

Minutes of the meeting of the  
Full Governing Body of Milverton Primary School  
Held on Wednesday 3<sup>rd</sup> February 2016

Present

Catherine Robbins ( <b>CR</b> )	Co-opted Governor (Chair)
Emma Caplin ( <b>EC</b> )	Parent Governor
Alex Davidson ( <b>AD</b> )	Parent Governor
Cheryl Scott ( <b>CS</b> )	Parent Governor
Kay Lawrie-Stiven ( <b>KLS</b> )	Parent Governor
Sophie Staniszewska ( <b>SS</b> )	Parent Governor
Marianne Talbot ( <b>MT</b> )	LA Governor (Chair)
Susan Robson ( <b>SR</b> )	Co-opted Governor
Clare McNicholas ( <b>CM</b> )	Co-opted Governor
Maggie Wagstaff ( <b>MW</b> )	Co-opted Governor
Jim Mills ( <b>JM</b> )	Co-opted Governor
Rachel Green ( <b>RG</b> )	Co-opted Staff Governor
Ben Wilde ( <b>BW</b> )	Head Teacher

In attendance:

Joanna Bloomfield (**C**) Clerk

1. **Welcome and apologies.**

**CR** welcomed those present, particularly Alex Davidson (**AD**) who was attending her first FGBM, although already her third governor meeting. Apologies were received from Nicola Shilton (**NS**) and Danielle Belgma (**DB**). Cheryl Scott (**CS**) had indicated that she would be arriving slightly late.

2. **Administration.**

Declaration of interest for this meeting. There were no Declarations of Interest for this meeting. On website

Notification of Any Other Business. **SS** asked whether Mindfulness at MPS could be discussed under AOB. **BW**: this had been raised at the Premises meeting, then discussed at a SLT meeting and as a result **BW** & **DB** met Esther ? who had first raised the issue with governors and Stella ? who had delivered Mindfulness training at Park Hill School in Kenilworth, to talk about contacts with the idea of possibly weaving Mindfulness into the curriculum next year. For the rest of this year it was agreed that Esther or Stella would lead six half-hour after school sessions for children in KS2 with a session for staff at a Staff Meeting and a session for parents before the sessions for the children start. Information about the sessions will be given through the newsletter. This will enable the SLT to evaluate the Mindfulness training, including feedback from the children involved.

Governors asked about the training commitments. **BW**: schools can either buy-in Mindfulness leaders at supply teacher rates or commit resources from within the school which will include two days training for a teacher/TA. It is not just a pack that anyone can pick up. Pause B, which is intended for Junior Schools, is shorter than the training a senior school teacher would be expected to undertake. Governors asked who would be expected to attend the first sessions. **BW**: initially it was thought that it would be useful as an intervention but as the sessions will be after school it was decided that it will be open to all KS2 children. Governors are aware of the increasing rates of mental health issues and the increased responsibility of schools to promote wellbeing, as highlighted at the last Patch Meeting and covered in the Warwickshire Governor.

There were no further notifications of Any Other Business for this meeting.

Minutes of last meeting. The minutes of the last FGBM held on Tuesday 8<sup>th</sup> December 2015 were approved.

#### Action Log.

**CR** went through the action log with the following comments:

FGBM2014-15/21: a reminder that all governors had agreed to do two or three GEL modules each year.

FGBM2015-16/3: No governor has yet volunteered to act as Phase 1/2 Link Governor.

**MW**, who is already Reception Link Governor, offered to extend her remit to Phase 1/2 - to leave this action open.

FGBM2015-16/12: **BW** will be sending sponsorship letters attached to the Newsletter email this week.

FGBM2015-16/14: **All** governors to contact **MT** with training record by 4<sup>th</sup> March to allow for full report – to remain open until next FGBM.

All other actions were closed.

