



**MARWOOD
SCHOOL**

Full Governing Body Meeting

Date	Wednesday 23 rd March 2022		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	P
Mr Josh Axford	JA	Parent Governor	24.11.25	Yes	No	P
Mrs Kimberley Carr	KC	Parent Governor	24.11.25	No	Yes	P

MINUTES

1.1 21/22	7.00	Apologies	<p>There were no apologies. Is the meeting Quorate? Yes</p> <p>Changes to Governors – LQ confirmed that Laurence Young will be standing down as a governor at Easter. Deepun Gosrani will not be standing for another term of office and hence will also be leaving the governance team at Easter, making this the last meeting for both of them. We therefore have a parent governor and foundation governor vacancies. ACTION: AD to put an advert in the school newsletter.</p>	AD
1.2 21/22	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 were declared	
1.3 21/22	7.03	Minutes of last meeting and Matters Arising	<p>Draft Minutes from the meeting held on 24th November 2021 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"> • BLCT - ACTION: AD to circulate the BLCT Action Plan – this was done • 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 ACTION: AD to confirm the figures to LQ so can be added to the Ofsted preparation document. Action now completed • Website Review – check all on the website is up to date and compliant. Action: AC agreed to complete and website compliance check. LQ has sent the information to AC of what the school website must contain. • Governor skills audit. ACTION: LQ to circulate, please can all governors complete asap. Was circulated but not all returned as yet. ACTION: Governors to return skills audit asap if not already done so. All have now been received • Heads Performance review - ACTION: AD to investigate and arrange a suitable date in the Summer. AD still to make contact. • 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: Still to be completed. <p>School Vision and Ethos Our Vision for Marwood 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>	AC AD AD

			<p>Our Ethos at Marwood 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> <ul style="list-style-type: none"> • ACTION: All governors to know that the main focus areas are reading, writing and maths in the school currently. All governors were aware. • AD advised all governors to review the school inspection handbook - GOV.UK (www.gov.uk). ACTION: All Governors to review the inspection guidance in the school inspection handbook as per following link https://www.gov.uk/government/publications/school-inspection-handbook-eif LQ request for Governors to read the handbook. • 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. Still awaiting solution for financial admin support but AD is working on a solution. • ACTION: Parent survey needs to be discussed at future meetings. Will be discussed in preparation for October. • Hall joint user group meeting ACTION: LQ to raise the blinds not coming down, issue with view for meetings at next hall meeting. Meetings have not been held so discussion about blinds has not taken place. • LQ has circulated the videos from the Ofsted training session with an Ofsted inspector for anyone who didn't attend. ACTION: All governors to watch the videos ref Ofsted inspection as previously circulated by LQ. To be carried forward. • ACTION: LQ to arrange some dates for new inductions for new governors. This has been completed. • Dec/Jan Marwood Matters entry? ACTION: AD to put something in Marwood Matters This has been completed. 	All
			General	
1.5 21/22	7.25	Head Teachers Report	<p>Alun circulated his Head Teacher Report prior to the meeting.</p> <p>Staff are completing assessments of Children's attainment for the Spring term They have managed to gather lots of evidence in children's books of their learning. Focus is on children being able to explain about their thinking and learning.</p> <p>Plans are being put into place for full round of assessment in Summer 2022. EYFS, Year 1 Phonics, KS1 SATs, Year 4 Times Tables, KS2 SATs. No communication about moderation for KS1 has been received, but we are due to be moderated.</p> <p>Think Sheets are still being collected – There have been 25 think sheets in KS2 and 1 record in KS1 (class 1 and 2). The high number of KS2 think sheets seem to be where children are not being able to regulate behaviour following covid disruptions to learning and there is lots of support being given to these groups of children.</p> <p>Safeguarding Audit has been completed with the safeguarding governor.</p> <p>3 staff currently training on Passive Intervention and Prevention Strategies, which will support working with children at school. Thy will cascade information to other staff once they have completed the training.</p> <p>SHEU report was discussed.</p> <p>COVID – low number of cases. Contingency plans are still in place to cover sickness. Hand washing is still working well. Drop off and pick up arrangements are still being maintained.</p>	All

