

Full Governing Body Meeting

| Date | | Wed | Wednesday 24 th March 2021 | | Time | | |
|---------------------|---------|--------------|---|-----------------------------|--------------------|-----------------|-----------------------------------|
| Potential Attendees | | Initi als | Position | End of Term of Office | Finan ce Com | T&L Com m | Present (P) Apologies (Ap) Absent |
| | | | | Cinico | m | ••• | (A) |
| Mr Alun Dob | son | HT | Headteacher | N/A | Yes | Yes | Р |
| Dr Deepun (| Gosrani | DG | Parent Governor | 15.05.22 | No | Yes | Р |
| Mrs Liz Quick | | LQ | Co-opted Governor (Chair of Govs) | 17.03.23 | Yes | Yes | Р |
| Mr Laurence Young | | LY | Foundation Governor (Chair of Finance) | 09.09.23 | Yes | No | Р |
| Mrs Rosy Phillips | | RPh | Co-opted Governor | 19.11.23 | No | Yes | Р |
| Mrs Hannah Burge | | НВ | Parent Governor | 11.05.24 | Yes | No | Р |
| Mr Tom Barfield | | ТВ | Foundation Governor (Vice Chair of Govs & Chair of T&L) | 22.09.24 | No | Yes | Р |
| Mrs Alison Cousins | | AC | Parent Governor | 20.10.24 | No | Yes | Р |
| Mrs Rosie Polak | | RPo | Staff Governor | 20.10.24 | No | Yes | Р |
| Mrs Caroline Tucker | | CT | LEA Governor | 19.01.25 | Yes | No | Р |
| Vacancy | | - | Parent Governor | - | | | |

MINUTES

| 1.1 | 7.00 | Apologies | None Is the meeting Quorate? Yes | |
|-------|------|-----------------|--|-----|
| 20/21 | L | | | - |
| 1.2 | 7.01 | Conflicts of | Does any governor need to declare any conflicts of interest in respect of | |
| 20/21 | | Interest | items on the agenda for this meeting? None declared | |
| 1.3 | 7.02 | Appointment of | Nicol Cleverdon has been appointed as our clerk to governors. | |
| 20/21 | | the Clerk | Nicol can be contacted at clerk@marwood.devon.sch.uk | |
| 1.4 | 7.04 | Minutes of last | Draft Minutes from the meeting held on 18th November 2020 were circulated | |
| 20/21 | | meeting and | prior to the meeting and agreed as a true and accurate record. | |
| | | Matters Arising | Matters Arising & Actions from that meeting: | |
| | | | All Governors have completed and returned the Governor skills | |
| | | | audit, hence LQ circulated the matrix for discussion. LQ asked if | |
| | | | anyone had any thoughts on how we could upskill out Governors. | |
| | | | HB raised the fact that the wording of the questions could lead to the | |
| | | | different answers being submitted. ACTION: LQ to look at how | |
| | | | we upskill Governors. Training maybe required on why does the | LQ |
| | | | school deliver the curriculum that it does. This is an important areas | |
| | | | · | |
| | | | for Governors to understand. Perhaps someone from Babcock | |
| | | | could present this. ACTION: AD to raise this with the BLCT to | AD |
| | | | see if we can do something collaboratively? | |
| | | | LQ has circulated the Governors code of conduct for all to read at | |
| | | | the previous meeting – ACTION: All to read the Governors code | |
| | | | of conduct and LQ to collect signatures to say understand and | ALL |
| | | | will follow. | |
| | | | Head Performance Review has been completed. | |
| | | | Financial Recovery Plan to DCC – At the finance meeting more | |
| | | | information was needed so the finance committee will meet again | |
| | | | and put a plan together which did happen and we submitted the | |
| | | | response from the school. | |
| | | | Strategic Plan – LQ circulated the updated document to all | |
| | | | governors. | |
| | | | Boundary Wall: AD & CT continue to chase Paula/DCC on what will | |
| | | | be happening | |
| | 1 | | All governors to read KCSiE part 1 ACTION: All to read the KCSiE | |
| | | | and LQ to collect signatures to say understand and will follow. | l |
| | | | Safeguarding Policy - ACTION: All to read the Safeguarding | ALL |
| | 1 | | Policy and LQ to collect signatures to say understand and will | ALL |
| | | | follow. | |
| | | | AD to source temporary office support for Monday and | |

