

**MARWOOD
SCHOOL**

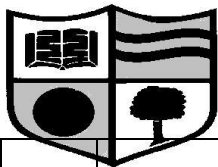
Full Governing Body Meeting

| Date | Wednesday 24 January 2018 | | Time | | | 7.00 pm |
|------------------------|---------------------------|--------------------------------------|-----------------------|--------------|----------|---|
| Potential Attendees | Initials | Position | End of Term of Office | Finance Comm | T&L Comm | Present (P) Apologies (Ap) Absent (A) |
| Mr Alun Dobson | HT | Headteacher | N/A | Yes | Yes | P |
| Mrs Laura Hume | LH | Staff Governor | 12.10.20 | No | Yes | P |
| Mrs Liz Quick | LQ | Co-opted Governor (Chair of Govs) | 17.03.19 | Yes | Yes | P |
| Mr Stephen Roberts | SR | Co-opted Governor (Finance Chair) | 11.05.19 | Yes | No | P |
| Mr Tom Barfield | TB | Parent Governor (Vice Chair of Govs) | 11.09.20 | No | Yes | P |
| Mrs Mary Szymankiewicz | MS | Parent Governor (Chair of T&L) | 14.03.20 | No | Yes | P |
| Mr Laurence Young | LY | Co-opted Governor | 23.01.21 | Yes | No | P |
| Mrs Emma Cotterill | EC | Parent Governor | 13.03.21 | Yes | No | P |
| Mrs Gen Hickson | GH | Co-opted Governor | 13.03.21 | No | Yes | Ap |
| Mr Roger Parry | RP | LEA Governor | 04.07.21 | Yes | No | P |
| Vacancy | - | Parent Governor | - | - | - | - |

MINUTES

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| 3.1 GOV 17/18 | 7.00 | Apologies | Gen Hickson | |
| 3.2 GOV 17/18 | 7.01 | Conflicts of Interest | None | |
| 3.3 GOV 17/18 | 7.02 | Minutes of last meeting and Matters Arising not on the Agenda - paper | The minutes were read and signed as a correct record. Staffing The school has appointed Carole Ley as a TA. | |
| | | | General | |
| 3.4 GOV 17/18 | 7.05 | Report of the Head Teacher - paper | AD discussed his Head Teacher's report with the Governors. SR arrived at this time. Roll What is the number the school can take in Reception? It can be 17 or 18 if children are in the catchment area and/or siblings. Solar Panels How many KWs would be sustainable? Not sure but it would be about 40 kw as about 10kw per panel Data Protection Can Opt-in consent for photos etc can this be done via the gateway? Hopefully. The Data Protection Officer needs to be employed by school. It is not a good idea to make more work for the office staff, they also data input and it can't be AD. | |
| 3.5 GOV 17/18 | 7.30 | Governor Recruitment | GP has stood down as a Governor and she has been thanked by the Chair for her contribution to date. SR is standing down as Governor on 29 th March but will stay on as an Associate Governor to lead Strategic Planning. There will then be 3 vacancies – 2 Co Opted and 1 Parent Governor. Liz has sent out a letter re what being a Governor means. The new member of staff has expressed an interest and she | |

