

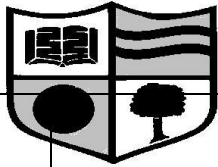
**MARWOOD
SCHOOL**

Full Governing Body Meeting

| Date | Wednesday 16 May 2017 | | | Time | 7.00 pm |
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| Potential Attendees | Initials | Position | On Finance Comm | On T&L Comm | Comments |
| Mrs Christine Briggs-Wilson | CBW | Parent Governor | No | Yes | |
| Mr Alun Dobson | HT | Headteacher | Yes | Yes | |
| Mrs Laura Hume | LH | Staff Governor | No | Yes | Apologies |
| Mrs Liz Quick | LQ | Co-opted Governor (Chair of Govs) | Yes | Yes | |
| Mr Stephen Roberts | SR | Co-opted Governor (Finance Chair) | Yes | No | |
| Mr Tom Barfield | TB | Parent Governor (Vice Chair of Govs) | No | Yes | |
| Mrs Mary Szymankiewicz | MS | Parent Governor (Chair of T&L) | No | Yes | |
| Mr Laurence Young | LY | Co-opted Governor | Yes | No | |
| Mrs Emma Cotterill | EC | Parent Governor | Yes | No | |
| Mrs Gen Hickson | GH | Co-opted Governor | No | Yes | |
| Mr Roger Parry | RP | Nominated to be LEA Governor | Yes | No | |

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| 2016-17/ GOV/64 | Apologies | LH apologies due to illness. | |
| 2016-17/ GOV/65 | Conflicts of Interest | None | |
| 2016-17/ GOV/66 | Minutes of last meeting and Matters Arising not on the Agenda | The minutes were agreed and signed as correct. Matters Arising The paperwork for the LEA Governor has been sent in to County for approval. | |
| | | General | |
| 2016-17/ GOV/67 | Report of the Head Teacher / SEF- paper | <p>SATs The SATs for Year 6 were tough but fair. The T&L committee meeting will not have the complete picture for the assessment so it was decided that the meeting dates will be changed next year so the complete picture can be given to Governors after SATs results are in school. Year 2 SATs are being competed in school during the next two weeks.</p> <p>Think Sheets The Governors discussed the Think Sheet analysis. If a child keeps appearing on the Think sheet the parents are involved and there is a daily report for the child to check and record their positive behaviour. The report will go to the parents and on the child's file. No one is on report this academic year. Is there benchmarking from other sources to compare? Do we think this is an acceptable level for this school? This only represents a small proportion of children in the school. The percentages are in the report for comparison year on year like for like. It was decided to keep both the number and percentages on the next report. What triggers a Think Sheet? It is triggered when a teacher has had to make an intervention. There has always been a first warning.</p> | |

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| | <p>Do you think the process of Think Sheets works for the children? It is aimed to make the children think about their behaviour. Other schools do use a similar system.</p> <p>It would be a good idea for Governors to ask the children if they think the sheets work.</p> <p>There are not many repeat offenders in the school. The children are put on an intervention programme if they are repeat offenders.</p> <p>What action is taken about bullying?</p> <p>Social aspect of learning, assemblies and reporting to the parents.</p> <p>The Governors will look at some Think Sheets at the next meeting.</p> <p>How frequently do they wish to see an analysis of Think Sheets?</p> <p>It was decided to look at the Think Sheets by a Governor (EP) annually in the Autumn term to look at the previous academic year.</p> <p>The Behaviour policy will be looked at in Autumn 2017.</p> <p>Heath Education Survey</p> <p>Health Education survey will be completed in June by the children and bullying will be discussed then. This is for KS2 children.</p> <p>The survey is completed on line by the children at school.</p> <p>Attendance</p> <p>Attendance figures up to 10th May is 97.4%</p> <p>Authorised absence is 2.1%</p> <p>Unauthorised absence is 0.5%</p> <p>The target for the school is 97%</p> <p>September admissions</p> <p>There may not be 17 children in Reception in September due to parents accepting other places in nearby schools. There may be fewer children by census day of 3 or 4 children. This will be about a £12000 financial loss to the school as each child is worth about £3000.</p> <p>What is the plan for the places available?</p> <p>There is no plan at this time</p> <p>When is the census in the Autumn term?</p> <p>The census which generates the money for the school by the number of children in the school is at the end of September.</p> <p>The school is full when there are 17 children in each age group.</p> <p>The PAN was discussed by AD and any decision about having more than the PAN will be emailed to Governors for their agreement.</p> <p>There are currently places in Years 1, 3 and 5 plus Reception and this will be put in the newsletter and Marwood Matters so parents are aware.</p> <p>Premises</p> <p>CBW and AD will be having a look around the school premises.</p> <p>Where does the money come from for premises?</p> <p>There is a Capital fund which in previous years has been mostly used on the hall. This is about £5000 a year just for capital premises cost. This is a fund given due to the size and condition of the school.</p> <p>When is the deep clean for the school?</p> <p>Deep clean is in the summer holidays and this is completed by Devon Norse.</p> <p>Dinner Numbers</p> <p>There has been a loss of approx £5000 this financial year in the kitchen as the numbers have dropped and the price has been increased by 10p a day. There is often a drop off in the summer term due to the weather. There needs to be a plan to increase the numbers who have school meals. The kitchen needs to produce about 90 meals a day to break even.</p> <p>Could it be an idea to offer the children a packed lunch?</p> | <p>AD</p> <p>EC</p> |
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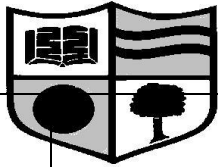


