

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on Wednesday 16th March 2016

Present

Catherine Robbins (CR)	Co-opted Governor (Chair)
Danielle Belmaga (DB)	Co-opted Staff Governor
Emma Caplin (EC)	Parent Governor
Alex Davidson (AD)	Parent Governor
Cheryl Scott (CS)	Parent Governor
Kay Lawrie-Stiven (KLS)	Parent Governor
Emily Lim (EL)	Parent Governor
Sophie Staniszewska (SS)	Parent Governor
Marianne Talbot (MT)	LA Governor
Susan Robson (SR)	Co-opted Governor
Clare McNicholas (CM)	Co-opted Governor
Maggie Wagstaff (MW)	Co-opted Governor
Rachel Green (RG)	Co-opted Staff Governor
Ben Wilde (BW)	Headteacher

In attendance:

Tom Sidwell (TS)	Potential new governor
---------------------------	------------------------

1. **Welcome and apologies**

CR welcomed those present, particularly Tom Sidwell (**TS**), Director of Onside Coaching, who was observing his first FGBM, with a view to joining the governing body next term. All governors introduced themselves to Tom.

Apologies were received from Nicola Shilton (**NS**), Jim Mills (**JM**) and Joanna Bloomfield (**C**). Joanna is intending to return to clerking next term; our heartfelt condolences have been sent and she is in our thoughts still. Marianne (**MT**) is acting as clerk for this meeting.

2. **Administration**

Declaration of Interest for this meeting

There were no Declarations of Interest for this meeting.

Notification of Any Other Business

CR indicated that she had one item of AOB. There were no further notifications of AOB for this meeting.

Minutes of last meeting

Subject to the addition of the full names of the Mindfulness contacts, the minutes of the last FGBM held on Wednesday 3rd February 2016 were approved.

Action Log

CR went through the action log with the following comments:

FGBM2015-16/3: No governor has yet volunteered to act as Phase 1/2 Link Governor. **MW**, who is already Reception Link Governor, continues to extend her remit to Phase 1/2 - it was agreed to leave this action open. Any governor interested in volunteering, please contact Maggie and/or Catherine.

FGBM2015-16/17 & 18: **SS** has volunteered to be the numeracy link governor and has already met with **CR** to discuss. Thanks to Sophie.

FGBM2015-16/20: The Family Friendly Working document has been forwarded to **SR**, who will add it to the next F&P meeting agenda.

FGBM2015-16/24: **CR**, **KLS** and **Clerk** to arrange meeting to review the New Governor Pack. This will take place after the Easter break.

All other actions were closed.

Correspondence

- Priority families information/slides forwarded by Michelle Hutton following the last cluster chairs meeting.
- One parent contact received via the school website: concerns re: staff confidentiality were raised in school by **BW**, **CR** has responded to the parent.
- Training session re: the Governor Hub and Online Training Booking system. **MW**, **RG** and the **Clerk** attended. The hub might have some advantages re: reporting, but otherwise it appears to replicate our current governor space, so we are not convinced of its benefits. The online booking system looks promising, is free, and should be available from 4th April. The hub is on the agenda for discussion at the next cluster chairs meeting (in summer term). Slides from this event to be uploaded to the training section of the governor space.
- Discounted membership of The Key, which is an online resource bank offering advice to governors and resources such as model policies. This is on the agenda to be discussed at the next chairs meeting.
- Contact from Stephanie Tierney expressing an interest in becoming a governor; **CR** will meet her and discuss what is involved.
- Consultation on school term and holiday dates from September 2017.

- FOI request has gone to all schools in Warwickshire, Oxfordshire and Birmingham LAs re: term time holiday policies. **BW** is awaiting advice from Nigel Minns on how to proceed.
- Request from LA, searching for 38 new apprentices: suggestions welcome (open to all).
- Appeal for volunteers to join the National Leaders of Governance programme. Candidates must have substantial experience, including recent chairing of a full governing body.

Actions

FGBM2015-16/25: SR to add Family Friendly Working to the next F&P meeting agenda.

FGBM2015-16/26: MT to add slides from hub/online booking system training session to the governor space.

FGBM2015-16/27: C to add report from summer term cluster chairs meeting to appropriate summer term FGB, depending on timing.

FGBM2015-16/28: CR to circulate the appeal for volunteers to join the National Leaders of Governance to relevant governors.

3. **SLT Presentation – Literacy**

DB gave a comprehensive account of literacy developments this academic year, which are impressive and obviously having an impact across the school. Slides are available in the meeting folder, but highlights included:

- **DB** highlighted the school's priorities for whole school improvement, supported by detailed action plans.
- **DB** has provided considerable support to other teams re: writing, especially Y3/4, due to new/increased demands.
- Newly acquired resources for reading include genre-appropriate book sets and online ("Cracking Comprehension").
- Reading corners, class libraries and reading assemblies (re)established, being used, and proving popular.
- **DB** has matched the new objectives for reading with the old assessment focuses, to ease transition from one system to another.
- A recent reading blink spotted lots of good practice.

