



**MARWOOD  
SCHOOL**

**FULL GOVERNING BODY MEETING**

<b>Date</b>	Tuesday 8 July 2015	<b>Time</b>	7.00 pm
<b>Attendees</b>	<b>Initials</b>	<b>Position</b>	<b>Comments</b>
Mr Geoff Allix	GA	Parent Governor (T&L Lead)	
Mr Toby Barnes	TB	Parent Governor/Finance Lead	
Mrs Christine Briggs-Wilson	CBW	Parent Governor	
Mrs Janine Cook	JC	Parent Governor	
Mr Alun Dobson	HT	Headteacher	
Dr Simon Jones	SJ	Authority Governor (Vice Chair of Govs)	Absent
Mrs Barbara Nicolson- Martin	BNM	Staff Governor	
Mrs Liz Quick	LQ	Co-opted Governor	
Mr Stephen Roberts	SR	Co-opted Governor	
Mr Peter Silveston	PS	Co-opted Governor (Chair of Govs)	

2014-15/ GOV/104	<b>Clerk position</b>	Welcome to Sue Nightingale as Clerk	
2014-15/ GOV/105	<b>Apologies</b>		
2014-15/ GOV/106	<b>Conflicts of Interest</b>	CBW,LQ and PS for item 2014-15/GOV/115	
2014-15/ GOV/107	<b>Minutes of last meeting and Matters Arising not on the Agenda</b>	<p><b>Minutes from the meeting held on 12<sup>th</sup> May 2015</b> These were agreed by the Governors.</p> <p><b>Matters Arising</b> ICT networking. GA has contacted 2 companies about ICT support for the school. One is called IC Sport B'ple but it is not Barnstaple based. The other firm, Lineal, has been around for 25 years in this area. Matt Norris was Head of ICT at a local school before working for this firm and will now be asked to have a look at the school ICT equipment to discuss how to sort out the IT problems.</p> <p>The deep clean in the summer break has been organised. The last deep clean was done at Whitsun. Who does have administrator access for the website? The firm who created the website very cheaply is the only one able to change the system. The school will identify the items to be changed and will get him to come into school and pay him to make the changes. The school and GA have administrator access for the website to add pages and attached newsletters, pictures etc..</p> <p>LQ has access for the Play group. Microsoft OneDrive has been set up for staff.</p>	<p><b>SN to change BNM address on the Governor's data base GA</b></p> <p><b>AD GA to forward the details to AD and make an appointment</b></p>

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		<b>General</b>	
2014-15/ GOV/108	<b>Report of the Head teacher - paper</b>	<p>SATs results have arrived in school but as yet have not been given to parents. The children have achieved Level 4 in all subjects. At least half the children have Level 5 in all subjects.</p> <p>For the next year's results schools will need to achieve 85% or more at the new standard which is thought to be 4B.</p> <p>Level 4 this year has been divided and there is a lower 4C and a higher 4B</p> <p>All children made 2 levels of progress – except for 1 child. AD has sent 2 papers back being just short of a Level 5, but this might not change due to differences in marking.</p> <p>The Pupil Premium child has achieved a high level. In October Raiseonline will confirm these great results.</p> <p>KS1 is good and about average.</p> <p>Level 3 reading 66% KS1            Level 5 reading 62% KS2            Level 3 Maths 55% KS1            Level 5 Maths 56% KS2</p> <p>How do our percentage compare with last year?            They are up on last year.</p> <p><b>What about Level 6?</b></p> <p>There are 2 children with Level 6, both in Maths.            How will the children be compared next year when no levels?            There will be a comparison test but the school does not yet know what it will be.</p> <p>The Governors would like to thank the staff and the children in Year 6 for their hard work over the year in achieving these great results.</p> <p><b>Was the school worried about SPAG?</b></p> <p>No - Significant improvement in results this year. SPAG paper was and has not ever been an easy paper and it gets more challenging every year.            The Phonic results were good with only one child not achieving this year.</p> <p>All Teacher Assessment subjects are at least at Level 4.</p> <p>The moderator came to school this year and confirmed our assessment.</p> <p>Next year the Safeguarding audit will need to be completed. The training will be in September and the report needs to be in by October.            Some schools will not be compliant as training is quite late.</p> <p>Issue with the girl toilets has been sorted.</p> <p><b>Change to Early Years</b></p> <p>The school's preferred provider, Speechlink, has not been chosen, but will be used in-house to determine</p>	

