

The London Borough of Richmond upon Thames



Minutes of the meeting of the Governing Body

Wednesday, 21 June 2023 at 6.30pm – on the school site

Constitution, Membership and Attendance

LOCAL AUTHORITY – 1	PARENTS – 2	CO-OPTED – 9	STAFF - 2
Alexander Cooksley	Nicole Dodsworth	Andrea Fryer	Dermot Bracken
	Rebecca Mathews	Arthur Mollett	Sam Jeffrey
		John-Paul Gentry	
		Sam Matthewson	
Bold = absent		Ryan Buckingham	
		Yusra Ahmad	
		Lucinda Holmes	
		Issy Monckton	
		Vacancy	

Also attended: Val Cameron, Assistant Headteacher

Helen Cox, Clerk to the Governors

1.0	Apologies – Andrea Fryer, Arthur Mollett and Ryan Buckingham	Action
2.0	Welcome to the new governors Lucinda Holmes and Issy Monckton	
3.0	Declarations of interest – Nicole is the Vice-Chair of the PSA until July 2023.	
4.0	Minutes of the last meeting held on 23 May 2023 - approved by all present.	
5.0	Matters arising 5.0 Chair of Governors to thank the Chair of the PSA and Committee on behalf of the FGB – closed 6.1 Check Colwyn's status as a n approved supplier – closed. 6.1 Resourcing project to focus on the IT server project and make timely recommendations by email to the FGB – closed 8.0 Update the Attendance Policy and circulate via email to FGB – this has been updated and is with the EWO presently – ongoing.	Helen

	9.0 All governors to look for Ofsted training – closed. How have governor actions impacted on outcomes for pupils? Dermot explained the pro-active work and actions of the Resourcing Committee regarding the IT server upgrade will be of benefit to the pupils and staff.	
6.0	Headteacher’s verbal report <u>Ofsted briefing</u> In June JP and Dermot attended a briefing at Ofsted’s Headquarters. Marshgate was invited on the basis of being a previously exempt outstanding school. The briefing was delivered by inspectors and covered the inspection framework. Ofsted have now released clear windows for inspections in respect of previously outstanding schools. <u>KS1 moderation</u> The KS1 moderation took place on 7 June with a team of moderators (including the Lead Manager). They met with the Year 2 teachers, Susie Macpherson and Kim Davies, to peruse evidence for teacher assessment. They were very impressed with the teachers’ secure knowledge of the children, excellent professional dialogue and engagement. The teachers were exemplary in their preparation and Dermot was extremely proud of the way the Year 2 teachers conducted the moderation. <u>Locality moderation</u> Several of the locality schools held writing moderation for all year groups across the primary range. This was an opportunity to network and share best practice with other teachers working in the same year groups and was a really good opportunity to have professional dialogue with other teachers in other schools. The process re-affirmed our systems. Dermot explained these sorts of occasions are particularly beneficial after the Pandemic. <u>Whole school photo</u> This will take place this week and is taken every seven years to ensure every cohort has at one opportunity the chance to be included. <u>Staffing</u> Arthur Mollett is leaving after eight years as a teacher and one year working as a Teaching Assistant. He has made a significant contribution to the school and as a governor. Emma Jerwood has worked at Marshgate since 2005, firstly as a Teacher and then Senco from 2017. Her excellent knowledge and passion for the role has been of immense benefit to the school. Ben Harrison will be joining as a Teacher and Sadia Higgs will remain as a Teacher for another year. <u>Sports Days</u> Marshgate holds Sports Days earlier than many other schools in the summer term. Thanks to Christ’s School for the use of their school field. Thanks, in particular, to Cahir Healy, JP Gentry and Sam Jeffrey for all their hard work organising these events. <i>Observation</i> - the children really enjoyed the teachers taking part in the race with bean bags on their heads.	

