



**MARWOOD
SCHOOL**

Full Governing Body Meeting

Date	Tuesday 20 th July 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	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	7.01	Apologies	Apologies from DG Is the meeting Quorate? Yes	
1.2 20/21	7.02	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	7.03	Minutes of last meeting and Matters Arising	<p>The meeting was held virtually due to an increase in covid cases locally. 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"> • AD to ensure a website review and ensure we are compliant. AD has reviewed the website and Ian has made some changes, there are some links with nothing on them yet, will be built over the summer. Various things going on to develop what we have. SEN policy, Behaviour policy and all subject leadership work will be up and running by September. • AD to ensure that the online safety guidance policy and relevant links are on the Website. This is on the website • AD to ensure the shorter reports this year are compliant. Reports were compliant, DFE sent documentation around to confirm we could send shorter reports to parents. • Catchment - This year there has been a problem with Braunton Academy being oversubscribed with families living within the catchment area. AD provided an update: DCC have met at Braunton site with a view to look at a possible expansion. We will probably need a message from DCC and Braunton about what the plan is but the thoughts are for additional classes onsite by December 2022 to be able to admit all our in catchment families. AD advice to any family, apply to catchment school and then consider second and third choices. Will work towards getting appropriate transport. ACTION: AD to send out details to Yr 6 parents in new term. • AD to circulate the BLCT Action Plan - Is there an action plan? AD yes there is. ACTION: AD to circulate the BLCT Action Plan • The SCR - Where do we store the training dates as these seem out of date? LQ spoke to Jill and dates have been updated. • CT to continue to review maintenance and H&S schedules of work and work with AD to chip away at what needs doing. CT and AD have had good meetings, CT has done a lot of good work around the maintenance schedule. CT and AD met with Phil Jones; CT has a note to send him a message to find out when he is returning to do the work. 	AD AD

			<p>Major works won't be able to be completed this year, what we are hopeful of is the temporary fix of applying a rubber treatment will stop the leak for over a year. £450-600 to fix the leak. TB - How bad is the leak? AD We have to put a bucket under the leak when it rains. AD new door has been made. Other little issue is library corridor where main toilets are, this will be a roof that will need work over the next few years. Lots of woodwork, possible two parts of structural work. DCC view is that it is within the Governors view and scaffolding alone is £2000 at least. CT has been doing lots of work around pushing DCC to give timelines on when roof can be repaired. Budget in capital maintenance, £1300 repair to sewage pump and realised that something else need repairing so another £1000 of funds was needed to be used to fix the problem. We can use all of this as DCC put the sewage system in place, pump is 5 years old, and we are having to replace it.</p> <ul style="list-style-type: none"> • LQ to contact subject Leads to start dialogue and build relationships. LQ has had email dialogue with Rosie as maths lead and Natalie as language and music lead to arrange times in September for conversations. What would be good is if a few of us could get some standard questions to be used as part of those conversation. TB, LQ, RP and RP to put those together. TB confirmed that he has had good dialogue with Jenny C. • Rosie and Rosie will collate information to present to the Governors at the T&L meeting following upcoming Early Years training and changes. Which they did and information was circulated. • Jo Dymond (Lead Area Primary Adviser) from Babcock is coming in 23rd of June to complete a formal visit around curriculum provision at Marwood. If anyone if able to attend then please let LQ or AD know. Jo Dymond's report highlighted there is much work that needs to be done at school and in particular subject leads have lots of work to do on their curriculum plans. AD – People have been given time to work on actions plans, these will be on the website by the summer. Investment for English resources is required of £4500 investment into reading resources. Have looked at it from staff point of view. TB – What is the reading material that is being proposed? RP – Oxford Press accelerated reading programme with book bands that will be assigned to children at the right level and progression monitored. AD – Scaffolded reading scheme for the child's whole time through primary school. TB will this allow us to show tangible progress? The scheme is called the Oxford University Press scheme and has an online part included in the package. TB asked if the Governors needed to agree on the proposal. AD confirmed that we should. TB proposed purchasing of Oxford University Press Reading Resources for the school, LQ seconded the proposal but also asked that if anyone disagreed then they speak up. All were in agreement. CT asked if anyone had seen the Jo Dymond report? ACTION: AD to circulate Jo Dymond's report. <p>AD confirmed that Jo Dymond's visit was a very good visit, as expected we need to pick up our game for our next Ofsted visit (which is likely to be soon and from Matt Middlemore). Given us a new focus.