#### Correspondence.

**CR** had received the following electronic correspondence:

- Updated Pay Award & National Living Wage arrangements.
- An informative Warwickshire Governor Newsletter which included articles on Closing The Gap, Missing Children, Children in Home Education, Assessment Levels and Changes to Governance as well as information about emerging challenges due to reduced council spending. This was circulated in December and has since been uploaded to the Governor Space.
- An invitation from the DfE to a presentation on Academy Conversion and Sponsorship. **CR** & **DB** attended on the 20<sup>th</sup> January at Brookhurst School where a DfE broker outlined the case. Within the Cluster there is some significant interest and some complete lack of interest but the issue is getting to the front of schools and governors consciousness. The Warwickshire LA is holding a conference on the 15<sup>th</sup> March. **CR** asked the clerk to put Academies as an agenda item for FGBM in March as she felt it was time for MPS to get informed of the challenging procedures and to begin the process of deciding where MPS stands. Materials from the Brookhurst School session are being made available.
- Warwickshire School Improvement Strategy, circulated by Michelle Hutton, which

**CR** will forward to **BW**.

#### Numeracy Link Governor

**CR**: Simon Nall had been appointed Numeracy Link Governor in the autumn, so the position is now vacant. **CR** asked for a volunteer but as there was none, she will contact people direct.

#### Actions

**FGBM2015-16/15**: **Clerk** to put Academy Conversion awareness on March agenda.

**FGBM2015-16/16**: **CR** to forward Warwickshire School Improvement Strategy to **BW**.

**FGBM2015-16/17**: **ALL** governors to consider volunteering as Numeracy Link Governor.

**FGBM2015-16/18**: **CR** to contact governors regarding Numeracy Link position.

### 3. **MPS Lead – Literacy.**

As **DB** was absent from the meeting, this will be held over to the next FGBM.

#### Action

**FGBM2015-16/19**: **Clerk** to put MPS Lead – Literacy on the agenda for the next FGBM.

### 4. **Committee Reports.**

#### Finance & Personnel Committee

Minutes previously uploaded to the Governor Space.

**SR** highlighted some areas of discussion, including the SIP updates. Professional Learning had been provided via the Cluster at the January INSET day. Feedback from the TAs had been positive but not so good from the teachers training. The £9,000 Sports Premium comes to an end this year, although the provision funded by the premium will continue, and be funded out of the general budget going forward.

Governors agreed that Michelle Hutton, Cluster co-ordinator, works hard for Cluster Training. Governors also asked about the Friday morning Cluster exchange sessions. **BW**: these have already started with a change in focus. Rather than after school, these are now held during the school day with one school leading on a particular subject, followed by a Blink. **DB** is doing the next one on Guided Reading this Friday (5<sup>th</sup> February). Governors asked whether all subjects will be covered in this way, particularly SEND. **BW**: SEND training is extra and provided via the SENCO network. Governors agreed that this form of Professional Learning was a dynamic use of the Cluster. **BW** explained that they were also looking at secondary and external facilitators.

The Staffing Update included a member of staff who had been off for an extended period on sick leave. Tracey Brand has been covering for most of the period. **BW** received a letter from a parent worried about the disruption to their child's schooling but he was able to re-assure them and all parents of the class that by using teachers known to the school and the children (rather than agency staff) the pupils have received the expected Milverton experience. Governors asked what had happened to the Flexible Working Arrangements for the period. **BW**: mostly on hold, but will pick up next week when the teacher is due to return.

A TA in phase 5/6 will be undergoing chemotherapy in five weeks time and a temporary TA, who was covering maternity leave, has agreed to cover for that period.

There are no further anticipated staff movements this financial year.

**JM** will be meeting with WES next week.

A number of policies have been reviewed, and two more – Capability of Staff and Staff Well Being and Work Life Balance will be reviewed at the next meeting. **CR** asked whether this included the Family Friendly Working document. She agreed to forward this to **SR**.

#### Premises Committee including Grounds Development

Minutes previously uploaded to the Governor Space.

**EL** reported that the committee had reviewed the e.Safety policy and the Lettings & Charges Policy. The committee felt that the e.Safety Policy needed some updating as well as revising the way it was written, **BW** agreed to discuss this with Alastair Geddes before the next Premises meeting. The committee discussed the rents asked for hiring the dining hall and the main hall and agreed to maintain the same level of rent as in 2015-16.