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| | | | <p>could become a Co Opted Governor. The Governors discussed the vacancies and suggested possible candidates. This item and potential candidates will be brought to the next meeting.</p> | LQ/ SN |
| 3.6 GOV 17/18 | 7.35 | Head Teacher's Performance | <p>This has been completed with LQ, SR and Mark Juby who is the independent assessor. AD will pass Mark Juby's report to LQ & SR.</p> | AD |
| 3.7 GOV 17/18 | 7.40 | Strategic Planning | <p>This will be taken to the May FGB meeting for a mid-year review. SR to update the document as required and discussed before recirculating for the May FGB meeting.</p> | SR |
| 3.8 GOV 17/18 | 7.45 | School Visits | <p>RP and AD have toured the school and updated the Health and safety policy. LQ has been to Multi Skills. She observed challenging behaviour by Year 1 children but the teachers were very consistent in the way they handled the children. This is only a couple of children and they are being monitored by the school and their parents are involved. LQ has also looked at the CSR and she will look at this on a termly basis. The CSR is now a multi record document and the new member of staff has applied for her new DBS and all her other information is on the computer and her references have arrived in school.</p> | |
| | | | Resources | |
| 3.9 GOV 17/18 | 7.55 | Finance - paper | <p>Minutes from Tuesday 9 January 2018 The actions at the meeting were discussed to see which items have been actioned. There is now a list of resources that are required by the school and this will be emailed to all Governors. It was suggested that costings were needed some items. The costs will be taken to the next Finance meeting. Have the teachers looked at the Osbourne books as guided reading books? Yes and they will work well as whole school sets and as guided readers. Can some of these items be taken out of the Sport Premium? Yes but also need to use the Section 106 money where applicable. The items will be prioritised for the next meeting. Sports Premium and Clubs Has LY been in touch with the Tarka Centre? Not yet as saw a Gymnastic club was running. This club will end this term as it is preparation for a competition in March. It was felt that would be a good idea to get as much information about clubs as possible i.e. Floor Gymnastics, Running, etc. Some schools have set up a running track around their schools and the children are encouraged to run a distance in a week. TB is still waiting to speak to Mike Leverton about karate. School Meals Catering is running at a loss Do you have to have a hot meal for all children? There are 45 children in KS1 who have to have a free meal each day and it is not cost effective to ask another school to provide the hot meals. Devon Norse's solution to this fact that the loss in the school is the management fee so they have offered the school to pay just the price per meal instead of the management fee but the cost would be about £2.70 per child which is less than the money given by the Government for the free meals in KS1. This issue was discussed by the Governors at length. The idea</p> | <p>AD /LQ Fin Com</p> <p>AD LY</p> <p>TB</p> |

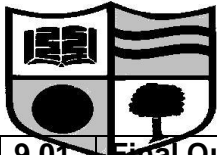


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| | | | <p>of packed lunches for when the children go on a school trip was also discussed as an idea to raise money. It was agreed that the £4000 loss was detrimental to the school.</p> <p>This issue will be discussed on a regular basis at the Finance meetings. It may be a good idea to look at other schools who do not use Devon Norse for their catering. AD to investigate.</p> <p>PAN</p> <p>The school has a 17 Pan and the school can easily go to 18 but it is whether the school will be asked to have a larger PAN. It is the school capacity that is the deciding factor for the school. We have a low year group in foundation currently and it looks currently that 2019 foundation intake may not be as high as some.</p> <p>What is the impact on the teachers in KS2?</p> <p>The numbers in classes are manageable for the teachers at the moment.</p> <p>The Governors agreed to take at least 18 children in the intake for Foundation in September 2018.</p> <p>The decision on whether to take more than 18 will be discussed at a later meeting.</p> <p>Date of next meeting Tuesday 6 March at 1pm</p> | <p style="text-align: right;">AD</p> <p style="text-align: right;">ALL</p> |
| | | | | |
| 3.10 GOV 17/18 | 8.15 | Teaching and Learning | Date of next meeting Tuesday 6 March at 7pm | MS |
| | | | General Governance | |
| 3.11 GOV 17/18 | 8.16 | Coast and Countryside School Partnership (CCSP) - paper | <p>AD has been to visit other schools and other Heads have been to visit this school.</p> <p>The CCSP are suggesting that as it is difficult to get Governors for the second panel when there is a complaint etc, it would be a good idea to have a pool of Governors to call on. There will be shared terms of reference for these schools. This is an option if the school needs.</p> <p>The Governors agreed to the shared terms of reference.</p> <p>This school needs to have 4 Governors to agree to go to other schools if necessary. The Governors who agreed to be on a panel for other schools was LQ, LY, EC and MS.</p> <p>The minutes of the CCSP meetings will be emailed to all Governors.</p> | LQ |
| 3.12 GOV 17/18 | 8.25 | Braunton Learning Community | There is a meeting on 6 th February and MATs will be on the agenda. There will be joint training for MFL arranged between the schools. | |
| 3.13 GOV 17/18 | 8.30 | Community Hall | <p>Two events in the hall shortly will be Bingo and a Ceilidh.</p> <p>The front of the hall will be astro turfed and there are plans to paint the hall.</p> <p>The road that leads to the car park has been damaged by the rain and it is not owned by anyone so an insurance claim can't be submitted. AD has talked to various people but as the school is technically a split site the lane is not owned by the any one.</p> | |
| 3.14 GOV | 8.35 | Governor Training - paper | LQ has received the skills audits from all Governors. The one area that was impacted was the charity law and Governance. | |