</p> <p>LQ – Is there anything else to feedback from the report? AD has given time for subject leaders to review their curriculum statements and action plans. Jo has questioned the leaders role, whether we look to re-implement a structure. LQ shall we look at that in the next Finance meeting? Yes ACTION: For Finance committee to review the school leadership structure and cost implications.</p> <p>AD Subject leaders have been working together, all have been given time to work on their actions plans. TB not a lot of impact at the moment. AD great thing now is we don't have to reinvent the wheel. All plans will be going live on the website over the summer. LQ is it a standard template for each document? Not at present.</p> <p>TB – have I missed Ofsted governor training? Some have taken place, but there are more in September. LY and CT is booked on the training on the 14th September. AD as a school we need to show that we have</p>	<p>AD</p> <p>Fin Comm</p>
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			<p>a plan. LQ what will be beneficial, Babcock to do training for us as Governors, LQ did do Ofsted training in June, but very general and basic. LQ thinks we need support to understand what we need as school, what they are going to be looking at when they inspect. Us as a united front, understanding weaknesses and strengths of our school. CT how do we achieve that? LQ we need to have the conversation about it maybe with a facilitator (Babcock), have key bullet points on a document that we can refer to. The SEF is part of that. Jo Dymond is keen to have a discussion with us if this is beneficial then we could arrange that as well.</p> <p>What has been achieved by staff so far? They are working hard, put in an extra meeting for Teaching and learning on the 9th September at 7pm to talk through where we are up to and then book a session with Jo early in the term. ACTION: Extra meeting booked for 9th September 2021 for all governors to discuss Jo Dymonds report. ACTION: AD to arrange a date for Jo to return to school and review</p>	<p>ALL AD</p>
1.5 20/21	7.25	Head Teachers Report	<p>Alun circulated the SEF in place of his heads report in advance of the meeting. Governors discussed and reviewed the SEF AD had prepared.</p> <p>AD confirmed that schools do not need to produce a SEF anymore; but this is context for governors and that you can give an inspector.</p> <p>SEN we are down to 9 children on the register. Pupil Premium is lower, and Sports Premium is lower than last year.</p> <p>Grading and how long it is since our last Ofsted? 2008 was our previous Ofsted. It is wrong that we have been left so long. Schools should not be left that long without a visit. Overview and Reflection of that report from 2008, we have achieved what Ofsted wanted.</p> <p>Key stage 2 children achieved 8% above national level.</p> <p>Behaviour and Attitude, Jo's report showed us as being very strong from what she saw about the children's behaviour.</p> <p>Leadership and Management, do we want to discuss the leadership team of the school? A lot of strengths here. LQ asked what is the impact of putting this on a wider circulated document? AD governors' are responding to what Jo Dymond has discussed. BM left 2 years ago. LQ this should go on the School Improvement plan. AC it is key to go on there.</p> <p>Early years we had some real strengths there, there is a new curriculum and focus is more time working with children. Changes to mixed aged class, although we will have year 1 children in class 1, we are going to teach english and maths in class 2, so children are all together. Previously taught in class 1, we always had split year 1 group in 2 classes which supported child development and gave confidence. But with foundation having a separate curriculum and separate grading, we have evaluated our offering and feel we should take an opportunity to try this out. LQ how does this work logistically for those children in class 1? AD the year 1 children will spend most of their morning in Class 2 and will likely to join class 2 for PE, but for other subjects in the afternoon will be in class 1. CT so rather than just saying we are imbedding the new curriculum. TB well that makes sense. It is a decision to try to ensure all Year 1 children have the teaching experience by giving them the same class space and teachers so taken from an improving outcomes and strategic planning.</p> <p>AD Reading, main investment needed at the school in terms of resources. We are going to have subject book for each topic/subject to ensure that we can talk about our learning in each subject. Idea is one of the ways that we review children's learning from the past and progress. TB it's a good strategic move for leaders to monitor progress in subjects.</p> <p>CT – I am not too sure about strap lines but the first line build back better after COVID, could we add more to those lines to ensure our meaning is clear. AD yes of course ACTION: ALL Please could everyone email AD with suggestions so we can point out what plans we made during COVID. LQ are we saying we are building back a broader Marwood curriculum post</p>	<p>ALL</p>