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		<p>the pupil baselines next year although this will not be accepted externally. There are no training places now available this term on the three chosen system providers so the school will not be adopting a recognised Baseline system until it becomes a statutory requirement.in Sept. 2016 The baseline for the Reception children will not be officially assessed until the end of Year 2.</p> <p><b>Any implications ?</b> School needs to show the effectiveness of their EYSP for children who do not have the good start at home This is important school evidence. Another school wants to come to Marwood to see the EYFS practice.</p> <p>There is another Year 5 child coming into school in September</p> <p><b>Do we know if the sewage works are being completed this year?</b> The work is on schedule for completion by the end of August. New wiring and a new fire alarm system will fitted in October half term, paid for by the County.</p> <p><b>Does this affect the Hall?</b> A new box will be needed.</p> <p><b>Are there are issues?</b> We are waiting for the schedule and whether the supply to the meter cupboard is either a duct or a trench. When this is sorted then it will be a 3 phase site. It is advantageous for the kitchen, which at the moment can't use all electrical equipment at once.</p> <p><b>School meals</b> are not yet breaking even financially so it is important that KS1 children have meals when they move into KS2 to keep the numbers up.</p> <p><b>How about ordering meals?</b> They should be ordered the same way but payment is via the on line system. AD has written letters to the parents owing outstanding meal money.</p> <p>The school funded the coach to Newton Abbot from the Sports Fund. The coach to Bristol for Kwik Cricket is £500 which is more expensive so 3 cars are taking 10 children and parents are also invited to go. Marwood has maintained all round sporting achievements using the Sports Grant even with the field out of action and the hall being built.</p> <p><b>Will the Barnstaple gymnastics club continue to be used?</b> Yes, as they have the correct equipment.</p> <p><b>Inter-school co-operation.</b> The BLC has organised a Joint staff meeting with 6 schools.</p>	
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		<p>AD met with the heads of Kingsacre, Georgeham, West Down, Berrynarbor, Shirwell and the Lynton Federation (Lynton, Parracombe and Kentisbury) Trial working together was agreed and for this the schools were grouped into threes. The Heads are going to each other's schools and the Chairs of Governors will also meet to discuss various issues.</p> <p>This loose cooperation is being trialled because of the costs of Babcock initiatives and due to the School's Federation for Learning being equally ineffective.</p> <p>Staff changes were discussed. Interviews for the new TA will be in school tomorrow. There are three candidates. The school is following the school's recruitment procedures for safer recruitment. AD confirmed that HR policies and procedures are followed in all relevant situations.</p> <p><b>Question for Governors</b> There has been a complaint from a parent regarding a song being practiced in school by certain children which AD has had to disallow, even though well performed, due to the undesirable links with a video and this has led to some correspondence. <b>Are any other children aware of this?</b> No. <b>Are you asking us to qualify the way you handled this?</b> Yes. The Governors agreed with the decision AD had made due to the video and the images associated with the song.</p>	
2014-15/ Gov/109	<b>Strategic Planning</b>	<p>Efficiency Audit will be discussed at the next Finance meeting.(October 5<sup>th</sup>) <b>Is there a procedure to follow or questions that should be asked?</b></p> <p><b>Academy status</b> <b>Do we want to spend a lot of time exploring information on academy status?</b> No - The general election has led to a strong drive for academy status, but the governors will now wait and see what further developments occur nationally..</p> <p><b>Ofsted expectations</b> <b>How to proceed?</b> It is proposed to have Ofsted type questions given to Governors by end September and then have a meeting to discuss the answers and JT (Georgeham Head) to come back to critique the answers. Ofsted handbook is on line for all to see.</p>	<p><b>PS to email SJ about this item</b></p> <p><b>PS/SJ to discuss with AD</b></p>

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		<p><b>Staff Development and succession plan.</b> As the school has a very stable staff then it is a little difficult to plan. Suggestion to look at retirement ages of staff and if many may retire at the same time then to decide a strategy. The school has a loose arrangement with Georgeham in case the Head is indisposed for any length of time.</p> <p><b>Effective community engagement</b> <b>MSA engagement plan. This is an ongoing activity already and AD is President.</b> <b>Do any of the Governors go to their meeting?</b> It is an open meeting so all can go. All governors actioned to try and attend some of the future meetings. <b>What is the Marwood community?</b> No one knows what skills set are out in the Community. However, Marwood Matters was considered the best way to contact the very widespread local community. Articles would be included as the need arises rather than taking any pro-active action now. AD to write an article on the school once a term. It was noted that there is a link to Marwood Matters on the school website.</p>	<p style="text-align: center;"><b>AD</b></p> <p style="text-align: center;"><b>AD to action</b></p>
2014-15/ GOV/110	<b>School Visits</b>	<p>Allocation of Governors to classes. This is usually a Governor who does not have a child in the class.</p> <p>Class 1 – PS and CBW Class 2 - LQ and TB Class 3 - GA and SR Class 4 – SJ and JC Governors have attended Sports Day, Cross Country at Arlington and will be attending the Performances in the Hall this term.</p>	
		<b>Resources</b>	
2014-15/ GOV111	<b>Finance Meeting</b>	<p>There is a proposal that the £50,000 carry forward is reduced by £25,000 to fund new school improvement projects as listed in the Finance minutes. However, actual figures to all of the proposed projects.</p> <p><b>Is this enough of a financial buffer?</b> Yes, since it should be adequate to fund known financial risks. DCC hold a special contingency fund for major unplanned issues. <b>What extent do we have to cover the risks of losing pupils?</b> If the school lost a lot of children the financial situation would become very difficult.</p>	

