



**Madginford Primary School  
Monday 3 February 2020 at 5pm  
Full Governing Body Non Confidential Minutes**

**Present:** Amanda Woolcombe (Head Teacher), Yvette Best (Assistant Head Teacher), Toby Butler (Chair of Governors), Kelly Barnett, Yvette Best, Carolyn Christie, Jo Considine, Ian Hayne, Shirley Lall, David Parfitt, Shelley Shrimpton, Charles Tanswell, Natalie Wensley.

**In attendance:** Mrs S Rome (TEP Clerk).

**Apologies:** None

**PLEASE NOTE GOVERNOR CHALLENGE HIGHLIGHTED IN BOLD**

<b>1</b>	<b>WELCOME AND APOLOGIES</b>	<b>ACTIONS</b>
	The Chair welcomed those present to the meeting. The meeting was quorate. There were no Apologies.	
<b>2</b>	<b>DECLARATION OF BUSINESS INTERESTS</b>	
	Governors had the opportunity to update and/or declare any pecuniary and non-pecuniary business interest.  No other business interests against the agenda were declared.	
<b>3</b>	<b>MINUTES OF THE PREVIOUS MEETING 25 NOVEMBER 2019</b>	
	The FGB non-confidential minutes from the 25 November 2019 were reviewed. An amendment was made to Page 8. The actions were reviewed;  <ol style="list-style-type: none"> <li>1. Completed</li> <li>2. On-going</li> <li>3. The Chair has the comments and will email Governors.</li> <li>4. To be discussed in the meeting.</li> <li>5. To be discussed in the meeting.</li> <li>6. The Training &amp; Development Governor would review.</li> <li>7. To be discussed in the meeting.</li> <li>8. To be discussed in the meeting.</li> <li>9. The website is being reviewed and content added.</li> <li>10. No questions had been received.</li> <li>11. To be discussed in the meeting.</li> <li>12. To be discussed in the meeting as part of the Head Teacher's Report.</li> <li>13. To be discussed in the meeting.</li> <li>14. To be discussed in the meeting.</li> </ol>	<ol style="list-style-type: none"> <li><b>1. AHT/Chair/DP</b></li> <li><b>2. IH</b></li> </ol>

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	<p>15. To be discussed in the meeting.  16. No questions raised. Governors believed the report to be clear and easy to read.  17. To be discussed in the meeting as part of the Head Teacher's Report.  18. To be discussed in the meeting as part of the Head Teacher's Report.  19. On-Going. The Chair would action this.  20. On-Going. This would be placed on GovernorHub once completed.</p> <p>The FGB confidential minutes of 25 November 2019 were reviewed and no amendments made. There were no actions.</p> <p>The Chair signed the non-confidential and confidential minutes dated 25 November 2019 as a true record.</p>	<p><b>3. Chair</b>  <b>4. Chair</b></p>
<p><b>4</b></p>	<p><b>GOVERNING BOARD MATTERS</b></p>	
	<p>There were no matters arising from other meetings. Governors agreed the focus day was useful with a good informal and open discussion held. No formal notes were taken but a review of the GB would take place as discussed to improve its effectiveness.</p> <p>The Chair advised the term of office for NW expired on 11 February 2020. NW left the room. The Chair advised there were no current vacancies on the GB. NW was appointed as a parent governor, however she no longer had children at the School. It would be possible to increase the size of the GB and then co-opt NW. Alternatively NW could be appointed as an associate governor for a fixed period and purpose. Governors were asked for their thoughts.</p> <p>Governors agreed that it was difficult to find people that wished to become a Governor, and the Chair agreed. Therefore, the GB would not increase in size. The HT advised that when a new parent Governor was sought, pastoral skills would be of use, although this could not be specified. Rev Mark Pavey was currently providing this to the School.</p> <p>NW was happy to stay as a Governor, and so all Governors agreed for NW to become an associate Governor for one year. NW worked with the finance group and would focus on this aspect. NW accepted and re-joined the meeting.</p> <p>The Chair advised a letter would be sent to parents regarding a parent Governor vacancy.</p> <p>The Training &amp; Development Governor asked that Governors advise him of any training they have taken part in.</p>	<p><b>5. Chair</b></p>
<p><b>5</b></p>	<p><b>MONITORING</b></p>	
	<p>The Chair advised two monitoring reports had been shared with Governors prior to the meeting.</p> <p><u>Health &amp; Safety</u>  IH advised he had carried out a monitoring visit and had looked at the number of accidents that occurred in the playground. However moving forward there would be a conflict of interest as his wife now worked at the School as a midday supervisor. Therefore another Governor would need to take on the role of monitoring accident records.</p> <p><b>Governors asked if all of these accidents had been logged.</b> The HT advised these would be logged in the treatment book. A separate form would be completed if an injury had occurred, and an additional form completed also should a head injury have occurred.</p> <p>Governors agreed that paperwork regarding health &amp; safety would need to be fully completed by the School to satisfy KCC requirements. Risk assessments would also be required should temporary works take place within the playground. The Health &amp; Safety monitoring report would need to have a priority in place for which risks were high and which were low. This would be put in place. The Chair suggested the accessibility</p>	<p><b>6. Chair</b></p>

