

Minutes of the meeting of the  
**Full Governing Body of Milverton Primary School**  
Held on Thursday 16<sup>th</sup> February 2017

Present

Catherine Robbins ( <b>CR</b> )	Co-opted Governor
Cheryl Scott ( <b>CS</b> )	Parent 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
Tom Sidwell ( <b>TS</b> )	Co-opted Governor
Jim Mills ( <b>JM</b> )	Co-opted Governor
Stephanie Tierney ( <b>ST</b> )	Co-opted Governor
Jo Mainwaring ( <b>JoM</b> )	LA Governor
Hannah Stevenson ( <b>HS</b> )	Parent Governor
Amy Crowther ( <b>AC</b> )	Elected Staff Governor
Christine Habel ( <b>CH</b> )	Co-opted Staff Governor
Matt Fisher ( <b>MF</b> )	Headteacher

In attendance:

Joanna Bloomfield ( <b>C</b> )	Clerk
Emma Caplin ( <b>EC</b> )	Former Parent Governor

1. **Welcome and apologies**

**CR** welcomed those present, particularly **Amy Crowther** and **Christine Habel** who were attending their first FGBM as Staff Governors. Governors introduced themselves to the newcomers. Apologies for absence were received from **Emily Lim (EL)**, **Sophie Staniszweska (SS)**, **Alex Davidson (AD)**, **Kay Lawrie-Stiven (KLS)** and **Danielle Belmega (DB)**.

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.

Minutes of last meeting.

The minutes of the Full Governing Body Meeting held on **Thursday 8<sup>th</sup> December 2016** were approved. Governors queried whether there had been any problems caused by the change to the door arrangements: none with parents, but the canteen staff are finding it slightly frustrating.

## Action Log.

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

FGBM2016-17/4: Governors extended their thanks to **Terry Heard** for setting up the library ready for the Collaboration Training and for being on the end of the 'phone when closing up.

All other actions were closed.

## Correspondence

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

- Warwickshire Governor Newsletter.
- Heads Up – thorough up-to-date information including alarming things.
- New Governance Handbook – January 2017.

## Governor Visit Diary 2016

**CR** reported that she had reviewed the 2016 Diary, and the Governor who had visited school the most was herself, followed by **AD** and then a gap, with lots of Governors coming in quite often. The diary is a good record of Governor visits, showing the range of reasons that Governors come in to school.

### 3. **New Governor Handbook**

The MPS New Governor Handbook is reviewed on an annual basis to ensure it has the latest information and links. It was agreed that **CR** and **ST**, along with the Clerk, would review the Handbook for 2017.

## Action

FGBM2016-17/8: **Clerk** to arrange meeting to review New Governor Handbook.

### 4. **Governor Training**

As **KLS** was absent from the meeting, **CR** reported on her behalf. She requested that Governors complete the feedback form (on the Governor Space) from any training they do, and that the LA is also keen to get feedback. The next Collaboration training is 'Effective Governance for Early Years'. Governors should let **KLS** know if they are intending to attend. She reported that only two Governors are doing GEL modules and suggested that all Governors should have a look. Governors discussed the problems they were having getting log-on codes confirmed and that they found that articles on The Key were more informative and up-to-date than the GEL modules. This led to the question of how to record reading as training. **CR** suggested that the issue should be discussed at the Chairs meeting in April. The Warwickshire Governor Training manual has recently been updated and circulated. Page 15 gives instructions on how to book a training session.

There have been two sets of feedback from the last Collaboration Training on 'Embedding the New Curriculum', which will be taken into account when looking to

book next year's training.

### Actions

FGBM2016-17/9: **All** Governors to fill in feedback forms after attending training sessions.

#### 5. **SEF update**

**MF** had circulated the up-to-date SEF document before the meeting. He has added the 'areas of improvement' raised by Governors following their visits to school to the bottom of the document. **CR**, who has seen a number of such documents, noted that it was very thorough and was a good and worthwhile read.

**MF** reported that he was very happy with the reports Governor had written after their visits, and as the cycle of visits continues, the 'good points' and 'areas of improvement' will help to develop next year's SEF. Governors appreciate the template which provides a focus for the visit, and noted that the ones completed so far are good models for those coming next.

