

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on Monday 12th February 2018

Present

Catherine Robbins (CR)	Co-opted Governor, Chair of FGB
Alex Davidson (AD)	Parent Governor, Chair of Premises
Hannah Stephenson (HS)	Parent Governor, Chair of Performance & Standards
Sophie Staniszweska (SS)	Parent Governor
Kay Lawrie-Stiven (KLS)	Parent Governor
Carol Barnes (CB)	Parent Governor
Nigel Perry (NP)	Co-opted Governor
Maggie Wagstaff (MW)	Co-opted Governor
Tom Sidwell (TS)	Co-opted Governor
Emily Lim (EL)	Co-opted Governor
Jo Mainwaring (JoM)	Local Authority Governor
Christine Habel (CH)	Co-opted Staff Governor
Rachel Green (RG)	Elected Staff Governor
Matt Fisher (MF)	Headteacher

In attendance:

Joanna Bloomfield (C)	Clerk
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1. **Welcome and apologies**

CR welcomed all those present, particularly **Sophie Staniszweska (SS)** who was attending her last meeting as a Parent Governor after eight years. Apologies for absence were received from Clare McNicholas (**CMcN**), Danielle Belmaga (**DB**), and Stephanie Tierney (**ST**).

2. **Administration**

Declaration of Interest for this meeting. There were no Declarations of Interest for this meeting.

Notification of Any Other Business.

There were no notifications Any Other Business.

Minutes of last meeting.

The minutes of the Full Governing Body Meeting held on **Wednesday October 2017** were approved.

Co-option of Governors

CR & **MW** had come to the end of their co-opted terms on 30th December 2017. Both had agreed to extend their stay on the Governing Board and **Jim Mills**, Vice Chair of the FGB at the time, had conducted a poll by email circulation to ratify their co-option.

Action Log.

CR went through the action log with the following comments:

FGBM2017-18/01: **CR** to sign FGBM minutes – still open.

FGBM2017-18/05: **CR** to ask for volunteers for the various working parties by email.

There is now a strong and active Wraparound group which has held a number of meetings. A folder has been created within the Chairs area of the Governor Space for documents relating to the meetings.

All other actions were either closed or on the agenda.

Correspondence

CR had received the following electronic communication:

- Supporting Schools Through Headteacher Performance Reviews. **CR** has already arranged the next Headteachers Performance Review in September with **Janette Hiatt**, our new external adviser, recommended by Joyce James who had supported us for a number of years.
- A complaint against the school. A panel of governors was convened, documents were scrutinised and the various parties interviewed. The panel did not uphold the complaint. The complainant has three weeks from the date of the findings to register a request for a review.
- The resignation of **Jim Mills**, Chair of F&P and Vice Chair of the FGB. **CR** will email Governors requesting volunteers for the posts of Numeracy Link Governor and vice-Chair of FGB.

3. **MPS SLT Lead: Mathematics** - Caroline Tribe-Philips

CTP explained that maths is a priority focus of the SDP for MPS this year, linked to Priority 1 – ‘to introduce new assessment system that allows teachers to assess skills effectively, provide accurate judgements and enable children to progress in line with or above national expectations’ and Priority 2 - ‘to raise standards in teaching and learning in mathematics to become outstanding’. To progress with Priority 2 there is a hefty action plan with the focus on Hands on Mathematics and Developing Reasoning Skills. **CTP** showed the Governors the Mathematics Assessment Tracking grids which allow teachers to accurately assess individual pupils, and the end of term tests introduced last year. There has been a move from spiral curriculum teaching to blocked domain teaching and class organization has changed in line with this. There are no longer lower, middle & higher groups and the classes are aligned to their year group, with only one mixed phase class.

There is an action to ensure maths is being taught across the curriculum. This has been the case at MPS for many years but Ofsted inspectors were not clear this was happening, so each teacher now evidences maths objectives through other subjects at least twice a term.