| | | Wednesdays. AD confirmed that Jill Hayward will cover the office whilst the vacancy is resolved. Office is therefore covered all week apart from Friday afternoon. Minutes of Covid catch up meeting 24th February 2021 – circulated, were accepted and confirmed as correct – actions. Mark is still looking into the water usage, was discussed at finance meeting – There are additional bills due to the Sewage pumping out and then the high costs of the servicing. Suggestion has been made to review, perhaps to look at other Suppliers and not our current service provider Kingspan, perhaps ask Spireborne for a price. Water usage has risen slightly but there isn't a leak, this increase is just due to the current COVID 19 situation and the requirement for more frequent hand washing. Transition aids - to develop Class tours lead by children This has been produced by our current trainee Charlotte, this was completed on the 24th March. There is now an online map of the school. This virtual tour will be uploaded to the Website. As part of this, there will also be a Website review that will take place. ACTION: AD to ensure a website review and ensure we are compliant | AD |
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| | | General | |
| 7.25 20/21 | Head Teachers Report | Reopening on 8th March - This has gone really well, everyone is back. Preparation work was completed with vulnerable children to enable them to attend school before the 8th March to help them settle back in. Assessments - We are working with Braunton Learning Cooperative Trust to plan assessments for children in the summer term. All children will be assessed at the end of the year to confirm where they are. We have also secured access to 'Pobble, for writing moderation. Clubs - Clubs are hopefully set to return, Tennis, Karate and Gymnastics. Unsure of when Football or Cricket might start as they have not responded to contact. We maybe able to source a Football club through the Tennis coach. AD has discovered that a parent is professional golf playing so there maybe some scope to add a Golf club. AD included a message that he had written for the Newsletter. Part of this message included a section in relation to the amount of time that children are spending online at home. Parents have been spoken to in regards to an online gaming scenario that had happened recently. Could we put the online safety guidance on the Website? ACTION - AD to ensure that the online safety guidance and relevant links are on the Website. Mental Health Training - Mrs Cohen is currently completing some Mental Health Ambassadors. COVID - 19 All staff will continue to LF test throughout the Easter break. We do have sufficient stock of Lateral flow tests, we will need some more for the second week of April. Risk assessment has been updated. Attendance - has been amazing, expecting a large amount of holiday requests after the 21st June when restrictions relax. Attendance on 19/03/2021 was 98.5% authorised absence 1.36% unauthorised absence 0.13% Curriculum School will be focusing on what is important for children on the core skills. Whole school theme for the Summer Term, this will be Japan and Olympic Theme. Contingency Plan - | AD |

| | | | Premises - There will be a structural report completed for the wall over the Easter break. CT has produced a maintenance schedule which will be included in Caroline's report. Phone line has still not been fixed and the school is awaiting prices and connection dates for broadband. Child Reports - Reports will be shorter than ones that had been previously received. AD needs to check that they are Ofsted | 45 |
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| | | | compliant. ACTION: AD to ensure the shorter reports this year are compliant. Events - Hoping to hold some summer events after the 21st June, but waiting for guidance. Kitchen - Is holding up well, great to have Sam back. Penny and Sam are working on some items for the menu. | AD |
| | | | Sport - COVID 19 has had a big impact on school sporting events, looking at holding some virtual events across the Braunton Learning Cooperative Trust. | |
| | | | Catchment - This year there has been a problem with Braunton Academy being oversubscribed with families living within the catchment area. Marwood has had two families effected by this issue even though they live in the catchment area. No real solution for the next few years, working on a long term plan. ACTION: AD and LQ attended a meeting in regards to this matter and the Academy overcoming this going forward. Do we need to make parents aware of this problem? We may need to depending on the solution the Academy come up with. | AD/LQ |
| | | | Staffing - We have recently recruited a new SendCo (Jennie) to start in the Summer Term. Currently 1 Meal Time Assistant short, AD has been covering this. Questions were raised around the SENDCo position and whether it would be possible to increase hours on a temporary basis to support the catch up funding monies. Currently a funding of £2000 per term will be received by the school. This was agreed in principle for a temporary period. | |
| | | | Collaborative Working - Meetings have continued regularly within the Braunton Learning Cooperative Trust. An action plan for BLCT has been agreed with Heads. ACTION: AD to circulate the BLCT Action Plan Devon Primary SCITT - SCITT Trainee programme has worked very well, LQ asked if the school would take on a trainee again? AD has | AD |
| | | | asked staff for feedback by the end of term. | |
| 1.6 20/21 | 8.00 | Strategic Planning | Strategic Plan LQ has circulated the Strategic Plan, this has not needed to change much from the previous year apart from COVID 19. No comments or questions were raised about the document. | |
| 1.7 | 8.01 | School Visits & | Report on School Improvement Monitoring Visits: | |
| 20/21 | | SIP Monitoring | The SCR has been reviewed by LQ, new staff and governors are on the document and information is updated. Where do we store the training dates as these seem out of date? ACTION: LQ to find out from Jill | LQ |
| | | | CT has completed a Site walk, she and AD have met with David Cox in relation to the school walkaround. David will try to bring forward the date for re-roofing. Questions have been raised over the state of the staffroom, is it possible for refurbishment? Decorating to be completed? Is it possible to get an independent report on the fire system? AD happy for someone to have a look at the system. It might be worth contacting the company that service the fire extinguishers to see if this is a service that they provide. AD confirmed that work on the site is important and there is a good plan developing to make inroads going forwards. | |
| | | | LY raised the question about the priority of the staffroom. Is it fit for purpose? CT feels like this will impact on staff morale; staff need to be able to sit comfortably during their breaks. Little things can be done that will make a difference within the school. All the staff have been working so hard to keep the school safe and we need to ensure we are working for them too. HB asked if CT would like any help for the next site walkaround, CT thought this would be a great idea. AC has also offered to help as well. ACTION: | CT/AD |