**MF** related that when **MW** made her Phonics visit she was stopped (or hijacked, as she put it) by phase 3/4 children who thought she was an Ofsted inspector. **MF** explained that it was possible to draw out inferences about children's attitudes and confidence from such encounters.

#### 6. **Committee Reports**

*including outcomes and impact on SDP priorities*

- Finance & Personnel

**SR** reported that, in her capacity as Literacy Link Governor, **CMcN** had met with **DB** and, at the same time, covered the SDP monitoring. **DB** had been very thorough, discussing the assessments on grammar, punctuation and spelling as well as providing books which showed an impressive array of genres, even from Reception children. Over the last few years there has been a whole school focus on handwriting and this has generally improved the standard in each year group. **CMcN** explained that at the next meeting she would want to see a random sample of books, so that she can see the range throughout the school. **DB & CMcN** had also discussed the points of challenge which are the Focus Group and SEND children. Last year MPS invested in Read Write Inc. and Rising Stars assessments and the F&P Committee is monitoring the impact of these.

The Committee is reviewing a number of policies this term: Teachers' Appraisal, Staff Discipline, Complaints and Gifts & Hospitality. The Committee also needs to complete the Schools Financial Value Standard form at the next meeting.

There have been a few movements in the staffing arrangements. Kate Brooks has now started working two days a week in Reception until the end of the

summer term. There have been no comments from parents about the changes that have occurred to reception staff during the year. **MF** reported that since the F&P meeting a music teacher has been appointed for one session a week to replace the session that **David Iles** could no longer do. She is keen to get involved with the school. He also reported that **Laura Nicol**, reception teacher and SENco, has been appointed Assistant Head at Crackley Hill School and will be leaving the MPS at Easter. He and the SLT will have a conversation about what to do next regarding staffing.

**SR** reported that the financial picture is not so great. MPS is normally in the position of a deficit carry-forward in years 2 and 3 but the recent meeting the **Jyoti Richardson** (LA Finance Officer) had shown that unplanned staffing costs have reduced the year 1 carry-forward and new costs including the Apprenticeship Levy have seriously increased the on-going carry forward deficit. In previous years this has been managed through staff movement but the LA is now taking a harder line than before. The budget is due on May 5<sup>th</sup> and hard conversations need to be had regarding staffing to effect a balanced budget.

The Committee has started to look at Benchmarking data so that they can see how MPS performs compared to other like schools. Looking at the SEND spend on one-to-one support, MPS ranks quite low, although the cost to the school is increasing. The Committee had discussed how to find out how other schools manage to provide the support required whilst also balancing their budget and **MF** has since contacted Clapham Terrace school for advice.

**CR** reported that budgets had been discussed at the Cluster Chair' meeting. There had been disappointment about the National Funding Formula and the local school variation (which has come with no explanation) and sees Warwickshire and MPS having a smaller increase than had been hoped for. Some Chairs had appeared unaware that the LA had made their plans and could not be appealed. **Michelle Hutton**, the Cluster co-ordinator, is working with other Cluster co-ordinators to produce a letter to send to local MPs.

Governors discussed that there is no evidence that outcomes are better where a TA is glued to a single child and the wise use TA time can be more cost effective. Governors agreed that **Jyoti Richardson** had been very good in her advice and explanations and understood that if the budget cannot be balanced, the LA would put in a Deficit Team.

More time will be dedicated to finance at next FGBM as Governors need to interrogate the SFVS.

- Premises

(minutes previously uploaded to the Governor Space).

**EC** reported that the Committee had welcomed the new Staff Governor Christine Habel.

The Committee had reviewed several policies: a thorough review of the **Health & Safety arrangements** has been made to check that all the LA documents

referred to and any links included are up-to-date. The Committee discussed the way that children are transported to out-of-school events and decided that guidance for parents was required and that this should be reflected in the Health & Safety arrangements. It was agreed that the Health & Safety Arrangements would be approved as they stand, but that guidance regarding the transport of children would be added when written.

