



**MARWOOD
SCHOOL**

Full Governing Body Meeting

Date	Tuesday 11 th July 2023			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	
Mrs Liz Quick	LQ	Co-opted Governor (Chair of Govs)	17.03.27	Yes	Yes	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 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	
Mr Sam Perrin	SP	Foundation Governor	17.07.26	Yes	No	A	
Ms Sam Hopkinson	SH	Parent Governor	17.07.26	No	Yes	AP	
Mrs Sonja Mortimer	SM	Parent Governor	17.07.26	No	Yes	p	

Minutes

1.1 22/23	7.00	Apologies	Have any Apologies been received? Yes Is the meeting Quorate? Yes	
1.2 22/23	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 22/23	7.02	Terms of Office	<p>LQ, TB and RPo have all given notice to resign at the end of this term.</p> <p>Vacancies: Co-opted Governor Foundation Governor Staff Governor</p> <p>Chair of Governors Vice Chair of Governors Chair of the Teaching and Learning Committee</p> <p>RPh – term of office finishes 19th Nov 2023 – will need to be reviewed in the Autumn Term</p> <p>Governors discussed the resignations and various ways forward. RPh voiced a willingness to co chair, as did CT. LQ proposed that CT & RPh co chair for the next term and all members voted in agreement. The vice chair was then discussed. SM explained that she was happy to step up to the role but wasn't sure of the skillset. LL to provide details of training opportunities to support development. A proposal was put to the board for SM to be vice Chair and all member voted in agreement.</p>	
1.4 21/22	7.03	Minutes of last meeting and Matters Arising	<p>Minutes of 22nd March 2023 FGB Meeting are attached. Agree they can be signed as a True and Accurate record? Matters Arising & Actions from that meeting not appearing elsewhere on the agenda:</p> <ul style="list-style-type: none"> Heads Performance review – Completed review on 6th Dec @ 1.30pm. ACTION: LQ & TB to meet with AD in summer term to review progress. Recontracted Martin Hardy directly for review around December Safeguarding Level 2 training for governors – all governors should have completed level 2 safeguarding. ACTION: To ensure 	LQ/ TB/ AD

			<p>governors get level 2 training for JA, SM and SP. Governors to let LQ know what training has been completed and update training record with LL. ACTION: Those without safeguarding training to identify to LQ/LL their requirements. LL to circulate a link for online course / learning. SM to advise LL of completed training to update records.</p> <ul style="list-style-type: none"> • Catering Proposal – discussion to be had on the proposal circulated Catering proposal was discussed. JA questioned the plan for if staff become sick, AD reiterated from the proposal that there is the ability for schools within the BLCT to provide cover where they have a larger catering team. RPh proposed that we proceed with bringing the catering in house and Tupe the staff onto our payroll. All members voted in agreement. AD to provide notice to Norse (2 terms required) with a view to be transferred by the spring term 24. LL to discuss requirements with HRone to establish how to proceed. • Discussion regarding MATs – ACTION: all governors agree to obtain more information regarding MATS to have an understanding of options & possibilities. LQ discussed feedback from BLCT meeting regarding the Cop-op aligning regarding MATS. She explained the Braunton Academy chair suggested more meets. LQ didn't want to reply prior to discussing with the board. LQ has circulated email to all Govs with details and dates. All to review and respond to her with views and availability so that further meets can be arranged for all to attend 	<p>ALL</p> <p>ALL</p> <p>ALL</p>
			General	
1.5 21/22	7.25	Head Teachers Report	<p>AD circulated his Head Teacher Report in advance of the meeting and asked for any questions to be emailed in advance to AD/LQ&LL. AD talked through current report and discussed results that had come out since he had circulated the report. Governors across the board were pleased with the progress shown in the results and end of year assessments.</p> <p>AD brought it to the attention of the board that the absence procedure that was voted on earlier in the year is changing. Devon will no longer manage the civil action letters and the school will have to directly instigate it starting from Sep 23.</p>	
1.6 21/22	8.00	Strategic Planning	<p>Strategic Plan will be reviewed in twice year</p> <ul style="list-style-type: none"> • ACTION: SP and LQ to ensure the Strategic Plan is fit for purpose and all actions are SMART and relatable. – CARRY FORWARD to be revisited and assessed in the summer term <p>Focus has been on the post Ofsted plan – look to focus on our ethos and vision in the autumn term.</p>	<p>SP/LQ</p>
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 review – SCR all up to date – agreed that KC will take on SCR reviews</p> <p>CT – Building and H&S walk update – latest report circulated – CT explained that there are still bits of the school that look “tatty” – High level facias etc that are now emphasised by work done recently but will cost due to scaffold etc. suggested that ST (caretaker) could do low level areas. Governors agreed that the corridor, toilets and library area need a paint and freshen up. LQ to obtain a quote to see if viable. AD clear that no staff are to asked to give their time to clear areas at the end of term. Governors agreed.</p> <p>Agree programme of governor visits for following school year</p>	<p>LQ</p> <p>CT</p> <p>AD/A LL</p>