**EL** agreed to discuss 'focus child weeks' (OA2) with Laura Nicol and **RG** and circulate feedback from that meeting as well as discussing the engagement of children on the SEND register (OA3) with Laura Nicol, and report at the next Premises meeting. **BW** reported on the staff meeting where phase team teachers discussed No Limits Learning (OA4) and **DB** will feedback on progress at the next Premises meeting.

Although the pipes for the rainwater harvesting system (OA8) were included when the main work was done last summer, the system itself is very expensive and not a priority with the working group at the moment.

The committee discussed ways of encouraging the use of the library (OA9). Parents have received a Group Call informing them that the library is open after school but this has not increased the use a lot. **DB** will report to the Premises Committee and the FGBM in the summer term.

#### Grounds Redevelopment

Minutes previously uploaded to the Governor Space.

**EL** reported **BW** had met with the School Council and the children had worried about maintenance in a sensible and supportive way. The benches have now been installed and photographs have been included in the sponsorship letter. There are now no funds left for the planting of the beds. Katie Carter (one of the 3K's who are designing the planting) has done some costings which have come in something under £1,000 rather than £2,000 - £3,000 initially thought. **BW**: notices in the newsletter have tried to encourage parents to sponsor beds in return for a discrete plaque.

The PTA is arranging a sponsored Yomp in the summer term to raise funds for the scrap shed/play store which will be housed the mixed playground. All the children will have an introduction to the Yomp so that they have a clear idea what they are Yomping for.

enthusiastic PTA meeting.

Governors discussed ways of encouraging parents to sponsor the beds, including keeping the amounts low – a maximum of £250 max but preferably at £50 or so. They also discussed the Trees for Schools scheme run last year but RG had already applied to the scheme last year and been swamped by the number of trees that arrived. **EL**'s mother-in-law has agreed to sponsor a tree but there are still two trees which require sponsorship. Governors discussed whether it would be feasible to ask either year 6 pupils to raise money, as they leave, as a thank you to school or reception children who will be in school long enough to see things grow.

**EL** reported, as an update to the Site Inspection Report, that the equipment in reception outdoor classroom area being repaired.

**BW** reported that what was thought to have been a long standing water leak, that was looked for by Severn Trent, the LA and staff members, may have been the result of the water meter now working when it hadn't before.

#### Headteacher Recruitment Working Group

**CR** reported that nine prospective applicants had looked around the school. They had been given a tour by pupils, followed by a meeting with **DB** or **DB & CR**. Of those, four had applied, and together with the single applicant from last term, there were five to consider at the short listing on Monday. This was managed with the assistance of the LA Support Vivienne Hyde, who was knowledgeable and helpful. The three potential MPS headteachers, one of whom is currently a deputy head from a large, four class intake school in Coventry and two who are already headteachers, will know tomorrow (Thursday). The Selection Committee felt they were three strong applicants and **DB** was positive about all of them.

Governors discussed the lapse in time before the applicants knew they had been selected onto the shortlist – **CR** had rung early Tuesday morning – as the lag could possibly mean losing a good applicant. It was agreed that **CR** should feedback this to WES.

The interview process will take part over two days:

- Wednesday 10<sup>th</sup> February being a full day of challenging activities in school, some of which the applicants have been able to prepare for. These include taking an assembly, attending a School Council meeting, observing a teacher and then being observed giving feedback – challenging role of inspiring and encouraging good teaching. The applicants will be lunching with the staff.
- Thursday 11<sup>th</sup> February, the action will move to Concorde House where each will give a formal presentation on the subject 'How to move MPS towards outstanding', a database task using RAISEon-line, an in-tray exercise and a formal interview in the afternoon. All have been made aware that the Selection Committee may shortlist again at any stage. WES HR have been informed of the exercises chosen and **CR** will write an article for the Newsletter this Friday so parents are kept up-to-date.

