



**MARWOOD  
SCHOOL**

## Full Governing Body Meeting

<b>Date</b>	Tuesday 14 <sup>th</sup> October 2014		<b>Time</b>	7.00 –9.00 pm
<b>Potential Attendees</b>	<b>Initials</b>	<b>Position</b>	<b>Comments</b>	
Mr Geoff Allix	GA	Parent Governor (T&L/Pupil tracking Lead)	Present	
/Mr Toby Barnes	TB	Parent Governor	Present	
Mr Martin Beck	MB	Community Governor	Apologies	
Mrs Christine Briggs-Wilson	CBW	Parent Governor	Present	
Mr Alun Dobson	HT	Staff Governor (Headteacher)	Present	
Mr Dave Thubron	DT	Community Governor	Resigned	
Dr Simon Jones	SJ	Authority Governor	Present	
Mrs Corinne Lethaby	CL	Staff Governor (Non Teaching)	Present	
Mrs Barbara Nicolson- Martin	BNM	Staff Governor (Teaching)	Present	
Michelle Rose	MR	Parent Governor	Apologies	
Mr Peter Silveston	PS	Authority Governor (Chair of Govs/Finance Lead)	Present	
Mrs Rose Elliott	RE	Clerk	Late	

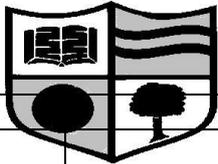
## Minutes

2014-15/ GOV/01	<b>Apologies</b>	Were received from MB working and MR unwell, these were sanctioned. A letter of resignation had been received from Dave Thubron just prior to the meeting.	<b>I D I</b>
2014-15/ GOV/02	<b>Conflicts of Interest</b>	None stated.	<b>I</b>
2014-15/ GOV/03	<b>Minutes of last meeting and Matters Arising not on the Agenda</b>	The Minutes from the meeting held on 8 <sup>th</sup> July 2014 were agreed as a true record with the following amendments - 2 Maths and 1 English level 6 achieved No update on septic tank arrangements yet. AD to action website SEN and curriculum by half term. GA reported that children are talking about social networking eg. Instagram. AD reported that the online safety sessions are starting next week and that messages will go to parents to remind them of the age limits for social networking. AD to ask our EWO, Clive Robbins, to run an Internet Safety session one evening after school.	<b>D PS PS AD  AD</b>
<b>Teaching &amp; Learning</b>			
2014-15/ GOV/04	<b>Report of the Headteacher</b>	AD had sent out his report in advance however he asked Governors to note that attendance was to 7 <sup>th</sup> October not 7 <sup>th</sup> September. GA volunteered to be on the panel for a TA interview, the person replacing one of the days which Sharon was covering. The parent questionnaire was discussed and some amendments made.	<b>AD I  I GA</b>
2014-15/		A short review of the T & L sections of the Plan was carried out. It	<b>I</b>



