

**MARWOOD
SCHOOL**

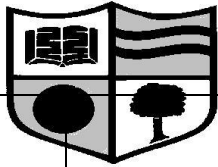
Full Governing Body Meeting

Date	Wednesday 26 th November 2014		Time	7.00 pm
Potential Attendees	Initials	Position	Comments	
Mr Geoff Allix	GA	Parent Governor (T&L/Pupil tracking Lead)	Present	
Mr Toby Barnes	TB	Parent Governor	Apologies	
Vacancy X 2		Community Governor	-	
Mrs Christine Briggs-Wilson	CBW	Parent Governor	Present	
Mr Alun Dobson	HT	Staff Governor (Headteacher)	Present	
Dr Simon Jones	SJ	Authority Governor (Vice Chair of Govs)	Present	
Mrs Corinne Lethaby	CL	Staff Governor (Non Teaching)	Present	
Mrs Barbara Nicolson- Martin	BNM	Staff Governor (Teaching)	Present	
Mr Stephen Roberts		Visitor and Prospective Co-opted Governor		
Michelle Rose	MR	Parent Governor	Apologies	
Mr Peter Silveston	PS	Authority Governor (Chair of Govs/Finance Lead)	Present	
Mrs Rose Elliott	RE	Clerk	Present	

MINUTES

2014-15/ GOV/23	Apologies	Apologies had been received in advance from TB and MR; these were sanctioned. After the meeting date Michelle Rose sent her resignation to PS. She felt she could no longer continue due to her ongoing health situation. She will be missed and we extend our best wishes to her.	I D I
2014-15/ GOV/24	Conflicts of Interest	None declared.	I
2014-15/ GOV/25	Minutes of last meeting and Matters Arising not on the Agenda	The Minutes from the meeting held on 14 th October 2014 were agreed as a true record. There were no matters arising not covered by agenda items.	D I
General			
2014-15/ GOV/26	Report of the Headteacher	AD had sent his report to Governors in advance along with the Self Evaluation document (SEF) AD talked through the content answering questions as he went along. The SEF items in red are being addressed. Governors noted the effect a single pupil can have on the whole school data as it a reasonably high percentage. AD will add anonymised information to the pupil premium data for this year Governors noted AD and BNM had updated their safeguarding training and the Safeguarding Audit had been completed and returned to the Authority. AD stated that additional checks are required in respect of 4yr olds being on site, and governors and volunteers have been issued with new forms to sign. Attendance figures will be issued by e-mail but they will be lower than normal due to the family who are in Australia. AD outlined the information regarding Ofsted inspection, how the data is scrutinised, how much notice a school might receive and when the next one might be for the benefit of the prospective governor.	I AD I AD I

		Although a lot of work, staff members have mentioned that they miss not having a SCITT trainee. It is intended to have one or more next year.; .	I
2014-15/ GOV/27	School Improvement Plan	AD displayed the RAG'd School Development Plan on the whiteboard. The items are either on track or completed apart from the Pupil Premium section which will be completed prior to the year end.	I
2014-15/ GOV/28	School Visits	No visits had been made since the last meeting however PS is visiting on Monday Dec 1 st and CBW on Wednesday 3 rd Dec..	I
		Resources	
2014-15/ GOV/29	Finance	PS reviewed the notes of Finance Review meeting held 10 th November 2014; copy on file. Reasons for variances were explained and discussed.. Higher costs are anticipated next year due to the operational costs of the new hall. Budget setting will be a critical activity in the Spring term.	I
		Teaching and Learning	
2014-15/ GOV/30	Teaching and Learning	Notes of the Teaching and Learning Review meeting held on 18 th November 2014 had been sent to Governors in advance of the meeting; copy on file. Some questions arose which will be considered at the next meeting. SJ arrives 8pm The Data Dashboard still has 2013 data so will be out of step for a while. The SEND statement is recommended reading for governors.	I GA
2014-15/ GOV/31	Raise On Line	2013/14 data was reviewed in detail at the Nov. T&L. Some of the questions raised will be discussed at the next meeting.	I
		General Governance	
2014-15/ GOV/32	Website	<ul style="list-style-type: none"> a. Curriculum details by class. AD will complete Class 4 asap b. Pupil premium, details online. c. SEN Information Report, details online. d. Sports Premium, details online. e. General update review. It was decided to add the uniform information from the previous prospectus and a link to the Community Hall site for lettings purposes. Governing Body details will require amendment. 	AD I AD GA
2014-15/ GOV/33	Cloud Storage	No issues noted.	I
2014-15/ GOV/34	Community Hall	PS report. Completion still on target for an end of February half term completion date and some funds remain to go towards the fit out. Please note a Community event to open the facility is planned for the afternoon of 18 th April.	I I
2014-15/ GOV/35	Governor Training	PS explained what training is available for the benefit of the prospective Governor.	I