			<p>COVID? CT so we can broaden that when we get to things like health and wellbeing. LQ can we have broader in there somewhere? TB or could we have renewed focus on curriculum, ambition and design? Yes that could make it clearer.</p> <p>Current year 4 who are moving into year 5 in September, they are much better and more on track. The benefit for the data is that it is looking good, a Marwood cohort. LQ For the year 4 cohort, the evidence shows that they are making fast progress? AD There are fewer children off track. We can show internal data, but Ofsted will talk to the children, we have a lot of work to do with children about what Ofsted will ask. Which is why governor visits include speaking with the children. LQ have we got any greater depth with those children? Yes they are a really broad cohort but there is still work to do.</p> <p>Current year 3 have really seen the big gaps, didn't finish year 2 and were not brought back early during lock down. There is a lot of strengths between them, but gaps also. Current year 2 are incredibly strong cohort.</p> <p>CT when it comes to year 3, could we elaborate as to what that targeted funding is going to be working towards? Yes we can add more detail.</p> <p>LY On a governor's inspection, do governors need to know everything? What will they ask? AD They will expect you to know all aspects. LQ this is the importance of having this document as you can take notes/information with you. It is not a test you don't need to remember it, you need to know where the information can be found.</p> <p>Stakeholder feedback, this is old, and we will be reviewing this in September. Part of what we are doing with reading is workshops and the website. Previous surveys, parents asked what they could do to support learning at home? CT what do you mean with working at home, workshop and websites. AD what parents can do and run workshops for the parents to provide support on how this happens and add information on website. AD parents survey what the parents had told us and what we did about it. CT do you have a photo as the DSL and the Deputy? AD yes, we do. LQ how regularly should you update this document? AD this is live now, the advice from Babcock was it should be reviewed annually. This one is ready for the autumn term and will be looked at it again once some of these things are in. 2022 is the next set of assessment data, year 4 tables test. CT at the bottom, you have the 4 actions points. Would it not be a good idea to write something about health and wellbeing? Yes ACTION: AD to include wellbeing. ACTION: AD to recirculate with amendments and look at again at the next meeting.</p>	
1.6 20/21	8.00	Strategic Planning	The strategic plan will be reviewed in the Autumn meeting on Tue 14 th September 2021 at 7pm.	AD AD/All
1.7 20/21	8.01	School Visits & SIP Monitoring	<p>Meeting on the 9th September will be the time to discuss the SIP in more detail and add in any further actions from Jo Dymond's report. It has COVID actions in it and we will have to continue with contingency for most of the 21/22 school year so we will have to have those plans for the year on the website.</p> <p>The SIP was circulated need to send any questions about the SIP through to Alun in preparation for the 9th September. ACTION: All to send any SIP questions or discussion points to AD</p> <p>We would normally have those discussions at the strategic meeting when we are first back in September as well.</p> <p>School Visits – Governors have been in school for specific visits but we are not currently having SIP monitoring visits, hopefully these can start in the Autumn term. ACTION: SIP Monitoring visits to be discussed and agreed at the September meeting.</p> <p>] Single central record, LQ has looked at it and found a couple of leavers that can now be removed. The progress has been started for the new class 3 teacher HJ. Training tab is now updated with the current safeguarding training dates and that all staff have signed off safeguarding policy and KcsiE. So it does look fine.</p>	ALL ALL
1.8 20/21	8.10	Finance	Draft minutes from Finance Meeting on Tuesday 18 th May 2021 have been circulated.	Fin Com

			<p>Date of the next meeting is Budget Setting Meeting Tue 20th April 2021 at 1.30pm and Finance Meeting – Tue 12th October 2021 at 1pm</p> <p>EHCP - we now have a young person who is in receipt for monies in regard to education. Re-integration payment, we have been promised £4500 as a payment for pupil. EHCP annual payment for level 3. Unable to talk about individual pupil but things are going very well, very successful move. TB how do you go about getting that money? AD working with the teams and receiving the money is being chased.</p> <p>CT and I have already talked about David Cox and premises work required. Front wall is still ongoing, some holes have been dug, nothing is happening.</p> <p>Did you reach an agreement with Caen over their contract with Mark? CT we need to know that and costs.</p> <p>Deep dive will be completed in the Autumn term for Catering, Water and Energy. AD £2500 has already been spent this year on sewage.</p> <p>Furlough fund has been received, £820 for spring term furlough.</p> <p>New appointee, HJ will have 2 contracts, 1 day permanent and 1 day temporary and she was made aware when she took the post.</p> <p>We don't still have a caretaker. LY have you thought about going with Shirwell? AD I have had a chat with Simon, he hadn't had any interest either. People aren't wanting this type of job. Nationwide problem with people wanting to take on this role. Previously there was an appeal to people who have retired.</p>	