It had been agreed to re-date the **E-Safety Policy**, and fully review it once Alastair Geddes has completed the 360 Degree Safe review. The **No Smoking Policy** was also approved as it was.

The Committee discussed the **Letting Charges** which had not been changed at the last review. **SR** suggested that some allowance for inflation should be included. This will be discussed in more detail at the next meeting, including the income stream that could be generated by afterschool clubs.

**Louise Richmond** and **Jenny Hall-Clarke**, both of whom have been involved in the Grounds Redevelopment from the start, are progressing the Scrap Store, with safety as a paramount concern.

The new arrangement for the external doors are working well. The badger problem is better than it was and a compromise has been reached over the cat – **MF** will draw up a set of rules. Governors discussed the fact that the school must remain alert to different children re-acting differently to the cat, including children who have asthma.

- Performance & Standards

(minutes previously uploaded to the Governor Space)

**CS** reported that the P&S Committee had looked at the autumn data showing teacher assessment scores for 'predicted', 'progress' and 'attainment', divided into 'overall', 'prior attainment groups' and 'Focus Group'. These scores are collated from individual data and are fed into Pupil Progress meetings for each year group. **MF** had commented that teachers come to these meetings well prepared for assessments. All children throughout the school are now tested at the end of each term. The Committee is still working through the standardized data and is coming to grips with it. **CR** reported that the Cluster Chairs had expressed frustration at the way government data is presented. **CS** explained that although it is in the remit of the P&S Committee to read the data, all governors should look at it.

The Committee had also looked at attendance figures for the past year. These are very good compared to national figures despite the number of pupils (and staff) sick at the end of last term.

Following Cluster training last spring, Committee members had started to discuss how it was possible to point to the evidence behind various decisions that MPS had made, particularly when buying-in resources such as Read Write Inc and Busy Ants. At this meeting they looked at research by the National Foundation for Education Research and **MF** suggested that one area which

would benefit from further research was around interventions - looking at targeted support which has a tighter measurement attached. Governors had asked what models were available for this approach: the Sutton Trust has a wide range of information, particularly about Pupil Premium children and shows high impact for lowest cost, and therefore would be a possible starting point. The Committee concluded that there are various ways that Governors can interrogate the evidence: members of the SLT team have been invited to FGB meetings when they can be questioned about the evidence behind the various schemes and Governors can also ask questions when they visit school as Link Governors or as part of monitoring the SDP. Governors could then be reassured they would be able to answer any questions on the issue at the next Ofsted inspection. It was suggested that other committees also look at the evidence from their point of view.

- As part of the SDP monitoring, **KLS** was asked to monitor the state of the resource cupboards in various departments and had submitted a thorough report.
- Safeguarding.  
**CR** had met with **MF** and **Emma Bish** for the annual Safeguarding Audit and was reassured that Safeguarding is a priority with MPS and that **MF** and **EB** were able to give evidence that the school is complying with the Safeguarding Policy. Even though there were still some areas to be addressed from 2016 audit, in discussion **MF** was able to demonstrate that these are being worked on or action plans are in place. **CR** had also reviewed the Single Central Register and met with **Alastair Geddes** to discuss e.safety. (The full report is in the folder for this meeting.)  
Governors discussed the time it takes to complete the 360 Degree Safe mark, which **AG** has estimated to be eighteen months (although other schools in the area have allocated three years). This is a large commitment of time but includes producing evidence that MPS complies with good practice in its e.safety policy and procedures. There is a role for governors to ensure that any links and references are made to e.safety in appropriate policies.

## 7. **Aims & Vision**

**MF** explained that he had worked with the SLT and the wider staff to start the process of rewriting the Aims & Vision for MPS. They had come up with a wide variety of words and phrases to describe the school. He asked that the Governors split into groups to suggest words and phrases which they thought best described the school, writing them on the large pieces of paper provided.