	<p>policy could be added to where necessary.</p> <p><b>Governors asked whether new toilet seats had now been purchased.</b> The HT advised quotes have been asked for. Initially the less expensive toilet seats will be trialled, with more seats then purchased depending on how well they last. This will improve the ability to clean the toilet seats adequately.</p> <p><u>Finance</u> – This would be discussed within Item 8 of the Agenda.</p>	
<b>6</b>	<b>GOVERNOR TRAINING AND DEVELOPMENT</b>	
	<p>DP attended a KCC training course on the role of the Chair. In particular the course stressed the importance of a good working relationship between a Chair and Head Teacher. It was also important that a GB was up skilled with the skills audit well filled.</p> <p>The Chair asked if any Governors had attempted online courses. IH advised they had not. The Chair advised it would be useful for all Governors to take a look at these courses. He would email the online link to Governors. This would assist Governors when it was difficult to attend training courses.</p> <p>Governors would be required to attend the safeguarding training, which School staff had already had. A date would be organised.</p> <p>The Finance Governors would be attending finance and panel hearing training.</p> <p>The Chair advised he had requested a place on a Wellbeing training course.</p>	<p><b>7. Chair</b></p> <p><b>8. Chair/IH</b></p>
<b>7</b>	<b>POLICIES</b>	
	<p>The Chair advised the Confidentiality Policy had been reviewed with the wording altered on Page 2. All Governors were satisfied with the revised policy.</p> <p>The HT and Chair had reviewed the policy schedule and shared this with Governors. The Personnel Policy was based on the latest versions of the SPS Policies. The Pay and Rewards Policy would be reviewed and approved at the next FGB when the latest figures were available.</p> <p>The Chair advised the SFVS had a new format. The Finance Group would need to be happy that they knew where the figures came from for populating the form. These would need to match on the Budget and against any supporting documentation.</p>	
<b>8</b>	<b>HEAD TEACHER REPORT</b>	
	<p>The HT presented the Head Teacher's Report, which had been shared with Governors prior to the FGB. Questions were invited.</p> <p><b>Governors asked whether a trial had been agreed for the Empiribox science system.</b> The HT advised that the School had agreed a contract with £3000 payable for these two terms, and £3000 next two terms, then a final £3000 for the last two terms. This would be in place for KS2 and also held resources for KS1. Staff had received two sets of training and feedback was positive. There was however a lot of reading for staff prior to taking the lessons, which had increased workload. The children have been enjoying the lessons. The Science subject leaders would carry out a review once time had been allowed to monitor the new system.</p> <p><b>Governors questioned how the comparative judgement in writing had taken place.</b> The HT advised staff chose the best pieces of writing from Year 5 and Year 6. All results were then reviewed to establish the areas to work on. This required technical accuracy from staff in identifying the best pieces of work.</p> <p><b>Governors questioned how PIXL and SPAG were assisting the School.</b> The HT advised staff had altered what they were using to plan English lessons with. An improvement in literacy had since been seen across all year groups. In Year 6 the</p>	

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	<p>quality and progression of writing had improved. Governors queried why some columns were red. The HT advised these showed the score in the PIXL test, and highlighted a disparity between the teacher assessment and PIXL results.</p> <p><b>Governors queried the level of staff absence.</b> The HT advised she had been monitoring this. <b>Governors asked if this was persistent and the same members of staff.</b> The HT advised it was not persistent. The Absence Policy was followed in cases of persistent absence. Some members of staff had simply been absent more than once. <b>Governors queried the review period for persistent absence.</b> The HT advised 3 absences in a period of 6 months. <b>Governors asked if the Absence Policy was often triggered.</b> The HT advised it was not. <b>Governors queried the type of absence, which appeared to be for coughs/colds.</b> The HT advised this category had to be used and effectively staff had been sick with Flu.</p> <p><b>Governors enquired regarding the staff member who had taken compassionate leave.</b> The HT advised this leave was essential. <b>Governors asked if the staff member had returned.</b> The HT advised they had.</p> <p><b>Governors queried the effectiveness of monitoring staff absence in detail and asked where the report had originated.</b> The HT agreed and advised from SIMS. Governors discussed and agreed Governors needed to be aware of staff absence to ensure that they were aware of the pressure the School and HT were under. This also assisted for financial planning as additional funds would be needed for supply teachers. The Chair advised the wellbeing of staff also needed consideration. The HT advised that staff absence was overall mainly sickness bugs and short-term sickness. Compassionate leave was reasonable, and should sickness be stress related the stress action plan would be used. Governors were satisfied and agreed that an overview in terms of reporting would be suitable, as opposed to the current level of detail provided. It would be useful to have this presented as a percentage on a termly basis.</p> <p><u>Note of Visit Report</u> – this item was discussed and was deemed confidential. These discussions have been annexed in the confidential minutes.</p>	
<b>9</b>	<b>SCHOOL IMPROVEMENT PLAN AND SCHOOL EVALUATION PLAN</b>	
	<p>The HT presented the SIP and SEP, which had been shared with Governors prior to the FGB. Questions were invited.</p> <p>Governors noted the milestones were monitored at the prior focus day, with others to be looked at the next focus day. The action plans had not been completed and certain areas had not been monitored to date.</p> <p>The SIP had been based on the new OFSTED criteria. <b>Governors asked if OFSTED would discuss aspects of the School with the children.</b> The HT advised they would. <b>Governors asked if they should speak to the Children to gain a fuller understanding.</b> The HT agreed this could happen when Governors were at the School for a monitoring visit with the subject leads.</p> <p>The next OFSTED preparation day would be on 17/6. Governors were invited. The Chair would like the GB to be in an improved position by this date.</p> <p>No further questions were raised.</p>	
<b>10</b>	<b>SPECIAL EDUCATIONAL NEEDS</b>	
	This item had been covered with Item 8.	
<b>11</b>	<b>SAFEGUARDING</b>	
	This item had been covered with Item 8.	
<b>12</b>	<b>BUDGET</b>	
	The Finance Committee confirmed the nine-month monitoring had been submitted. CC	<b>9. CC</b>

