

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on 11th February 2020

Present

Catherine Robbins (CR)	Co-opted Governor, Chair of FGB
Hannah Stephenson (HS)	Parent Governor, Chair of Performance & Standards
Jo Mainwaring (JoM).	LA Governor, Chair of Premises
Clare McNicholas (CMcN)	Co-opted Governor, Chair of Finance & Personnel
Zoe Morrissey (ZM)	Parent Governor
Maggie Wagstaff (MW)	Co-opted Governor
Nigel Perry (NP)	Co-opted Governor
Andrew McKirgan (AMcK)	Co-opted Governor
Liz Kay (LK)	Parent Governor
Tom Sidwell (TS)	Co-opted Governor
Laura Nicol (LN)	Elected Staff Governor
Danielle Belmaga (DB)	Co-opted, Deputy Headteacher
Matt Fisher (MF)	Headteacher

In attendance:

Joanna Bloomfield (C)	Clerk
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1. **Welcome and apologies**

CR welcomed those present. Apologies for absence were received from **Carol Barnes-Burrell (CBB)**, **Lis Blair (LB)**, **Helen Love (HL)** and **Tracey Brand (TB)**. **CR** explained that **Farzana Meru** had been elected unopposed as the new Parent Governor. **CR** recorded her thanks to **Alex Davidson** who had been a brilliant and energetic governor, full of initiative, during her term of office, involved with the creation of WAM and being passionate about food standards in school amongst many other issues.

2. **MPS Lead – SEND - Laura Nicol**

The Clerk was asked to put this on a later agenda.

Action

FGBM2019-20/30: Clerk to put MPS Lead – SEND on later FGBM agenda.

3. **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 **10th December 2019** were approved.

Matters Arising from the minutes.

CR expanded her report from the Cluster Chairs' Committee regarding **MF** taking the Chair of the North Leamington Cluster. **MF** explained that he has committed to the post for the next four years, starting at the beginning of the next financial year, with MPS holding the fund, as he felt that this would give some stability to the Cluster. Governors acknowledged that this also showed a commitment to MPS. **CR** reminded governors that the Cluster Chairs' Committee invited the Chair of the Cluster to report to them in the summer term, giving them oversight of the financial situation.

CR asked whether the Milverton Mile had now expanded throughout the school. **DB**'s class (5/6) do it every Tuesday and love it. All the children who could not make the mile to begin with can now, with some children doing up to two miles in fifteen minutes. LAFF leaders have set the rules, including each child collecting a lollypop stick at the end of each circuit to show how many they have completed.

Annual Governor Attendance at school.

CR explained that according to the Governor Diary, where governors attending committee meetings or meetings with staff sign-in, the governor who made the most visits during 2019 was **Hannah Stephenson**.

Action Log.

CR went through the action log with the following comments:

FGBM2019-20/28: MF to arrange a Governor Walk for the Summer term.

This has been arranged for Tuesday 16th June 2020.

- *All actions were either closed or on the agenda.*

CR asked **MF** to ensure that the dates of the FGB meetings are included in the Diary Dates on the school newsletter, in accordance with the Open Meeting Policy.

Action

FGBM2019-20/31: MF to include FGB meeting dates on school Newsletter Diary Dates.

Correspondence

CR reported that she had received the following communications:

- Email: the new LA Complaints Tool Kit. A date had been set for **MF** and **CR** to meet and finalise the Milvertonising of the policy.
- Email: a consultation from the LA regarding the extra school funding and whether some could be top sliced for Higher Needs funding. The MPS answer had been no, and although, as **MF** explained, this had been a unanimous response from all Warwickshire head teachers, the LA is appealing to the DfE. Regardless of the outcome, MPS will get the full amount due to the deficit position.

- Email. Two Governance Matters newsletters. These contained a large number of updates and signposts on subjects including Ofsted; Social & Mental Health issues (relevant in light of the MPS focus for this year. The LA interest is aimed at staff, pupils and governors); Safeguarding; Pupil Premium; Character Education; Prevent training and integrated curriculum and financial planning. The annual Governors Conference is being held in Coventry on Wednesday 17th June with topics including 'What Ofsted wants from Governors'.
- Email: link to Governor Services survey, which is open until the 17th January.
- Current Governor Services CDP programme.

New Governor Pack - annual review

Every year two relatively new governors are asked to review the MPS New Governor Pack to see whether it contains all the required useful information. **ZW** volunteered and **CR** will email **LB** to see if she is also willing.

Actions

FGBM2019-20/32: **CR** to ask **LB** to review the MPS New Governor Pack.

FGBM2019-20/33: **ZW** and **LB** to review the MPS New Governor Pack.

4. **Governor Training**

CR reminded Governors that the next Cluster Training session is on The Governors Role in School Improvement, on Thursday 27th February.