		<p>Attendance levels are currently 94.09% as at 21/03/22. Colds and sickness represent majority of absences, though there is 0.82% unauthorised holidays absences. With a few families now making requests for holidays.</p> <p>Lots of great work is happening to ensure the schools focus of English and Maths is being kept at the forefront.</p> <p>Governors continue to be engaged with school, will have 2 governor vacancies by the end of the summer and will advertise accordingly.</p> <p>Early years are engaging well, continue to teach years 1 and 2 together in the mornings and we are seeing a benefit to this for the students. Will be interesting to see the assessment results in the Summer term.</p> <p>Ofsted, we continue to be due to have an inspection, it has been 14 years since the last one.</p> <p>School roll numbers currently stand at 109.</p> <p>Quotations for work on sewage pump and bio disc have been received. Roof repairs discussions have started with DCC and a builder has been contacted.</p> <p>Reports will be distributed before Easter for all children in years 1-6. Foundation year will receive report during Summer Term and we plan to invite all parents into school.</p> <p>MSA has a plan for a programme of events. Events already organised have been a great success in bringing the school community together.</p> <p>The finance committee have proposed increasing school dinner cost to £2.50 per meal after 25th April 2022. There is a high number of children having school dinners, over 80% of children. But with costs rising we need to act soon. All voted in favour for the change in prices for school dinners. ACTION: AD will notify parents of the change and increase the meal price on the system.</p> <p>School clubs continue to run and are well attended. The class 3 residential to Lee Abbey was a great success. Plans for school residential trips for next year are in progress.</p> <p>There will be some staffing changes towards the end of the summer term, as maternity and temporary contracts come to an end. Finance committee have reviewed the finances and are proposing to keep HJ in her 2 day a week role till the end of the Summer term. This releases AD from teaching 1 day a week. All voted in favour to allow AD to be out of regular teaching for the Summer term and hence extent HJ 2 days a week role to July 2022. ACTION: AD to communicate the extension of contract to HJ and other staff.</p> <p>There will be 2 meal time assistant vacancies after Easter.</p> <p>A training day will be held on the school INSET day, training will be based around Phonics.</p> <p>Devon SCITT trainees have nearly finished their placements, but we have made good use of them whilst they have been with us.</p> <p>LQ confirmed that a complaint had been received, this complaint was dealt with, and parents have confirmed that they are happy with how this was reviewed.</p> <p>LQ also informed the committee that we have also received an email from a parent to say express their appreciation and gratitude for the staff at Marwood School, she particularly praised the SEND provision in preparation for their</p>	<p>AD</p> <p>AD</p>
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			child's transition to secondary school. ACTION: AD to pass on thanks to the school team	AD
1.6 21/22	8.00	Strategic Planning	Strategic Plan this was circulated, but hasn't changed at all and will be reviewed at next Full Governors meeting.	
1.7 21/22	8.01	School Visits & SIP Monitoring	<p>Report on School Improvement Monitoring Visits:</p> <p>Any Reports on Visits to school?</p> <p>LQ – SCR – LQ has reviewed the SCR and all staff and governors look to be on the document with all information present and correct.</p> <p>CT – Building and H&S walk – was completed and report updated.</p> <p>LQ circulated the Building and maintenance report before the meeting. LQ asked if everyone agreed that a Carpet Cleaner is purchased? A solution to trial a carpet cleaner was suggested. CT to source the cleaner to borrow. LQ asked if the trial goes to plan is everyone in agreement that an equivalent cleaner is purchased. Everyone agreed.</p> <p>Visits organised for the last term</p> <ul style="list-style-type: none"> • Thursday 2nd December 8.30am - Rosie Polak Maths learning walk – Needs to be rearranged. • Friday 3rd December 8.30am - Josh & Kim to do a Heads learning walk with Alun – Took place and report completed. • Thursday 9th December 10.40am - School Council Visit – Needs to be re-arranged, is anyone available for next Friday? • Art Club Visit - Liz Tue lunchtime – LQ attended art club, visit completed. • Climate Club Visit - Rosie Ph Mon lunchtime – Visit completed. • Tue 18th Jan or Thur 20th Jan 2022 - Heads learning walk with Alun to be arranged in the new year • Thur 27th Jan 8.30am - English/Phonics/Reading walk with Emily – to be re-arranged • Thur to be arranged in the new year - MFL/Music Learning walk with Natalie – to be re-arranged • Tom to organise SEN catch up with Jennie on a Tue/Thur <p>LQ raised the importance of getting into the school for visits. She will get some dates for the above missed visits and circulate to governors. ACTION: LQ to source dates for visits missed above and circulate to all governors.</p>	LQ/ALL
			Resources	
1.8 21/22	8.10	Finance	<p>Draft minutes from Finance Meeting on Tuesday 1st February 2022 have been circulated.</p> <p>Date of the next meeting is</p> <ul style="list-style-type: none"> • Budget Setting – Tue 26th April 2022 at 1.30pm - Finance Committee • Finance Meeting – Tue 17th May 2022 at 1pm - Finance Committee <p>All actions from the minutes that needed full governor approval were discussed.</p>	Fin Com
			Teaching and Learning	
1.9 21/22	8.20	Teaching and Learning	<p>Draft minutes from T&L Meeting on Tuesday 1st February 2022 have been circulated.</p> <ul style="list-style-type: none"> • Date of next meeting is Tuesday 17th May 2022 at 7pm <p>Not a lot of actions from the last meeting.</p> <p>No scheduled visit from Jo at the moment.</p>	
			General Governance	
1.10 21/22	8.30	Braunton Learning Cooperative trust (BLCT)	<p>AD confirmed that Heads are continuing to meet regularly and that there are a number of sporting, art and music events planned. Partnership working is strong between the school and a number of curriculum leads are starting to meet as well.</p> <p>LQ confirmed that the Governors meetings are back in the diary as well.</p>	
1.11 21/22	8.35	Community Hall	MSA disco will be held in the hall, there are also lots of bookings for the hall coming up.	
1.12 21/22	8.40	Governor Training	<p>Governor training to be updated, LQ asked if anyone had completed any training please complete and send her a training record form.</p> <p>Training is also available from the babcock website https://www.babcockldp.co.uk/improving-schools-settings/governance-consultancy/training</p>	

