



**MARWOOD
SCHOOL**

Full Governing Body Meeting

Date	Wednesday 24 th March 2021		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
Dr Deepun Gosrani	DG	Parent Governor	15.05.22	No	Yes	P
Mrs Liz Quick	LQ	Co-opted Governor (Chair of Govs)	17.03.23	Yes	Yes	P
Mr Laurence Young	LY	Foundation Governor (Chair of Finance)	09.09.23	Yes	No	P
Mrs Rosy Phillips	RPh	Co-opted Governor	19.11.23	No	Yes	P
Mrs Hannah Burge	HB	Parent Governor	11.05.24	Yes	No	P
Mr Tom Barfield	TB	Foundation Governor (Vice Chair of Govs & Chair of T&L)	22.09.24	No	Yes	P
Mrs Alison Cousins	AC	Parent Governor	20.10.24	No	Yes	P
Mrs Rosie Polak	RPo	Staff Governor	20.10.24	No	Yes	P
Mrs Caroline Tucker	CT	LEA Governor	19.01.25	Yes	No	P
Vacancy	-	Parent Governor	-			

MINUTES

1.1 20/21	7.00	Apologies	None Is the meeting Quorate? Yes	
1.2 20/21	7.01	Conflicts of Interest	Does any governor need to declare any conflicts of interest in respect of items on the agenda for this meeting? None declared	
1.3 20/21	7.02	Appointment of the Clerk	Nicol Cleverdon has been appointed as our clerk to governors. Nicol can be contacted at clerk@marwood.devon.sch.uk	
1.4 20/21	7.04	Minutes of last meeting and Matters Arising	<p>Draft Minutes from the meeting held on 18th November 2020 were circulated prior to the meeting and agreed as a true and accurate record.</p> <p>Matters Arising & Actions from that meeting:</p> <ul style="list-style-type: none"> 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 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 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 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 All governors to read KCSiE part 1 ACTION: All to read the KCSiE and LQ to collect signatures to say understand and will follow. Safeguarding Policy - ACTION: All to read the Safeguarding Policy and LQ to collect signatures to say understand and will follow. AD to source temporary office support for Monday and 	<p>LQ</p> <p>AD</p> <p>ALL</p> <p>ALL ALL</p>

			<p>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.</p> <p>Minutes of Covid catch up meeting 24th February 2021 – circulated, were accepted and confirmed as correct – actions.</p> <ul style="list-style-type: none"> • 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
			General	
1.5 20/21	7.25	Head Teachers Report	<ul style="list-style-type: none"> • 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 and Well Being Training for young children who are Mental Health Ambassadors. • COVID – 19 <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ 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 – We will be required to continue with the Contingency plans and ensure they are available for bubble closure and families isolating. • Ofsted – They are not intending to switch inspection's back on until the Autumn term. • Finance - Written confirmation has now been received from HR guidance that the Pension strain does not have to be paid by the school. Mark and Alun are working towards preparing the budget for the April meeting. 	AD

			<p>CT to continue to review maintenance and H&S schedules of work and work with AD to chip away at what needs doing.</p> <p>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.</p> <p>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</p>	LQ
			Resources	
1.8 20/21	8.10	Finance	<p>Draft minutes from Finance Meeting on Tuesday 23rd February 2021 have been circulated.</p> <p>Date of the next meeting is Budget Setting Meeting Tue 20th April 2021 at 1.30pm Finance Meeting – Tue 18th May 2021 at 1pm</p> <p>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 23rd 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.</p>	
			Teaching and Learning	
1.9 20/21	8.20	Teaching and Learning	<p>Draft minutes from T&L Meeting on Tuesday 9th February 2021 have been circulated. Date of next meeting is Tuesday 18th May 2021 at 7pm SIP drafting 15th June 2021 at 1pm</p> <p>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.</p> <p>Pupil Premium, there is now updated information on the Website, AD will put in a catch-up funding section in that report as well.</p> <p>Assembly's had taken place online during the first lockdown.</p> <p>AD and LQ will look at the Ofsted preparation document in the Summer Term, not yet complete</p> <p>LQ action Key Stage 1, previous discussions in relation to who is monitored for behaviour.</p>	
			General Governance	
1.10 20/21	8.30	Braunton Learning Cooperative trust (BLCT)	<p>Update on Co-operative Trust</p> <p>Meeting was held on the 24th March, AD confirmed that the discussions were based around resources, getting moderations back together and what the plans were going forward.</p> <p>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.</p> <p>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 again when we can.</p> <p>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.</p>	

1.11 20/21	8.35	Community Hall	<p>Joint User Group Meeting</p> <p>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.</p> <p>Requests have been made by various clubs that would like to start using the hall again. Risk Assessments will be looked at.</p> <p>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.</p> <p>LQ confirmed that cleaning will be looked at going forward if the hall is to start being used for clubs again.</p>	
1.12 20/21	8.40	Governor Training	<p>DG, LQ and CT have all completed Governor training.</p> <p>RP and AC are booked onto complete the new Governor training session.</p> <p>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.</p> <p>LQ confirmed that in the Strategic plan, Governors are to complete 2 to 3 trainings sessions a year to count towards CPD.</p>	ALL
1.13 20/21	8.45	Policy review at Meeting	<p>To be done for this FGB meeting :</p> <p>Emergency Plan & Site Plan (2 documents) ACTION: AD to provide LQ with the Site plan</p> <p>Emergency Procedures Policy and the Business Continuity Plan (BCP)) to be reviewed in the normal cycle - AD/LY/LQ</p> <p>Accessibility – to be looked at by the Senco and brought to the next meeting AD/CL</p> <p>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.</p> <p>Review staff absence – AD to provide staff absence figures at the next meeting.</p> <p>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.</p> <p>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.</p> <p>Health & Safety Policy (final approval by FGB) – CT ACTION: Carry this action forward to the next meeting.</p> <p>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.</p> <p>Ask for an updated of the debts for the next meeting. ACTION: AD to ask either Mark or Jill for depts information.</p>	<p>AD</p> <p>LQ</p> <p>AD/CL</p> <p>AD</p> <p>RPh</p> <p>CT</p> <p>LY</p> <p>AD</p>
1.14 20/21	8.50	Policies and Items for Review at Next Meeting	<ul style="list-style-type: none"> Charging & Remissions Policy Homework Policy <p>Other items for the next meeting:</p> <ul style="list-style-type: none"> Approve Final Budget School Improvement Plan 	<p>AD</p> <p>RPo</p>

			<ul style="list-style-type: none"> • Agree programme of governor visits for following school year • Review staff absence 	
1.15 20/21	8.55	Any Other Business	<p>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.</p> <p>AD confirmed that Community LF testing will continue during the holidays, this will probably continue after the 21st June also.</p>	RPo/R Ph
1.16 20/21	8.56	Final Question	<p>What Strategic Discussions/Decisions from tonight's meeting has a direct impact on the children / improve the Teaching and Learning of Marwood school?</p> <ul style="list-style-type: none"> • 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	<p>Dates in the diary already:</p> <ul style="list-style-type: none"> • Budget Setting Meeting Tue 20th April 2021 at 1.30pm • Covid Catch up Meeting – Wed 28th April at 7pm • Finance Meeting – Tue 18th May 2021 at 1pm • Teaching & Learning Meeting - Tuesday 18th May 2021 at 7pm • SIP drafting 15th June 2021 at 1pm • FGB – Wed 14th July 7pm <p>The Meeting ended at 21.10pm</p>	