

Minutes of the meeting of the  
**Full Governing Body of Milverton Primary School**  
Held on Wednesday 12th October 2016

Present

Catherine Robbins ( <b>CR</b> )	Co-opted Governor (Chair)
Danielle Belmaga ( <b>DB</b> )	Co-opted Staff Governor
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 Staniszweska ( <b>SS</b> )	Parent Governor
Jim Mills ( <b>JiM</b> )	Co-opted Governor
Susan Robson ( <b>SR</b> )	Co-opted Governor
Clare McNicholas ( <b>CM</b> )	Co-opted Governor
Maggie Wagstaff ( <b>MW</b> )	Co-opted Governor
Rachel Green ( <b>RG</b> )	Co-opted Staff Governor
Tom Sidwell ( <b>TS</b> )	Co-opted Governor
Stephanie Tierney ( <b>ST</b> )	Co-opted Governor
Matt Fisher ( <b>MF</b> )	Headteacher

In attendance:

Joanna Bloomfield ( <b>C</b> )	Clerk
Jo Mainwaring ( <b>JoM</b> )	Prospective LA Governor

1. **Welcome and apologies**

**CR** welcomed those present to what will be an exciting year with **Matt Fisher** keen to know Milverton and to add his own stamp. She particularly extended a welcome to **Jo Mainwaring** who, as well as being a Milverton parent, was attending as a prospective LA Governor and **Stephanie Tierney** who was attending her first FGBM as a Co-opted Governor. Apologies for absence were received from Emily Lim (**EL**).

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 Full Governing Body Meeting held on **Wednesday 16<sup>th</sup> July 2016** were approved.

Action Log.

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

FGBM2015-16/42: **Marianne Talbot** had circulated suggestions for GEL and face-to-face training.

FGBM2015-16/43: The Safeguarding Report confirmation form is being circulated at the meeting for Governors to sign.

FGBM2015-16/44: **CR** has not re-vamped the introduction to the New Governor Pack as she considered it still relevant and will look again when the pack is revised again next year.

All other actions were closed.

### Correspondence

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

- The Warwickshire Governor Newsletter, which has been circulated and uploaded to the Governor Space.
- A Safeguarding Audit, which all Warwickshire schools were asked to complete. After some confusion with the annual Safeguarding report and the changing LA deadline, this has now been completed and proved to be a very useful document.
- A Safeguarding Form, which is an essential Governor Document should any Governor have to report a member of staff or trusted body.
- An anonymous complaint, which has been dealt with.

### 3. **MPS Lead Computing – Alastair Geddes**

Alastair Geddes gave the Governors the headlines on computing in school, updating his previous information, explaining what is happening now and looking forward to what is next.

The 'Blog Squad' is run as a Friday afternoon activity, open to children in KS2. It gives the children an opportunity to show what is going on in school through pupils' eyes. The 'squad' changes every term, they are shown how to create a blog, use the camera and upload the information, getting more independent as the term goes on. As there is a range of ages amongst the bloggers, the posts reflect this. **AG** encouraged Governors to read the blogs and leave comments, so that the children can see that their work is having an impact.

The website typically has 3,300 hits per week with five hundred unique visitors.

Teachers are using the cameras on their new ipads to show the pupils work through 'Screen Mirroring' – which can immediately show work on the white board. This relies on wifi coverage, which is not good in some rooms.

**AG** gave a pitch for ipads as a great resource, particularly as a way of teaching programming. The ipads the children use are now in their 6<sup>th</sup> year and are no longer supported by Apple. To replace them would cost in the region of £9,000. Governors asked where the bid for £9,000 goes now. **AG**: the PTA is one source of funding, the school another but not at that point yet. The quality of apps on Apple are worthwhile but not necessarily essential so a discussion on what equipment is actually required is needed, as well as a discussion on whether it is worth looking for sponsorship and the ethics involved in that. The ipads are in use

every day and in every phase but only have a life expectancy of five years, so it is in the school's consciousness that finance needs to be revisited every five years or so.