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	<p>confirmed she would forward the figures to the Chair. A monitoring meeting had not taken place.</p> <p>The Finance Governors raised concerns that they were signing documents without having discussed them with the GB. Benchmarking had not been undertaken recently due to IT issues and this data was provided by KCC. Compliance visit actions also needed to be reviewed. Priority actions were taking place however others less important may not have been completed yet.</p>	
<b>13</b>	<b>SFVS</b>	
	<p>The submission document has been revised and the new format needed to be considered.</p> <p>A meeting regarding SFVS would be taking place on 6/2. Governors were invited to attend and to stay for the memorial assembly afterwards. The HT advised she could attend the SFVS meeting however would need preparation time for the assembly also.</p>	
<b>14</b>	<b>PUPIL PREMIUM AND SPORTS PREMIUM</b>	
	The Pupil Premium and Sports Premium statements had been shared with Governors prior to the FGB. These were similar to those on the School website. Governors were satisfied with the statements.	
<b>15</b>	<b>HEALTH &amp; SAFETY</b>	
	This had been discussed prior in the meeting.	
<b>16</b>	<b>GOVERNORHUB BULLETIN</b>	
	The Clerk confirmed she would add the monthly bulletins to a folder within GovernorHub. The Chair advised he would also add School policies.	<b>10. Clerk 11. Chair</b>
<b>17</b>	<b>MEETING IMPACT</b>	
	The Chair advised the meeting had been useful. Action points were to better monitor against the SIP and to prepare for OFSTED. The GB structure would be reviewed at the next focus day to ensure the GB was more effective and efficient. The GB also needed to improve their training via the online training available (Learning Link).	
<b>18</b>	<b>ANY OTHER URGENT BUSINESS</b>	
	<p>Governors asked that the minutes be sent around shortly after the FGB. The Clerk advised they would be sent to the HT and Chair initially to draft-approve. The minutes would then be sent to Governors in advance of the next FGB.</p> <p>The Chair would like the PTA to collate the issues they were working on and had planned to ensure these did not cross-over with the work the GB were doing. It was suggested the PTA could attend the next focus day to improve communication. Governors agreed.</p>	
<b>19</b>	<b>CONFIDENTIALITY</b>	
	The Note of Visit discussions would be annexed in the confidential minutes. One item discussed under the Item 18 would be annexed in the confidential minutes.	
<b>20</b>	<b>FUTURE MEETING DATES</b>	
	<p>FGB Dates: Term 4 – 23 March Term 5 – 18 May Term 6 – 13 July</p>	

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	Focus Days Term 4 – 9 March Term 5 – 27 April Term 6 – 29 June	
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Meeting finished: 7pm

Signed as a true record by: ..... Date: .....  
Mr T Butler - Chair of Governors

Number	Action Summary	Who
1	Chair, David Parfitt and Assistant Headteacher (Curriculum) to draft consultation document regarding RSE Policy.	<b>AHT/Chair/DP</b>
2	Governors to send ideas for bespoke training to the Training & Development Governor.	<b>All/IH</b>
3	To send PowerPoint presentation on applying sports principles across the school to other Governors.	<b>Chair</b>
4	To pick out any relevant items in the last 2 Governance Monthly Bulletins and draw Governors' attention to them.	<b>Vice-Chair</b>
5	A letter to be sent to Governors regarding the Parent Governor vacancy.	<b>Chair</b>
6	A new Governor to carry out the monitoring visit for Health & Safety of the playground.	<b>Chair</b>
7	Online learning link to be sent to Governors.	<b>Chair</b>
8	A date for Governor Safeguarding training to be organised.	<b>Chair/IH</b>
9	Nine-Month monitoring figures to be sent to the Chair.	<b>CC</b>
10	GovernorHub Bulletins to be added to a folder within GovernorHub.	<b>Clerk</b>
11	Policies to be added to a folder within GovernorHub.	<b>Chair</b>

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