	<u>School Improvement Partner</u> Chris Chen is our new SIP and has been in for introductions, her first official SIP visit will take place on Friday. <u>New Governors</u> Lucinda and Issy have been on a tour of Marshgate and they fed back they enjoyed seeing the school and reported on the happy atmosphere. <u>IT Server</u> Thanks to the Resourcing Committee for their excellent support with the IT server upgrade.	
7.0	Being Ofsted Ready - Understanding the governors' role within the Education Inspection Framework. The governors had the opportunity to review questions circulated via Governor Hub for this exercise. Notes from the discussion: • Governors collect evidence by spending time in school (observations). In particular, Pupil Voice, by talking to the children informally or formally. • FGB and Committee minutes accurately record evidence and questions from Governors. Past minutes are available on Governor Hub. • Governors know the school's priority areas (from Headteacher's reports) • Anonymised case studies in the Curriculum and Progress Committee meetings, including case studies of pupils on the Pupil Premium Grant register. • Continuing Professional Development (CPD) Priorities a consideration for the Resourcing Committee. • Governors understand how CPD is designed to meet School Development Plan priorities. • Governors are familiar with the School's Financial Value Standards document. • Governors to be familiar with the School Improvement Partner's report, in particular questions for Governors to ask. Action – Dermot to present at future FGB on what to expect from an inspection at future meeting.	Dermot
8.0	Reports from Committees	
8.1	Resourcing Committee – meeting held on 13 June 2023 – feedback from Alex <u>Key updates from meeting</u> <u>Budget</u> The draft budget was thoroughly reviewed by the Committee. The budget looks forward for next three years. Marshgate is in surplus and this narrows over the next few years to become a deficit in the last year (year 3). This is a more positive picture than many schools. The budget lines were reviewed; the committee have asked for clarification regarding the catering contract. Staffing is the biggest outlay (a good guide is to have 70% – 80% on staffing). The Marshgate budget is in a good financial position. Dermot expressed thanks to Steve Llewellyn, Julia Doherty and Tina Sandhu.	

Minuted item: all governors present approved the final budget.

IT Cloud based server

The Committee has thoroughly reviewed this and thanked Dermot and JP for all their work on this project. The committee presented the following to the FGB ahead of this meeting:

- **What is the decision?** What we are asking for is FGB approval for the project itself to start and for the agreement to the costs - £27,000-35,000 for the initial upgrade and agreement in principle that there will be further costs the FGB needs to consider in the future, which are necessary because of the upgrade, mainly a device upgrade of at least £20,000 (but likely to be higher).
- **Requirement and context.** Dermot and JP originally started to look at a cloud migration of the school (broadly meaning the movement from physical hardware systems in the school to cloud based one's located offsite with a provider) as a 'nice to have' but it has since become clear that this is an absolute necessity. IT upgrades should typically be done every 8 years or so to keep up with technology and it has been a substantial period of time since this was last done substantially at Marshgate.
- **What would cloud do for staff and children?** This would provide a more resilient system for the school. The system is currently in a critical state. Server failure this year resulted in the loss of typical functioning in the school for four days.
- **Costs?** A breakdown of costings has been shared at Resourcing. Based on Marshgate's current IT providers quote, we expect the upgrade itself to cost £27,000-35,000 which involves a contingency for potential increased cost (e.g. from finding other parts of the system which need updating). In addition to this, the devices used by staff and in classrooms will need to be upgraded at a later date - at a minimum this will cost at least £20,000, but could be considerably more if more devices are bought (e.g. over double if more devices are upgraded).
- **Finances.** There is a sufficient capital surplus to cover the costs for the upgrade, plus the minimum cost of the devices. However, this will deplete the capital reserves to a very low level (which resourcing committee have deemed to be broadly fine, especially as Marshgate is a PFI school so rarely has substantial capital costs, and nothing known on the horizon). This does mean that, as the PFI contract comes to an end, Marshgate will be in a less favourable capital position, but as this cost is deemed as essential there is not much we can do to mitigate that (and in the future the Local Authority will hold a capital pot which they distribute). It's also worth noting that the capital reserves are unlikely to cover the £20,000+ extra spending on devices in full so alternate sources of funding may need to be considered.
- **Contract bidding.** The existing IT provider, Colwyn, have given Marshgate a cost estimate in line with the above and know the schools needs well. Dermot is awaiting information from both Colwyn and legal advisers (SSLP) re requirements linked to procurement.

