

**MARWOOD  
SCHOOL**

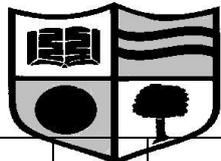
## Full Governing Body Meeting

| Date                   | Wednesday 21 March 2018 |                                      | Time                  |              |          | 7.00 pm                                     |
|------------------------|-------------------------|--------------------------------------|-----------------------|--------------|----------|---|
| Potential Attendees    | Initials                | Position                             | End of Term of Office | Finance Comm | T&L Comm | Present (P)<br>Apologies (Ap)<br>Absent (A) |
| Mr Alun Dobson         | HT                      | Headteacher                          | N/A                   | Yes          | Yes      |   |
| Mrs Laura Hume         | LH                      | Staff Governor                       | 12.10.20              | No           | Yes      | Ap  |
| Mrs Liz Quick          | LQ                      | Co-opted Governor (Chair of Govs)    | 17.03.19              | Yes          | Yes      |   |
| Mr Stephen Roberts     | SR                      | Co-opted Governor (Finance Chair)    | 11.05.19              | Yes          | No       | Ap  |
| Mr Tom Barfield        | TB                      | Parent Governor (Vice Chair of Govs) | 11.09.20              | No           | Yes      |   |
| Mrs Mary Szymankiewicz | MS                      | Parent Governor (Chair of T&L)       | 14.03.20              | No           | Yes      |   |
| Mr Laurence Young      | LY                      | Co-opted Governor                    | 23.01.21              | Yes          | No       |   |
| Mrs Emma Cotterill     | EC                      | Parent Governor                      | 13.03.21              | Yes          | No       |   |
| Mr Roger Parry         | RP                      | LEA Governor                         | 04.07.21              | Yes          | No       |   |
| Mrs Carol Ley          | CL                      | Co-opted Governor                    | -                     | No           | Yes      | Ap  |
| Vacancy                | -                       | Parent Governor                      | -                     | -            | -        | -   |

### MINUTES

|                      |             |  |   |     |
|----------------------|-------------|--|---|-----|
| 4.1 GOV<br>2017/2018 | <b>7.00</b> | <b>Apologies</b>   | Stephen, Laura, Carol,  |     |
| 4.2 GOV<br>2017/2018 | <b>7.01</b> | <b>Conflicts of Interest</b>   | None  |     |
| 4.3 GOV<br>2017/2018 | <b>7.02</b> | <b>Minutes of last meeting and Matters Arising not on the Agenda - paper</b> | <p>Minutes of the FGB meeting held on 24 January 2018</p> <p>Matters arising</p> <p>Carol Ley would like to become a Co-Opted Governor.</p> <p><b>Is there a limit on the amount of staff on the Governing Body?</b></p> <p>No</p> <p>Parent vacancies, The Governors have been asking for a new parent Governor.</p> <p>There was one person who expressed an interest, Deepung Gosrani and it was agreed that he has been appointed onto the Governing Body. Stephen is standing down as a CoOpted Governor and tonight is his last meeting. The Governors wish to express their thanks to Stephen for all his hard work.</p> <p><b>Resource List</b></p> <p>Cost for resources list will be taken to the next finance meeting with costs.</p> <p><b>Building</b></p> <p>Rubber crumb will be taken out of the Sports Premium money.</p> <p>The minutes were signed as a true and accurate record.</p> <p>The Governors would like to thank Alun for all his hard work during the wintery weather and for keeping the school staff and parents informed of the situation.</p> | FIN |
| <b>General</b>       |             |  |   |     |
| 4.4 GOV<br>2018/2019 | <b>7.05</b> | <b>Report of the Head Teacher - paper</b>                                    | <p><b>Data</b> - The first part of the report is the data missing at the Teaching and Learning meeting.</p> <p>Year 6 if performing at this level will be at national average but there is a lot of work happening in providing interventions to help the children achieve more. The expected percentage will be in the 70's.</p> <p><b>When is the SATS?</b></p> <p>In the last weeks of the next half term.</p> <p>Year 5 have been tested on Year 6 tests and that is a stronger</p>   |     |