**MARWOOD
SCHOOL**

Full Governing Body Meeting

		CBW reports she has signed up for New Governor, Finance, Curriculum and SEN training sessions with Babcock. PS recommends the GEL online courses. GA and PS plan to complete SEN. GA is also considering Safeguarding and Finance. CL had already confirmed to Governors by e-mail that the SEN training has been updated for the latest changes.	I PS GA
2014-15/ GOV/36	Pupil Numbers	PS led a discussion on our Planned Admission Number. We do not wish to be in such a difficult situation in the future with catchment area parents being disadvantaged after an appeal decision in favour of the admission of an out of catchment pupil without consultation with the school/governors. PS explained the issue of the admission number with regard to funding and curriculum delivery. BNM expressed concern about lack of space for withdrawing groups when there are large classes. Our current PAN is 17; all KS1 year groups are at 18. Governors will ask the LA Admissions Officer to attend a future meeting to present our concerns..	I
2014-15/ GOV/37	Vision Statement	The National Association of Governors information had been sent to all in advance of the meeting. After a short discussion it was decided to make this an agenda item at the next meeting re-entitled "Where we aim to be in three years time".	I
2014-15/ GOV/38	Reconstitution & Succession Planning	a. Reconstitution of Governing Body. PS had sent out information for all to read prior to the meeting. It was unanimously agreed to Reconstitute as follows: Headteacher, 1 Staff Governor (B N-M), 1 LA Governor (SJ), 4 parent Governors (TB, GA, C B-W and one vacancy following the resignation of MR) and 4 Co-Opted Governors (PS, CL and two vacancies) b. Succession Planning. . After a discussion on succession planning it was decided to reserve a Co-opted governor position for someone with the relevant skills, expertise and time availability to take up the position of Chairman in the future when PS leaves at the end of the 2015/16 academic year. However, this did not preclude any current governor from proposing themselves.	D I I D I
2014-15/ GOV/39	Policies for Review 14th October 2014	a. Staff Handbook, possible duplications not yet reviewed. b. Safeguarding – Policy and Audit, completed. c. Complaints, no changes recommended. Policy readopted. d. Finance. Approved as proposed. e. Religious Education, some changes made; approved as proposed. f. Security Policy and Risk Assessment. Changes made in respect of the new build. Agreed. g. Teachers' Standards, no change; adopted as required.	AD I D D D D D D D
2014-15/ GOV/40	Policies for Review at 27th January Meeting	Reviewers for the items shown below were agreed as follows: a. Data Protection b. e-Safety c. Schools Financial Value Standard (SFVS) completion d. Financial benchmarking e. Feedback and Marking	GA AD PS PS BNM
2014-15/			

GOV/41	Any Other Business	Stephen confirmed his potential interest in joining the Governing Body. He would talk further with PS before confirming. A letter had been received from the Devon Teaching School Partnership thanking us, and Alun and Sue East in particular, for our involvement in and contribution to the Partnership to date. GA advised Governors that Marwood School had recently won the local climbing wall competition. Congratulations were sent to them from the Governors.	I I
2013-14/ GOV/42	Date of Next Meeting	Tuesday 27 th January 2015 at 7.00pm	I

DRAFT