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

Premises

(minutes previously uploaded to The Governor Space)

JoM reported that the Committee had discussed, amongst other issues:

- Accident and Near Misses report. The committee looks for any trends that might occur in any given area which may indicate closer inspection of the location: nothing leapt out. Governors assured themselves that WAM are included in the reports: WAM incidents can be identified by the time line. **MF** confirmed that the Emergency Drill would definitely take place this term.
- The LA is replacing the ventilation system in the dining hall this coming half term holiday. One of the benefits of this work is that external repairs have been identified and these will also be undertaken and the exterior of the hall redecorated. The fungus in the West Hall and **MF**'s office will be dealt with either during this half term break or at Easter when replacing the floor. Governors noted that the area of fungus infection has been segmented off and noted that **MF** had sought advice about the impact of having fungus in the school hall: it is not dangerous but contractors need to be able to see it. Governors had recommended that **MF** seek advice from Asthma UK as fungus spores can be a trigger. The committee had commented on the recurring theme of **MF** having to always chase the LA contractors. Governors discussed

whether it would be quicker to get private contractors but noted that the LA, as landlords, were required to do the work and private contractors would need paying. Governors suggested that **MF** give the LA an ultimatum on time – such as Easter – to provide a safe environment for the pupils.

- Trim Trail. Governors had discussed that this had taken nearly twelve months not to be repaired. **MF** announced that the Trim Trail should be done the following Tuesday. It was agreed that if this did not happen by the next FGBM, then the school should agree a time line and invite the LA to speak to governors about why it has taken so long. Governors acknowledged that this was being taken seriously and needed to be drawn to a conclusion.
- Allotment. Governors had discussed tapping into the school community in the same way that parents/families had taken on planting areas in the playground. Governors agreed that it was a good thing to maintain as it helps children experience the seasons.
- Electronic Gate. This has been fixed and **MF** and Terry Heard can now change it to manual setting.
- Lane Gates. MPS is keen to have the lane gates closed at all times, with code access for residents. The committee had agreed that consultation should take place in the summer term.

Finance & Personnel

(minutes previously uploaded to the Governor Space)

CMcN reported that the meeting had been dominated by finance and the budget again. Still some concerns but overall looking healthier.

- 2019-2020 should finish with an in year balance.
- 2020-2021 should produce an in year surplus with £80k extra funding promised by the government.

MPS is still carrying a £151,174 deficit but with inroads being expected over the next few years and WAM producing healthy support, the Sustainability Action Group (SAG) no longer wants to meet. Governors thanked **MF** for his work and acknowledged the contribution of **LW**, whose experience, familiarity with the system and confidence, have added to the robust understanding and response to the financial situation.

Yvonne Stanisforth, from WES Finance Services, no longer feels that it is necessary for her to personally oversee MPS and a regular Finance Officer will take over.

LW is currently finalising the 2020-2021 budget and this will need to be signed-off at the next FGBM. She is also completing the SFVS, which needs to be submitted before the end of March.

Governors also discussed whether money received from WAM could or should be spent on the deficit, providing more TAs or the swimming pool that the School Council had suggested: it is potentially a large pot of money to support what school can do and should be used on children currently in the school. Governors suggested that a future discussion could include using part of the profits for deficit reduction over a

longer period but that any decision should be held-off as year three figures are always vague.

Performance & Standards

(minutes previously uploaded to the Governor Space)

HS reported that the Committee had:

- Reviewed a number of policies. Assessment Policy and Marking & Feedback Policy were approved with no major changes, SEND Policy is awaiting final sign-off and the new RSE Policy is in progress.
- Reviewed in detail the ASP and IDSR data. Drilling down into the data it becomes clear that the school focus in the SDP, such as the recent focus on maths, impacts on outcomes with improvement in the maths data. Most of MPS data is in the expected range. KS2 girls reading is particularly good but this does not mean that boys are not still doing well. The Committee had agreed that there are no major concerns and that they are aware of the reasons that the small number of Pupil Premium pupils can skew data, and the stories behind this.

The Committee had also discussed the autumn term internal data which gives information at a particular point in time, measuring the objectives covered so far. Much of the data was green and blue although Governors noted that the KS2 data was stronger than the KS1 data. **MF** had been aware that some teachers were assessing against end of year markers so reviewing the use of the tracking system at KS1 will be done at a staff meeting. There will be a focus on writing for next year.