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|  |  | <p>cohort and so this time next year should be higher.</p> <p><b>Is the 63% correct?</b><br/>Yes<br/>Year 4 is also a strong cohort.<br/>Year 3 at this moment will be lower if they were sitting the SATs this year but there are a number of intervention in the year group.</p> <p><b>Is AD happy with the progress?</b><br/>There is a mix of up and down within the subjects.<br/>Year 2 are the strongest cohort in the school.<br/>Year 1 phonics with the issue is boys who are being targeted. The boys have potential and the school is extending their progress by the Thrive programme and targeted interventions.</p> <p><b>What is the number of boys?</b><br/>It is 5 boys. LQ has been in to school and seen the intervention working in year 1.<br/>TB arrived at this time.</p> <p><b>Computer</b><br/>The network in school has been mapped. There will be costs for the website and the filtering system. AD is organising the filtering system. The capital fund will be used for this outlay and then a monthly bill. The cost will be about £1200 a year.</p> <p><b>GDPR</b><br/>The parents will be asked for positive permission and this can be done through the school gateway.</p> <p><b>Think Sheets</b><br/>There is a report on Think Sheets from EC and one child is having his behaviour regulated on a regular basis.</p> <p><b>Are the parents agreeable?</b><br/>Yes</p> <p><b>Attendance</b><br/>The percentage for absences has a difference of 0.7% higher. This is due to the school opening for the day when the snow came and 71 children who did not attend. The attendance at 96% which is above the national average.</p> <p><b>Was work sent out for the children to complete at home?</b><br/>Yes<br/>The schools aim is to open whenever possible to help the parents who work.</p> <p><b>Early Years</b><br/>The school will be moderated this year for the foundation year and the teachers involved have been on training.</p> <p><b>What is the moderation for?</b><br/>This is to make sure the teachers are using the correct formula to mark the children.</p> <p><b>Roll</b><br/>AD will re issue the roll as this is different than the data given to Governors. There are 2 girls starting after Easter, one in the foundation year and a year 2 child.</p> <p><b>Staffing</b><br/><b>How many MTA are there?</b><br/>Four and they have the highest unpaid absences as their paid work is in the middle of the day.<br/>Compassionate days have doubled due to personal time off for MTS staff.<br/>The staff absences will be reviewed again in the autumn term.</p> <p><b>Finance</b><br/><b>How was the Petroc meeting?</b><br/>Passionate and political at times.<br/>The rubber crumb on the trim trail was discussed and quotes are being sought.</p> <p><b>How are the books being chosen?</b></p> | <p>AD</p> <p>AD</p> |
|--|--|--|---------------------|

