



**MARWOOD  
SCHOOL**

## Full Governing Body Meeting

Date	Wednesday 24 <sup>th</sup> November 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
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	Ap
Mr Josh Axford	JA	Parent Governor	23.11.25	Yes	No	P
Mrs Kimberley Carr	KC	Parent Governor	23.11.25	No	Yes	P

## MINUTES

1.1 20/21	7.00	<b>Apologies</b>	<p>Apologies were received from CT Is the meeting Quorate? Yes</p> <p>The meeting was part face to face and part virtual.</p> <p>Changes to governors - LQ thanked Hannah Burge who has handed in her notice as a governor. This has left us with 2 parent governor vacancies and we have had 2 applications from the advert in the school newsletter for a parent governor from Kimberley Carr and Josh Axford. LQ to confirmed that as we have two vacancies now that both can become new Parent Governors. All present were in favour. LQ confirmed that we have all of our 11 governors now and gave a quick overview to the new Governors.</p>	
1.2 20/21	7.01	<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	7.04	<b>Minutes of last meeting and Matters Arising</b>	<p>The meeting was held as a mix of virtual and face to face. Draft Minutes from the meeting held on 20<sup>th</sup> July 2021 were circulated prior to the meeting and agreed as a true and accurate record. Matters Arising &amp; Actions from that meeting:</p> <ul style="list-style-type: none"> <li>Catchment - This year there has been a problem with Braunton Academy being oversubscribed with families living within the catchment area. 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 – this was complete.</li> <li><b>BLCT</b> - AD to circulate the BLCT Action Plan. <b>ACTION: AD will circulate the Action plan once it has been received from BLCT.</b></li> <li>Jo's Visit ACTION: AD to circulate Jo Dymond's report. Jo Dymond's visit report has been circulated. AD and LQ gave an overview of Jo Dymond and what was involved in the visits, that our current Ofsted status is Outstanding and this means we will have a two day inspection. It has been a long time since our last inspection and AD went through the format of meetings and inspections.</li> <li>Actions were reviewed and it was noted which actions had been completed so far.</li> <li>Jo's Visit ACTION: For Finance committee to review the school leadership structure and cost implications. Has been referred to</li> </ul>	AD

			<p>Finance Committee.</p> <ul style="list-style-type: none"> <li>• Jo's Visit Extra Meeting ACTION: Extra meeting booked for 9<sup>th</sup> September 2021 for all governors to discuss Jo Dymonds report. This was held and minutes circulated and time was used to prepare the Ofsted preparation document.</li> <li>• <b>Jo's Visit</b> ACTION: AD to arrange a date for Jo to return to school and review. AD has got the next date for Jo to visit and assess progress.</li> <li>• <b>SEF</b> ACTION: ALL, Please could everyone email AD with suggestions so we can point out what plans we made during COVID. AD has updated the SEF and included the following points: to use the wording renewed focus on curriculum, ambition and design, to include wellbeing, to recirculate with amendments and look at again at the next meeting.</li> <li>• <b>Governor Training</b> ACTION: LQ to download Q-cards and circulate them. This was complete and Q cards are available at all meetings laminated.</li> <li>• <b>Governor Training</b> ACTION: LQ to contact Jo for a way forward for governors to feel more confident about the upcoming Ofsted visit. Jo has suggested the Babcock Ofsted Training session to familiarise governors with what to expect in and inspection.</li> </ul> <p>Draft Minutes from the Extra Governors Meeting on 9<sup>th</sup> September following Jo's Report to discuss a way forward Draft Minutes were circulated prior to the meeting and agreed as a true and accurate record.</p> <p>Matters Arising &amp; Actions from that meeting:</p> <ul style="list-style-type: none"> <li>• KCSiE has been updated. Action: AD to circulate KCSiE including part 2 to all governors who will be ask to sign to say they have read it. This was circulated.</li> <li>• Roof fix to stop the leak into class1 corridor/toilet has not worked. Action: CT to speak to builder to quote for further resolution. This continues to be ongoing.</li> <li>• SEF. Action – AD to circulate school SEF to all governors. Document was circulated.</li> <li>• SIP. Action – AD to circulate SIP to all governors. Document was circulated.</li> <li>• SEN Policy. Action – AD to update SEN policy on website. Was updated on the website.</li> <li>• National Averages for SEN/PP/FP etc. Action – AD to check and confirm the national percentages and how the school compares to this to all governors. <b>ACTION: AD to confirm the figures to LQ so can be added to the Ofsted preparation document.</b></li> <li>• School Website &amp; Action: All Governors to look at the school website under curriculum and view the curriculum statements this includes the Intent, Implementation and Impact for each of our subjects in the school in line with the national curriculum. Action: All Governors to review some of the statements on the website on <a href="https://www.marwood.devon.sch.uk/learning/">https://www.marwood.devon.sch.uk/learning/</a> A number of governors have looked to see the statements on the website.</li> <li>• To create the governors crib sheet of all discussed tonight around inspection. Action: LQ to write up the Ofsted Preparations Document and circulate. The document was circulated.</li> <li>• Website Review – check all on the website is up to date and compliant. <b>Action: AC agreed to complete and website compliance check. LQ to provide AC the check list.</b></li> </ul> <p>Draft Minutes from the Strategic Planning Meeting on 14<sup>th</sup> September 2021 were circulated prior to the meeting and agreed as a true and accurate record.</p> <p>Matters Arising &amp; Actions from that meeting:</p> <ul style="list-style-type: none"> <li>• Current vacancies – we currently have 1 parent governor vacancy. ACTION: AD to advertise in the school newsletter, this was done and we now have a full governing body following recruitment of 2 governors.</li> <li>• Dfe website to be updated – LQ has completed this.</li> <li>• Governor skills audit. ACTION: LQ to circulate, please can all governors complete asap. Was circulated but not all returned as yet. <b>ACTION: Governors to return asap if not already done so</b></li> </ul>	<p>AD/LQ</p> <p>AC/LQ</p> <p>ALL</p>
--	--	--	---	--------------------------------------

