

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on Thursday 21st May 2015

Present

Marianne Talbot (MT)	LA Governor (Chair)
Catherine Robbins (CR)	Co-opted Governor (Vice Chair)
Emma Caplin (EC)	Parent Governor
Preeti Gupta (PG)	Parent Governor
Cheryl Scott (CS)	Parent Governor
Anthony Potter (AP)	Parent Governor
Susan Robson (SR)	Co-opted Governor
Simon Nall (SN)	Co-opted Governor
Jim Mills (JM)	Co-opted Governor
Clare McNicholas (CM)	Co-opted Governor
Maggie Wagstaff (MW)	Co-opted Governor
Rob van Schie (RvS)	Co-opted Governor
Danielle Belmega (DB)	Co-opted Staff Governor
Rachel Green (RG)	Co-opted Staff Governor
Nicola Shilton (NS)	Elected Staff Governor
Ben Wilde (BW)	Head Teacher

In attendance:

Joanna Bloomfield (**C**) Clerk

1. **Welcome and apologies.**

MT welcomed those present. Apologies were received from Emily Lim (**EL**), who would have been attending as a guest in order to report on the progress of the School Grounds Development Group, and Sophie Staniszewska (**SS**).

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 of Any Other Business for this meeting.

Minutes of last meeting. The minutes of the last FGBM held on Wednesday 25th March 2015 were approved.

Action Log. **MT** went through the action log with the following comments:

- FGBM2013-14/33: **SS** has attended a School Council meeting and will report back at the July FGBM.

All other actions were closed.

Correspondence.

MT had received the following electronic correspondence:

- notification of the updated financial position.
- updated WES Safeguarding Policy from Adrian Over (Education Safeguarding Manager). This has been rewritten in March 2015 with more details, especially dealing with allegations against staff, staff required to be more active. Everybody employed by the school has to have a copy of the guidance. **BW** will ensure that the guidance is received by every member of staff. **CR** will update the MPS Policy to bring it in line with the LA policy.
- reminder from WES about the new Governor Development Programme, which has been circulated to all Governors.
- notification that the Cluster Chairs meeting has been put back to June.
- request from Juliet Carter, who arranged for the solar panels to be installed at MPS, for Governors to sign a petition she had circulated, or to feedback why they felt they could not.
- notification from Craig Pratt (WES Admissions Service) regarding slight change to admissions and near refusals.
- offer from Tracey Davies (WES) to undertake a desk-top Governors' Health Check. This covers four areas (1) school website, (2) governor training (3) FGBM minutes and (4) school governance. **MT** has taken up the offer.
- reminder from Vince Quayle (WES) about the School Central Record, which has been passed to the school administrator.
- information regarding Shared Parental Leave.
- Warwickshire Governors Newsletter, which has been circulated.
- record of visit by LA Learning Officer.

Actions

FGBM2014-15/24: **BW** to circulate updated Safeguarding Guidance to all employed at MPS.

FGBM2014-15/25: **CR** to update Safeguarding Policy and report at July FGBM.

FGBM2014-15/26: **ALL** Governors to consider responding to Juliet Carter's request.

3. **Individual Training reports.**

MT: as part of the Governors' Health Check, a training report for the last two years had been assembled taking information from the Training Spreadsheet and any other training notified to the Clerk. This has been circulated to all Governors, and if any training undertaken is not on the report, please send details to **MT** by next week, when it will be forwarded to Tracey Davies.

MW: As a Cluster, the schools are entitled to one session a term. Two of the Cluster schools have agreed to the suggestions made – all based on Quality of Teaching. None of the other schools were interested in Headteacher Recruitment, but training for MPS Governors on this issue is in hand. **MW** will confirm the sessions with the other Cluster schools and with WES.

Governors were encouraged to not forget GEL training. Some of the GEL modules appear to be out dated: Governors should let **MT** know if this is the case. Governors were further reminded that their individual record of training should be forwarded to **MW** for collating by the July FGBM.