To raise standards in teaching and learning in maths to become outstanding is a journey: MPS subscribes to the White Rose Maths Hub and **CTP** showed Governors what this looks like and how it feeds into the teaching plans, highlighting the advice given around the use of Manipulatives. The Busy Ants resource has had positive feedback from teachers.

Manipulatives are hands on resources in use in the classrooms. In the autumn term two INSET days were used to set criteria and to share ideas and the January INSET day was a Cluster session on Teaching For Mastery led by Caroline Clissold (a free lance Primary Mathematics Consultant). The use of manipulatives has tended to fade out in Key Stage 2 so there is a push for older children to continue using them.

Governors ask what are the benefits of older children using manipulatives: hands-on use of 3D objects helps children model numbers, seeing numbers as pictures, which is particularly good for visual learners. Teachers reported that there is definitely a difference in understanding when children learn to think in models. **CTP** has just completed three weeks of planning fractions. Teachers are taking the ideas on board and giving lots of input. A key factor is to make sure resources are available.

Working Walls are still in use across the school and **CTP** will be carrying out a BLINK next half-term. All the walls comply to a certain structure but each looks slightly different. Reasoning bubbles have been added, teaching children how to articulate what they are learning and are referred to during lessons. The White Rose Hub provides lots of training and advice for teachers including examples of reasoning, problem solving questions and different ways of being able to talk about maths.

All Key Stage 2 children now have dated jotters from the beginning of the year. It was felt that too much learning was lost if a child had not quite grasped the problem presented in their blue books used for independent work, and the jotters allow teachers and children to go back over the work and find out where the issue was.

Mathletics is web based home learning which MPS parents have bought into in the last year. There has been good feedback from parents. The output is forever evolving and Mathletics has since teamed up with the White Rose Hub where each term is planned. Timetables have been put to music and **CTP** is hoping to use these in an assembly. It also provides Rain Forest games played against other pupils and around the world.

MPS hosted a Cluster Subject Leaders Network White Rose training session with Bournville Primary School leading on Singapore style bar modeling. Subject Leaders from ten schools attended. MPS had not jumped on board with bar modeling initially but **CTP** and **Alastair Geddes** have now had training and **CTP** will be holding a staff meeting in March to disseminate the information. Bar modeling helps children to imagine a problem in much the same way as manipulatives. Governors asked if

the training received was sufficient: yes, **CTP** has been using the model before because it comes through other things, it is a key to unlocking problem solving, children can picture the problem. Staff will be trained and it will be up to them to decide how much it is appropriate to use it.

Parents' Workshops have been delivered through all year groups to show how parents can support their child at home. These have taken the form of hands-on workshops rather than lectures. Next year it is planned to do them in the autumn term. Governors asked whether there was any written support for parents who were unable to make the workshops: **Alastair Geddes** is putting information on the website and teachers will be able to talk to parents at the Parents Review Meetings next week.

Going forward during the year, **CTP** aims to continue to develop a standards file for maths (these are folders which evidence work done, which are currently being updated); update the MPS Calculation Policy in line with White Rose Maths; undertake Working Walls and Manipulative BLINKS; continue training and looking for resources to support all the learning.

Governors commented that there was no budget last year so parents were asked to volunteer to contribute to Mathletics and asked if that would be the case in the future. **MF**: parents were asked to contribute £5 and it was touch and go but parents have been very supportive. Governors asked whether Mathletics was used as home work every week: it is being incorporated into a new look Home Learning scheme.

CTP commended the MPS staff who are always good at taking things on board and then getting on with it. She reported that the White Rose Hub was currently re-writing a lot of its pages. Maths at MPS is generally a positive thing.

MF congratulated **CTP** on a superb and comprehensive presentation, showing an in-depth understanding of where maths is and how it is going forward.

4. **Committee Reports** *including outcomes and impact on SDP priorities*

Premises

(minutes previously uploaded to The Governor Space)

AD reported that the committee had:

- completed a review of the website to ensure that MPS is compliant with statutory requirements. The Clerk is arranging to update Governor profiles.
- discussed the priority 1 & 2 lists from the WES Fire Safety report. Previously locked doors will remain open during school hours until thumb turn locks are fitted, some signage is required and work displays in corridors can be hazardous.
- reviewed the Accident reports. Rather than thumbing through all the books,

the data had been collated into themes and numbers, giving assurance that appropriate action was being taken by staff and most children returned to normal activities.

