



Date	Wednesday 22 <sup>rd</sup> March 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)	17.03.23	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	P	
Ms Sam Hopkinson	SH	Parent Governor	17.07.26	No	Yes	A	
Mrs Sonja Mortimer	SM	Parent Governor	17.07.26	No	Yes	P	

## Minutes

1.1 21/22	7.00	<b>Apologies</b>	Have any Apologies been received? – Sam Hopkinson Is the meeting Quorate? - YES	
1.2 21/22	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? No governor declared a conflict of interest at the start of the meeting. <b>LQ explained her term in office had expired, she left the room and all Governors agreed to Co-opt her back in until end of summer term 23.</b>	
1.3 21/22	7.03	<b>Minutes of last meeting and Matters Arising</b>	<p><b>Minutes of 23<sup>rd</sup> November FGB Meeting</b> 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>• Heads Performance review – Still not been completed and will not get a Babcock/DCC professional to complete with us. <b>ACTION: Heads review on 6<sup>th</sup> Dec @ 1.30pm, any feedback. LQ &amp; TB to meet with AD in summer term to review progress</b></li> <li>• Premises inspection – put in the diary for early in the autumn. Premises walk was completed, documented and circulated to all governors. <b>ACTION: CT/AD completed site walk in February. Site walk deemed wood/barge boards safe for now. Builders are in working on the roof and they will need to remove boards for access. Builders to discuss with DCC about replacements. AD to follow up and report back.</b></li> <li>• Review Annual Staff Absence – <b>ACTION: AD to provide update. 1 staff member suffered a fracture at school. No fault, unfortunate accident. Now returned to full working hours and being supported. Another staff member has an ongoing viral &amp; bacterial eye issue. Had a 2 week period of absence, returned for 8 days and will now be off until summer term.</b></li> </ul> <p><b>Minutes of 13<sup>th</sup> September 2022 FGB Strategic Planning Meeting</b> were circulated prior to the meeting and agreed as a true and accurate record.</p>	<b>LQ/ TB/ AD</b>

		<p>Matters Arising &amp; Actions from that meeting:</p> <ul style="list-style-type: none"> <li>• Governor’s skills audit – LQ asked all governors to complete and return asap. <b>ACTION: All Governors to complete and return the skills audit to LQ by email. – MEMBERS TO COMPLETE AND RETURN All governors to complete email from LQ and return.</b></li> <li>• Governor’s 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 and sign off will be circulated by google forms. <b>ACTION: LQ to circulate google form to agree has read, understand and sign off. LL TO MONITOR RESPONSES AND ISSUE REMINDERS LL to resubmit forms to those not received or responded.</b></li> <li>• KCSiE – AD has updated the policy and circulated, training part 1 with staff and volunteers now doing with safeguarding update. Governors need to read and sign off. <b>ACTION: AD to circulate google form to agree has read, understand and sign off. ACTION: AD to update on the website. Completed</b></li> <li>• Safeguarding Policy – AD has updated and circulated the new safeguarding policy <b>ACTION: LQ to circulate google form to agree has read, understand and sign off. ACTION: AD to update on the website. Completed</b></li> <li>• Safeguarding Level 2 training for governors – all governors should have completed level 2 safeguarding. <b>ACTION: LQ to get set up for JA, SM and SP. Governors to let LQ know what training has been completed and update training record with LL. Those without training to identify to LQ their requirements.</b></li> <li>• LQ confirmed she was happy to continue in the role but she would like the board to consider a co-chair model to ensure succession planning and reduced workload. <b>ACTION: LQ to get further information on co-chair model for discussion at the next meeting. NO Volunteers – LQ available for conversation if anyone wishes to approach privately. Ongoing</b></li> <li>• Chair of Finance – LQ nominated CT and this was seconded by AD and all in attendance agreed. There were no other nominations. LQ will ask CT – CT accepted <b>Complete</b></li> <li>• A plan for school visits will be made at the T&amp; L meeting. <b>ACTION: ALL when are in school on a visit complete the visit form in the visit policy and return to LQ and the clerk. – VISITS TO BE ARRANGED – Governors in school to see the knowledge organisers being used during visit then document for evidence. Visits have been carried out. RPh &amp; LQ provided feedback. Completed reports to be submitted for records</b></li> <li>• Also just to note that if any governor attends training, please make sure you complete the Training record form. <b>ACTION: ALL when you complete training, please complete the training record form and return to LQ and the clerk. Complete</b></li> <li>• <b>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</b></li> </ul> <p><b>Minutes of 11<sup>th</sup> October FGB Post Ofsted Meeting</b> were circulated prior to the meeting and agreed as a true and accurate record.</p>	<p>CT/ AD</p> <p>LQ</p> <p>AD</p> <p>ALL</p> <p>ALL</p> <p>AD</p> <p>AD</p> <p>LQ</p> <p>ALL</p>
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			<b>General</b>	
1.5 21/22	7.25	<b>Head Teachers Report</b>	<p>AD circulated his Head Teacher Report in advance of the meeting and asked for any questions to be emailed in advance.</p> <ul style="list-style-type: none"> <li>Ofsted Report update – AD shared the updated post Ofsted action plan.</li> </ul> <p>A new “think sheet” is being looked at – conversation sheet. AD to share at T&amp;L meeting.</p> <p>Safeguarding training for all staff 6<sup>th</sup> July 3.30 -5.30pm – Open to governors if required.</p> <p>Andrew Collyer meetings for all governors – 30 minute slots. Please book in via the email sent.</p> <p>Catering – challenging climate with unsustainable costs. AD confirmed a meeting with Norse to discuss options and challenge costs. AD,CT, LQ &amp; LL to attend</p> <ul style="list-style-type: none"> <li><b>Attendance and Unauthorised absence policy.</b> Update on any feedback: <b>ACTION: AD issued an email to all parents attaching our absence policy and detailing the procedure. Completed</b></li> </ul>	AD/ALL
1.6 21/22	8.00	<b>Strategic Planning</b>	<p>Strategic Plan will be reviewed in the Spring and the finalising of the Post Ofsted action plan. – LQ Circulated – LQ &amp; SP to review</p>	
1.7 21/22	8.01	<b>School Visits &amp; SIP Monitoring</b>	<p>Report on School Improvement Monitoring Visits:</p> <p><b>Any Reports on Visits to school?</b></p> <p>LQ – SCR review – was complete, waiting on a couple of governors DBS to be completed. LL had JG – DCC safeguarding in to help with training. SCR now up to date with just a couple actions to be completed. <b>ACTION: One</b></p>	LL/LQ