Governors asked about other opportunities for children to do computing. A few years ago there was an after school 'Code Club' run by a charity with fifteen or so children attending. **AG** suggested he contact them again but one of the draw backs is that a member of staff needs to be available to sit in.

#### 4. **Governor Training**

**CR** reported that the number of Governors doing training increased significantly last year, with the impact feeding back into practice. **KLS** has agreed to take on the Training Governor role this year. Governors should let her know of any training they have undertaken and fill in an evaluation form (to be found on the Governor Space). **CR** thanked the Governors for their quick response to the Skills Audit, which shows a wide range of expertise amongst the Governing Body. She reminded Governors that the first Cluster Training session is on November 16<sup>th</sup> – Embedding New Curriculum and on the 18<sup>th</sup> January Milverton will be hosting the Safeguarding Training, which everyone should try to attend.

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

- Premises Committee

(minutes previously uploaded to the Governor Space).

**EL** had sent her apologies, so other members of the Committee commented on highlights of the meeting. The cat issue is still in limbo. Some staff members see the cat as part of MPS, the cat living alongside the school with no food or water inside the building. **EL** is looking at the issue from a Health & Safety Policy viewpoint. **EC** raised the issue at a recent Health & Safety Training session and various suggestions were made including inviting someone from a local cattery to come in and talk about the responsibilities of caring for a cat. The Premises Committee is taking over the monitoring of the school website as well as the school prospectus, which will be on-line, with child led information. Risk assessments need to be undertaken on all the items going into the Playpod. **CR** reported that at the Taking The Chair training there had been much excitement about a good school prospectus.

- Performance & Standards

(minutes previously uploaded to the Governor Space)

**CS** reported that as Behaviour and Anti-Bullying are to be discussed on the INSET day, a review of the Policy will now take place at the next Committee meeting with governors keen to update references to social media.

The Committee also reviewed both 2015 – 2016 SIP areas. SIPP1 - it was agreed that the Focus Group had worked well. An achievement review will take place at the November meeting, when all the data is reviewed. A

new group, of fewer pupils, has been identified for this year.

SIPP2 – the Busy Ants scheme is working well, at differing levels of use, with positive feedback from staff. **Caroline Tribe-Philips** is the new mathematics lead, whilst **Nicola Shilton** is on maternity leave, and she will be doing a BLINK shortly.

The Committee discussed how to monitor the SIP, the need to look for evidence, how to evaluate and measure impact and how to close the loop at the end of the year.

**CS** reported that Safeguarding is still an increasingly important issue and that Governors should sign the form which was circulating, to confirm that they had read the policy. She was meeting with **MF** on the following Friday to discuss the statutory requirements of Safeguarding and how to report them.

Governors asked whether staff and volunteers at the PTA disco will have read the policy and signed the confirmation form. **MF** reported that volunteers will be given a short induction pack comprising a one page document giving brief information, mainly about being sensible in response to children.

Governors also pointed out that personal email addresses should not appear on the website, with [admin@we.learn](mailto:admin@we.learn) being the only contact.

- Finance & Personnel

(minutes previously uploaded to the Governor Space).

**SR** reported that **MF** had shared new ways of reporting financial data to the Committee and that the Committee was looking at Benchmarking which involves measuring performance against spend.

The Committee also discussed communication regarding the change to reception teacher hours to parents, emphasizing that retaining a stable environment for the children was a priority. A Teaching Assistant will be on Adoption Leave from the end of this half term and interviews will take place next week, with four internal applicants on the short list.

The Committee is currently looking at three policies: Teachers' Pay, Capability and Appointment and will be looking at model policies on The KEY.

The Committee decided that a separate Pay Committee was required. This will be made up of Finance & Personnel Committee members but will be minuted separately. The Headteacher's Pay meeting has already been booked with the WES advisor.