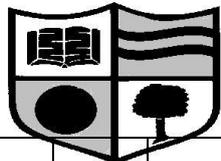


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|                      |      |  | <p><b>Will be either by class or by the school's priority?</b><br/>This has yet to be decided.<br/>There is more money from the MSA from other fund raising which could be used for books.</p> <p><b>Kitchen and Meals</b><br/>The 'net' contribution this year is about £3000 and this was compared to two local schools who do not use the same contractor. One school net cost was £2300 and the other net cost was £12075 which was due to the school having two sites and one kitchen.</p> <p><b>Devon Primary SCITT</b><br/>Whether to have a trainee next year or not, as although there is money which is used for supply, was discussed amongst the Governors.</p> <p><b>What is the commitment for Laura?</b><br/>Every Thursday afternoon about 2 hours but this can be more with meetings.</p> <p><b>Is it helpful to have an extra pair of hands?</b><br/>Yes when the trainee is a good trainee.<br/>CPD training from trainees has helped the school as costly to send staff on courses.</p> |  |
| 4.5 GOV<br>2017/2018 | 7.30 | <b>Governor Recruitment</b>                  | See above under Matters arising.<br>The Governors would like to extend a warm welcome to Carol and Deepung on their appointments as Governors.  |  |
| 4.6 GOV<br>2017/2018 | 7.35 | <b>Head Teacher's Performance</b>            | There will be a report issued to the appropriate Governors.   |  |
| 4.7 GOV<br>2017/2018 | 7.40 | <b>Strategic Planning -</b>                  | This will be taken to the May FGB meeting.  |  |
| 4.8 GOV<br>2017/2018 | 7.45 | <b>School Visits</b>                         | <p>EC and LQ went on the Ilfracombe trip and concentrated on the behaviour aspects of the children. They were impressed at the teacher's reaction and the fact that they had thought about the behaviour aspects before the trip.</p> <p>LQ has met with Gill in Class 1 and she has verified the information given by AD to the Governors. A positive meeting. LQ visited class 2 with LH and saw some writing work and the children can be challenging in that class. LQ also looked at the intervention timetable and found the information informative.</p> <p><b>Would the school have another TA in that class?</b><br/>The class is alright at the moment and when all Year 2 are in the one class this might be necessary.</p>  |  |
|                      |      |  | <b>FINANCE</b>  |  |
| 4.9 GOV<br>2017/2018 | 7.55 | <b>Finance – paper – Budget and Monitor.</b> | <p>Minutes from the Meeting on Tuesday 6 March<br/>AD has brought the draft budget for the Governors to discuss.<br/>The school's finance officer has been in school today to work with Sue East.</p> <p>Looking at the budget monitor there is a carry forward is £32,753 which is healthy but £15,000 is for the electricity bill that is still being discussed with the company. There is also some Sport Premium money to be carried forward so the actual carry forward is about £8 – 9,000 which is higher than expected.<br/>The charts were explained to the Governors.<br/>The inflation costs have been added and there may be a higher rise in salaries which will not be funded.</p> <p><b>Is the income based on the roll of 117?</b><br/>Yes</p> <p><b>Do County look for budgets that are not realistic?</b></p>   |  |

|                    |      |  |   |    |
|--------------------|------|--|---|----|
|                    |      |  | <p>County are aware of the way schools compose their budgets. The school has to be confident that the budget set will be within the income the school receives.</p> <p>The budget is good for the school while the numbers in the school remain the same.</p> <p>The school have had the list of potential first preferences but there are no actual names. The PAN will remain at 18 for the year but any children coming into the catchment area will be considered.</p> <p>AD would like the interim budget agreed at this meeting.</p> <p>Proposed LQ, Seconded LY and All the Governors agreed.</p> <p>The Governors agreed that the budget can be set at the finance sub meeting in May by the Governors who attend that meeting.</p> |    |
|                    |      |  | <b>T&amp;L</b>  |    |
| 4.10 GOV 2017/2018 | 8.15 | <b>Teaching and Learning - paper</b>                   | <p>Minutes of meeting held on Tuesday 6 March</p> <p>Carol Ley will be starting a Zumba session</p> <p>A netball, gym and tennis clubs will be started soon and Football club will become a cricket and rounders club.</p> <p>The Zumba, Gym and Tennis clubs will have a charge.</p> <p>There will be tasters' session for the children next week.</p> <p>TB confirmed that Karate could only be on a Thursday afternoon and this will be discussed. The email from Mike Leverton will be re directed to AD.</p>   |    |
|                    |      |  | <b>General Governance</b>   |    |
| 4.11 GOV 2017/2018 | 8.16 | <b>Coast and Countryside School Partnership (CCSP)</b> | The chairs of this committee are meeting on Friday but LQ can't attend. Hopefully there will be minutes for the Governors to see.   |    |
| 4.12 GOV           | 8.25 | <b>Braunton Learning Community</b>                     | <p>Meeting on 6<sup>th</sup> February</p> <p>AD is now the minute taker for the year. No meeting this term.</p>   |    |
| 4.13 GOV 2017/2018 | 8.30 | <b>Community Hall</b>                                  | Event on Saturday evening which is Bingo and a music concert next week. The blinds in the hall from the Section 106 money are being fitted over the Easter holidays.  |    |
| 4.14 GOV 2017/2018 | 8.35 | <b>Governor Training</b>                               | <p>Training at Rosemoor on school's improvement planning. It was an interesting day and was felt that the SIP for the school is good but the Governors need to see the evidence for themselves. Another column for this will be added. Next term is when the SIP will be worked on for the next year and taken to a Governor meeting.</p> <p>The plan is role specific and the Governors needs to be aware of this when the Governors come into school.</p> <p>Another meeting for this was proposed on Tuesday 15 May at 1-3pm in the school.</p> <p>Chair's update training attended by LQ.</p>   |    |
| 4.15 GOV 2017/2018 | 8.40 | <b>Multi Academy Trust (MATs)</b>                      | Georgeham and North Molton had a presentation on MATs from Ventrus and Tarka and the schools have divided opinions.   |    |
| 4.16 GOV 2017/2018 | 8.45 | <b>Policy review at Meeting</b>                        | <p><b>Finance</b><br/>Agreed</p> <p><b>Supporting Children with Medical Needs</b><br/>Agreed</p> <p><b>Religious Education</b><br/>Agreed</p> <p><b>Security and Risk Assessment</b><br/>For the next meeting AD</p> <p><b>SEND report</b><br/>Was taken to the T &amp; L meeting and was agreed.</p> <p><b>Conduct Book and Think Sheet review - paper</b></p>   | AD |



