

**MARWOOD  
SCHOOL**

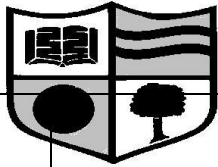
## Full Governing Body Meeting

Date	Monday 17 July 2017			Time	7.00 pm
Potential Attendees	Initials	Position	On Finance Comm	On T&L Comm	Comments
Mrs Christine Briggs-Wilson	CBW	Parent Governor	No	Yes	Has Resigned
Mr Alun Dobson	HT	Headteacher	Yes	Yes	Present
Mrs Laura Hume	LH	Staff Governor	No	Yes	Present
Mrs Liz Quick	LQ	Co-opted Governor (Chair of Govs)	Yes	Yes	Present
Mr Stephen Roberts	SR	Co-opted Governor (Finance Chair)	Yes	No	Present
Mr Tom Barfield	TB	Parent Governor (Vice Chair of Govs)	No	Yes	Present
Mrs Mary Szymankiewicz	MS	Parent Governor (Chair of T&L)	No	Yes	Present
Mr Laurence Young	LY	Co-opted Governor	Yes	No	Present
Mrs Emma Cotterill	EC	Parent Governor	Yes	No	Apologies
Mrs Gen Hickson	GH	Co-opted Governor	No	Yes	Present
Mr Roger Parry	RP	Nominated to be LEA Governor	Yes	No	Present

## MINUTES

2016-17/ GOV/84	<b>Apologies</b>	EC gave apologies	
2016-17/ GOV/85	<b>Conflicts of Interest</b>	None	
2016-17/ GOV/86	<b>Minutes of last meeting and Matters Arising not on the Agenda</b>	The minutes were agreed and signed as correct.	
		<b>General</b>	
2016-17/ GOV/87	<b>Report of the Head Teacher / SEF</b>	<p><b>Achievement of pupils at Marwood</b> AD talked through the first look results KS2 – this cohort have been underperforming, they have attained national average or above so that is very good. 5 children did not attain in one or more. Why is SPAG below National average? SPAG is not in combined score so during teaching time not always a priority – Need to keep an eye on this. What do the interventions look like – small groups, games to support depth of what children understand. Writing was moderated locally.</p> <p>Year 1 Phonics – national average is 81-82% we are in excess at 92.8% year 1 and 100% for year 2 resit.</p> <p>Early Years, with only 12 of 18 reaching a good level of development, this is low for Marwood School. Sickness and changes in staffing can have impacted. Interventions have been identified.</p> <p><b>ACTION: AD to put the performance data in the newsletter with a well done in September.</b></p> <p><b>School Health and Education Survey</b> Will be interesting to review in September when</p>	<b>AD</b>

		<p>comparative data is available for national responses.  <b>ACTION: To review data against national responses in Autumn term.</b></p> <p><b>Quality of Teaching and Learning</b>  How do we know the quality of teaching and learning? Ofsted no longer grade lessons so no longer do formal observations. Complete learning walks instead and evidence them, this and quality of teaching from the data.</p> <p><b>Roll</b>  Picked up 3 children last week – best case scenario 118 and worst 110. Hopefully will pick up a few more children before head count week in early October.</p> <p><b>Finance</b>  Redundancy of PSA has made the budget look appalling. All other 5 schools have agreed to pay their share in this financial year which is positive. Our share is £3364.</p> <p><b>Premises</b>  What will be included in the summer work schedule? Cleaning and Tony to complete some low level painting.</p> <p><b>106 money</b>  What can we use the money on? Should be used for teaching space, but if nothing feasible could try to change to use for capital expenditure.</p> <p><b>Kitchen and Meals</b>  How can we increase uptake?  <b>ACTION: AD get year 2 and 3 parents in to see and try the meals on offer.</b></p> <p><b>Collaborative Working</b>  CCSP next meeting on 4<sup>th</sup> October at Swimbridge MATS - A lot of the Barnstaple schools seem to be making a move to a MAT, however Braunton Learning Community remain as is. There is Team Multi Academy Trust (Pilton Bluecoats, Brayford etc) Ventrus (Orchard Vale and Pilton Community College etc) and Tarka Schools Partnership (Newport etc). We had previously thought that the ethos of SCITT/Newport could match us and maybe something to investigate when they put their head above the parapet – do we want to make contact and see their offering? Yes  <b>ACTION: To arrange for Andy Cotton to visit and discuss his offering in Sep / Oct</b></p> <p><b>School Improvement Plan</b>  This is a flexible document. Document proposed by LY and seconded by TB – all in agreement.</p>	<p><b>AD</b></p> <p><b>AD / LQ</b></p>
2016-17/ GOV/88	<b>Strategic Plan</b>	As sent in advance and for discussion at this meeting. SR has gone through the document and highlighted areas that need attention. Particularly	