Actions

FGBM2014-15/27: Governors to forward training details not on circulated Training Report to **MT** by 29th May.

FGBM2014-15/28: Governors to contact **MT** if GEL module is out of date.

FGBM2014-15/29: **ALL** Governors to forward individual training records to **MW** before July FGBM.

4. **Safeguarding Report.**

CR to report at next FGBM (see above).

5. **Committee Reports** *including outcomes and impact on SIP priorities.*

Performance & Standards Committee

Minutes previously uploaded to the Governor Space. **CR** reported:

- that the Collective Worship policy had been updated to include 'Fruits of Milverton' which is a way of talking about moral values at Milverton, and adopted. The Committee had discussed incorporating 'British Values' into the policy but after a robust discussion it was decided that Milverton values were international in their scope.
- that the SEND policy had been updated and adopted. The letter sent to parents had been discussed and the Committee had recommended that the wording be amended. This has now been done.
- the Committee looked at the Performance Data, concentrating on pupils progress whilst understanding that a lot of ground is covered in the last term. **BW** produces data with coloured squares which indicate areas for discussion. The SLT use the data to look at particularity – the Committee was impressed how the school closely understands groups and individuals on a term-by-term basis, enabling intervention to achieve desired outcomes. Every question by the Committee was given a detailed and thorough answer.

Premises Committee

Minutes previously uploaded to the Governor Space. **SN** reported:

- that the No Smoking policy had been updated to include e-cigarettes.
- that the decoration of the Infant building is starting during the half term holiday.
- that as a result of the revised financial position of the school, discussion has taken place between Premises and F&P Committees about a range of possible works, depending on level of funds, priority and timescale, and quotes are being sought to refurbish a large number of the toilets around the school.
- the Committee discussed the lease regarding the school field and **BW** will be meeting with the leasee to discuss bringing it in-line with other Milverton contracts.

BW reported:

- on the first Development of the School Grounds working party meeting, held since the Premises Committee meeting. Things are now at a position to ensure at least some work takes place over the summer holidays. A slide showing the full tender from the contractors chosen, R J Hartwell had who provided the best price when the work was put out to tender, and the items from the list which the Working Party proposed to progress with this year was shown. As this is an investment in school infrastructure beyond the school's playground, WCC have indicated they will make some contribution, probably the tarmac-ing of the playground, this would then bring the costs of the development within the anticipated funds available. **BW** meeting Chris Quinn next Thursday and hoping to confirm LA

contribution and fix a date to start in July. The LA will be project managing the development. Emma Bish (School Administrator) and Sarah Simon (PTA Chair) are looking into funding for the entrance gate and pillars, new fencing and water irrigation which had been removed from the list for this year due to budget restrictions.

Governors asked how long the work would take and to what point of the whole development the current contracted work would reach. It will take four of the six weeks holiday period and gets to the raised beds with top soil stage. Permanent planting, such as trees, will come in the next stage, and **BW** will be looking for advice within the parental body. **BW**: school is seeking £10,000 from the LA, but the outcome can often depend on timing.

Governors were pleased to note that progress is being made.

Finance & Personnel Committee

Minutes previously uploaded to the Governor Space. **SR** reported:

- that the Committee reviewed all SIP areas, noting actions needed to complete before the end of the year.
- congratulations to Nicola Shilton who has been appointed to meet the needs of the flexible working conditions for 2015 -2016. Helen Clemmey has resigned and interviews take place tomorrow (22nd May). Fourteen applications were received. Laura Nicol has been temporary Inclusion/Intervention Leader since January and, following advertisement of the post amongst other staff, to which no-one else responded, she will continue with the post.
- **SR** will complete the Schools Financial Value Standards which provides re-assurance to the LA that the school has the skill base to cope with the financial responsibilities.
- Budget Update: the WES audit of 2014 – 2015 showed a £33,500 under-spend against a cautious £11,500 under-spend estimated by MPS. **BW** is always very cautious when preparing estimates, and this year many of the lines (of expenditure) were over-estimated. These included spending on SEND, TA & Teacher Insurance, water, gas (for the first time in years this has gone down), ICT, catering and rates. **SR** presented the revised Three Year Budget Position, showing the £22,000 worked through, with an overall balance of £18,734 in 2017-18, against a £5,186 deficit previously shown. £10,000 of the under-spend has already been committed to the refurbishment of the toilets.