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|-----------------------|-------------|--|--|------------------------------------|
|                       |             |  | <p>EC discussed the finding with the Governors.</p> <p><b>Is this boys or girls?</b><br/>Mostly boys.<br/>There is no need for another level for repeat offenders.</p> <p><b>Why more think sheets for KS2 than KS1?</b><br/>The KS1 offenders are being treated differently as unable to cope with Think Sheets.</p> <p><b>Review Progress on Performance Management Cycle</b><br/>In the summer term the cycle will be completed.</p> <p><b>Emergency Plan and Site Plan</b><br/>The plan needs to have the basic information corrected. The flow charts are over the text when looked at as a PDF document. LQ and LY will look at these and it will be taken to the next meeting.</p> <p><b>Emergency procedures (inc Contingency)</b><br/>Communication was discussed in light of the wintery weather and the school needing to close.</p> <p><b>Health and Safety Policy</b><br/>Agreed</p> <p><b>Clerk's appraisal</b> – LQ and SN arranged a date.</p> |                                    |
| 4.17 GOV<br>2017/2018 | <b>8.50</b> | <b>Policies for Review at Next Meeting</b> | <p>Governor Allowances &amp; Expenses Policy - TB</p> <p>Report on SEN Framework - Head and SENCO - AD</p> <p>Views from School Council – LQ/EC</p> <p>Charging &amp; Remissions Policy – LY</p> <p>Flexible Working - LQ</p> <p>Are central records of recruitment and vetting checks up to date – LQ</p>   | TB<br>AD<br>Q/EC<br>LY<br>LQ<br>LQ |
| 4.18 GOV              | <b>9.00</b> | <b>Ofsted Questions</b>                    | None   |                                    |
| 4.19 GOV<br>2017/2018 | <b>9.01</b> | <b>Website</b>                             | See above under Matters arising  |                                    |
| 4.20 GOV<br>2017/2018 | <b>9.05</b> | <b>Any Other Business</b>                  | None   |                                    |
| 4.17 GOV<br>2017/2018 | <b>9.01</b> | <b>Final Question</b>                      | <p><b>What Strategic Discussions/Decisions from tonight's meeting has a direct impact to improve the Teaching and Learning of Marwood School?</b></p> <p>Budget and SIP discussions</p>  |                                    |
| 4.21 GOV<br>2017/2018 | <b>9.10</b> | <b>Date of Next Meeting</b>                | Wednesday May 16, 2018 at 7.00pm   |                                    |

The meeting ended at 9.15pm