1.13 21/22	8.45	Policy review at Meeting	<p>To be done for this FGB meeting :</p> <ul style="list-style-type: none"> • Mental Health policy is going to be reviewed by Tom and Jennie, this is to be carried forward. ACTION: TB/JC to review for Autumn 2022. • Freedom of Information Policy – AD circulated the policy. All Governors agreed approval for this policy. • Security Policy and Risk Assessment (RA22) – AD circulated the policy. All Governors agreed approval for this policy. • SEND Policy – TB circulated the policy, that he updated with JC. All Governors agreed approval for this policy. • Online / e-safety; Acceptable Use of internet, photos etc. Policy - AD circulated the policy. All Governors agreed approval for this policy. • Emergency Plan & Site Plan (2 documents) – LQ circulated the policy. All Governors agreed approval for this policy. • Emergency Procedures (inc contingency) – LQ circulated the policy. All Governors agreed approval for this policy. <p>Other items for review:</p> <ul style="list-style-type: none"> • Submit SFVS Return including Skill matrix – Fin Comm – AD confirmed that this has been submitted. 	TB/JC
1.14 21/22	8.50	Policies and Items for Review at Next Meeting	<ul style="list-style-type: none"> • Governor Allowances & Expenses Policy – CT to review • SENDco Report – TB to review with Jennie • Approve new School Improvement Plan – Drafting meeting will be held on 14th June • Agree programme of governor visits for following school year – Will discuss during meeting on 14th June • Review Annual Staff Absence 	CT TB All All AD
1.15 21/22	8.55	Any Other Business	LQ and AD Thanked Laurence and Deepun for all their hard work as part of the governance team.	
1.16 21/22	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 discussions around teaching staff and extension of contracts. The discussion around recruitment of governors and succession planning as well as developing a programme of governor visits to support what we hear in the governors meetings and get to know the school post covid.	
1.17 21/22	8.58	Date of Next Meeting	<p>Dates in the diary already:</p> <ul style="list-style-type: none"> • Budget Setting – Tue 26th April 2022 at 1.30pm - Finance Committee • Finance Meeting – Tue 17th May 2022 at 1pm - Finance Committee • T&L meeting - Tuesday 17th May 2022 at 7pm - Teaching and Learning Committee • SIP Drafting meeting – Tuesday 14th June 2022 at 1pm - All Governors • FGB – Wed 13th July 2022 7pm - All Governors <p>The Meeting ended at 21.56pm</p>	