			<ul style="list-style-type: none"> <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. ACTION: LQ to get all governors to sign off to say they have read, understand and agree to adhere to the document. Has been completed.</li> <li>• Governor’s Register of Business Interests to be updated – All governors present updated their document. ACTION: LQ to get governors who were not present to update when they are next in school. All have now been completed.</li> <li>• Heads Performance review - AD has a proposal for appraisals, some schools are doing this in the Summer Term. Set targets in January. Is everyone happy that we move this to the Summer Term? All agreed. ACTION: AD to investigate and arrange a suitable date in the Summer.</li> <li>• School visits, Governors are allowed back in school. It was very positive to have Governors back in school again following the priority list and agreeing it would be good for all governors to visit the school at least once a term and write up a visit report (as in the visits policy),</li> <li>• ACTION AD will consult with all stakeholders including staff and pupils about the updates – Still needs to be done ACTION: AD to share/consult the vision and ethos for the school:</li> </ul> <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 lifelong 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>	<p>AD</p> <p>AD</p>
1.5 20/21	7.25	<b>Head Teachers Report</b>	<p>AD circulated the head teacher report prior to the meeting.</p> <p>Lots of internal data has been collected through assessments to see where children are. Unsurprisingly reading, writing and maths have been the main focus areas. ACTION: All governors to know that the main focus areas are reading, writing and maths in the school currently.</p> <p>Base line assessments have been completed for our 18 foundation children. The year 2 children are being assessed with an older phonics paper and the results reported to DDC. The pass rate was 83%. Factors of the last 18 months must be taken into consideration for results.</p> <p>We are expecting and preparing for a full round of assessments this year.</p> <p>Jo Dymond reports mentioned a little bit of disruptive behaviour. DG, AC and AD have a meeting set up for Monday to review as part of the annual safeguarding audit.</p> <p>A discussion took place around COVID arrangements. Contingency plans are in place so all know what needs to be put into place should anyone have to isolate.</p> <p>Cleaning routine has been kept in place and staff still completing lateral flow tests.</p> <p>Attendance has dipped to 96.21% as at 9<sup>th</sup> Nov, which is the Covid effect. Lots of it is colds and generally feeling unwell.</p> <p>LQ has there been much impact by families being on holidays? AD</p>	<p>ALL</p>