The extraordinary FGBM to ratify the choice of the Selection Panel will be held at 6.30pm on Thursday 11<sup>th</sup> February. It is important that as many governors as possible attend as

every governor has the right to challenge the decision of the Selection Panel.

**CR** will circulate a time table of events and any governor who is not on the Selection Panel can attend the assemblies and presentations if they wish.

Governors asked about the feedback to those who were not selected. **CR**: it is understood that they are just told that they had not been shortlisted.

#### Chairs' Meeting

**CR**: The Chairs' Meeting on 12<sup>th</sup> January had reviewed the Headteacher Flexible Working Arrangements, particularly from **BW**'s point of view and asked whether the model had anything to recommend it. An approach had been made from a husband and wife who were interested in applying to Milverton as co-heads. The committee agreed that the prospect sounded interesting. **DB & CR** met both but in the end only the husband applied, and he had been shortlisted. WES said they had to apply separately and they had realized that DB had more leadership experience than the wife.

The committee also discussed the need to find two more governors. Tom Sidwell from On-Side Coaching has been contacted but this still leaves one space to be filled, preferably someone who is not a parent at school.

#### Cluster Chairs' Meeting

**CR** reported that the Cluster Chairs' Meeting had covered a wide range of areas, including:

- The Prevent Agenda. MPS staff will be having training on this during the INSET day on 22<sup>nd</sup> February. Governors who wish may attend this training and any other Safeguarding training being arranged for staff.
- The new Ofsted framework which consists of four key points covering data, leadership and safeguarding, although these may change.
- The Cluster Travel Plan. Ideas from MPS children included a bridge over the Rugby Road.
- The Priority Families Project which focuses money on children before disaster strikes. Although few at the meeting had heard of it, MPS is already involved with four children currently receiving money and one child having been referred.
- Assessment Networks.
- CPD sessions.
- Group procurement, particularly around grounds maintenance, paper and refuse collection.
- Budgets. A number of governors were unused to the 3-5 year budget forecasts, which always look disastrous but generally work out as the years progress although a shocking number of schools are setting negative budgets.
- Academies. Browne Jacobson, leading education sector lawyers, are producing 'What's In It for You'. Brookhurst School are really keen and would like other community schools in the Cluster to join them. There is no more money for conversion, just enough to cover costs. **BW**: the LA is now actively pushing schools towards conversion as Warwickshire is behind the national trend and schools need to take control or be forced into it. If conversions happen at the current

rate it will be 2084 before all schools are Academies but recently there has been a massive rise in the rate of conversion.

Academies will be discussed at the next Cluster Chairs' Meeting and information on what an Academy School Trust would look like has been promised.

### Performance & Standards Committee

Minutes previously uploaded to meeting folder.

**CS** reported that the committee had reviewed the Curriculum Policy and the Assessment Policy, both of which **DB** will complete and bring back to the next P&S Committee Meeting. The committee also reviewed the Data Protection policy. This was the first time that the policy had been reviewed and the committee agreed that they would like to see MPS Data Protection Arrangements (similar to MPS Health & Safety Arrangements) in user friendly language. The committee also asked how compliance was monitored. **CS** agreed to take this up with Emma Bish and **BW** when they meet to discuss Safeguarding.

The committee looked at the first round of monitoring of the Focus Group (P1), which was very encouraging although the number of children not reading at home on a regular basis did show some cause for concern. **BW**: since the P&S meeting there has been a catch-up with year groups this week which has shown the significant impact that the interventions are having although this is still a constant battle with some families.

This is the first year of the new assessment process (P3) and progress will be visible by the end of this term. As national standards are now known, the review of MPS targets is on-going and by the end of the year there should be a clearer picture all round.

**CS** reported that as the Safeguarding Annual report is published in the summer term, she will meet with **BW** and report back to the committee and the FGBM then.

