



**MARWOOD
SCHOOL**

Full Governing Body Meeting

Date	Tuesday 22 nd November 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	
Mrs Liz Quick	LQ	Co-opted Governor	17.03.27	Yes	No	
Mrs Rosy Phillips	RPh	Co-opted Governor (Co-Chair of Govs & Chair of T&L)	19.11.23	No	Yes	
Mrs Caroline Tucker	CT	LEA Governor (Co-Chair of Govs & Chair of Finance)	19.01.25	Yes	No	
Mr Josh Axford	JA	Parent Governor	24.11.25	Yes	No	
Mrs Kimberley Carr	KC	Parent Governor	24.11.25	No	Yes	Ap
Mrs Sonja Mortimer	SM	Parent Governor (Vice Chair of Govs)	17.07.26	No	Yes	Ap
Mr James Thornton	JT	Parent Governor	04.10.27			
Mrs Hannah Bowden	HB	Foundation Governor	04.10.27			Ap

AGENDA

1.1 22/23	7.00	Apologies	Apologies? Is the meeting Quorate? apologies- kimberley Carr, Sonja Mortimer, Hannah Bowden.	
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? No	
1.3 22/23	7.02	Terms of Office	LQ, TB and RPh have resigned. In addition SH has also given notice and SP has been asked to step down. LQ will continue this autumn term. JT & HB appointed into parent and foundation gov roles respectively. Remaining vacancies from these resignations are: Foundation Governor Staff Governor RPh – term of office finishes 19 th Nov 2023 – Confirm whether RPh will re-stand for a further term RPH re standing, seconded by JA and confirmed	
1.4 22/23	7.03	Minutes of last meeting and Matters Arising	Minutes of 17th July 2023 FGB Meeting circulated prior to the meeting and agreed as a true and accurate record. Matters Arising & Actions from that meeting not appearing elsewhere on the agenda: Action Andrew Collier Governance report received last term to be shared Julie Norman / Tina Jackson report received Sept to be shared <ul style="list-style-type: none"> • Heads Performance review - Date with Martin Harding. Thursday 11th January pm at Filleigh School. • Safeguarding Level 2 training for governors – all governors should have completed level 2 safeguarding. Governors to let LL know 	RP AD CT

			<p>what training has been completed and update training record with LL. Louisa please forward details to JA re safeguarding level 2</p> <ul style="list-style-type: none"> • LQ to meet with Louisa re training for governors and forward to current co-chairs. • Catering Proposal 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 HR One to establish how to proceed. Single operator cook started- probation period. Need to recruit additional mealtime assistant 	LQ
			General	

1.5	8:00	Head's Report	<p>AD sent report in advance</p> <p>Questions</p> <p>What is happening with the KOs? As this seemed to be an area of confusion (Esp after my visit into school.) When is a decision being made about them?</p> <p>Still working them through (linked with ACE work) – They need to have less information on them to just be core information relating to National Curriculum expectations. Classes (2) 3 and 4 have built in review time at registration one day each week to do KO recap with children / low stakes quizzes based on KO and learning.</p> <p>Reading: What was the outcome of Rebecca Cosgrave's visit? Has this supported our concerns about KS2 reading intervention? Do staff now feel supported? How often are ks2 children receiving intervention for reading? Who is monitoring this? (Reading or Literacy lead) What progress have the children made?</p> <p>We must pay for the visit of an English advisor. (This is not what we were told by Julie Norman and Tina Jackson in the summer or earlier this term.) English lead, Helen Jones, and Rebecca Cosgrove are working on a suitable date.</p> <p>Progress to date:</p> <p>KS2 readers on interventions are heard daily using a mix of Teaching Assistants and volunteers.</p> <p>Class 4 - 12 children are daily individual readers, six of these are targeted with reading below age expected the other six are to give support where there is a lack of reading at home, or they are pupil premium. All other children in Class 4 are individually heard to read by an adult at school at least once every two weeks.</p> <p>Class 3 - 9 children are daily individual readers, all of these are targeted as reading below age expected. These children include 6 children who did not achieve the phonics check in year 1 and are known as early readers. As well as being daily readers the early readers also have an afternoon phonics intervention after lunch with Mrs Sanders (Mon to Thurs) and Mrs Hesketh (Fri.)</p> <p>Classes 3 and 4 do a weekly reading record check of when children have read and who they have read to.</p> <p>Effectiveness</p> <p>Year 6 = seven daily readers – five of these are reading at the age-appropriate stage. The two not yet at the appropriate stage are making progress.</p> <p>Year 5 = five daily readers – all are making fast progress towards age expected since July 2023 and are on an improving track.</p> <p>Year 4 = three daily readers – two are making progress one child has plateaued and has SEN support.</p> <p>Year 3 = six daily readers – four are making progress and two have plateaued and have SEN support.</p> <p>A number of these children are also using Nessie (reading intervention online resource) during morning registration.</p> <p>Staffing of individual reading to an adult</p> <p>We have moved some TA staff around in their daily timetable to ensure a range of phonics trained practitioners are working on reading interventions.</p> <p>Teaching reading</p> <p>Class 4 are teaching reading through sharing a whole class book.</p> <p>Class 3 are teaching reading through guided reading sessions</p> <p>Class 2 have phonics and guided reading</p> <p>Year 1 Phonics</p> <p>Most recent assessment of year 1 phonics (11 children) indicates that 9 children would pass the check if they took it now. The other 2 children are on track to pass in the summer.</p> <p>Library revamp – MSA are funding this – shelves, seating, wall wrap etc. Expect to be done for the new year.</p>	AD
-----	------	---------------	---	----