			<p>confirmed there has been some and that this has been put down as unauthorised absence</p> <p>Following the Jo Dymond visit, lots of discussion and information that has been shared between staff to ensure quality first teaching.</p> <p>AD gave an overview of where we are with the new reading books and reading system.</p> <p>Ofsted – AD confirmed that with Ofsted inspection back to full swing for this Autumn term we are due a full inspection and we are expecting Ofsted this term – it has been 13 ½ years since our last inspection! Our inspection will be full a section 5 two day visit. AD advised all governors to review the school inspection handbook - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>). <b>ACTION: All Governors to review the inspection guidance in the school inspection handbook as per following link <a href="https://www.gov.uk/government/publications/school-inspection-handbook-eif">https://www.gov.uk/government/publications/school-inspection-handbook-eif</a></b></p> <p>School roll is currently 107.</p> <p>The school currently has no Finance Administrator. AD is in discussions with Southmead school to have someone to fulfil the Finance role. <b>ACTION: AD to sort budget monitor and other finance information for meeting date in January. ACTION: AD to liaise with Southmead about financial admin support.</b></p> <p>There has been lots of work reviewing what needs to be completed on the Premises, CT has been leading this, collating information and liaising with DCC for a number of issues that have been raised. There is further work to be done, but we now have a plan of action. LQ thanked CT for this work.</p> <p>Parent meetings have taken place virtually for all children years 1 to 6 and foundation children have had face to face meetings. <b>ACTION: Parent survey needs to be discussed at future meetings.</b></p> <p>Lots of extra-curricular activities have now started again: Many sports opportunities have been available, hopefully in the Summer we will get some additional clubs. There is a great residential trip taking place at the beginning of October. And also lots of music happening in school including clubs during the school day.</p> <p>Helen Jones (class 3) and Emily Long (class 4) have started work, Emily started earlier than planned.</p> <p>Staff Absence is high with just under half of it relating to COVID reasons.</p> <p>Headteachers of BLCT continue working together, the next meeting will be on the 7<sup>th</sup> December. These meeting continue to be very valuable as they provide support and generate ideas and opportunities for working together.</p>	<p>ALL</p> <p>AD</p> <p>AD</p> <p>ALL</p>
1.6 20/21	8.00	<b>Strategic Planning</b>	The strategic plan was updated at the 14 <sup>th</sup> September 2021 meeting, the plan was circulated to all governors and we will review in the Spring/Summer terms.	
1.7 20/21	8.01	<b>School Visits &amp; SIP Monitoring</b>	<p>An overview of the latest School Improvement Monitoring Visits: LQ has reviewed the SCR, with information supplied by JH – all looks good and up to date. <b>ACTION: LQ to review SCR again next term</b></p> <p>Planned Visits:</p> <ul style="list-style-type: none"> <li>• 30<sup>th</sup> November at 8.30am - walk for Building and Health and Safety Walk. Is anyone else available? - CT/AD and anyone else available</li> <li>• SEND - TB will catch up with Jenny about SEN.</li> <li>• Subject lead visits</li> <li>• Head Teacher walk – with new governors AD to arrange a time with JA/KC</li> <li>• Subject Leader Discussions <ul style="list-style-type: none"> <li>○ English - Emily to be included in the visits. Thursday the 27<sup>th</sup> January will work for AD to cover</li> <li>○ Maths – Rosie for 2<sup>nd</sup> December at 8.30am</li> <li>○ Should we focusing on MFL? Yes, would be good for</li> </ul> </li> </ul>	<p>LQ</p> <p>CT/AD</p> <p>TB</p> <p>AD/JA/</p> <p>KC</p>