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| | | | CT to continue to review maintenance and H&S schedules of work and work with AD to chip away at what needs doing. | |
| | | | LQ raised the matter on when Governors would be allowed back onsite. AD confirmed that we are currently waiting for the regulations to be amended. | |
| | | | With no visits planned, LQ to contact subject leaders to try to arrange 15 mins curriculum catch up's, to start dialogue and build relationships which can then be followed up with visits as and when we can. ACTION: LQ to contact subject Leads to start dialogue and build relationships | LQ |
| | | | Resources | |
| 1.8 20/21 | 8.10 | Finance | Draft minutes from Finance Meeting on Tuesday 23 rd February 2021 have been circulated. | |
| | | | Date of the next meeting is Budget Setting Meeting Tue 20 th April 2021 at 1.30pm Finance Meeting – Tue 18 th May 2021 at 1pm | |
| | | | Finance Meeting – Tue To May 2021 at Tpm | |
| | | | LQ has spoken to the MSA in regards to setting up fundraising for the Chromebooks. | |
| | | | Did we spend all of the Fullabrook funding? AD to check the balance. CT will email David Cox regarding the Front Wall | |
| | | | There are still a couple of cheques for refunds of residentials outstanding | |
| | | | that have not been cashed. Admin role and job description will need to be looked at, currently post holder finishes on the 23 rd May. | |
| | | | LQ confirmed that a review of the financial benchmarking has taken place. Lots of information was looked at. Supply Staff and Catering Staff costs are | |
| | | | quite high, this will be looked at. | |
| 1.9 | 8.20 | Teaching and | Teaching and Learning Draft minutes from T&L Meeting on Tuesday 9 th February 2021 have been | |
| 20/21 | | Learning | circulated. Date of next meeting is Tuesday 18 th May 2021 at 7pm SIP drafting 15 th June 2021 at 1pm | |
| | | | LQ confirmed that it would be good to have a SHA survey, it is really informative and perhaps we should look at putting something together ourselves if it is not offered to us next year. | |
| | | | Pupil Premium, there is now updated information on the Website, AD will put in a catch-up funding section in that report as well. | |
| | | | Assembly's had taken place online during the first lockdown. | |
| | | | AD and LQ will look at the Ofsted preparation document in the Summer Term, not yet complete | |
| | | | LQ action Key Stage 1, previous discussions in relation to who is monitored for behaviour. | |
| 4.40 | 0.00 | D | General Governance | |
| | 8.30 | Braunton | Update on Co-operative Trust | |
| 20/21 | | Learning Cooperative trust (BLCT) | Meeting was held on the 24 th March, AD confirmed that the discussions were based around resources, getting moderations back together and what the plans were going forward. | |
| | | | Summer term all schools will be a building mode, but included in the plans going forward into 2022 hopeful for plans to hire the Queens Theatre for a production. The Trust itself feels in a good place and has been an invaluable support for the Head during the pandemic. | |
| | | | Could we look at a plan for visiting teachers? This works well, unfortunately plans were put on hold due to the latest lockdown, but it will be pick up agin when we can. | |
| | | | No CCSP activity since AD spoke to the Governors before Christmas. The Administration teams still liaise and support each other, as have the Chair of Governors. | |