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| 17/18 | | | This is the area the school hopes to obtain when new Governors are appointed. LW has completed a Governor induction course. There is training for Governance and School Improvement on Thursday 15 February. LQ, LY, RP, MS and LH will be attending. | |
| 3.15 GOV 17/18 | 8.40 | Multi Academy Trust (MATs) – paper | The paper from the meeting has been circulated to the Governors for reference. | |
| 3.16 GOV 17/18 | 8.45 | Policy review at Meeting | <p>Finance This was amended by SR and this will be emailed to Governors before the next FGB meeting. Supporting Children with Medical Needs Is there a list of policies for teachers etc to access? Yes and the Supporting Children policy will be taken to a staff meeting to be agreed if this is what the staff do, amended if necessary and brought back to the next meeting.</p> <p>School Debt Policy This has been amended and agreed by the Governors.</p> <p>Religious Education Updated and will be sent to AD</p> <p>Behaviour and Bullying This policy has been amended with some sections reworded to reflect the school procedures. This policy was agreed.</p> <p>Security and Risk Assessment This policy has been amended and will bring back to the next meeting.</p> <p>Submit SVFS return – Finance committee Has this been submitted? AD to check SEND policy This has been circulated and approved by Governors.</p> <p>SEND report Corine Lethaby SENCO to present the SEND report for submission at the next meeting.</p> <p>Feedback and Marking This has been discussed with the staff and they feel it is more manageable than before following changes last time, hence no changes. This policy was agreed.</p> <p>E Policy The Governors agreed</p> <p>Safeguarding Audit This was completed in December and has been submitted The appendix will be circulated to Governors</p> <p>Health & Safety Policy This policy was agreed.</p> | <p>SR</p> <p>AD</p> <p>AD</p> <p>Fin Com</p> <p>AD</p> |
| 3.17 GOV 17/18 | 8.50 | Policies for Review at Next Meeting | <p>Conduct Book and Think Sheet review – EC</p> <p>Review Progress on Performance Management – AD</p> <p>Emergency Plan and Site Plan – LY</p> <p>Emergency procedures (inc Contingency) – LY</p> <p>Clerk Appraisal – date to be arranged at the next meeting.</p> <p>Draft Budget to next meeting. Approval at the May FGB</p> | <p>EC</p> <p>AD</p> <p>LY</p> <p>LY</p> <p>LQ</p> <p>AD</p> |
| 3.18 GOV 17/18 | 9.00 | Ofsted Questions | No need to discuss | |
| 3.19 GOV 17/18 | 9.01 | Website | The Governors are waiting for AD to speak to Ian Sherman to suggest a way forward. | AD/ LQ |
| 3.20 GOV 17/18 | 9.05 | Any Other Business | None | |



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| 3.17 GOV 17/18 | 9.01 MARWOOD SCHOOL | Final Question | What Strategic Discussions/Decisions from tonight's meeting has a direct impact to improve the Teaching and Learning of Marwood School? <ul style="list-style-type: none">• It was important to discuss the PAN and the impact on the school• Resources required to support the Teaching and Learning in the school• Information gathering about MAT | |
| 3.21 GOV 17/18 | 9.10 | Date of Next Meeting | Wednesday 21 March 2018 at 7.00pm | |