1.9 20/21	8.20	Teaching and Learning	<p>Draft minutes from T&L Meeting on Tuesday 18th May 2021 have been circulated.</p> <p>Date of next meeting is Tuesday 12th October 2021 at 7pm</p> <p>MTA – we have picked up another MTA for 1 day a week. Hopefully when we don't have to operate bubbles then this will take the pressure off.</p> <p>TB – any deadlines for bubbles? AD no bubbles as of Monday. Guidance that has been issued is that schools should be as normal as possible. We can continue with bubbles if we wish too. So much wishful thinking about what 6 weeks may achieve. AD has been involved in some very tough debates. We are very hopeful that we can come back stronger after COVID. The impact on staff has been huge.</p> <p>We didn't get the opportunity to do some schools trips, Lundy visit and cricket match and surfing. LY Have you made a claim from Fullabrook for this? AD I will send you an email.</p> <p>Attendance – this will be interesting; we are still at 98%. 3-year average was used on the SEF as our target.</p> <p>AD just to say the thing about curriculum, feedback about Japan has been good. Parents have feedback about how much their children wanted to talk about Japan. Quentin attended for a visit.</p> <p>Curriculum items should be on the website for each subject by the next meeting.</p>	T&L Com
1.10 20/21	8.30	Braunton Learning Cooperative trust (BLCT)	<p>Update on Co-operative Trust</p> <p>AD was able to attend the meeting, a lot of the actions were moved forward. A lot of it is about staff working together. We are also hoping to hold a music event, we had planned a music event at the Queens theatre, we are very hopeful for this. Is there a plan of action for BLCT? Yes ACTION: AD to circulate the BLCT Action Plan</p> <p>We have changed the sports; Angie from Braunton Academy has stepped down from her previous role. Laura Martin from Caen is new in post, previously at Woolacombe, to ensure sporting programme going forward includes all pupils. Unfortunately, there was a Sports meeting today, Laura Hulme was hoping to attend but we couldn't get any cover for Laura to take part in the meeting today.</p>	AD
1.11	8.35	Community	<p>There is a hall meeting on Thursday night, hoping to get back to hosting hall</p>	

20/21		Hall	events. Wedding booked for August. Hall to get re-opened again for hire. We have updated a couple of the hand dryers and blinds. Hall committee have found funds for these costs.	
1.12 20/21	8.40	Governor Training	<p>Has any governor completed training? Training has been logged with LQ. Please remember to complete a training record impact form once you have done training and send to LQ.</p> <p>LQ and AC attended the Ofsted training - not particularly great as training was only an hour, so didn't cover much ground in those training sessions. AC – It gave oversight, but I don't feel that I gained much from the training.</p> <p>TB – can we look to get Jo back to speak to some Governors. LQ she can do this virtually or face to face. LQ my understanding is that Jo's time to us is free. LQ looking to find out when we want a catch up with Jo? It will be tricky for some people to take any time away from work. CT could we have a meeting with Jo beforehand? LQ what do we need to gain from it and then we can suss out if she is available? TB Ofsted questions, overview, how much data should we have at our disposal? Q and A. Pre-determined questions that we could send to Jo and then get some responses for. CT Maybe we could work through the Q-cards. ACTION: LQ to download Q-cards and circulate them. CT need to reflect on what it looks like for our school, so we have a better context. LQ when is Jo back in school? AD no dates confirmed yet. This will probably be post Ofsted. ACTION: LQ to contact Jo for a way forward.</p>	LQ LQ
1.13 20/21	8.45	Policy review at Meeting	<p>To be done for this FGB meeting : Emergency Plan & Site Plan (2 documents) AD to provide LQ with the Site plan, this has now been provided and the document updated.</p> <p>Accessibility – to be looked at by the Senco and brought to the next meeting AD/CL. This will now be Jenny ACTION: AD to bring to next meeting following Jennie has reviewed it.</p> <p>Review staff absence – ACTION: AD to provide staff absence figures at the next meeting.</p> <p>Health & Safety Policy (final approval by FGB) - CT did send through the health and safety policy to LQ. LQ was waiting for Jill to confirm something. ACTION: LQ to speak to JH and then circulate the policy.