- **CBB**, as Pupil Premium Link Governor, had delivered her report from November. There is less funding due to a drop in numbers but the school is maintaining levels of support. The Sutton Trust recommendations on growth mindset and confidence about learning are all reflected in the Fruits of Milverton and Super Learning Skills. The MPS mixed ability learning groups and classes follow the strategy of peer-to-peer learning in an informal way. Governors asked how MPS can identify progress in Pupil Premium children: this is done by close tracking. **MF** explained that there are three or four PP children in each year group and that often three of the four will overlap with the SEND group so progress does not appear in data. PP money is used to buy-in support, for example 1:1 TA support, working with Lisa Merrel and the school counsellor. In some year groups the data never moves but individual tracking and evidence folders can show progress. **MW**, as SEND Link Governor, confirmed that she sees the evidence collated by staff in the individual folders. The Committee agreed that they have confidence that the school is doing all it can to improve the PP outcomes.
- Reviewed the autumn term SDP monitoring reports – see *below*.
- Agreed an article for the School Newsletter, which has already been actioned.

Chairs' Meeting

CR reported that Committee Chairs had:

- Discussed the current improving financial situation.

- Looked at the FGBM standing agenda
- Reviewed the policy tracker, adding two new ones
 - Appeals Panels (for other cluster schools)
 - Open Meetings Policy
- Discussed Parental Engagement. Governors who had attended the parent/teacher review evenings had been uneasy. One suggestion was that governors could hand around the survey as a way of introducing themselves. It was agreed that governors would attend the February review evenings and the parental engagement strategy will be reviewed at the end of the year.
- Governor Succession: **Farzana Meru**, who had stood in the last Parent Governor election was willing to stand again. **TS**'s term will come to an end in April, so a new co-opted governor needs to be found as **TS** is hoping to become a governor at his children's school.
- Clerk Succession: several parents have expressed interest in the position so a new Clerk should be in place for next term.

6. **Accessibility Plan** – review

After a thorough review of the Equality and Diversity Policy, including the Accessibility Plan, by the Premises Committee during 2018-19, it had been agreed that the FGBM would review the plan on an annual basis. As the Premises Committee now has a new Chair, it was agreed that this would be postponed until the next FGBM. The Clerk asked to put the Accessibility Plan on the agenda for the next Premises meeting and invite **MW**, as SEND Link Governor, to walk through the plan.

Action

FGBM2019-20/34: **Clerk** to put Accessibility Plan on the agenda for the next Premises Committee meeting.

7. **Link Reports**

GDPR

CMcN reported that the annual GDPR Audit by the Data Protection Officer (DPO) had happened last November. MPS buys into the WES Data Protection Service, and they supply the DPO. The RAG rated report had been shared with the F&P Committee with the key finding that the school is broadly compliant with the GDPR requirements. Most of the sections were either green or amber with only one red – CCTV Data Impact Assessment – which the school already complies with via the Premises Committee. All the actions from last year had been completed. A few tweaks to privacy notices were recommended and there are a few points to follow up on regarding third party contracts and records management, although WES has produced guidelines on this since the audit took place.

Governors asked whether WAM is also required to comply with GDPR: yes, it is covered as part of the school.

8. **SDP – overview of autumn 2019 monitoring**

HS reported that she had read all the reports submitted after the autumn review in January. She thanked those who had forwarded their reports to **MF**; only a few reports were missing. **HS** explained that it was really interesting to read what was going on around the school. Highlights from the reports were:

- EYFS: interesting to see Makaton in daily use
- SEND/Inclusion: effective use of one page profiles, impact of committed and hard working TAs.
- ENGLISH: supports the work of the P&S committee, for example the review of year 3/4 boys writing
- GEOGRAPHY and HISTORY: Elephants of Leamington Spa project, in collaboration with other Cluster schools
- ART: upcoming RART week
- MFL: both the governor and teacher are new to roles, so looking forward to hearing how French progresses
- ICT: highlighted how expensive computers are via the LA - £650 each, an asset replacement
- MATHS: lots going on with positive progress
- SCIENCE: Science Week for the whole school in March and the possibility of applying for Crest Award being examined.

Governors agreed that it was very good to see, over the last two years that this way of monitoring the SDP has been happening, the structures and systems in place in school being developed, and how staff are enthused and supportive, for example for the Elephants in Leamington Spa project. It encapsulates the Milverton journey story.

9. **AOB**

There were no items of Any Other Business.

Items for exclusion

There was one item for exclusion.

Date of next FGBM

The next Full Governing Body Meeting will be held on Tuesday 24th March 2020.

Signed:

Dated:

Actions

FGBM20-02-11	
FGBM2019-20/30	Clerk to put MPS Lead – SEND on later FGBM agenda.
FGBM2019-20/31	MF to include FGB meeting dates on school Newsletter Diary Dates.
FGBM2019-20/32	CR to ask LB to review the MPS New Governor Pack.
FGBM2019-20/33	ZW and LB to review the MPS New Governor Pack.
FGBM2019-20/34	Clerk to put Accessibility Plan on the agenda for the next Premises Committee meeting.