## 6. Chair's Report

- Chairs Committee

(minutes previously uploaded to the Governor Space)

**CR** reported that the Committee had looked at the Policy matrix to ensure that Committees were up-to-date with the policy reviews.

The Committee had discussed the presentation of data for governors, which can be difficult to get to grips with. Some governors are very experienced in the reading and interpretation of data but still need to have the data well in advance of the Committee meeting so that a more in-depth discussion can take place.

The Chairs also discussed the Governor Hub and The Key. The Key particularly has lots of information for governors whilst the Governor Hub is an essential contact with WES. MPS already subscribes to The Key and it was agreed to subscribe to the Governor Hub as well.

It was agreed that each Committee would review its Terms of Reference closely and it was acknowledged that governors would be getting more involved in the monitoring of the SIP.

- Cluster Chairs Committee

**CR** reported that the last Cluster Chairs meeting had been particularly gloomy as Governor Chairs were concerned about budgets, academies and the position of the Cluster. On a more positive note, Chairs discussed how Governors can feel informed about key features of their school, including sharing information by email. MPS governors have a shared area on the school website – know as the Governor Space - where essential documents are stored and committee papers shared. **MF** is keen on the one page document, which should make information more accessible to all governors.

## 7. Elections:

- **CR** was re-elected as Chair of the Full Governing Body.
- **EL** was re-elected as the Vice-Chair of the Full Governing Body.
- **SR** was re-elected as the Chair of the Finance & Personnel Committee.
- **CS** was re-elected as the Chair of the Performance & Standards Committee.
- **EL** was re-elected as the Chair of the Premises Committee.
- **JB** was re-appointed as Clerk to Governors.

### **Governor Responsibilities:**

The committee memberships remained the same as last year with **ST** joining Performance & Standards and **JoM** joining Finance & Personnel.

Phase Link Governors were agreed as follows:

- EYS & SEND – **MW**
- Phase 1/2 – **TS**
- Phase 3/4 – **AD**

- Phase 5/6 – **CMcN**

It was suggested that Governors look at the Terms of Reference for Link Governors on the Governor Space and The Key.

#### Patch Representative.

**CR** explained that she had attended the Patch meetings last year. These usually comprise of good presentations including updates on educational and governance matters, and give a chance to meet other governors. Any Governor wishing to volunteer for the position should let **CR** know. As she would not be available for the first meeting on the 1<sup>st</sup> November, **MW** agreed to attend.

### 8. **Annual Reviews:**

- Committee Terms of Reference.  
All the Committee Terms of Reference had been reviewed at the Committee meetings with amendments and updating. These will be signed off at the next round of Committee meetings.
- Instrument of Government.  
This has not changed since first being set up in 2012, and was agreed for this year.
- Meeting dates.  
These had been circulated prior to the meeting and were agreed with the caveat that dates may be changed with agreement of the Committee members.
- Declaration of interest.  
An updated pro forma had been provided by WES as the Government is asking for more information about Governors to be published on school websites.
- Governor feedback to parents.  
There is an agenda item for every Committee meeting to consider an item for the school Newsletter. Governors asked that non-parent governors be added to the email circulation list for the Newsletter.
- Governor access to Milverton website.  
The new password for 2016-17 had been circulated and all Governors were able to access the website.

#### Action

**FGBM2016-17/1: MF** to ensure that all non-parent governors receive the school Newsletter via email.

### 9. **2016 – 2017 SIP**

**MF** introduced the Governors to the 2016 – 2017 School Improvement Plan. This has been created by reference to sources of information about MPS from Ofsted, the School Evaluation Form and the RAISEonline Data Dashboard.

For 2016 – 2017 the four main priorities will be:

Priority 1: **To raise attainment and progress in writing.** In the summer, year 6 achieved very good results but they were a very good cohort and this needs to continue, even from a relatively low starting point.

Priority 2: **To ensure the assessment system is clear, understood by all stakeholders and provides measurable evidence for monitoring and evaluation of attainment and progress.** So that there is clarity across the school and for the Governing Body.