</p> <p>School Meal Debt Policy – LY didn't go through the policy. It does work, ACTION: LY needs to read it for the next meeting. Ask for an updated of the debts for the next meeting. ACTION: AD to ask either Mark or Jill for depts information.</p> <p>Charging & Remissions Policy – ACTION: AD to bring to the next meeting</p> <p>Homework Policy - RP has looked at home learning policy, ACTION: RP will send over to LQ and LQ will circulate, it can then be approved at the next meeting. RP has made a few tweaks around contingency planning, not a major re-write.</p> <p>Behaviour Policy - AD has updated and circulated the behaviour policy. LQ how are we going to get the behaviour information to the governing body? Who will be responsible for that? AD confirmed the think sheets will stay the same for KS2 and AD bring that to teaching and learning meeting. All Governors agreed approval for this policy.</p> <p>Proposed dates for 2022 / 2023 school year, were presented by AD, we are pretty much in alignment with BLCT for easter 2023, Friday 31st for school inset day and the hope is that there will be a joint training session. Dates to be aligned with Braunton schools where possible. After discussion all Governors agreed approval for the dates.</p>	AD/JC AD LQ LY AD AD RPo/L Q
1.14 20/21	8.50	Policies and Items for Review at Next Meeting	<ul style="list-style-type: none"> • Governor Code of Practice / Conduct - All • Governor Register of Business Interests - All • Instrument of Government review and Committee Membership - All • Terms of Reference - Full Governors / Resources - All • Terms of Reference - Full Governors / Teaching & Learning - All • Terms of Reference - General Resolutions - All • Update Governors info on Dfe website - LQ 	All All All All All All LQ

			<ul style="list-style-type: none"> • Update Governors info on Website incl business interests forms – LQ • Update Governors Attendance to Meetings on Website for previous year - LQ • Update Governors General Info - contact numbers and address etc • Set Head's Performance Mgt. meeting date and book ext. advisor • Pay Policy (DCC) – CT to review • Staff Handbook review – RPh to review • Finance Policy (and separate requisition form) – LY to review • Teachers Standards – AD to review • Mental Health policy and strategy - TB to review with Jenny. • Review progress school has made during the year - All • Review how the Governing Body has functioned in year Impact on pupil outcomes and agree any changes - All • Governor Skills Audit review - gap analysis and any training issues - All • Election of committees' Chair and Vice Chair - All • Agree individual governor responsibilities for following year - All 	<p>LQ LQ</p> <p>LQ All CT RPh LY AD TB All</p> <p>All</p> <p>All All All</p>
1.15 20/21	8.55	Any Other Business	<p>LY asked when a bubble is closed, should the Governors have known before other parents? AD confirmed that a bubble closure is a decision that basically made following Public Health advice, AD was acting as per the Track and Trace system guidance. LY is it fair to ask that the Governors are made aware before the parents? AD the intention was to send out to everyone with the school comms. Did I not include the Governors in the teachers email on Saturday night? AD informed all the parents on Sunday. CT confirmed that she received the message on Saturday. AD checked the list of recipients for bubble closure and LY had been missed. 3 more pupils have been tested, all negative so far. LY if a bubble goes now, what happens? The advice is to send that bubble home and that the children should not mix with anyone else. Track and Trace will do the rest of the notifications. Devon view is that the schools should go to the diseases act, send the children home and complete school learning. Make it clear that the children don't have to isolate. If children have to isolate, then they will be contacted by track and trace.</p> <p>LQ expressed her thanks to everyone, asking AD to express our thanks to all the teaching staff, It has been a difficult year, the staff are working exceptionally hard and working together to move Marwood school forward. Hopefully things will settle down in the Autumn. We hope you all have a great Summer and if you need any support then please ask.</p> <p>AD thanked all the Governors for their support. It's been an incredible year; we have responded well to this past year. Being able to go out on the class trip today has been amazing, a great way to end the year. Have a great summer holiday all and stay safe.</p>	
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 ? The discussion around Jo Dymond report and school improvement, agreement for investment in English and reading resources.</p>	
1.17 20/21	8.58	Date of Next Meeting	<ul style="list-style-type: none"> • Additional meeting on the Thursday 9th September at 7pm to discuss further Jo Dymonds report and any immediate actions required. When LQ spoke to Jo, the recommendation was to hold more FGB meetings. This can be discussed at the meeting. • Strategic Planning Meeting Tue 14th September 2021 at 7pm • Finance Meeting – Tue 12th October 2021 at 1pm with pay review committee at 12 noon before. • Teaching & Learning Meeting - Tuesday 12th October 2021 at 7pm • FGB – Wed 17th November at 7pm <p>The Meeting ended at 9.30pm</p>	