- Reading home learning (KS2) has been revised following discussion at parents' forum - staff agree it is now improved. It will be reviewed in the autumn.
- Spelling and phonics now taught on a more rigorous regular weekly cycle.
- Classroom resources and displays are especially important to support and reinforce spelling and phonics.
- Key skills, objectives and activities for grammar and punctuation operate across the school and also across the cluster.
- The grammar blink showed Reception working towards Y1 objectives, and identified some gaps in Y5/6, where evidence is needed (and is now being worked on).
- Target boards and learning trees are on display in all classrooms; they are changed/updated regularly and are a useful visual reminder for staff and pupils.
- More attention is being paid to the library, but it is a multi-purpose space, which can make using it difficult. There is excellent support provided by TA Sandra Butterworth, who shows great initiative and creativity in using the library and relating extension activities to it.
- **KLS** suggested that book donation boxes could become a permanent fixture, rather than just be used for fair collections, as parents are always clearing out books, and that if specific genres/authors are needed, that could be communicated in the weekly newsletter.
- The theatre trips instead of a pantomime were much better enrichment experiences for the children.

SS asked, as the curriculum is ramped up, how do we cater for children who cannot manage to keep up? **DB** responded that the picture is currently unclear re: the new standards for both KS1 and KS2. We won't really know what they are until we get results in the summer. But, Milverton continues to utilise intervention groups, individual education plans, parent workshops, parent helpers to support reading, the focus group, etc to do our best to support children without ruining the fun, creative learning experience. **DB** is keeping staff up to date as things change via staff meetings. **RG** noted that the school continues to work very hard to establish and maintain good/better relationships with parents.

Governors thanked Danielle for an interesting, informative, and entertaining presentation.

Action

FGBM2015-16/29: DB to investigate the feasibility of having permanent book donation boxes and highlighting of particularly welcome genres/authors in the weekly newsletter.

4. **School Council Report**

DB presented a slide prepared by the school council members (last slide in her literacy presentation). This year, the council has:

- discussed how to prevent vandalism in the school
- contributed to the school grounds development
- taken part in Parliament Week
- meet with County Caterers about the quality of their food
- conducted part of the headteacher interviews

The council runs itself, under the expert guidance of TA Hazel Edwards. Governors noted their thanks to Hazel and to the council for their dedication, organisation, and hard work.

5. **Headteacher's Report**

BW presented his termly report, noting especially that SIP monitoring is now really well aligned with and embedded in the work and agendas of the governing body committees. The agendas are really well planned and the meetings capture lots of SIP monitoring. Governor learning walks are also becoming better linked to SIP monitoring.

BW highlighted that because cluster/consortium funding is coming to an end, and some schools in the cluster have indicated that, due to budgetary pressures, they will not be able to contribute in future years, there might be a shortfall in funding the salary and work of the cluster manager, Michelle Hutton. Governors expressed their strong support and appreciation for the work that Michelle does, and asked that Ben keeps them informed about finding a way forward.

Action

FGBM2015-16/30: BW to update governors about cluster funding at the next FGB meeting.

6. Feedback from academies meeting

CR reported that Pank Patel, Regional Schools Commissioner for the West Midlands, had stressed the autonomy provided to academies (“freedom from external interference”). Philip Hamilton, Headteacher of Polesworth Secondary School, joined with a neighbouring primary to create the Communities Academy Trust, which now has three hubs, in Polesworth, Telford and Stratford/Warwick. He spoke inspirationally and enthusiastically about academies.

However, **CR** stressed that she believes the process of converting to be very challenging and demanding of a school and its governing body. She believes that Milverton would need a very good reason to convert, despite the DfE support and finance (£25k) available. She noted that the financial and legal side of conversion is complex and not easily understood; a converting school would need a finance director in place early in the process.

CR drew governors' attention to the recently relaunched Governance Handbook (copy in the meeting folder) and the need to have a different structure for an academy governing body as part of the trust running the academy.

Action

FGBM2015-16/31: C to schedule an academies discussion for all governors at the next FGB meeting.

7. Committee Reports, including School Budget Review

Finance & Personnel Committee

Minutes and slide previously uploaded to the Governor Space.

SR reported that feedback from a parent is awaited re: the Parent Social Media Policy. The Capability of Staff Policy and the School Financial Value Standards have been agreed and signed off.

SR indicated that the budget will need to be signed off at the next FGB meeting (17th May), as there are still some changes being made as the end of the financial year approaches and some decisions are made about staff deployment for next term/year, but that **BW** would submit it to the LA on time (by 3rd May) with that proviso, as we have done in previous years. Specifically for 2016-17, costs relating to the new headteacher will be slightly higher than originally anticipated, and there is some TA movement yet to be taken into account. The provisional budget shows that we expect the carry forward monies this financial year, but then predict a deficit for next year and the year after. We fully expect those deficits to reduce, if not disappear entirely, as the funding formula comes into play, for example.