			<p>Natalie to have a visit. Rosie to liaise with Natalie to arrange a date.</p> <ul style="list-style-type: none"> <li>○ School council meeting - AD to arrange, possibly the 9th December – 10.40am?</li> <li>○ Climate Club on Monday - RPh to liaise with Pauline in regards to attending Climate club.</li> <li>○ Art Club on Tuesday - LQ to liaise with Rosie in regards to attending Art club.</li> </ul> <p><b>ACTION: LQ to get a list of visits and will circulate the times for visits and dates to see who can attend.</b></p> <p>LQ what is happening at Christmas? We aren't inviting parents onto site this year, but we do aim to record the performances for the families.</p>	<b>LQ</b>
<b>Resources</b>				
1.8 20/21	<b>8.10</b>	<b>Finance</b>	<p>Draft minutes from Finance Meeting on Tuesday 12th October 2021 have been circulated.</p> <p>We don't need to go through all the actions. We will pick them up as part of Finance next term. Pay review committee met prior to that meeting. There are lots of things that we are looking at, deep dive and compare against other schools.</p> <p>Does anyone who isn't involved in Finance have any questions? No questions were raised.</p> <p>Date of the next meeting is</p> <ul style="list-style-type: none"> <li>• Tuesday 30th November 1-3pm for a Deep Dive Catering, Energy, sewage and Norse.</li> <li>• Finance Meeting – Tuesday 1st February 2022 at 1pm</li> </ul>	
<b>Teaching and Learning</b>				
1.9 20/21	<b>8.20</b>	<b>Teaching and Learning</b>	<p>Draft minutes from T&amp;L Meeting on Tuesday 12th October 2021 have been circulated.</p> <p>Rosie showed examples of how staff are tracking children on the whiteboard. It is important that we see how children are being tracked. Rosie explained that they have picked up a lot of information around the English, this is big area that we have been working on following Jo's report. The marking scheme was discussed, LQ and CT saw that in practice when they completed their school visit recently with the marking scheme is consistent in all classes.</p> <p>TB – Crossing the t's and dotting the l's as to what is in the curriculum. Data will help us understand the impact.</p> <p>The reading scheme is going well, the children's response to pre-teach has been good. Children have made a really good start to the year.</p> <p>LQ – how are children adapting to their new reading routine? AD gave an overview of what is happening and how children are reacting. Lots of reminders to children on how to treat books.</p> <p>Date of next meeting is Tuesday 1st February 2022 at 7pm</p>	
<b>General Governance</b>				
1.10 20/21	<b>8.30</b>	<b>Braunton Learning Cooperative trust (BLCT)</b>	<p>AD – This has been great, and everything is getting back to normal. We have been doing virtual projects. The leaders have continued to be getting together, to support each other and had 4 meetings of the Trust. The big change is the change to the sports plan, this is now lead by someone at Caen.</p> <p>Going forward the plan is to get staff together, Subject leads etc to work on collaborative projects and shared learning.</p>	
1.11 20/21	<b>8.35</b>	<b>Community Hall</b>	<p>The hall is open and hired for use every weekend in November, there have been lots of activities. Only scouts as a regular booking. People are enquiring about the hall, did have 8 weddings for next year but a couple have now cancelled. AD has discussed with the hall about getting a Christmas tree up and a stage. Stage to be put up on a Tuesday night and</p>	

			<p>then taken down the following week.</p> <p>Blinds have been fixed in the position as they were broken. If you need to use the projector during the day, too much light can get through and you aren't able to see the screen that is being projected. <b>ACTION: LQ to raise at next hall meeting.</b></p> <p>Once we get back to regular meetings this will help raise the concerns and fix any issues.</p>	LQ
1.12 20/21	8.40	<b>Governor Training</b>	<p>There have been some governors that have complete the Ofsted training. LQ has circulated the videos from the Ofsted training session with a Ofsted inspector for anyone who didn't attend. <b>ACTION: All governors to watch the videos for information.</b></p> <p><b>ACTION: LQ to arrange some dates for new inductions for new governors.</b></p> <p>Please let LQ know if there is any training that you would like to do.</p>	ALL LQ
1.13 20/21	8.45	<b>Policy review at Meeting</b>	<p><b>Accessibility</b> – AD has had a look and we are within our Timescales. Is there anything that needs an urgent update? AD has asked Jennie to have a look at it and seems fine. All Governors agreed approval for this policy.</p> <p><b>Severe weather policy</b> – This is updated annually. If there is a snow day then the change will be that there will be work available on the website. Is everyone happy that we change this policy? All were happy to agree this. All Governors agreed approval for this policy.</p> <p><b>Health and Safety</b> was circulated by LQ and reviewed by CT. A couple of items were picked up by Jill, so LQ has amended this and re-circulated. We now have first aid boxes in each class and boxes go out at lunchtimes. Is there anyone that thinks we shouldn't adapt this policy? All Governors agreed approval for this policy.</p> <p><b>School Meal Debt Policy</b> – This was updated 12 months ago – LY has read it and confirmed that it is ok. Jill confirmed that she works from this policy. All Governors agreed approval for this policy.</p> <p><b>Charging and Remissions policy</b> – This has been circulated by AD. This is what we charge families about events that we hold at school. We seek voluntary contribution from parents. The governing body uses the pupil premium and the Fullabook funds. Is there anyone that thinks we shouldn't adapt it? All Governors agreed approval for this policy.</p> <p><b>Homework policy</b> – This has been updated by Rosie and circulated. Updated all the online results that we have. It is straight forward. All Governors agreed approval for this policy.</p> <p><b>Pay policy</b> – there is a new pay policy from DCC. We went through block by block, we have circulated what we have amended. If we do offer anyone a new post then we will need to grade the post. All Governors agreed approval for this policy.</p> <p><b>Staff handbook</b> – Rosie looked at this, we have updated the policies. Paediatric first aid has been updated. This won't go onto the website; this will be forwarded to Jill. All Governors agreed approval for this policy.</p> <p><b>Finance policy</b> – LQ and LY have had several discussions around the policy. There is a new DCC policy which has been adapted. Not much to update apart from school name in the relevant pages. LQ propose that we go with this policy. All Governors agreed approval for this policy.</p> <p>Teaching standards has been sent around and adapted. All Governors agreed approval for this document.</p> <p><b>Mental Health policy</b> is going to be reviewed by Tom and Jennie, this is to be carried forward. This was previously put together by Corrine so will be good for Jennie to have her view on it. <b>ACTION: TB/JC to bring to the next meeting</b></p>	TB/JC