Priority 3: **To incorporate the new Head Teacher into the leadership team of the school; establishing a clear management cycle of evaluation, planning and monitoring.**

Priority 4: **Maths subject leader to gain a clear insight into progress in maths, the impact of support provided and the improved provision for more able children.**

Each priority will have an action plan and these, the SEF and the SIP are working documents which will get changed and updated as the year progresses.

**MF** discussed with governors how they can evidence that the proposals have been acted upon and this included:

- Observing how pupils, teachers and visitors act when they are in school.
- Governors visiting school to look at children's books, take part in learning walks, talking with the children to see if they have they understood.
- SLT presentations to the FGB.
- Viewing evaluative documents in school and looking at the feedback documents.
- Questionnaires to parents.

Governors were asked to sit in their Committees and start to fill in the Governor Responsibility column on the School Improvement Plan, particularly how and when they could expect to see evidence of the impact of the SIP.

**Finance & Personnel.** The Committee would like to talk to staff about their observations, to see evidence of plans and statistical evidence of impact. **MF** suggested looking at the proportion of 'good' lessons now and at end of the year. The Committee would also like to talk to children, join BLINKs, talk to Learning Detectives and do a book trawl. In respect of Teaching and Learning, governors would like to observe development through documents and presentations, as well as attending assemblies.

Governors discussed how governors could actually do a book trawl and suggested that there could be an expectation that books would be available for governors to inspect at parents' evenings as well as books being brought to committee meetings.

**Premises:** Committee members would like to talk to the School Council to hear the pupil voice as well as talking to other children to see if the School Council is

representing them and reporting back to them as it should. **MF** was keen on the suggestion of setting the School Council a task. There is still quite a lot to do as part of the Playground Redevelopment including developing assessment forms for donated equipment. Governors discussed involving the newly formed 'Friends of Milverton Primary School' in this process. The Committee was also keen to maintain a previous initiative of improving school food. It had already been agreed to have this as a standing agenda item as it was felt that the initial improvements were drifting. The Committee also hoped to have more contact with Terry Heard and identify priorities for the painting/decoration and furniture budget via the termly Site Inspection.

**Performance & Standards.** The Committee concentrated on the SEND aspect of their responsibilities, to review the numbers who attend drop-in sessions and/or workshops and to review the parental feedback. Helping SEND children and those in the Focus Group is a co-operative activity between school, parent and pupil.

Governors also discussed using Survey Monkey and text messages to find out parents' views; strategic governor walks; individualised resources and high quality data for interpretation. It was also suggested that EYFS progress can be evidenced through environment walks and book trawls. Governors could have a tick list and collect evidence with a camera.

**MF** explained how he hoped governor visits to school would develop with governors being given an area of focus and details of what to look for. Governors will identify areas of strength and set challenges which the school will action as a result of the visit.

**MF** will collate all the information and develop a year planner for each Committee which will inform the agenda for each meeting.

#### Action

**FGBM2016-17/2:** **MF** to collate information and develop a year planner for each Committee.

#### 10. **Marle Hall**

Governors approved the 2016 visit to Marle Hall which will run from 7<sup>th</sup> – 11<sup>th</sup> November. As **MF** has not attended Marle Hall before, the week will be run by other members of staff.

#### 11. **AOB**

Governors expressed their thanks to **RG**, who was leaving for adoption leave. **MF** thanked governors for making him feel so welcome.

#### **Items for exclusion**

There were no items for exclusion.



**Date of next FGBM**

The next Full Governing Body Meeting will be held on Thursday 8<sup>th</sup> December 2016 at 7.00pm in the school library.

Signed: .....

Dated: .....

<b>FGBM2016-10-12</b>		
FGBM2016-17/1	<b>MF</b> to ensure non-parent Governors receive the Newsletter via email.	Open
FGBM2016-17/2	<b>MF</b> to collate information and develop a year planner for each Committee.	Open