>Governor Vacancy – We still have a Co-opted Governor vacancy. Inspiring Governance is still the preferred option but happy to explore other opportunities. CS suggested approaching the Rotary Club to see if any of their members would be interested. IS & KK to update Inspiring Governance. PD to assist.</p>

3.7	<p>Increasing Governor Effectiveness</p> <p>Governor Skills Audit – The biannual Skills audit is now live. Governors to complete the questionnaire by 28th January 2024. Thank you.</p> <p>Governor Visits – A number of the governors attended the Christmas performances. There was high praise for the 3 KS performances. SR confirmed that the ticket sales covered the cost of hiring the Neeld Hall for the KS2 Performance, which gives every child the chance to perform on a stage. The governors thanked SR for managing the ticket Sales and giving the whole school wonderful acting opportunities. They also asked for the thanks to the staff for their hard work. SD reminded Link Governors that this would be a good point in the year to meet with their Link Teachers.</p> <p>SD has met with Mary Murphy PE Lead. LL has met with PH to discuss the Arts Mark certification. Both SD and LL were impressed with the opportunities available for the pupils.</p> <p>Governor Training – FG is continuing with SEN training.</p>
3.8	<p>Approval of Policies</p> <p>SD thanked the governors for keeping up with the policy review. There will be more policies to approve in the next few months.</p>
3.9	<p>Any Other Business</p> <p>None</p>
<p>Date of next meeting - The next scheduled meeting is on Thursday 14th March 2024 at 6.30 pm.</p>	
<p>Actions:</p> <ol style="list-style-type: none"> 1. CD advised the NEU has model policies. CD to send FG links. 2. IS & KK to update Inspiring Governance. PD to assist. 	