			<p>Is there any news on the ambassadors? RP asked if there is anything that we can help with. AD discusses this in assembly's. Sports leaders are engaging with the children and bringing resources to them.</p> <p><b>Child Protection and Safe Guarding.</b> AD has circulated. Babcock had missed something and have now re-issued with an added section. All Governors agreed approval for this policy.</p> <p><b>Risk Assessment</b> – AD has circulated, it is quite unchanged. On the whole, we are wearing masks in corridors, ventilation and Co2 monitors in. Lateral flow tests are being completed by staff. All Governors agreed approval for this policy.</p> <p>Other items for review:</p> <ul style="list-style-type: none"> <li>• Queen's Jubilee day - Monday 6th June 2022, Marwood School will be closed. The extra bank holiday falls in half term, there is a proposal that we add Monday 6<sup>th</sup> June to the half term. All staff have agreed this. LQ asked if anyone is unhappy about the school having Monday 6<sup>th</sup> June as the extra bank holiday? All agreed for it to be added to the calendar.</li> <li>• Calendar of Governors Meetings – LQ has put them together and circulated. Does anyone need to change anything? Nothing at present.</li> <li>• Review progress school has made during the year - This is our first full governors meeting; we have opened again in September and all classes are operating. Governors are reviewing the plan; we are preparing for all of the assessments to take place in the Summer.</li> </ul> <p>Are we going to put something in the Dec/Jan Marwood Matters? <b>ACTION: AD to put something in Marwood Matters</b></p> <ul style="list-style-type: none"> <li>• Review how the Governing Body has functioned in year Impact on pupil outcomes and agree any changes - We have functioned virtually for the last year; internet issues have not been great. We have done as well as we can throughout the year. We have closed the bubble once. We are meeting the Trigger points. It's good that the children still want to be coming to school.</li> <li>• Governor Skills Audit review - gap analysis and any training issues. LQ reminded Governor's about the skills audit, 3 Governors outstanding currently – please return asap. <b>ACTION: Return Skills Audit if you have not already done so.</b></li> </ul>	AD
1.14 20/21	8.50	<b>Policies and Items for Review at Next Meeting</b>	<ul style="list-style-type: none"> <li>• Submit SFVS Return including Skill matrix – Fin Comm</li> <li>• Freedom of Information Policy - AD</li> <li>• Security Policy and Risk Assessment (RA22) - AD</li> <li>• SEND Policy – TB/JC</li> <li>• Online / e-safety; Acceptable Use of internet, photos etc. Policy - AD</li> <li>• Emergency Plan &amp; Site Plan (2 documents) - LQ</li> <li>• Emergency Procedures (inc contingency) - LQ</li> </ul>	Fin Comm AD AD TB/JC AD LQ LQ
1.15 20/21	8.55	<b>Any Other Business</b>	<p>LQ asked if anyone had anything else that they want to add?</p> <p>LQ thanked Josh and Kim for joining the Governing Board</p>	
1.16 20/21	8.56	<b>Final Question</b>	<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 investment that we have made with Reading is a big one and the updating of the policies will impact on pupils. The Governing Board being back in school for visits to see for themselves that school is doing what they say they are.</p>	
1.17 20/21	8.58	<b>Date of Next Meeting</b>	<p>Dates in the diary already:</p> <ul style="list-style-type: none"> <li>• Finance Meeting – Tue 15<sup>th</sup> Feb 2022 at 1pm</li> <li>• Teaching &amp; Learning Meeting - Tuesday 15<sup>th</sup> Feb 2022 at 7pm</li> </ul>	

			<ul style="list-style-type: none"><li>• FGB – Wed 23<sup>rd</sup> March 2022 7pm</li></ul> <p>The Meeting ended at 9.05pm</p>	
--	--	--	---	--