



**MARWOOD  
SCHOOL**

## Full Governing Body Meeting

Date	Tuesday 14th September 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	Ap	
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	Ap	
Mrs Rosy Phillips	RP h	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	RP o	Staff Governor	20.10.24	No	Yes	P	
Mrs Caroline Tucker	CT	LEA Governor	19.01.25	Yes	No	Ap	
Vacancy	-	Parent Governor	-				

# MINUTES OF THE STRATEGIC PLANNING MEETING

The meeting was held in a blended format with individuals attending both face to face and virtually.

1.1 20/21	7.30	<b>Apologies</b>	Apologies were received from CT, DG & LY The meeting was quorate.	
1.2 20/21	7.31	<b>Conflicts of Interest</b>	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	7.32	<b>Minutes of last meeting and Matters Arising</b>	N/A	
<b>General Governance</b>				
1.4 20/21	7.32	<b>Governors</b>	<ul style="list-style-type: none"> <li>Current vacancies – we currently have 1 parent governor vacancy. <b>ACTION: AD to advertise in the school newsletter.</b></li> <li>Dfe website to be updated – LQ has completed this.</li> <li>Governor skills audit. <b>ACTION: LQ to circulate, please can all governors complete asap.</b></li> <li>Governors code of conduct – LQ has updated the code of conduct and it was circulated prior to the meeting. All Governors agreed approval for this document. <b>ACTION: LQ to get all governors to sign off to say they have read, understand and agree to adhere to the document.</b></li> </ul>	AD LQ/ ALL LQ
1.5 20/21	7.37	<b>Register of Pecuniary Business Interests</b>	Governor's Register of Business Interests to be updated – All governors present updated their document. <b>ACTION: LQ to get governors who were not present to update when they are next in school.</b>	LQ
1.6 20/21	7.40	<b>Governor Responsibilities</b>	Election of Chair - LQ left the room, whilst the position of Chair was discussed. TB nominated LQ to be Chair of Governors, AD seconded the motion and all in attendance agreed. There were no other nominations. LQ confirmed she was happy to continue in the role but only for one further year and then she would like to stand down.	

			<p>Election of Vice Chair – LQ nominated TB and this was seconded by RPo and all in attendance agreed. There were no other nominations. LQ thanked TB for all his support to herself and the school in the past 12 months.</p> <p>Distribution of governor responsibilities</p> <ul style="list-style-type: none"> <li>- Chair of Finance – LQ thanked LY for being the Chair of Finance over the past 12 months. LQ nominated LY and this was seconded by HB and all in attendance agreed LQ There were no other nominations.</li> <li>- Chair of T&amp;L - LQ thanked LY for being the Chair of T&amp;L over the past 12 months. LQ nominated TB and this was seconded by AC and all in attendance agreed LQ There were no other nominations</li> <li>- The list of governor responsibilities was updated.</li> </ul>	
1.4 20/21	7.45	<b>Committee Terms of Reference</b>	<ul style="list-style-type: none"> <li>- Instrument of governance – this document remains relevant and no changes are needed.</li> <li>- Committee Terms of Reference: General Resolutions and Committees, Finance Group, T&amp;L Group – these three documents were updated by LQ and circulated prior to the meeting. All Governors agreed approval for these documents.</li> </ul>	
1.4 20/21	7.55	<b>Governors Website information for updating</b>	<ul style="list-style-type: none"> <li>- Current Governors Including Register of Interests</li> <li>- ATTENDANCE AT GOVERNING BODY MEETINGS</li> </ul> <p>LQ confirmed that she has updated both documents on the website over the Summer break.</p>	
1.5 20/21	7.57	<b>Head Performance Review</b>	<p>Governors to agree external advisor, governors to complete review and arrangement of date</p> <p>There was some discussion about who to use for the Heads Performance review, the consensus agreed to contact a advisor as used by Caen to see what their offering and cost is for benchmarking purposes. Unless they are cheaper for the same service governors in attendance were happy to continue with Mark Juby this year. <b>ACTION: AD to investigate and arrange a suitable date in early January.</b></p>	<b>AD</b>
1.6 20/21	7.59	<b>Staff Performance</b>	<p>Review staff performance meeting timetable.</p> <p>AD confirmed he has these schedule in for teachers. He has also set up JC to complete appraisals with all TA's, this will help to ensure any appropriate training for interventions etc is picked up.</p>	
1.9 20/21	8.00	<b>School Visits &amp; SIP Monitoring</b>	<p>School Visiting Policy - LQ and circulated the policy prior to the meeting. All Governors agreed approval for this Policy.</p> <p>Do we have a plan on how we will have school visits? These are very much back on. <b>ACTION: We agreed it would be good for all governors to visit the school this half term at least once and write up a visit report (as in the visits policy),</b> those who were present arranged the following:</p> <ul style="list-style-type: none"> <li>• Monday 20th Sept 8.30am- Rosy Ph &amp; Hannah to do a Heads learning walk with Alun</li> <li>• Monday 20th Sept - Rosy Ph to follow up with a Foundation visit</li> <li>• Tuesday 21st Sept 8.40am - Liz &amp; Caroline to do a Maths learning walk</li> <li>• Tuesday 21st Sept - Liz to follow up with a Head's catch up</li> <li>• Alison to organise a Friday pm with Vicky for a virtual English/Reading catch up/discussion (Alison will confirm date and time and fellow governors who are available are invited to join the discussion).</li> </ul>	<b>ALL</b>