Governors asked whether this amount of difference could be a disadvantage to the school when setting the budget in future, and were assured not. Governors also queried the drop in income from 2015-16 to 2017-18, which is caused by the loss of income from the Cluster for **BW**'s time, a reduction in the Pupil Premium and the Sports Premium.

Chairs Committee

MT reported that the Chairs:

- were re-assured that MPS had taken the actions arising from the Ofsted report in hand.
- had received an update on the objectives contained in the Headteacher's Performance Review for 2014 – 2015.
- had looked at the Flexible Working Arrangements and the Headteacher

Recruitment Action Plan.

- had thoroughly investigated the Policy Matrix
- had discussed succession planning

6. Link Governor Reports

- Literacy

Report previously uploaded to the Governor Space. **AP** met with **DB** to discuss literacy throughout the school. The report is full of positive headlines. Poetry and grammar have been positively embraced by MPS and the school is well on track for the introduction of the new Year 2 Grammar Test from next year. Milverton Press Gang, established this year, encourages interaction between Years 2 and 5, giving rise to a noticeable improvement in the vocabulary of the younger children. The challenges of the SIP Priorities and Targets are being comprehensively addressed in an effective and imaginative way, including the procurement of new resources and access of training, and all groups are being monitored to track progress and attainment. Looking to next year, the challenges will be the introduction of the Year 2 Grammar Test, changes in the curriculum and the new approach to assessment.

Governors asked about the parental engagement with literacy. **DB** will be reviewing the KS1 and KS2 workshops held to inform parents about the changes and will report back to Governors.

- Numeracy. **SN** will report on Numeracy at the July FGBM.

- Computing

Report previously uploaded to Governor Space. **JM** met with Alastair Geddes. The new computing suite, which has been sponsored by EHB Estate Agents, is an excellent asset for all the school although having only 12 ipads is not ideal for teaching. The school is looking to increase the number of ipads or supplement them with Tesco's Hudls. MPS is ITC focused with Early Years being introduced via 'computing without computers'. The new website is well used, including by prospective parents. To make the website entirely compliant with Ofsted criteria, the school curriculum for all year groups need to be published and this is in hand.

Governors asked about the available technical support for teachers and whether the introduction of another operating system (Tesco's Hudl) after the android netbooks and the ipads would be confusing. Governors were assured that technical support was available through the employment of Savvy IT Support two mornings a week, and access at any time if required, and that it was good to introduce children to different devices and operating systems. Governors pointed out that staff would need to be trained in all three systems. Governors also asked whether there had been any feedback from the children about 'computing' rather than 'ICT'. **DB** reported that the children love the coding aspect of computing.

Governors queried whether there was a Milverton School policy which covered sponsorship by commercial companies that would include who decides on sponsorship and when it was appropriate. **RvS** was asked to investigate what policies other schools had in place and whether there was any guidance from

government which could be applied or templates to follow, and report back to governors.

- SEND

Report previously uploaded to Governor Space. **MW** met with **RG** (Assistant Inclusion Leader) and will meet with Laura Nicol later in the term. This has been a time of change in SEND provision which, due to the leadership of **LN** and **RG** and the co-operation of all staff in the school including TA training and good quality CPD, has been fully integrated into MPS. The exchange of ideas and best practice between the Cluster SEND teachers, TAs and Governors is also good. Every new school year is a big transition for SEND pupils, parents and staff and when the SEND Link Report was written in March, all the work for this year's cohort changing schools had already been done. Next term, **MW** will look in detail at the Pupil Premium, including provision, outcomes and funding. The MPS SEND policy has recently been reviewed, and as a result of feedback about the initial letter sent out to parents, this has now been re-worded. The MPS ethos acknowledges that good teaching for one = good teaching for all.