			<p><b>outstanding DBS, that person to be removed from SCR and advised that their position is on hold until completed</b>  DBS now verified and submitted. Waiting on authorisation  CT – Building and H&amp;S walk update <b>Action: Report circulated. RA22 updated to include scaffold now up for building works. CT asked for the DCC risk assessment for the building work to be circulated. AD to request from DCC. Summer term walk around to be scheduled</b></p> <p><b>Agree programme of governor visits for following school year</b></p> <ul style="list-style-type: none"> <li>• RP to visit for Phonics <b>Action: visit done, has a report been completed DONE</b></li> <li>• Knowledge organiser governor visits. <b>Action: all governors to complete a visit to see knowledge organisers in class. LQ to circulate draft question list to assist visits. Governors to arrange dates for visits.</b></li> </ul> <p><b>What visits have taken place and have the reports been completed?</b></p> <ul style="list-style-type: none"> <li>• <b>LQ &amp; RPh completed knowledge organiser visited and reports completed, SM &amp; JA to meet with GM re. Geog. 28/03</b></li> </ul> <p><b>What Visits should we plan for the Summer Term before the next FGB meeting</b></p> <ul style="list-style-type: none"> <li>• Heads walks to be arranged – AD to share 2/3 dates with govs for them to take up. 2 govs per walk</li> <li>• SCR – LQ</li> <li>• Building &amp; H&amp;S walk</li> </ul>	<p>RP</p> <p>T&amp;L</p> <p>LQ</p> <p>CT AD with SM, SH &amp; CT</p>
<b>Resources</b>				
1.8 21/22	<b>8.10</b>	<b>Finance</b>	<p>Draft minutes from Finance Meeting on 31<sup>st</sup> January 2023 &amp; 13<sup>th</sup> March 2023 have been circulated.</p> <p>Date of the next meeting is: Monday 24<sup>th</sup> April at 7pm, all are invited and encouraged to attend this budget setting meeting</p>	<b>Fin Com</b>
<b>Teaching and Learning</b>				
1.9 21/22	<b>8.20</b>	<b>Teaching and Learning</b>	<p>Draft minutes from T&amp;L Meeting on Monday 9<sup>th</sup> January (post OFSTED) &amp; Wednesday 22<sup>nd</sup> January 2023 have been circulated.</p> <p>Date of next meeting is: Tuesday 16<sup>th</sup> May @ 7pm</p>	<b>T&amp;L Com</b>
<b>General Governance</b>				
1.10 21/22	<b>8.30</b>	<b>Braunton Learning Cooperative trust (BLCT)</b>	<p>Update on Co-operative Trust  New chair has been appointed. This will be done on a rolling term basis.  Summer Term will be Liz  Done various sports events this term – tag rugby, girls football and netball.  HJ – had English meets (Caen &amp; Southmead)  RPo had Maths meet.</p> <p>Discussion regarding MATs – all governors agree to obtain more information regarding MATS to have an understanding of options &amp; possibilities</p>	
1.11 21/22	<b>8.35</b>	<b>Community Hall</b>	<p>Joint user group meeting – all welcome 29/03/23</p>	<b>AD/L Q</b>
1.12 21/22	<b>8.40</b>	<b>Governor Training</b>	<p>Has any governor completed training? And has a record of learning and impact form been complete?</p>	