| 4.44 | 0.05 | | Leta (Harris Origina Mariford | I |
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| 1.11 | 8.35 | Community Hall | Joint User Group Meeting LQ updated that there has not been much happening with the Hall Committee as the hall is not being hired to the community at present. There are a couple of issues in the hall, one of them being the guttering that is causing an issue. Requests have been made by various clubs that would like to start using the hall again. Risk Assessments will be looked at. LQ asked AD if any problems had been raised with the hall? AD confirmed | |
| | | | that there have been problems with the equipment not being packed away correctly. | |
| | | | LQ confirmed that cleaning will be looked at going forward if the hall is to start being used for clubs again. | |
| 1.12 | 8.40 | Governor | DG, LQ and CT have all competed Governor training. | ALL |
| 20/21 | | Training | RP and AC are booked onto complete the new Governor training session. | |
| | | | All governors can contact either LQ or NC if they wish to complete the | |
| | | | training sessions they see in the governors weekly alert or on the Babcock ldp website. | |
| | | | LQ confirmed that in the Strategic plan, Governors are to complete 2 to 3 trainings sessions a year to count towards CPD. | |
| 1.13 20/21 | 8.45 | Policy review at Meeting | To be done for this FGB meeting: Emergency Plan & Site Plan (2 documents) ACTION: AD to provide LQ with the Site plan | AD |
| | | | Emergency Procedures Policy and the Business Continuity Plan (BCP)) to be reviewed in the normal cycle - AD/LY/LQ | LQ |
| | | | Accessibility – to be looked at by the Senco and brought to the next meeting AD/CL | AD/CL |
| | | | Sex and Relationships Policy - AD has confirmed that the resources from Wessex Life policy have been used to align with the new curriculum requirements. All Governors agreed approval for this. | |
| | | | Review staff absence – AD to provide staff absence figures at the next meeting. | AD |
| | | | Security Policy and Risk Assessment (RA22) Rosie reviewed the policy and Currently all visitors are let in by a member of staff. Could we look at having a doorbell system with a camera? Signing in and out also need to be added. Policy to be updated. | RPh |
| | | | SEND Policy -TB Tom circulated the SEND Policy to all Governors, TB confirmed that it was produced in a very organised and strategic way. This method should be adopted again. AD thanked CL and TB for all the great work that had been completed on this policy. All Governors agreed approval for this policy. | |
| | | | Health & Safety Policy (final approval by FGB) – CT ACTION: Carry this action forward to the next meeting. | СТ |
| | | | School Meal Debt Policy – LY LY will look at this following the meeting. Jill is chasing a lot more often now | |
| | | | and the policy seems to be working well. ACTION: Carry this action forward to the next meeting. | LY |
| | | | Ask for an updated of the debts for the next meeting. ACTION: AD to ask either Mark or Jill for depts information. | AD |
| 1.14 | 8.50 | Policies and | Charging & Remissions Policy | AD |
| 20/21 | | Items for Review at Next | Homework Policy | RPo |
| | | Meeting | Other items for the next meeting: | |
| | | | Approve Final Budget | |
| | | | School Improvement Plan | |

| 1.15 8.55 Any Other Business | | | Agree programme of governor visits for following school year Review staff absence Other items through the Chair in Advance: New Early Years Guidance for September 2021 - Rosie mentioned the new EYS Guidance, perhaps once staff are more aware of the changes information can be presented to the governors. ACTION: Rosie and Rosie will collate information to present to the Governors at the T&L meeting following upcoming training. | |
|-------------------------------------|------|-------------------------|--|--|
| | | | AD confirmed that Community LF testing will continue during the holidays, this will probably continue after the 21 st June also. | |
| 1.16 20/21 | 8.56 | Final Question | What Strategic Discussions/Decisions from tonight's meeting has a direct impact on the children / improve the Teaching and Learning of Marwood school? The need to provide an update for Marwood families about the admissions for Braunton academy. Maintenance schedule of work and the impact on school life for all. Work on the school curriculum. Governor up skilling and Training. | |
| 1.17 20/21 | 8.58 | Date of Next Meeting | Dates in the diary already: Budget Setting Meeting Tue 20 th April 2021 at 1.30pm Covid Catch up Meeting – Wed 28 th April at 7pm Finance Meeting – Tue 18 th May 2021 at 1pm Teaching & Learning Meeting - Tuesday 18 th May 2021 at 7pm SIP drafting 15 th June 2021 at 1pm FGB – Wed 14 th July 7pm The Meeting ended at 21.10pm | |