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		<p>One of the risks is redundancy but if the school has followed correct procedures DCC would pay for the redundancy costs.</p> <p>The school has always had a surplus year on year and the policy is for this to continue.</p> <p>.</p> <p>The Governors voted to reduce the carry forward by £25,000</p> <p>Proposed by TB Seconded by PS.</p> <p>All Governors agreed</p> <p>The office area and hall, as areas for improvement, were discussed.</p> <p>JC left at this time</p>	
		<b>Teaching and Learning</b>	
2014-15/ GOV/112	<b>Teaching and Learning Meeting</b>	The 2015/2016 improvement plan was discussed and, following the T&L Committee, comments were sent to AD and these had been incorporated and the new report sent to Governors by email.	
		<b>General Governance</b>	
2014-15/ GOV/113	<b>Website</b>	<p>1. Update – no issues.</p> <p>2. Register of Business Interests</p> <p>This will be put on the website when the minimum requirements are known.</p>	<b>PS to send Governor Profiles for website to GA and follow up on Business Interests</b>
2014-15/ GOV/114	<b>Cloud Storage</b>	As above	
2014-15/ GOV/115	<b>Community Hall</b>	As above	
2014-15/ GOV/116	<b>Governor Training</b>	<p>PS is going to attend the new Finance Reporting System course.</p> <p>SR is going on the New Governors course</p>	<b>SN to check booking GA</b>
2014-15/ GOV/117	<b>SENCO report</b>	SEND report has been reviewed with no further questions and will now be put on the website.	
2014-15/ GOV/118	<b>Individual Governor Responsibilities 2015/16</b>	<p>The Governors responsibilities that need to be allocated were</p> <p>EYFS Governor - LQ</p> <p>2<sup>nd</sup> Governor for AD appraisal - SR</p> <p>Raiseonline 'experts' – PS and GA</p>	
2014-15/ GOV/119	<b>Skills Audit update</b>	<p>The area where further skills are needed are EYFS and understanding the education policy</p> <p>EYFS knowledge to be addressed by appointing a specific EYFS governor (see above).</p> <p>Understanding education policy to be generally addressed by all governors continuing to go on specific courses and completing on-line training modules. Overall the skills balance across the Governing Body looks good, and has improved with</p>	

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		the new governor appointments.	
2014-15/ GOV/120	<b>Annual Cycle 2015/16</b>	This has been issued	
2014-15/ GOV/121	<b>School Strengths &amp; Weaknesses</b>	How to answer the question on 'what are the schools strength and weaknesses' will be part of the question and answer session for Governors in September.	<b>PS</b>
2014-15/ GOV/122	<b>Governing Body Contribution 2014/15</b>	How to answer the question on governor contribution will be part of the question and answer session for Governors in September.	<b>PS</b>
2014-15/ GOV/123	<b>Policies for Review at 8<sup>th</sup> July Meeting</b>	<p>a. Accessibility Plan – this has been approved</p> <p>b. Adoption Policy – this will be followed up with the more up to date DCC policies for Adoption, Maternity and Shared Parental Leave</p> <p>c. Governor Visits – policy approved without amendment and gov. allocation to classes for 2015/16 was completed.</p> <p>d. Homework Policy – this has been circulated and staff have had an input. Policy was approved and it was also suggested that this policy be sent out to parents.</p> <p>e. Lettings Policy – amendments made to include the new Hall provision and the new Joint User Agreement. The charges have been simplified to £10 an hour. Policy approved.</p>	<p><b>PS/LQ</b></p> <p><b>AD to send policy to parents in September.</b></p>
2014-15/ GOV/124	<b>Policies for Review at 13<sup>th</sup> October meeting</b>	<p>Attendance Management - LQ</p> <p>Outdoor Education Visits - AD</p> <p>Pay - TB</p> <p>Personal, Social and Health Education(PSHE) - AD</p> <p>Staff Conduct and Grievance Policy - GA</p> <p>Staff Handbook - AD</p> <p>Staff Leave of Absence - PS</p>	<b>New Grievance and Staff Conduct to GA- PS</b>
2014-15/ GOV/125	<b>Other Items for Review at 13<sup>th</sup> October meeting</b>	<p>Instrument of Government</p> <p>Committee Structure and Terms of Reference</p> <p>Governor Code of Practice</p> <p>Register of Business Interests</p> <p>Date for AD Performance Management</p> <p>Staff performance management timetable</p>	
2014-15/ GOV/126	<b>Any Other Business</b>	<p>Chair for 2015/16</p> <p>SR proposed PS as Chair</p> <p>LQ seconded this proposal</p> <p>All Governors agreed</p> <p>Vice Chair for 2015/16</p> <p>GA proposed SJ as Vice Chair</p> <p>AD seconded</p> <p>All Governors agreed</p>	
2013-14/ GOV/127	<b>Date of Next Meeting</b>	Tuesday 13 <sup>th</sup> Oct. 2015 at 7.00pm	

The meeting ended at 9.15pm