**MF** further explained that the next step was to involve parents through the Parents Forum. Governors discussed how this could be opened to the wider parental community who do not attend the Parents Forum. It was suggested that a notice could be put in the Newsletter and post-it notes could be available at reception. It was also suggested that parents could be asked when they come into school for the Parents Review Meetings, again using post-it notes. **MF**: over the Easter holiday the children will be challenged to define Milverton. Staff are working on a way to include

the infant children. Governors suggested that the children could create Wordalls, which create patterns or images out of words. Once the parent's and children's voices are added, **MF** will put in his perspective and then take everything back to the SLT. The final wording will describe the strategic direction of the school. **MF** will then feedback to Governors at the FGBM in May.

#### Action

FGBM2016-17/10: **Clerk** to put Aims & Vision: feedback on the agenda for FGBM summer 1

#### 8. **Cluster Chairs Committee** report:

**CR** reported that she has been attending the Cluster Chairs' Committee meetings for just over a year now and they have become much more intense in that time. There is a lot for governors to do and schools need fighting for. Michelle Hutton (Cluster Manager) had reported on Cluster activities including the Moderation time table, which is looking very good. Subject Leader networks are being re-introduced, which will enable schools to challenge each other.

Chairs had expressed their anger at the National Funding Formula, which it had hoped would mean extra funding for Warwickshire schools, but this is not the case. The Apprenticeship Levy is a further cost which most schools had not been aware of. Governors discussed what the Apprenticeship Levy was for, which includes mature people as well as youths who are training for a career. Governors are aware that schools can make use of the Levy by offering CPD or training, but this still needs to be paid out of the budget. Academies do not pay the Apprenticeship Levy.

Chairs had also discussed feedback from LA training, which was varied; wrap around care as an income stream and the current Ofsted inspection regime which includes taking a lot of data from the school website before visiting. **CR** suggested that MPS Governors start to get prepared for the next Ofsted inspection in the summer term.

**CR** explained that she is a member of the group exploring the possibility of setting up a Warwickshire LA MAT. Hertfordshire LA have set up a Trust (Herts For Learning) and are applying to become a MAT. The Regional School Commissioner (one of 12 or 15 individuals who have a huge amount of power) will make the final decision. As LAs diminish, schools have to create mutual self-improvement groups. **CR** had seen the creation of a Warwickshire LA MAT as a hopeful thing, showing that the aim of Warwickshire schools had not been lost. However, the LA is now mired in its own financial situation and Chairs had wondered if there is a large enough skill set to carry through the idea. The LA MAT group is interested to know if schools are interested.

Governors applauded the success of the North Leamington Cluster schools in supporting each other. **MF** explained that the Consortia that MPS is a part of has been talking about a Teaching School Alliance (<https://www.gov.uk/guidance/teaching-schools-a-guide-for-potential-applicants>). This is not a Multi Academy Trust but usually an outstanding or teaching school manages a local group of schools. The Consortia is looking at the whole consortia being the managing group. This is an on-going discussion as it is not just outstanding

schools that can do the managing.

**CR** asked that Governors reflect on the various options and send feedback to her via email. She will then feedback to the group.

Action

FGBM2016-17/11: **ALL** Governors to reflect on various Academy options and feedback to **CR**.

9. **Link Governor Reports:**

- Modern Foreign Languages.

As **EL** was not present, **CR** reported that the Link Governor Report is in the folder for this meeting and that **Jenny Hall Clarke** will be presenting to the FGBM in July.

10. **AOB**

On behalf of the FGB, **CR** said farewell to Emma Caplin who had been a Parent Governor for the previous four years and had created the role of Arts Link Governor. EC will still be around the school, continuing to promote art in all its forms.

**Items for exclusion**

There were no items for exclusion.

**Date of next FGBM**

The next Full Governing Body Meeting will be held on Wednesday 29<sup>th</sup> March 2017 at 7.00pm in the school library.

Signed: .....

Dated: .....

<b>FGBM2017-02-16</b>		
FGBM2016-17/8:	<b>Clerk</b> to arrange meeting to review New Governor Handbook.	
FGBM2016-17/9:	<b>All</b> Governors to fill in feedback forms after attending training sessions.	
FGBM2016-17/10:	<b>Clerk</b> to put Aims & Vision: feedback on the agenda for FGBM summer 1	
FGBM2016-17/11:	<b>ALL</b> Governors to reflect on various Academy options and feedback to <b>CR</b> .	