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| | | <p>That is an idea but it must not increase the work load for the kitchen staff. There is a management fee of about £4000 but if the school takes on the kitchen it increases the work load of the admin staff.</p> <p>Could the kitchen facilities be shared by another school, or Springfield or ZigZag Nursery?</p> <p>This could be an option to offer meals to Springfield and/or ZigZag Nursery as parents at the moment have to provide a lunch. AD will enquire and report back at the next meeting.</p> <p>What is the wastage in the kitchen?</p> <p>Food cost historically is low but there is wastage each week. AD discussed the way other schools manage school meals. He will enquire what other schools charge and for any advice.</p> <p>Have there been late payers for meals?</p> <p>The school pays for the on line payment scheme. There are debts and there will be a letter if the debt is over £20. There is no cost to run this programme.</p> <p>It was decided that a letter be drafted by AD to send to parents mentioning that hot meals are beneficial to the school.</p> <p>To make the school break even financially how much should the meal cost be?</p> <p>The cost of a meal would need to be about 30p more.</p> <p>The cost of a KS1 meal is set by £2.30 by the county.</p> <p>It was suggested that there be a drive to get parents of Year 2 to have meals in Year 3.</p> <p>Collaboration between schools</p> <p>There have been approaches made by the Academies to the Barnstaple schools and the BLC schools will be approaching the academies to find out the facts about the academies available. The meeting is in June.</p> <p>Does AD feel any pressure to be part of an Academy?</p> <p>No as there is collaboration between the BLC schools and the small schools collaboration which has been a benefit to the school. At the moment there has been no benefit to the school put forward.</p> <p>Does AD see this happening in the future?</p> <p>This is what the Education Officer has put forward as happening by 2020. There needs to about 1500 pupils in an Academy Trust ideally.</p> <p>SEF document</p> <p>Is this directly linked with Ofsted should there be more 'sexy' stuff in the document?</p> <p>The only reason that Ofsted would come is if the data was lower and that they would be coming into down grade the school from the Outstanding school grade achieved at the last Ofsted.</p> <p>AD suggested that the SEF should be changed in light of the data after the SATs results.</p> <p>The SEF does not have any action plan yet. This action points are in the School Improvement Plan which will be going to each committee and then to the next Full Governors meeting at the next meeting.</p> | <p style="text-align: right;">AD</p> <p style="text-align: right;">AD</p> <p style="text-align: right;">AD</p> <p style="text-align: right;">AD</p> |
| <p>2016-17/ GOV/68</p> | <p>Strategic Plan</p> | <p>This will be looked at annually but it was decided to be looked at every six months in the Spring and in the Autumn.</p> <p>The visits by Governors will be changed to look at strategic matters.</p> | |
| <p>2016-17/</p> | <p>Ofsted Questions</p> | <p>To add some more and updated info to the questions previously</p> | <p style="text-align: right;">LQ &</p> |