**MARWOOD  
SCHOOL**

## Full Governing Body Meeting

		<p>the action plan time lines need updating, look at whether still relevant, anything to add and anything completed. Ensure related to SIP. Can show progress.</p> <p><b>ACTION: An annual meeting put in the calendar to review the strategic plan – next one on 12<sup>th</sup> Sep 2017 at 7pm. Also a half yearly review at the FGB meeting in Feb / March.</b></p>	<b>ALL</b>
2016-17/ GOV/89	<b>Ofsted Questions</b>	<p>As sent in advance and for discussion at this meeting</p> <p>This is a working document. Governors talked through the document following AD and LQ updating parts of it.</p> <p>Have all staff taken Prevent training? AD is the SPOK and all staff are compliant on Single Central Record.</p> <p>Should a governor be present during the budget setting process? Yes would be useful and happens in February.</p> <p>Do we need a full time member of staff as SDO? Currently AD and BMN, can phone another school, but can train a further member of staff.</p> <p>Are there still plans for someone outside the school to assess us? CCSP have and continue to triad work, where two other heads of the group visit a school and generate a report for the head of strengths and weaknesses.</p> <p><b>ACTION: Sections 5 &amp; 7 to be reviewed at next T&amp;L meeting to update further.</b></p>	<b>T&amp;L</b>
2016-17/ GOV/90	<b>School Visits</b>	<p>To be arranged or report on any visits</p> <p>EC had been on school trip with class 1 and 2, was impress by the organisation, however doe to it being so hot not all children were able to be clearly identified as Marwood as they were not wearing an item with a logo on it – should we be ensuring all students have a sticky label, badge or high Viz in these circumstances? We do have some High Viz, enough for about 1 class.</p>	
		<b>Resources</b>	
2016-17/ GOV/91	<b>Finance</b>	<p>Draft Minutes of meeting on Monday 27 June 2017 sent in advance</p> <p>Next meeting on Tuesday 3<sup>rd</sup> October at 1pm</p>	<b>Finance committee</b>
2016-17/ GOV/92	<b>Teaching and Learning</b>	<p>Draft minutes of meeting held on Tuesday 27 June 2017.</p> <p>Next meeting on Tuesday 7<sup>th</sup> November at 7pm</p>	<b>T&amp;L committee</b>
		<b>General Governance</b>	
2016-17/ GOV/93	<b>Governor Responsibilities</b>	<p>Congratulations to Roger who has had LEA Governor approval</p>	<b>ALL</b>
2016-17/ GOV/94	<b>Website</b>	<p>Need to know if anything needs updating.</p>	

2016-17/ GOV/95	<b>Coast and Countryside Schools Partnership (CCSP)</b>	Next meeting on 4 <sup>th</sup> October at Swimbridge – 11pm for governors prior for heads.	<b>AD/LQ</b>
2016-17/ GOV/96	<b>Braunton Learning Community (BLC)</b>	No governors meeting at present	<b>AD/LQ</b>
2016-17/ GOV/97	<b>Community Hall</b>	Currently working on the solar panel application. Are going to be completing maintenance – wall painting etc over the summer holidays. Joint user group meeting to be arranged.	<b>LQ</b>
2016-17/ GOV/98	<b>Governor Training</b>	Update from all Governors LQ been on Chairs Training and the first session of 3 for Chairs NCTL training LQ and EC been on the Governor Safeguarding Training EC & RP had been on the Governor Induction Training	<b>All</b>
2016-17/ GOV/99	<b>Multi-Academy Trusts (MATs)</b>	See Head's Report	<b>AD</b>
2016-17/ GOV/100	<b>Policies and other items for review at Meeting</b>	<b>School Meal Debt Policy</b> – TB confirmed that he had made the previously discussed. This was agreed by the Governors.  <b>Appraisal Policy – Teachers &amp; Head</b> - This is a standard DCC policy. This was agreed by the Governors.  <b>Governor Visits Policy</b> – LH confirmed that she had amended BMN name to her and added an example of a completed visit form. This was agreed by the Governors.  <b>Lettings Policy</b> This was agreed by the Governors.  <b>Staff Absence Data</b> Much better this term with no claims on insurance.  <b>Performance Targets of Staff</b> AD will put together some anonymous data for Sep	<b>TB</b>  <b>LQ</b>  <b>LH</b>  <b>LY</b>  <b>AD</b>  <b>AD</b>
2016-17/ GOV/101	<b>Policies for Review at Next Meeting</b>	Governor code of practice Supporting pupils with medical conditions Pay Policy Staff Capability Staff Handbook Set Head Teacher's Appraisal Date Review staff performance meeting timetable Finance policy Due in 2018, but bring forward as too many in 2018 Attendance management Policy Medical Conditions – supporting children at School Personal, Social and Health Education (PSHE)	<b>LQ</b> <b>GH</b> <b>AD</b> <b>AD</b> <b>AD</b> <b>AD/LQ/SR</b> <b>AD</b> <b>SR</b>  <b>LQ</b> <b>GH</b> <b>MS</b>
2016-17/ GOV/102	<b>Other Items for Review at next meeting</b>	Terms of reference for Full and committees Register of business interests Instrument of Government - Committee membership Governors meetings open to the public	
2016/17/ GOV/105	<b>Date of Next Meeting</b>	Approval of Meeting Dates for Next Year we done. <b>ACTION LQ to circulate dates to all Governors</b> Date of next FGB Meeting is Wednesday 18 <sup>th</sup> October 2017 at 7.00pm	<b>LQ</b>