Governors noted that the budget for 2015-16 was underspent by approximately £1,300 or 0.1%, which shows pretty impressive financial management by any measure.

Premises Committee including Grounds Development
Minutes previously uploaded to the Governor Space.

EL reported that the E-safety Policy had been signed off.

The grounds development working group met on 15th March, and reported some substantial donations, notably from the Round Table (£1,000). Parents can now donate towards planting of the beds via ParentPay. Saturday 23rd April is to be planting day!

Performance & Standards Committee
Minutes and photos previously uploaded to meeting folder.

CS reported that the Curriculum, Assessment, and Data Protection Policies had all been agreed and signed off.

Headteacher Induction

CR has fed back to WES about Vivienne Hyde's input (very positive), and also to HR about problems with the initial advert, and the delay in inviting candidates for interview (and errors of spelling and grammar in their letter to candidates!).

All pre-employment checks for Matthew Fisher (**MF**) have now been completed, and the new head is registered on the LA new heads course, which runs from September to March. **MF** is coming to the next FGB meeting in May, and is meeting **BW** offsite early next term. **MF** will also be involved in the selection of a member of staff to cover **NS's** maternity leave.

CR has introduced **MF** to parents via the newsletter.

Action

FGBM2015-16/32: **C** to add budget approval to the agenda for the next FGB meeting.

8. **Link Governor Reports**

- Modern Foreign Languages: **EL** has been unable to meet with Jenny Clarke Hall (**JCH**), so this report will be received at the May FGBM.
- SEND: This report will also be received at the May FGBM (see report and slides in meeting folder).

- Training: **MT** suggested that whilst attendance at collaborative training and learning walks, and GEL modules uptake was generally very good, governors could do more face-to-face training. A list of 10 suggested priority courses for the summer term was highlighted on a slide (available in the meeting folder, along with notes on training so far this academic year). **MT** proposed that governors try to attend at least some of those courses. Governors reported difficulty booking onto safeguarding courses as they fill up very quickly; **MT** will feed this back to WES. **MT** drew governors' attention to the new 2016-17 Development Programme (uploaded to meeting folder).

Actions

FGBM2015-16/33: ALL to consider attending one of the highlighted face-to-face training courses next term.

FGBM2015-16/34: MT to feedback to WES about the need for more safeguarding courses.

9. **Any Other Business**

CR: the governor information on the school website is not as informative as some other schools', and is also a bit bland (not reflecting Milverton's creativeness?). All governors were asked to draft a few sentences saying who they are, why they became a governor etc and forward them to Catherine by 30th April. They would be used on the website and also in the newsletter.

Thanks were extended to Susan and Cheryl for the drinks and snacks, and to Emma for taking new photos for the governor noticeboard. Rachel and Nicola will provide drinks and snacks next time.

Items for exclusion

There were no items for exclusion.

Action

FGBM2015-16/35: ALL to draft text for website/newsletter and send to CR by 30th April.

11. **Date for next FGBM**

The date of the next FGBM is Tuesday 17th May 2016 at 7.00pm

Signed:

Date:

Action Log:

FGBM2015-10-06		
FGBM2015-16/3	Any governor wishing to volunteer as Phase Link Governor for Phase 1/2, please contact CR .	Open
FGBM2016-01-03		
FGBM2015-16/24	CR, KLS and Clerk to arrange meeting to review the New Governor Pack.	Open
FGBM2016-03-16		
FGBM2015-16/25	SR to add Family Friendly Working to the next F&P meeting agenda.	Open
FGBM2015-16/26	MT to add slides from hub/online booking system training session to the governor space.	Open
FGBM2015-16/27	C to add report from summer term cluster chairs meeting to appropriate summer term FGB, depending on timing.	Open
FGBM2015-16/28	CR to circulate the appeal for volunteers to join the National Leaders of Governance to relevant governors.	Open
FGBM2015-16/29	DB to investigate the feasibility of having permanent book donation boxes and highlighting of particularly welcome genres/authors in the weekly newsletter.	Open
FGBM2015-16/30	BW to update governors about cluster funding at the next FGB meeting.	Open
FGBM2015-16/31	C to schedule an academies discussion for all governors at the next FGB meeting.	Open
FGBM2015-16/32	C to add budget approval to the agenda for the next FGB meeting.	Open
FGBM2015-16/33	ALL to consider attending one of the highlighted face-to-face training courses next term.	Open
FGBM2015-16/34	MT to feedback to WES about the need for more safeguarding courses.	Open
FGBM2015-16/35	ALL to draft text for website/newsletter and send to CR by 30th April.	Open