Discussion points at the FBG:

- Thanks to the Committee for their work on this project which is moving the Marshgate IT system from a physical server to a cloud-based server.
- This is a long-term project and has become more urgent because the IT will not be compatible in October 2023 and is particularly important in terms of security.
- There will be a benefit that the new server will not be subject to volatility which in turn will benefit the pupils and staff.
- Colwyn has quoted £27,000 and the Committee recommends budgeting for contingency, approximately, £27,000 to £35,000.
- Timelines – the work will commence over the summer holidays. The works will not be completed by end of summer holidays; however, we do not want to lose a three-month

	window. The critical deadline is October 2023 and the security updates. Once we have moved to a cloud-based system the desk top systems will need to be updated. At least 32 devices will need to be upgraded. Our asset count showed ninety devices. Discussion how many are non-negotiable and the possibility of moving Computer Suite. <i>Question – are Colwyn providing it via a third party?</i> They would put us on AWS, cost to Colwyn is the shutting down of the current server, the ongoing costs are roughly the same (e.g. licences, new type of licences and also, we will need to pay for storage as ongoing annual subscription). <i>Question – are we happy that during migration the data will be protected?</i> Yes, there is a very detailed breakdown of the stages of the work, including security permissions linked to the security of the data testing phases as well to see how it works, then roll it out more. Acquisition of new up to date user devices is an associated consideration, but is a secondary matter as fragility of server is primary concern. <i>Question – what is lag between working with new devices? is there a window when we move to AWS and devices don't work?</i> There will be a window when the “must have devices” will need to be bought and the school can request three quotes for the new devices. <i>Question about procurement regulations?</i> Colwyn's parent company is called Nexus and they are on the DfE Framework. <i>Question - what is the requirement for tendering – for example with the Catering contract renewal it was a long process?</i> There is also a benefit using Colwyn as they know the school and it represents value for money. <i>Question – what risk does this leave us without a capital reserve?</i> With the PFI context we are not in the same risk margins as non-PFI schools (e.g. if roof caves in). <i>Question - when are you expecting response from the South London Legal Partnership (SLLP)?</i> Dermot is awaiting their response and expects it to be within forty-eight hours. Thanks to the Resourcing Committee; Dermot, JP, Alex, Andrea and Yusra for all their work on this project. Minuted item: The governors present agreed to the project and delegated the Resourcing Committee to spend up to £35,000. This will come out of the capital reserve. The next phase will be delegated to the resourcing committee.	
8.2	Curriculum and Progress Committee – meeting not held this half term.	
8.3	Children, Families and Community Committee – meeting held on 15 June 2023 from Nicole <u>Key updates from meetings</u> The committee discussed how the terms of reference reflects the committee's work. A Safeguarding tab has been created on the school website. This includes the policy (also listed under the Policies section) and a new safeguarding information sheet. The Data Protection Policy has been further reviewed and updated (previously called the GDPR Policy). The Committee needs new members.	

9.0	Governor training – assessment and feedback from courses attended School Financial Management (Governors) – was really good, it looked at how budgets are put together, acronyms and procurement. Primary curriculum – the Governors’ Role – Sam M reported it was really useful. It looked at how you build a successful curriculum and how governors can ask questions about the impact on the curriculum.	
10.0	Any other business Sam raised the question is the FGB doing everything we are meant to in relation to the Governing Body Checklist? The FGB to look at roles and responsibilities and attend relevant training. Val reminded the governors present about the PSA Summer Fair taking place on 1 July. Helen will circulate the FGB and committee dates for next for the next school year.	

The meeting ended at 8.30pm

Signed by the Chair _____ Date _____

Printed name Sam Matthewson

Summary of Actions – 21 June 2023

	Details	Action
5.0	8.0 Update the Attendance Policy and circulate via email to FGB – this has been updated and is with the EWO presently – ongoing.	Helen
7.0	Dermot to present at future FGB on what to expect from an inspection at future meeting.	Dermot