



Date	Wednesday 20 th May 2014		Time	7.00 –9.30pm
Potential Attendees	Initials	Position	Comments	
Mr Geoff Allix	GA	Parent Governor (T&L Committee Chair)	Present	
Mr Toby Barnes	TB	Parent Governor (Res. Committee Chair)	Present	
Mr Martin Beck	MB	Community Governor	Apologies	
Mr Alun Dobson	HT	Staff Governor (Headteacher)	Present	
Mr Dave Thubron	DT	Community Governor	Present	
Dr Simon Jones	SJ	Authority Governor	Present	
Vacancy		Parent Governor (Non-Teaching)	-	
Mrs Corinne Lethaby	CL	Staff Governor	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)	Present	
Mrs Rose Elliott	RE	Clerk	Present	

MINUTES

C = Challenge, marks a Decision, I Information shared, R denotes a Recommendation T is for Thanks

			Action
2013-14/ GOV/81	Apologies	Apologies were received from MB and MR.	I
2013-14/ GOV/82	Conflicts of Interest	None declared.	I
2013-14/ GOV/83	Minutes of last meeting	The Minutes of the meeting held on 26 th March 2014 were agreed as a true record.	PS
2013-14/ GOV/84	Matters Arising not on the Agenda	2013-14/GOV/67 PS sought clarification of the format of the pupil performance data in the next report. AD confirmed that there will be data for all year groups using similar formats to those in his report.	C I
		Teaching & Learning	
2013-14/ GOV/85	Report of the Headteacher	AD talked through his report with governors asking questions throughout. Copy attached. Pupil progress in Year 6. AD expanded on the data around the current focus to achieve targets set. In addition a number of pupils have been entered for level 6 assessment. Next half term there will be a data on all year groups. DT expressed his satisfaction with the way his child has improved following assessment and intervention. AD reports there has been another fixed term exclusion since he wrote his report. The Inclusion Officer is beginning the next step in the process which is likely to be effected before the end of term. GA added that our equality training has been sound as his child had been shocked by witnessing a recent event. The attendance figures remain good. Authorised holidays were booked before the new regulations were in force. AD reports really positive outcomes from a recent BLC meeting and event. AD sought support from Governors to offer a return visit to The Calvert Trust for next year's residential. There are plenty of new activities for those who have already attended. The facilities were excellent and staff and pupils would be very happy to use them	I T I I I I



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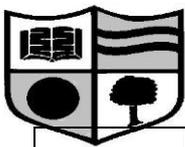
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		again. Although more expensive it was seen as value for money. Governors were in agreement with this suggestion. AD reported that our KS1 results will be moderated this year. The Sports Premium Report was reviewed and requires a clearer statement of expenditure vs budget. The report will be amended and then added to the school website.	D I AD
2013-14/ GOV/86	School Improvement Plan 2013-14	AD put this on the whiteboard and it was reviewed. T&L 2 to green next week due to i-pads coming online. T&L 3 green Learning Spaces in use. T&L 5 SEN review complete and a report is on the agenda for review. Next year there will be less funding for statements with more SEN monies being included in AWPUs. We have budgeted for our staff to continue. All Thrive sections are now green. 6 Hall on track, Funding for equipment will be available through the school's budget. 7 PE cannot be completed until Hall is in use.	I
2013-14/ GOV/86	School Improvement Plan 2014-15	AD has drafted the Plan for 2014-15 and this is currently being consulted upon with staff. AD will present it to Governors after half term with the pupil targets as discussed in the HT report.	AD
2013-14/ GOV/87	School Visits	PS reported he had observed pupils working in the group spaces and others working on grammar and spelling. GA had observed work on punctuation and spelling during his visit. SJ apologises that he is struggling to find time to visit due to his continuing unusually high workload; but this is expected to come to an end in the next few weeks.. DT plans to visit soon. BNM asks that all reports are filed in the office in the governor Visits and Training folder. Review due next meeting. Class links for next year are proposed as: Class 1- TB Class 2- GA and MR Class 3- PS and DT Class 4- SJ and new Parent Governor SEN - CL	I I I I I
		Resources	
2013-14/ GOV/88	Budget/ Finance Issues	PS reported on the 3 Year Projection figures as sent in advance and displayed on the whiteboard. The main issue is that income is dropping and costs remain static. However, by Year 3 the income reductions are all in place and the position has stabilised with the availability of additional central government funding to poorly funded LAs.. Our 2013/14 carry forward is larger than anticipated and this provides the additional funds required until this additional funding is in place.. However we now know we have up to 4 pupils are leaving this summer and although we may receive some new starters it is likely that our roll will be at least 2 short of our 119 target. The resulting lower income is a concern and the forward plan will need to be re-examined once the final roll for 2014/15 is known.	I
2013-14/ GOV/89	Teaching School	Paperwork for the takeover of the SCITT lead school status has been submitted to the relevant body.	I



