

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on Tuesday 6th June 2014

Present:

Sarah Wadsworth (SW)	Parent Governor (Chair)
Marianne Talbot (MT)	LA Governor (Vice chair)
Emma Caplin (EC)	Parent Governor
Emily Lim (EL)	Parent Governor
Anthony Potter (AP)	Parent Governor
Pamela Rodgers (PR)	Co-opted Governor
Susan Robson (SR)	Co-opted Governor
Maggie Wagstaff (MW)	Co-opted Governor
Simon Nall (SN)	Co-opted Governor
Rob van Schie (RvS)	Co-opted Governor
Catherine Robbins (CR)	Co-opted Governor
Nicole Burnet (NB)	Staff Governor
Danielle Belmega (DB)	Co-opted Staff Governor
Rachel Green (RG)	Co-opted Staff Governor
Ben Wilde (BW)	Head Teacher

In attendance:

Joanna Bloomfield (C)	Clerk
Caroline Tribe-Phillips (CTP)	MPS SLT Curriculum Leader

1. **Welcome and apologies**

SW welcomed those present including Caroline Tribe-Phillips and Jenny Hall, MPS year 3/4 NQT teacher attending as a visitor. Apologies were received from **PG**, **DW** and **SS**.

2. **Administration**

Declaration of interest

There were no declarations of interest for this meeting.

Minutes of last meeting

The minutes of the last FGBM held on Wednesday 27th March 2014 were approved with one correction: **AP** had been in attendance.

AOB

RvS and **EC** notified items of AOB.

Action log

SW went through the action log with the following observations:

FGBM2013-14/31: New Governor Pack

This is now completed and loaded to Welearn365. **DW**, with help from others, has done a thorough update. **SW** reminded Governors that the New Governor Pack is relevant for all Governors and recommended that all read it. It is reviewed annually to contain up-to-date information.

FGBM2013-14/32: Glossary of Terms. This too has been loaded to Welearn365. It is an on-going document, so any new terms or corrections should be sent to **C** for inclusion.

Correspondence

SW: There was a small amount of correspondence that had not been circulated:

- Article on CCTV in schools.
- New WCC policies on Pay & Performance which were passed on to the F&P committee.
- Warwickshire New Funding Scheme Consultation passed on to the F&P committee. MPS voting for option which, co-incidentally, MPS will gain most from. **SW** will respond to the consultation paper.

Actions

FGBM2013-14/35: **C** to amend 140327 minutes for publication.

FGBM2013-14/36: **SW** to respond to Funding Scheme Consultation.

3. **Governor Development**

Report previously uploaded to WeLearn365. **SW**: attended the Patch Meeting on the 6th May with **MW**. As a result of the meeting, the MPS SEN report has been postponed until the next FGBM as **MW** and Jill Manley (MPS SEN Lead) are to attend a conference covering SEN and Disability Code of Practice update and what is expected in September. **SW**: reiterated her opinion that all Governors would find Patch and Forum meetings useful and urged someone to take on the role of Patch representative for the next year. In the spirit of collaborative working **SW** will still be attending the meetings as a NLS Governor and willing to remind MPS of up-coming meetings.

4. **MPS SLT Caroline Tribe Phillips**

CTP: presented to the Governors, explaining her role as Curriculum Leader for Science, Art, History, PSHE & RSE and her responsibility for the pupil voice via the Collaboration Council. The second Learning Walk is to take place next week which will specifically look at

differentiation opportunities in planning and practice. Governors asked questions about the new curriculum, particularly for PSHE. The PSHE curriculum is left up to the school, with the new specific to MPS curriculum being cascaded to staff in September 2014 but much is already imbedded in the school. They also asked about the Collaboration Council, how the children are chosen and whether they continue throughout their time at MPS. Obviously, some children are nervous to begin with and starting from scratch each year would mean the first term would be spent in settling the group, some children withdraw after a year, some continue. The Collaboration Council is producing strong leaders. The art work of MPS children is being shown at the National Gallery as part of 'Take One Picture', a huge success for Laura Nicol (reception teacher). Teaching the new History curriculum will require the purchase of new resources and Emily Jackson (5/6 teacher) attended Cluster Meetings where expert advice on effective resources was shared. Governors asked whether there was much cross-curricular impact. **CTP** confident that work was cross-curricular when possible and explained about the current literacy work with a science focus 'Shadows and Light' which resulted in a puppet show of 'Midsummer Nights' Dream. Governors asked about the impact of the new curriculum on subject leaders. **CTP** felt it was easier when got down to, as in essence it doesn't really change a lot of the way things are taught at MPS. It was an opportunity to look in depth and be confident of real progression being made and has helped give more of a handle on subjects, especially with Art: staff are now clear where it fits. MPS teaching staff looked at the introduction of the New Curriculum as a fresh start and took on it board in a positive way. Governors also questioned whether resources for topics were shared across the Cluster. Although mostly the Cluster shared ideas, it is not that it wouldn't be possible, just that it is hard enough to keep track in one school. Resources can be borrowed from the LA for half-term topics and MPS does borrow resources from Trinity School when necessary. There is an issue of resources collecting dust but, as yet, no practical way for sharing in practice – for example, the net books were bought as part of the Cluster but never left the school. **SW:** Thanked CTP for her time and presentation.