- noted that the EASEE document, a mammoth 130 pages, will be ready by the end of this term.
- agreed to review a number of policies by email circulation.
- reviewed the Site Inspection report. There were no high level concerns, mostly on-going maintenance. The boys changing rooms will be refurbished during the Easter holidays and JLR are sending a team of volunteers to remove the tyres from the East Hall play area.
- reviewed the SDP actions. The cleanliness of the school is being kept under review and the new MPS prospectus will be available before Easter.
- discussed the possibility of the lane gates being kept locked 24/7.

Finance & Personnel

(minutes previously uploaded to the Governor Space)

CR reported that she had chaired the F&P meeting but that **CMcN** will be taking over the role. The Committee had:

- reviewed the Pupil Premium Report. This is an annual report which has to be published on the school website. Schools are accountable for how the money is spent and for tracking the impact of that spend. **MF** showed the Committee how the money was spent and the detailed way in which the impact is monitored. **CR** recommended Governors look at the report as Ofsted are really interested that Governors know how the Pupil Premium is spent and what the impacts are. MPS has 10% of children receiving Pupil Premium which amounts to £33,400 – a significant amount. Progress and Attainment of children receiving Pupil Premium funds are monitored through the P&S Committee and the spending of the money through the F&P Committee.
- adopted WES model policies on Teachers Pay and Managing Resilience, Stress and Wellbeing. The Committee will review the results of the staff wellbeing survey at the next meeting.
- discussed fund raising. There is no group as such but **JoM** is proactively encouraging the school to create a priority list.
- been updated on MPS staffing. **Joanna Williams** has been appointed to cover **Christine Habel**'s maternity leave.
- reviewed the finance report for January. **MF** produces monthly finance reports which enable the Committee to track and analyse spending to date. The School Finance Officer has re-worked this year's figures and will confirm an expected under spend by the end of term. The new funding formula has improved the budget by £15,000 and having ten more pupils on census day has added a further £30,000. Overall the difference to the budget is £84,000

SS reminded Governors that if staff are still interested in Mindfulness, then an interested and experienced parent is still willing to hold sessions at school.

Performance & Standards

(minutes previously uploaded to the Governor Space).

HS reported that **EL** had agreed to be vice-chair of P&S. The Committee had:

- updated the Governor Roles document and this is now on the Governor Space.
- reviewed the autumn attainment data. Teachers are using the new assessment grids, intended to prompt teachers into assessing only objectives taught so far – this is a work in progress. A clear picture of attainment will be built up over the year.
- some Committee members attended the Cluster Training on Analysing School Performance. P&S Committee members now have ASP log-ins.
- Governors also attended the Cluster Safeguarding Training held at MPS. This raised many questions. The MPS Safeguarding Policy has been updated to reflect that **HS** is now the Safeguarding Governor and **Rachel Green** has returned to school. **HS** checked the Single Central Register on the 12th December and will again next half-term. An outstanding SDP action from last year regarding EYFS safeguarding links with nurseries will be signed-off when **Laura Nicol** returns from sick leave.
- attended the SDP subject leaders meeting in the week of the Committee meeting and **MF** will collate the reports. The consensus was that the process had been very clear and orderly.
- discussed Governors looking for evidence of Gender Equality when visiting school. This should be on everyone's radar.
- Governors are invited to attend class assemblies if they are available.

Cluster Chairs

CR reported that the LA is no longer interested in having a MAT but is encouraging schools to work more closely together. None of the Cluster schools want to become academies. The Cluster is working on a number of joint issues, including preparing for the new GDPR (Data Protection), site security and Social Media concerns.

Ofsted Ready Meeting

CR reported that this has been arranged for the 5th March. So far the group comprises the Committee Chairs, **MF**, **CR** and the Clerk. Anyone else is welcome to join in.