			<ul style="list-style-type: none"> • Heads walks to be arranged – AD to share 2/3 dates with governors for them to take up with 2 governors per walk Dates had been shared but were not suitable <p>What Visits should we plan for the Autumn Term before the next FGB meeting? SCR Building and H&S walk - CT</p> <p>What other visits do we need to plan? Visit for each class for the autumn term – AD to arrange at T&L meet. RPh & SH to send visit reports to LL for records.</p>	
Resources				
1.8 21/22	8.10	Finance	<p>Draft minutes from Finance Meetings on 24th April 2023, 16th May 2023 and 13th June 2023 have been circulated. Audit completed and awaiting feedback</p> <p>Date of the next meeting is: the Termly Finance Meeting - Tuesday 10th October at 1pm with pay committee prior at 12 noon.</p>	Fin Com
Teaching and Learning				
1.9 21/22	8.20	Teaching and Learning	<p>Draft minutes from T&L Meeting on 16th May 2023 and post OFSTED/SIP drafting 13th June 2023 have been circulated.</p> <p>Date of next meeting is: Termly T&L meeting - Tuesday 10th October at 7pm</p>	T&L Com
General Governance				
1.10 21/22	8.30	Braunton Learning Cooperative trust (BLCT)	<p>Update on Co-operative Trust</p> <p>Sporting, Art and Music collaboration</p> <p>New Chair or Vice Chair to attend the meetings</p> <p>MAT's discussion Discussed amongst the board – AD detailed positive engagement – a difficult time for Head Teachers, falling Roll Numbers at other sites within the Co op having to consider redundancies and form numbers in future. No further questions from the board</p>	AD/L Q
1.11 21/22	8.35	Community Hall	Update - Joint User Group Meeting – Weddings and parties through the summer holidays, Colin due to paint the hall over the break	AD/L Q
1.12 21/22	8.40	Governor Training	<p>Has any governor completed training? And has a record of learning and impact form been complete? SM completed safeguarding and an introduction to governance – to pass details to LL for training record</p> <p>To note that if any governor attends training, please make sure you complete the Training record form. ACTION: ALL when you complete training, please complete the training record form and return to LQ/LL. SM completed training. LL to distribute an online link for online training to all. SM to advise LL of training for records.</p>	LQ/L L
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 - Drafted – SS & JC working on, review in 2023. ACTION: AD to give update – In progress • Equality policy – ACTION: AD to go back to Govs, following amendments to the last part required. - Completed • Offsite visit policy – AD to complete for next time • SEND Policy – TB to meet JC to discuss – TB to circulate • Governor Allowances & Expenses Policy – CT – CT reviewed, complete 	AD AD AD TB CT JA

			<ul style="list-style-type: none"> Appraisal policy - teachers and head – JA – Carry forward – LQ to send current policy to JA Governor visits policy – T&L Meeting – LQ to finalise and circulate <p>Other items:</p> <ul style="list-style-type: none"> AD to meet with LL for review before New Year – Carried Forward Approve new School Improvement Plan – T&L adopting post Ofsted plan Agree programme of governor visits for following school year – to be agreed & T&L meeting for the autumn term Review staff absence – Carry forward 	T&L AD/LL
1.14 21/22	8.50	Policies and Items for Review at Next Meeting	<ul style="list-style-type: none"> Staff Capability Policy (DCC) - CT Personal, Social and Health Education (PSHE) Policy - AD Pay Policy (DCC) - Finance Volunteers in School Policy - JA Complaints Policy (DCC) 5 parts - RPH Safeguarding / Child Protection Policy (inc prevent duty, radicalisation and keeping children safe in education) (DCC) AD KCSiE - AD alongside strategic plan <p>Other Items:</p> <ul style="list-style-type: none"> Governor Code of Practice / Conduct Governor Register of Business Interests Instrument of Government review and Committee Membership Terms of Reference - Full Governors / Resources Terms of Reference - Full Governors / Teaching & Learning Terms of Reference - General Resolutions Update Governors info on Dfe website Update Governors info on Website incl business interests forms Update Governors Attendance to Meetings on Website for previous year Update Governors General Info - contact numbers and address etc Set Head's Performance Mgt. meeting date and book ext. advisor Governor Skills Audit review - gap analysis and any training issues Agree individual governor responsibilities for following year <p>All to be carried forward to next meeting.</p>	
1.15 21/22	8.55	Any Other Business	Other items through the Chair in Advance	
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 ? – Catering - bringing in house should save the school money to redistribute where needed. Results are a noticeable improvement in performance within the school	
1.17 21/22	8.58	Date of Next Meeting	<p>Dates in the diary already:</p> <ul style="list-style-type: none"> Strategic Planning Meeting – wed 13th Sep at 7pm Date of the Termly Finance Meeting - Tuesday 10th October at 1pm with pay committee prior at 12 noon. Date of the Termly T&L meeting - Tuesday 10th October at 7pm FGB meeting – Wednesday 22nd November at 7pm <p>The Meeting ended at: 20.55</p>	