5. **Committee Reports**

Premises Committee. The minutes were previously uploaded to WeLearn365. **EL:** MPS was well represented at the Cabinet Meeting when the proposed school expansion was discussed, although they were not allowed to speak. The Council acknowledged omissions in

the initial engagement process and agreed not to go forward with the expansion. There were other schools which had proposed expansion but which had not received the level of support from their community, either for or against, that MPS had received. There are still some disparities in reporting of bumped heads and **BW** will remind staff of the agreed process. The updated Single Equity Inclusion Scheme is now on the MPS website and in the Milverton Policies folder in the Governor section of Welearn365, as is the updated Security Policy. The proposed expenditure on the new ICT equipment has been forwarded to the F&P Committee for consultation.

Finance and Personnel Committee. **PR:** It was agreed that when the school secretary had developed a single report on the School Fund income and enrichment expenditure, this would be communicated to parents via the weekly newsletter. The review of One World Week had agreed that it had been worthwhile, enhancing learning and building on a number of the Milverton vision strands. Governors asked about the connections made with other schools and whether these would be maintained. Where they had been established, then it would be beneficial to continue. An Emergency Staffing Review had been called as three teachers had resigned since the beginning of term. Ten interviews were taking place this week to fill two full time vacancies, one part time vacancy and one maternity leave cover - one new member of staff in each year group. Governors asked whether there was any pattern to reasons given for the resignations and what impact the late resignation would make on the selection process. The Review Panel had discussed this at length and no noticeable pattern was observed. The teachers had been at the school for varying lengths of service and all gave different reasons for leaving. All had made great contribution to the school and will be greatly missed. But it did leave MPS drawing from a reduced pool of applicants. It had been feared that only NQTs would be available but in fact a strong field had applied, balanced between new and experienced teachers and so far all had received supportive references. In all there had been thirty-four applicants, of whom only three were male. Obviously this would have an impact on the budget.

Performance and Standards Committee. The minutes were previously uploaded to WeLearn365. **CR:** A huge amount of data on Pupils Progress was intensely scrutinised, giving rise to lots of questions which were given full answers. This proved the advantage of having staff on committee. Some committee members were adroit at spotting anomalies which lead to thorough discussions. EYFA information was much more cohesive this year. Teachers from Camp Hill School visited

MPS to find out more about the Learning Detectives, which they discovered on the MPS website. The reviewed Marking Policy was discussed, **CR** commented that from a teacher's perspective it was a wonderful document.

6. School Budget Review

The detailed budget review had previously been uploaded to WeLearn365. **PR**: went through the figures showing the three year budget position, budget assumptions and costs. Governors questioned several issues which impact on the budget and how MPS plans to deal with them. As Free School Meals will no longer act as an indicator for Pupil Premium Payment, what steps are being taken to identify these children. **BW** will speak about it at the Welcome Meetings, and staff will take a sensitive approach when speaking to parents. It is no longer such a stigma and parents can actively welcome the intervention it brings. Financially, a 'Statemented' pupil no longer attracts £9,000 as the first £6,000 is deemed to be within the school budget, which is then topped-up by £3,000. There are currently two children in the school in this category and another child, who requires a full-time TA, may transfer from a local school. If this happens then MPS will need funding from the LA. A school has right to say if it cannot meet the needs of a particular child, but a child who has a 'Statement' naming a particular school has 'First Criteria' status (ie: will be admitted, in which event the number of places that remain for allocation will be reduced or the school will exceed it's PAN). Governors acknowledged that as the LA doesn't know how big their budget pot is, this is a disturbing issue. Governors were assured that the period of absences which required cover expenditure was for CPD not because of sickness. In the last Funding Scheme Warwickshire as a whole benefited, but MPS did not. After the present consultation MPS hopes to have a small benefit. Governors also asked about the impact Free School Meals for all reception children being introduced in September would have and whether extra mid-day supervisors would be required. There was a small capital cost of a new fridge and a few bits and pieces for which an application has been made but it will, in fact, generate a small profit in the first year. There is currently a 60% take-up of school meals and it is expected to rise to 80%. Governors discussed the expenditure of £10 per pupil into the 'Cluster pot' which funds the work undertaken by Michelle Hutton and Finance/Business Manager at Trinity School on behalf of the Cluster, as this is no longer financed by the LA. All the schools which pay in get an annual report on the accounts. **BW** has been invited to the next Head's Briefing to give a presentation on how the Cluster is

funded.

The Governors unanimously AGREED the proposed budget.