			<ul style="list-style-type: none"> <li>Friday 5th Nov 1pm - Alison to do a Heads learning walk with Alun</li> <li>Tom to organise SEN catch up with JC on a Tue/Thur</li> </ul> <p><b>ACTION: DG and LY - it would be great to get you involved in a visit too maybe to focus on safeguarding/behaviour over a playtime or lunch or to focus on seeing pre-teach interventions happening in class, let LQ know when you are available, and we will get something scheduled in.</b></p>	DG/ LY
			<b>Strategic Planning</b>	
1.8 20/21	8.05	<b>Strategic Planning</b>	<p>The governors spent a long while discussing and updating our Strategic Planning document and aligning it with the SIP.</p> <p>Then they updated the school vision and ethos as below.  <b>ACTION AD will consult with all stakeholders including staff and pupils about the updates:</b></p> <p><b>School Vision and Ethos</b>  <b>Our Vision for Marwood</b>  Our vision is to provide great teaching and learning through our ambitious curriculum delivered by skilled and enthusiastic staff in superb premises and surrounding facilities. This will enable all pupils to reach their maximum potential and become lifelong learners who will live healthy lives, which are socially and intellectually fulfilling.</p> <p><b>Our Ethos at Marwood</b>  The school's guiding belief is that it will provide the foundation for life long learning and personal development in a nurturing, caring, stimulating and inclusive environment where individuals feel valued; where endeavour is encouraged and fostered; where promotion of emotional wellbeing and good behaviour is considered important and where children become curious, ambitious and responsible for their own learning. Working in partnership with the Braunton Learning Co-operative and parents, our aim is for children to be confident, thinking people, capable of independence and caring.</p>	AD
1.23 20/21	9.05	<b>Any Other Business</b>	There was no further business.	
1.24 20/21	9.12	<b>Date of Next Meeting</b>	<ul style="list-style-type: none"> <li>Finance Meeting – Tue 12<sup>th</sup> October 2021 at 1pm with pay review committee at 12 noon before.</li> <li>Teaching &amp; Learning Meeting - Tuesday 12<sup>th</sup> October 2021 at 7pm</li> <li>FGB – Wed 17<sup>th</sup> November 7pm</li> </ul> <p>The Meeting ended at 9.08pm</p>	