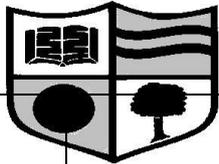
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GOV/05	 <b>School Improvement Plan</b> <b>MARWOOD SCHOOL</b>	was noted some items are now green. The Plan is to be reviewed in full at the T&L November meeting.	<b>T&amp;L</b>
2014-15/ GOV/06	<b>School Visits</b>	<p>BNM reported that last academic year every class was visited at least once by governors, and notes are on file.</p> <p>SJ read from his notes on his recent visit to class 1: It is confirmed that any problems with the ICT system should be reported to AD, however it is mentioned in the new teaching standards that each teacher is expected to be confident in ICT. BNM will feedback to staff member(s) in question on issues raised. It may be necessary to purchase more dongles.</p> <p>Toilet cleaning – AD will check with caretaker.</p> <p>Positive points: great use of the outdoor garden space, very positive about Petroc trainee placement.</p> <p>Class links were confirmed as stated in the July Minutes with CBW attached to Class 4 Class 3 PS Class 2 GA and MR Class 1 SJ and TB.</p>	<b>I</b>  <b>C</b>  <b>I</b> <b>BNM</b>  <b>AD</b> <b>I</b>  <b>I</b>
2014-15/ GOV/07	<b>Staff Performance Management Timetable</b>	<p>AD reported that 2 teachers remain to have their appraisal before the end of October.</p> <p>TA and admin staff to be appraised in November.</p>	<b>AD</b>
		<b>Resources</b>	
2014-15/ GOV/08	<b>Finance</b>	<p>Notes of Finance Review meeting held 7<sup>th</sup> October 2014 had been sent in advance.</p> <p>Recommendations 1 and 2 [reproduced below] were approved for action:</p> <ol style="list-style-type: none"> <li>1. £3000 from carry forward to curriculum budget</li> <li>2. £15000 from carry forward to part finance new kitchen fit out.</li> </ol> <p>At the next meeting the group will review the 3 year plan.</p> <p>The Pay review has been carried out. Committee membership was discussed and confirmed; PS will amend the terms of Reference accordingly. Only 3 governors from the Finance group will vote to allow for there to be sufficient governors in reserve for any appeal hearing that may arise; see minute 19 below.</p>	<b>PS</b>   <b>AD</b> <b>AD/</b> <b>PS</b>  <b>PS</b>
2014-15/ GOV/09	<b>Teaching School Decision</b>	Marwood School's de-designation as lead school was agreed, as was the draft letter to the NCSL giving formal notice.	<b>D</b> <b>AD</b>
		<b>General Governance</b>	
2014-15/ GOV/10	<b>Business Interests &amp; Eligibility to Serve</b>	Forms for the Register of Business Interests and Declaration of Eligibility to serve as a school governor were passed out for signature by governors and returned in meeting. MR will sign on her return.	<b>I</b>  <b>MR</b>
2014-15/ GOV/11	<b>Website</b>	Curriculum details by class is a statutory requirement and will be added to the website by half-term	<b>AD</b>



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		General update review to be carried out.	<b>GA</b>
2014-15/ GOV/12	<b>Cloud Storage</b>	Liase with GA for access to the cloud if not yet accessible to you.	<b>All</b>
2014-15/ GOV/13	<b>Community Hall</b>	<p>PS gave an update: Build still falls within hall funds but the Committee are not projecting a surplus. Build finish date has now moved back two weeks into w/e 5<sup>th</sup> February due to delays to frame design and construction. A further grant has been obtained which will cover the sports floor and some of the groundwork. School monies are therefore now unlikely to be needed.</p> <p>The contractors are currently dealing with an issue regarding the design of the underfloor heating. This may have cost implications. AD reported the spoil will be landscaped into the bank which will be seeded next Spring. The spoil will not be used to extend the sports pitch, which had been considered but rejected, as it would be expensive and also put the field out of commission for too long at a time.</p>	<p><b>I</b></p> <p><b>I</b></p> <p><b>I</b></p>
2014-15/ GOV/14	<b>Governor Training</b>	Nothing to report at this time.	<b>I</b>
2014-15/ GOV/15	<b>Calendar of Meetings 2014 - 2015</b>	Attention was drawn to the revision to Finance Group meeting dates and times. Finance meetings are now on Mondays at 1.30 pm.	<b>I</b>
2014-15/ GOV/16	<b>Annual Cycle 2014 - 15</b>	Agreed. Not discussed at this time, document sent in advance.	<b>D</b>
2014-15/ GOV/17	<b>Governors Skills Audit</b>	<p>PS showed the data on the whiteboard. Highlighted areas show where skills are needed.</p> <p>Financial oversight – experience held by only a few key governors leaving us vulnerable. Need additional governors with the required financial skills. Options were discussed including seeking a co-opted governor from local accountancy firms or similar.</p> <p>Understanding SEN is not highly scored – governors were encouraged to access the GEL training module online – CL will check if module is update and advise by e-mail.</p>	<p><b>I</b></p> <p><b>I</b></p> <p><b>I</b></p> <p><b>CL</b></p>
2014-15/ GOV/18	<b>Reconstitution &amp; Succession Planning</b>	<p><b>Reconstitution of Governing Body</b> PS had sent an information sheet and proposals in advance [on file]. Proposals were discussed due to fewer staff and no community governors being allowed in the new constitution required by Sept. 2015. One proposal is for 4 governors to move to co-opted governor status - PS, CL, MB and one vacancy. (Shortly after the meeting a resignation letter was received from MB which would give two vacancies for Co-opted governor positions.) Using co-opted governors allows greater flexibility to find the necessary skills.</p> <p>No decision is proposed for this meeting but Reconstitution will be an agenda item for our November meeting. Governors were requested to consider the matter and bring any alternative/additional proposals to the next meeting.</p> <p><b>b. Succession Planning</b></p>	<p><b>I</b></p> <p><b>All</b> <b>GA</b> <b>TB</b> <b>MR</b></p>