			<p>AD to send graphic designs to governors</p> <p>Next actions KS2 year 5 / 6 going to ensure children have choices in their reading and can have a book of their choice as well as their Oxford stage book. Year 1 / 2 guided reading activities and focus of children when not working with staff member.</p> <p>Curriculum: Do we now feel that the curriculum is clearly sequenced? Are all teachers clear about their responsibility enabling them to create their subject action plans? The ACE Curriculum focus has allowed us to review our Curriculum Intent and introduce the three values. October / November 2023. The next work is between now and Easter to build the sequenced curriculum, using our existing curriculum map as a foundation to create greater engagement from the children in their learning.</p> <p>Do teachers have enough opportunities to moderate with each other/other schools to ensure assessments are accurate? Moderation in English is done with the Braunton Learning Cooperative. English, maths and EYFS leads meet with DCC subject advisors once a term- mix of face – to –face and virtual.</p> <p>Moving forward: how are subject leads learning walks supporting best practice and sharing knowledge? English, History, Geography and PE leads have all monitored so far this term. Staff report back at staff meetings (after school and during assembly time.) Are you monitoring these? Staff meetings and discussions with subject leads. What feedback to governors will there be? I will update governors at T&L and FGB in the spring term.</p> <p>Discussion regarding recruitment for next year cohort. AD happy for social media presence- ? LL to run facebook page. ? JA A&a meeting host LQ to dw LL</p>	
1.6 22/23	8.00	Strategic Planning	<p>Strategic Plan will be reviewed in year</p> <ul style="list-style-type: none"> Ensure the Strategic Plan is fit for purpose and all actions are SMART and relatable. Focus has been on the post Ofsted plan – look to focus on our ethos and vision in the autumn term at the strategic planning meeting. <p><u>Rv strategic plan at meeting january 2024- 17/1/23</u></p>	RPH /CT
1.7 22/23	8.01	School Visits & SIP Monitoring	<p>Report on School Improvement Monitoring Visits:</p> <p>Any Reports on Visits to school? HB to complete visit report</p> <p>SCR review –.</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 from Colin Reed to see if viable to complete over the Summer. AD requested that no staff are asked to give their time to clear areas at the end of term. Governors agreed and members volunteered themselves to do this if needed. ACTION: AD and LQ to liaise about whether this can be completed over the Summer.</p> <p>Agree programme of governor visits for following school year</p>	KC/ HB LQ/ AD