			<b>LQ to circulate list of available training. LL to look at what training records are held. Carried forward. List circulated of training available. Governors to contact LQ if they wish to completed any</b>	
1.13 21/22	<b>8.45</b>	<b>Policy review at Meeting</b>	<p><b>To be done for this FGB meeting :</b></p> <ul style="list-style-type: none"> <li><b>Mental Health policy</b> SS &amp; JC working on, review in 2023. Ongoing, to be reviewed in summer term</li> </ul> <p>Staff Handbook review – RPh, RPo – <b>ACTION: CPOMS to be added. COMPLETE</b></p> <ul style="list-style-type: none"> <li>Health &amp; Safety Policy (final approval by FGB) – LQ/CT <b>ACTION: CT to review the policy and confirm next meeting. FGB approved</b></li> <li></li> <li>Equality policy – <b>AD to go back to Govs, following amendments to the last part required. AD to adjust for Summer term</b></li> <li>Offsite visit policy – <b>AD to complete for next time – Completed AD to share</b></li> <li>Freedom of Information Policy – <b>LQ. AD circulated – all agreed</b></li> <li>SEND Policy – <b>TB – TB to arrange to meet JC to discuss</b></li> <li>Security Policy and Risk Assessment (RA22) <b>CT updated to include scaffold</b></li> <li>Online / e-safety; Acceptable Use of internet, photos etc. Policy – <b>AD – KCSIE to review COMPLETED</b></li> <li></li> </ul> <p>Submit SFVS Return including Skill matrix – <b>Finance (March) All governors in agreement for document to be submitted. LL to email to finance.</b></p> <p>Other items: AD to meet with LL for review before New Year. To be done before easter break</p>	AD  RPh & RPo  CT & LQ  AD AD
1.14 21/22	<b>8.50</b>	<b>Policies and Items for Review at Next Meeting</b>	<p>Governor Allowances &amp; Expenses Policy · CT Appraisal policy - teachers and head · JA Governor visits policy – T&amp;L meeting</p> <p>Other Items: - Approve new School Improvement Plan · T&amp;L Meeting Agree programme of governor visits for following school year · Review staff absence AD to update</p>	
1.15 21/22	<b>8.55</b>	<b>Any Other Business</b>	<p>Other items through the Chair in Advance</p> <ul style="list-style-type: none"> <li>White Paper - all schools to be a MAT by 2030 – discussed and all to keep on the agenda to discuss as the landscape changes. Discussion regarding MATs – all governors agree to obtain more information regarding MATS to have an understanding of options &amp; possibilities</li> </ul>	

1.16 21/22	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 ?</p> <p>All governors to complete Knowledge organiser visits and complete reports Request to gain more information on MATS and the options available. Conversations regarding the catering options</p>
1.17 21/22	8.58	<b>Date of Next Meeting</b>	<p>Dates in the diary already:</p> <ul style="list-style-type: none"> <li>• <b>Monday 24<sup>th</sup> April at 7pm – Final Budget Setting Meeting. All invited and encouraged to attend a budget setting meeting.</b></li> <li>• <b>Termly Finance Meeting - Tuesday 16<sup>th</sup> May at 1pm</b></li> <li>• <b>Termly T&amp;L meeting - Tuesday 16<sup>th</sup> May at 7pm</b></li> <li>• <b>Post Ofsted, SIP T&amp;L meeting – Tuesday 13<sup>th</sup> June at 7pm</b></li> <li>• <b>FGB meeting – Tuesday 11th July at 7pm</b></li> </ul> <p>The Meeting ended at: 20.55</p>