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| GOV/69 | | created. | AD |
| 2016-17/ GOV/70 | School Visits | None to report. The policy for Governors visits will be sent to all Governors. | LQ |
| | | Resources | |
| 2016-17/ GOV/71 | Finance - paper | The new draft budget was changed due to the changes in the pension rate for staff. There is still an outstanding issue over the energy bill which is being discussed with the contractor on a monthly basis by the admin staff. There is money in the budget for the energy bill but it is an uncertainty of the amount. The finance officer is coming into school to look at educational visits and the school kitchen. The budget needs to be approved by the Governors (as it has changed). The budget was proposed by SR and seconded by TB The Governors agreed the new budget which was sent to the County. AD will get in touch with Simon Niles about Section 106 about applying for the grant available of which the school has an amount due. If anyone has any cost cutting ideas please let LQ or AD know. Next finance meeting on Tuesday 20 th June at 1pm | AD |
| | | Teaching & Learning | |
| 2016-17/ GOV/72 | Teaching and Learning | There has been no meeting since the previous FGB Meeting. Next meeting on Tuesday 27 June 2017 at 7.00pm | |
| | | General Governance | |
| 2016-17/ GOV/73 | Governor Responsibilities - paper | The Governors accepted the responsibilities assigned to them. | |
| 2016-17/ GOV/74 | Website | Terms of office to AD plus start dates for the website. Plus attendance for the website. Need to review what is on the website and if it is up to date? Is there a list of the content we should have on our website? SN to give GH a list of the items that should be on the website so she can review if anything is missing. | SN/AD GH |
| 2016-17/ GOV/75 | Coast and Countryside Schools Partnership (CCSP) | There is a meeting on Tuesday 20 June at 8am for Heads and 10 am for Governors. Any Governor is welcome to come to the meeting. Any relevant Issues will be brought forward to the next meeting. | |
| 2016-17/ GOV/76 | Braunton Learning Community (BLC) | See above at item under Head Teacher's report. | |
| 2016-17/ GOV/77 | Community Hall | Section 106 money for the hall, blinds and the outside area There is an ongoing smell from the sewage works and the door to the kitchen be changed to a fire door. | |
| 2016-17/ GOV/78 | Governor Training | SR has completed Safeguarding, Finance, E safety and Head Teacher appraisal. He will send the certificates to the SN LQ will email the GEL training details to all Governors. RP and LQ - Health and Safety course. SN, LQ and AD have been on a Heads, Clerks and Chairs course. | SR |
| 2016-17/ GOV/79 | Policy review at Meeting | School Meal Debt This will be changed with changes agreed by the Governors and brought back to the next meeting. Data Protection The school system for Data protection and the back up process was discussed by the Governors. Updated and agreed by the Governors. Home-school agreement | |



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| | | <p>This is no longer a statutory requirement so this will be removed from the policy list. This was agreed by the Governors.</p> <p>Emergency Plan The Governors were told where the emergency plan was kept and the procedures that the school followed. This was agreed by the Governors.</p> <p>Conduct Book and Think Sheets review and Governor Report This was covered in Head Teacher's Report.</p> <p>Health & Safety Policy The Health and Safety requirements for visitors, Governors and contractors were discussed. This was agreed by the Governors.</p> <p>The Annual Risk assessment for the school will be brought to the next meeting.</p> <p>Redundancy Policy and Guidance Notes This is a standard DCC policy. This was agreed by the Governors.</p> <p>Governor Allowances & Expenses Policy The Governors can claim telephone, stationery, photocopying, travel, child care through the forms kept by the Clerk.</p> <p>SENCO Report SN will email a glossary of terms/jargon to the Governors There will be a new laptop for the SENCO bought through the capital grant. The Governors would like to thank the SENCO and CBW for their work on the report.</p> <p>Views from School Council There has been no meeting due to the SATs tests. This will be brought to the next meeting for discussion. The children are voted for their rep in their classes for half a year.</p> <p>Charging and Remissions Policy The Governors agreed the changes. Are Central Records of recruitment and vetting up to date? CBW has been into school and all data is up to date. CBW will come into school again before the next meeting and report back.</p> <p>Outdoor Educational Visits Policy This policy was agreed and the admin staff is on a course about the changes to the risk assessments. There needs to be a Governor to come into school and look at the Evolve system and the risk assessments. This should be completed in the Autumn term and this will be reviewed by RP annually.</p> | <p style="text-align: center;">RP/AD</p> <p style="text-align: center;">SN</p> <p style="text-align: center;">CBW</p> <p style="text-align: center;">RP</p> |
| 2016-17/ GOV/19 | Policies for Review at Next Meeting | Appraisal Policy – Teachers & Head - LQ Governor Visits Policy - LH Lettings Policy - LY | |
| 2016-17/ GOV/20 | Other Items for Review at next meeting | Review Staff Absence - AD School Improvement Plan (SIP) 2016-2017 - AD Draft SIP 2017-2018 - AD | |
| 2016/17/ GOV/22 | Date of Next Meeting | Wednesday 5 July 2017 at 7.00pm | |