			<ul style="list-style-type: none"> • Heads walks to be arranged – AD to share 2/3 dates with governors <p style="text-align: center;">Focus should be every governor visiting every term</p> <p>What Visits should we plan for the Autumn Term before the next FGB meeting? SCR - KC Building and H&S walk -</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</p> <p>ACTION: RPh & SH to send visit reports that have been completed to LL for her records.</p>	KC CT AD/ T&L RPh & SH
Resources				
1.8 22/23	8.10	Finance	<p>Draft minutes from Finance Meetings on 10th Oct 2023 have been circulated.</p> <p>Date of the next meeting is: 06/02/2024 at 1pm</p>	Fin Com
Teaching and Learning				
1.9 22/23	8.20	Teaching and Learning	<p>Draft minutes from T&L Meeting on 11th Oct 2023 and post OFSTED/SIP drafting 13th June 2023 have been circulated.</p> <p>Date of next meeting is: Termly T&L meeting - Wednesday 07/02/2024 at 7pm</p>	T&L Com
General Governance				
1.10 22/23	8.30	Braunton Learning Cooperative trust (BLCT)	<p>Update on Co-operative Trust</p> <p>Sporting, Art and Music collaborations have taken place.</p> <p>New Chair or Vice Chair to attend the termly meetings.</p>	
1.11 22/23	8.35	Community Hall	N/A	
1.12 22/23	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 – ACTION SM to pass details to LL for training records.</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 LL. ACTION: LL to distribute an online link for online training to all.</p>	

1.13 22/23	8.45	Policy review at Meeting	<p>To be done for this FGB meeting :</p> <ul style="list-style-type: none"> ● Mental Health Policy - Drafted – SS & JC working on updating (to be completed by spring) ● SEND Policy - JC ● SEND Information Report (SIR) - JC ● Appraisal policy - teachers and head – LQ ● ACTION: LL to send current policy to JA ● Governor visits policy – LQ to circulate and check at the Strategic planning meeting if it is fit for purpose. ● Staff Capability Policy (DCC) - LQ ● Personal, Social and Health Education (PSHE) Policy – AD ● Finance Committee reviewed and revised Pay policy at pay review meeting on 10th Oct for final approval by FGB. ● 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 ● Grievance Policy & Procedure (DCC) - LQ ● Staff Disciplinary Process (DCC) - LQ ● Staff Leave of Absence Policy (DCC) - LQ ● Teachers Standards (Dfe 2012) - LQ ● Redundancy Policy - LQ ● Whistle Blowing Policy - LQ <p>Other items:</p> <p>Audit report has been received and circulated with the agenda. Governors to review and approve the report. Management and governing board to complete the management responses in Appendix A1 of the report, in order that they can be incorporated into the final report.</p> <p>AD to meet with LL for review asap – ACTION: Review of LL to be carried forward</p> <p>Agree programme of governor visits for following school year – to be agreed at T&L meetings throughout the year as to align with SIP.</p> <ul style="list-style-type: none"> ● Review staff absence – ACTION: AD Review of Staff Absence- 33% of staff have had time off unwell for appointments over last calendar year. ● Governor Code of Practice / Conduct ● Governor Register of Business Interests ● Instrument of Government review and Committee Membership ● Update Governors info on Dfe website ● Update Governors info on Website incl business interests forms ● Update Governors General Info - contact numbers and address etc ● Discussion regarding MATs –Governors agree to obtain more information regarding MATS to have an understanding of options & possibilities. Meeting on Thurs 19th Oct at Braunton Academy, 5pm start.Details circulated. Committee members to confirm attendance. ● Governor Skills Audit review - gap analysis and any training issues ● Agree individual governor responsibilities for following year
1.14 22/23	8.50		

		Policies and Items for Review at Next Meeting	<p>The following policies need reviewing:</p> <ul style="list-style-type: none"> ● Staff Handbook review RP ● Supporting Pupils with Medical Needs JT ● Data Protection Policy JA ● H&S Check Risk Assessment (RA22) AD ● Online / e-safety Policy AD ● Behaviour and Anti-Bullying Policy KC ● Health & Safety Policy CT ● Schools Finance Policy CT ● Emergency Plan (including Site Plan) HB ● Emergency Procedures (inc contingency) HB ● School Meal Debt Policy SP <p>Other items for next time:</p> <ul style="list-style-type: none"> ● Review progress on Performance Mgt cycle ● Set date for Clerk appraisal in Summer term 	
1.15 22/23	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?</p> <p>Multi academy trust discussions. Results and priorities for the school. Maths and reading. Finance and school kitchen discussions.</p>	
1.16 22/23	8.58	Date of Next Meeting	<p>The Meeting ended at: 21.05 Wednesday 20th March 2024 7:00pm</p>	