7. **Link Governor Report – EY & PSHE**

PR was unable to attend the meeting but had presented a useful and comprehensive report which has been loaded to Welearn365.

8. **School Expansion Meeting report**

Covered in the Premises Committee report.

9. **Safeguarding Report**

The Safeguarding Report was postponed until the next FGBM in July.

10. **Link Governor Report – Literacy**

Report uploaded to Welearn365. **AP**: met with **DB**. The new curriculum is not expected to make much difference to Literacy as MPS has been using Experiential Learning for a number of years. Governors questioned whether an impact could be seen as a result of the big push on spelling this year. **DB**: in the past children had been given spelling lists for home learning, which they were getting correct in spelling tests but not in their Journals. There has been a marked improvement in the spelling in Journals. The rethink-in-pink initiative is also having an impact but it is still a short time frame for comprehensive evaluation. Governors noted that the improvement was not fully across the school but a second spelling Blink will hopefully show that this is now the case. When questioned if the emphasis on spelling will continue, **DB** explained that there has to be some priorities set and it will be something else next year, but that doesn't mean that spelling will be ignored. Governors agreed that this is important as correct spelling now expected in senior schools. The first SATS grammar test taken by year 6 pupils last year had to be taught in nine months – pupils found the test ok although were disappointed that many of the terms didn't come up but spelling mistakes brought the results down. This year pupils have been learning patterns and routes of words to help raise the standard.

Overall, it was a positive review of the year.

11. **Governor succession/committee structure/governor responsibility 2014-2015**

Draft committee membership and link governor roles for 2014-2015 were uploaded to Welearn365 for Governors to consider. **SW**: realizes this was audacious but wanted to give a flying start to next year. Any

Governor who wants to change their committee/responsibility, please feedback **C**.

12. **AOB**

RvS: noticed in the Parent's Forum report that parents had raised concern about stress in children taking home home learning and wondered how MPS had responded. **BW:** the issue came up at the Parent's Forum because of Ofsted questions which looked for information on progress and home learning, which resulted in two responses. Staff reiterated the message that if home learning causes stress at home parents should contact the school. This message was also put in the Newsletter. Another child in 3/4, who works positively at school, does not want to work at home and a half-way position is being negotiated.

EC: SS & EC are looking for topics for the Governors Newsletters and would like Governors to volunteer reports, approximately 100 words written from the point of view of a Governor rather than a parent, which can show the school community what Governors do. One suggested topic was Welearn365. These could be sent to **BW** at anytime to be used as and when. **EC & SS** will offer help in writing/editing the reports. Staff Governors can submit reports too.

MT: as part of being Ofsted ready, a group of Governors met and a SWOT analysis has been uploaded to Welearn365. Those present found it a useful exercise. There is not much notice for an Ofsted Inspection, and it will depend on Governor availability on the day as to who will be interviewed so it is important for all Governors to have a passing familiarity with the major issues. Governance is a collective so no one Governor needs to know everything, it is fine to say you will check any detail.

SW: reports for the FGBM should be uploaded to Welearn365 at least by the beginning of the weekend before the meeting to give Governors a chance to read all the papers.

Action

FGBM2013-14/37: **ALL** Governors to consider writing a report for Governors Newsletter.

Items for Exclusion

There were no items for exclusion.

Date of next FGBM

The date of the next FGBM is Wednesday 16th July 2014 at 7.30pm and will take to form of a working session looking back at SIP and SEF.

The meeting finished at 9.40pm

Signed:(Chair of Governors)

Date:

<u>FGBM2014-02-12</u>		
FGBM2013-14/24	C to circulate new dates for 2014 Governor Walks.	Closed
FGBM2013-14/25	DW and PG to review the New Governor Pack.	Closed
FGBM2013-14/26	C to forward Cluster Training Governor contact details to MW .	Closed
FGBM2013-14/27	MW to contact Cluster Training Governors to set up early meeting and discuss facilitation.	Closed
FGBM2013-14/28	SW to raise concern over Governor conduct at collaborative training sessions with Cluster chairs.	Closed
FGBM2013-14/29	BW to circulate Link Governors Terms of Reference and feedback template to relevant teachers.	Closed
FGBM2013-14/30	BW to prepare list of dependencies for meeting with WCC.	Closed
<u>FGBM2014-03-27</u>		
FGBM2013-14/31	DW to revise New Governor Pack.	Closed
FGBM2013-14/32	MT to revise glossary to New Governor Pack.	Closed
FGBM2013-14/33	SS to attend next School Council meeting.	Open
FGBM2013-14/34	MT to report on New Ofsted Inspection training session.	Open
<u>FGBM2014-06-03</u>		
FGBM2013-14/35	C to amend 140327 minutes for publication.	Open
FGBM2013-14/36	SW to respond to Funding Scheme Consultation.	Open
FGBM2013-14/37	ALL Governors to consider writing a report for Governors Newsletter.	Open