5. **Performance Data** from summer 2017

MF explained to the Governors that the Department of Education publishes detailed school performance data, now known as Analyse School Performance (ASP), via its secure website, where results from MPS are compared to national and local results for EYFS, Year One Phonics, Key Stage 1 – Reading, Writing, Maths & Science and Key Stage 2 – Reading, Writing, GPS (grammar, punctuation and spelling), Maths and Science (commonly known as SATs). The side panel lists further reports where data is broken down into groups including boys, girls, disadvantaged, prior attainment groups, SEN, FSM, FSM6, English as a second language; absences and exclusions shown against national figures and dashboard information across three years which highlights any coasting issues (IDSR).

MF asked the Governors to review the data reporting sheets, which he creates using the published data, from summer 2017 for EYFS and KS1 and to decide whether the different groups show either 'strong performance' or an 'area to improve'. Governors gave their opinions and arguments why. **MF** summarized the points, agreeing that the data shows the strengths of MPS but, as a school which has a high starting point, it could do better.

The Reading, Writing and Maths datum all show common themes in that there are areas for improvement around SEND and disadvantaged groups. There are more strengths than areas of improvement and in general the picture is in line with or above national and local figures. The small number of SEND pupils can show distorted results when compared with national figures.

Governors asked whether Ofsted would share **MF**'s view of the data: Ofsted will have viewed the information from ISDR before coming into school and will want to know about the issues at KS1. They will be looking for targeted support to help pupils to achieve the expected standard. MPS can point to this being a priority in the SDP and evidence intervention for disadvantaged, FSM6 and SEN children as well as higher achievers.

MF will ask **Emma Bish** for all Governors to have personal log-ins for ASP and all Governors should look at it before the next meeting.

Action

FGBM2017-18/6: **MF** to ask **Emma Bish** to arrange for all Governors to have personal log-ins for ASP

6. **Link Governor Reports.**

As there was no time, the Link Governor Reports have been held over until the next FGBM.

Action

FGBM2017-18/7: **Clerk** to put Link Governor Reports on the agenda for the next FGBM.

7. **Headteachers Report**

The Headteacher's Report from December 2017 had been uploaded to this meeting folder, as the December FGBM had been cancelled due to snow. There will be a new Headteachers Report for the next FGBM.

8. **SDP**

Governors had met with Subject Leaders at the beginning of the year to monitor the autumn term's actions. Most Governors have now sent their reports to **MF** who will match them to the SDP. The spring SDP monitoring week will be discussed at the next

round of committee meetings. **MF** circulated the updated SEF for Governors to read, ready for the next FGBM.

Action

FGBM2017-18/8: ALL Governors to read updated SEF for next FGBM.

9. **Governor Training**

KLS, Training Link Governor, asked that Governors continue to log all their training and pass this on to **KLS**. There is one more Cluster training session in March and if anyone has any suggestions for a topic, then please let **KLS** know.

Actions

FGBM2017-18/09: ALL Governors to log training and let **KLS** know.

FGBM2017-18/10: ALL Governors to consider suggestions for Cluster training and let **KLS** know.

10. **AOB**

Items for exclusion

There was one item for exclusion.

Date of next FGBM

The next Full Governing Body Meeting will be held on Wednesday 21st March 2018 at 7.00pm in the school library.

Signed:

Dated:

Actions

FGBM2017-10-12		
FGBM2017-18/01	CR to sign FGBM minutes.	Open
FGBM2018-02-12		
FGBM2017-18/06	MF to ask Emma Bish to arrange for all Governors to have personal log-ins for ASP	Open
FGBM2017-18/07	Clerk to put Link Governor Reports on the agenda for the	

	next FGBM.	Open
FGBM2017-18/08	ALL Governors to read updated SEF for next FGBM.	Open
FGBM2017-18/09	ALL Governors to log training and let KLS know.	Open
FGBM2017-18/10	ALL Governors to consider suggestions for Cluster training and let KLS know.	Open