Governors asked about the moderation between schools at a Cluster level. **BW**: in the past this had become too comfortable but now all the schools, through the Cluster, are ensuring a more rigorous and challenging approach including the use of evidence and justification. If the moderation shows a difference, this will be fed back to the school. Moderation between Phase Teams has also thrown up differences and teachers have had to go back and look at the evidence. Moderation of maths in the autumn term provides quite a variance but gets better as the term goes on and more of the curriculum is taught. Moderation happens on various different levels, **NS** has trained as a LA moderator. Governors commented that this is a good example of the schools working together – not all Clusters do. **BW**: Clusters still need to focus on School Improvement Plans and supporting each other.

### Patch Meeting

**CR** reported that most of what was covered at the Patch Meeting was reported in the Warwickshire Governors Newsletter. Particular issues were:

- That an increased responsibility to promote positive social and emotional well-being and to tackle the mental health issues of pupils in more serious difficulty is being asked of all schools.
- The way LA Governor will be nominated has changed. WCC Governor Services

will identify potential candidates, obtain skills profiles and match them to skills criteria requested by governing bodies. This is move away from the previous stakeholder requirement to providing the necessary skills to build a FGB. It was suggested that governors providing sought after skills may be paid as governors to several schools and that governors will be required to drive schools forward.

#### Actions

**2015-16/20: CR** to forward Family Friendly Working document to **SR**.

**2015-16/21: CR** to feed back to WES the concern of MPS governors regarding the time lag in informing applicants that they have been shortlisted.

**2015-16/22: CR** to write article for Newsletter giving details of interview arrangements.

**2015-16/23: CR** to circulate time-table of events to all governors.

#### 5. **New Governor Pack.**

The MPS New Governor Pack is reviewed on an annual basis to ensure it has the latest information and links. It was agreed that **CR** and **KLS**, along with the Clerk, would review the Pack for 2016.

#### Action

**2015-16/24: CR, KLS** and **Clerk** to arrange meeting to review the New Governor Pack.

#### 6. **Link Governor Reports**

- Modern Foreign Languages: it was agreed that this report would be received at the March FGBM.
- Literacy: it was agreed that this report would be received at the May FGBM.
- Early Years Link Governor: **MW** reported that she had attended the Twinkling Stars Christmas play, which was delightful. All the children from this very diverse intake had been given a role commensurate with their abilities and the production was very well attended by parents. She had also attended an Art Day, which parents had also attending and was pleased to see that whatever their level of motor skills, the children could vocalise their needs. She is planning a classroom visit to see them at work, adding qualitative evidence to the quantitative evidence which will be available at the end of the year.

#### 7. **2015 attendance**

**CR** report on Governor attendance at school during 2015.

#### 8. **AOB**

**CR**: the photographs showing the Governing Body are now out of date. It was agreed that **EC** would take photographs of new governors at the next FGBM if they had not, by then, forwarded suitable images to her.

**MT**: reminded governors that the next Cluster Training – Closing the Gap – is on Wednesday 2<sup>nd</sup> March.

**BW**: Governor Walks have been arranged for Wednesday 2<sup>nd</sup> March and Tuesday 15<sup>th</sup>

March, both starting at 9.00am. Governors should contact the Clerk if they wish to attend and whether they wish to see any particular aspect of the school in action.

### Items for exclusion

There were no items for exclusion.

### Date for next FGBM

The date of the next FGBM is Wednesday 16<sup>th</sup> March 2016 at 7.00pm

Signed: .....

Date: .....

<b>FGBM2015-10-06</b>		
FGBM2015-16/3	Any governor wishing to volunteer as Phase Link Governor for Phase 1/2, please contact <b>CR</b> .	Open
<b>FGBM2015-12-08</b>		
FGBM2015-16/14	<b>All</b> governors to contact <b>MT</b> with training record.	Open
<b>FGBM2016-01-03</b>		
FGBM2015-16/15	<b>Clerk</b> to put Academy Conversion awareness on March agenda.	Open
FGBM2015-16/16	<b>CR</b> to forward Warwickshire School Improvement Strategy to <b>BW</b> .	Open
FGBM2015-16/17	<b>ALL</b> governors to consider volunteering as Numeracy Link Governor.	Open
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FGBM2015-16/24	<b>CR, KLS</b> and <b>Clerk</b> to arrange meeting to review the New Governor Pack.	Open