Action

2014-15/30: **RvS** to investigate Sponsorship policy.

7. **Flexible Working – Working Party report**

MT: After an appointment process including the interviewing of two prospective TLR3s, Nicola Shilton was the successful candidate. **MT** is confident that the right personnel are in place for September and that the working party will not need to meet again.

8. **Recruitment Working Party report**

CR: met with **MT** and Vince Quayle from WES. Warwickshire are aware of the school's need to recruit a new Headteacher and Susan Blakemore will be supporting MPS. It is the Governing Body's responsibility to understand what the school needs to go forward and to make the appointment. **CR** is arranging for Governor Training in the first half term next year, which will be in the form of an Extraordinary FGBM and take about two hours. Vince Quayle has recommended some reading which Governors should read prior to the training (see below).

Governors need to put together an information pack which should sell the school as well as attract applicants. Models are available for the Leadership Needs, Job Specification and Person Specification documents which need to comply with nationally agreed standards of employment, and how to operate the interviewing process.

HR services are available from WES (£500 plus advertising, which could be £2,000) and other sources. The LA will be involved at the application stage, helping with the short listing and during the selection process.

If the initial advertisement goes out in early October it will give applicants half term to fill in application forms and interviews can take place in December or early January giving time to re-advertise if necessary, with the process complete by March. Typically only 2/3rds of schools appoint the first time around.

The programme for the two day selection process needs to be decided. Day One usually sees applicants undertake a task at the school and Day Two takes place off-site and includes a formal interview. Susan Blakemore will be involved in the process, and although she will have seen the references, she can advise, but cannot tell, Governors who they should appoint. The following day, the FGBM need to meet to ratify the appointment. All governors should read the 'DofE January 2015 – Head Teachers' Standards of Excellence' and the National College's 'Guide to Recruiting A New Head Teacher' and 'Defining the Needs of Your School'.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/396247/National_Standards_of_Excellence_for_Headteachers.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/342626/a-guide-to-recruiting-and-selecting-a-new-headteacher.pdf

(link for 'Defining the Needs of Your School' to be confirmed)

Governors were reminded that there is a GEL module on Headteacher Recruitment. Currently the Working Group comprises: **JM, SR, MT, CR** and **DB**. Although five is an ideal size, if any other Governor who wishes to be more involved, they should let **MT** know.

Before anything further can happen, **BW** needs to officially resign, or progress towards finding a replacement can be seen as constructive dismissal.

Actions

FGBM2014-15/31: **CR**: to arrange date for training in September and circulate information.

FGBM2014-15/32: **ALL** Governors to read recommended reading prior to September eFGBM.

9. **AOB**

MT: After four years as a Parent Governor, **AP** will be stepping down at the end of the year. The current Parent Governor Elections which take place tomorrow are for two Parent Governor places. **MT** thanked **AP** for his contribution to the governance of MPS.

Items for exclusion

There were no items for exclusion.

10. **Date of next FGBM**

The date of the next FGBM is Tuesday 7th July at 7.00pm

The meeting finished at 9.00pm

Signed:

Date:

FGBM2015-03-12		
FGBM2014-15/20	Premises Committee to add e.cigarette advice to No Smoking policy.	Closed
FGBM2014-15/21	ALL governors to do one GEL module a term.	Open
FGBM2014-15/22	ALL governors to report individual training at July FGBM.	Closed
FGBM2014-15/23	BW to send link for Fischer Family Dashboard to Clerk.	Closed
FGBM2015-05-21		
FGBM2014-15/24	BW to circulate updated Safeguarding Guidance to all employed at MPS.	Open
FGBM2014-15/25	CR to update Safeguarding Policy and report at July FGBM.	Open
FGBM2014-15/26	ALL Governors to consider responding to Juliet Carter's request.	Open
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