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		<p>Issues mentioned include that fact that three parent governors are due to finish in November 2015, these governors [GA, TB, MR] are requested to consider whether or not they wish to stand again. To lose 3 experienced Governors at once has the potential to have a significant effect on the balance/effectiveness of governance. PS shared that he only wishes to remain as a governor for 2 more years. BNM's end date as a staff governor is confirmed as 13 March 2017.</p>	<p>I I</p>
<p>2014-15/ GOV/19</p>	<p><b>Policies for Review 14<sup>th</sup> October 2014</b></p>	<p>AD had sent a revised <b>Staff Handbook</b> in advance of the meeting. AD will check for potential duplication references to Safeguarding, inclusion of the Resources and T&amp;L Groups and consistency of numbering before this is made final. <b>Terms of Reference for Teaching &amp; Learning and Finance Groups</b> were approved. PS will make changes to 'A' and 'B' committee so that 'A' committee to have three from four members, this ensuring that the 'B' committee can form with at least the same number or more.( A HR recommendation) <b>Pay.</b> PS had reviewed the Pay Policy. This was adopted based on the newly received HR model Policy incorporating our previous decisions made on the discretionary elements. This was agreed The <b>Governors' Allowances &amp; Expenses Policy</b> was agreed, subject to amending the review period to triennial as had previously been agreed. CL had reviewed the <b>Governor Code of Practice</b>. No change was deemed necessary to this document which was signed for the coming year by those present. MR yet to sign. <b>Safeguarding Policy.</b> AD, SJ and CL will liaise and review ready to bring to the November meeting. This will link with the Safeguarding Audit.</p>	<p>AD PS PS  D D  MB MR AD SJ</p>
<p>2014-15/ GOV/20</p>	<p><b>Policies for Review at Nov 26th Meeting</b></p>	<p>These were allocated for review as noted. Complaints <b>GA</b> Finance <b>PS</b> Religious Education <b>BNM</b> Security Policy and Risk Assessment <b>AD</b> Teachers' Standards <b>AD</b> SEN <b>CL</b></p>	<p>GA PS BNM AD AD CL</p>
<p>2014-15/ GOV/21</p>	<p><b>Any Other Business</b></p>	<p>SJ raised the issue of the date of the next social event. AD reported that Governors plus partners are invited to the Christmas Meal, at Tea on the Taw, on the evening of 12<sup>th</sup> December. It was therefore decided to discuss a spring term social at the next meeting.</p>	<p>I</p>
<p>2013-14/ GOV/22</p>	<p><b>Dates of Next Meetings</b></p>	<p><b>Monday 10<sup>th</sup> November Finance Group at 1.30pm</b> <b>Tuesday 18<sup>th</sup> November T &amp; L Group at 7.00pm</b> <b>Tuesday 26<sup>th</sup> November FGB 2014 at 7.00pm</b></p>	<p>I</p>