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<p>MARWOOD SCHOOL 2013-14 GOV/90</p>	<p>Review School Improvement Plan</p>	<p>PS reported that planning permission for the Community Hall was agreed unconditionally on the 15th May. Catering: AD reported information on costs to hire the United Reform Church's premises and facilities. It is also possible that we can have meals cooked in another school's kitchen. It was proposed, seconded and agreed that our sports premium information will now include forecast expenditure to equip the new hall for sports use by the school, see also item 95 below.</p>	<p>D AD</p>
<p>General Governance</p>			
<p>2013-14/ GOV/91</p>	<p>SEN Report</p>	<p>This report had been sent to governors in advance of the meeting by CL. There were no specific questions. It was noted there are children in every class on the programme. After this academic year there will be no more statements as we know them; all four current support plans will need to transfer to the new national format by 2017.</p>	<p>I</p>
<p>2013-14/ GOV/92</p>	<p>School Council Views</p>	<p>The Council are making a short film containing their views; this will be available at the next meeting.</p>	<p>AD</p>
<p>2013-14/ GOV/93</p>	<p>Website</p>	<p>Currently fully functioning. Sports premium information will be added to the About Us section and reference to Marwood School will be removed from the pre-school section.</p>	<p>AD GA</p>
<p>2013-14/ GOV/94</p>	<p>Cloud Storage</p>	<p>GA demonstrated this facility on screen; those who have not yet registered should do so as soon as possible.</p>	<p>Govs</p>
<p>2013-14/ GOV/95a</p>	<p>Community Hall</p>	<p>PS reported that funds stands at £402,000 and building costs are projected as £468,000 therefore the committee are having to trim down and re-schedule certain items. Further grants are being submitted but as yet no new income has been secured. Being considered are savings by redistributing excavated materials on site [£9,000]; £10,000 by adding extra car parking at a later date and £8000 by delaying landscaping, paving and re-planting. We had originally budgeted £10,000 for sewerage treatment but it is now hoped that DCC will be meeting substantially all of the costs since the new treatment is required by the school irrespective of whether the hall is built or not. In addition the school is considering allocating some funding to the hall construction costs – see separate minute. The main contractor is about to be selected. This contractor will then engage the other tradesmen. The projected start date is July 2014.</p>	<p>I I I I</p>
<p>2013-14/ GOV/95b</p>	<p>Community Hall</p>	<p>The FGB reviewed the overall hall costs and funds available and decided to use Sports Premium income of £7,000 to fund the upgrading of the school hall floor from a basic vinyl covering to a sprung sports floor, thus providing additional benefits for pupils. In addition, to minimise running costs for the new hall it was agreed to use school funds from the budget carry forward for additional insulation, over and above building regulation. Requirements (£3,360) and for a basic smart meter/building management system (£2,000). Grant applications covering these items had also been submitted,</p>	<p>I D I</p>



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		but adjudication was not expected before August. If grant funding was obtained the school would not be required to use its own available funds.	I
2013-14/ GOV/96	Governor Training	PS had attended the staff training for the new curriculum on 22 nd April. He also attended an external training session on the new curriculum. TB has deferred his finance session into June. AD attended a recent SEN finance event which was based on out of date information. Information on new SEN funding arrangements are awaited.	I I I
2013-14/ GOV/97	Membership of Pay Bodies	Membership of the First and Appeals Committees was discussed with specific reference to the pay and performance elements applicable to all teachers effective at September 2014. Providing these governors can be available at the appropriate time the First Committee will consist of MR, TB, SJ and MB and the Appeals Committee will be PS, GA, DT and our new Governor.	I D D
2013-14/ GOV/98	Policies for Review today	Safeguarding Policy – AD will add one item from the recently issued new requirements and put the revised version in the draft policy folder on the cloud. The revised Emergency Plan and DCC Emergency Procedures, sent in advance by MB, was approved subject to a change in pupil numbers to 119 being made. Charging and Remission Policy was agreed. This had also been discussed earlier in connection with residential visits in item 85;	AD D D
2013-14/ GOV/99	Policies for Review at July Meeting	Staff Handbook will be reviewed by AD Lettings will be reviewed by PS Governor Visits will be reviewed by BNM	AD PS BNM
2013-14/ GOV/100	Matters Through the Chair	In order to effectively manage our Annual Governance Review at our July Meeting Agenda PS suggested we consider a number of questions related to the types of questions and topics covered in our last training session to help us consider how have governors made a difference in 2013/14. Along with assessing our effectiveness and impact, we should also consider examples of challenging questions and any significant issues faced by the school / FGB. PS will draw up the actual questions and send them out in advance of the July meeting to enable governors to think about answers which can then be discussed at that meeting. AD reported that he is having conversations with broadband providers seeking the best value solution for the school in the future.	I PS I
2013-14/ GOV/101	Meetings	The next meeting of the FGB is confirmed for Tuesday 8th July 2014 7.00 – 9.30 pm. Note: School Sports day is on the afternoon of Wednesday 9 th July.	I