

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on Wednesday 6th July 2016

Present

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| Catherine Robbins (CR) | Co-opted Governor (Chair) |
| Danielle Belmega (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 (Vice Chair) |
| Sophie Staniszweska (SS) | Parent Governor |
| Jim Mills (JM) | Co-opted 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 |
| Tom Sidwell (ST) | Co-opted Governor |
| Ben Wilde (BW) | Headteacher |

In attendance:

| | |
|--------------------------------|----------------------|
| Joanna Bloomfield (C) | Clerk |
| Stephanie Tierney | Prospective Governor |

1. **Welcome and apologies**

CR welcomed those present, particularly Stephanie Tierney, who was attending as a prospective Governor. There were no apologies for absence.

On behalf of the Governing Body, **CR** thanked **DB** for stepping up as Acting Headteacher during the past year. She had worked to her usual incredibly high standard, ensuring the Flexible Working Arrangements enabled all parties to achieve their goals.

CR also thanked **MT**, who she described as the epitome of an active Governor - supportive and challenging, who was leaving the Milverton Governing Body to focus on Governance at a secondary school.

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 **Tuesday 17th May 2016** were approved.

Action Log

CR went through the action log with the following comments:

FGBM2015-16/3: still open.

FGBM2015-16/30: Cluster funding feedback. **BW**: the LA has agreed to some funding for the Cluster in 2016-17 but so far there has been no confirmation of what the figure is.

All other actions were closed.

Correspondence

CR had received the following electronic communication:

- **Membership of The Key** (*update*): this had been brought to the Governors' attention at the last FGBM, and it is likely that MPS Governors will subscribe as **Matt Fisher** has used the site in the past and wants to subscribe for the Senior Leadership Team.
- **Governor Hub** (*update*): the trial period continues until the end of term. The FGBM will discuss whether to subscribe to the service at the autumn meeting.
- **Primary Heads' Briefing**: this has been fed into the Chair's report.
- **Confirmation that Headteachers Performance Review** will take place in October meaning that MPS will be in line with regulations.
- **Contact via website**: a parent concerned about family at school. **CR** reported this to **BW** who met with the parent.

3. **Headteacher's Report**

BW shared with the Governors the MPS KS2 results which are well above the national and North Leamington Cluster averages. The Cluster Primary heads had agreed to share the data so that individual schools could put their results in some context. MPS results have been particularly good, reflecting a very strong cohort. They are a testament to the children and teachers from reception onwards.

The Government had previously said that 65% of children reaching the standard in reading, writing and maths would be the floor standard but the published results show that nationally only 53% achieved the standard, whilst 61% of the North Leamington Cluster and 82% of MPS pupils achieved the standard. Last year's more disappointing results were also the reflection of the cohort.

Governors questioned how these results are communicated to parents: individual Year 6 pupils will receive the results with their annual report. In previous years the results have not normally been communicated to the school community as a whole and this year's results are still only in draft form: they will be confirmed in September or October. The national results were published yesterday so parents will be able to compare their child's result against these.

Governors discussed whether it would be a good idea to publish this year's results in the MPS Newsletter so parents can celebrate a good outcome achieved during quite a difficult year for teachers having to work out the levels as the year went on and the flexible arrangements which have been peculiar to MPS. **BW**: MPS is a lot more than SATs but he is happy to share the results.

The Headteacher's Report had previously been uploaded to the Governor Space, **BW** highlighted a number of points:

- **Assessments** have been taking place throughout school with the normal round of Pupil Progress Reviews this week. Some of the issues raised during this process have been funnelled straight into next year's SIP.
- **Assemblies**. This half-term MPS is trialling moving assemblies to the afternoons. Children are generally more engaged in the morning, so the change will capitalise on using this time for study. **Caroline Tribe-Phillips** is organising the trial, with smaller class or phase assemblies taking place two days a week. One of the challenges will be to monitor that these are taking place and not creating extra time for lessons that may overrun.

End of Year SIP Review

BW: Governors are now engaged with SIP monitoring at every committee meeting. Governors were asked to review the 2015-16 SIP as committees and agree whether they had successfully completed the actions, using green, yellow and red to indicate fully completed, nearly completed or still to be completed.

BW will collate the reviews to forward to **Matt Fisher**.

Actions

2015-16/40: **BW** to report MPS KS2 SATs results in MPS Newsletter.

2015-16/41: **BW** to collate SIP reviews and forward to **Matt Fisher**.

4. **Governor Training**

MT reported that there had been quite a few training courses attended this term. Governors agreed that circulating suggested training by email was a good idea and **MT** would compile a list for the rest of the year.

There had been no Governor Walks this term but this will recommence in the autumn term. The Premises Committee had asked for a 'More Able' Governor Walk to help with their SIP monitoring responsibilities.

MT thanked all the Governors for returning their Skills Audit and this would be discussed at the next Chairs' meeting.

The GEL training site had moved again and governors should re-register at <http://www.gelregistration.co.uk> There was no sense that the modules are being updated but it is part of the WES subscription and there to be used.

As this was the last meeting **MT** was attending as a MPS Governor, she requested that all Governors think about volunteering as the new Training Link Governor and encouraged all Governors to keep availing themselves of the training on offer.

Action

2015-16/42: **MT** to circulate suggested training for the rest of the year.

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

- Premises Committee, including report from Grounds Redevelopment Group (minutes from two Premises meeting previously uploaded to the Governor Space).
EL: The yet to be named Scrap Store, which will be placed in the playground by the hall steps and will support creative play, should be in place before the end of term. An appeal will go out to the school and the community to gather contents for the Scrap Store. These will need to be risk assessed and children and play leaders will undergo training. Some children have made a short film to show to the Round Table to illustrate why MPS is asking for financial donations toward the Scrap Store.

Governors briefly discussed ways to raise more finance for the Scrap Store, including applying to the National Grid, which runs an annual grant application for community funds, and charging pupils to enter a 'Name That Shed' competition.

EL reported that the school was finishing the term in a very different way to how the year started and that the redevelopment of the playground had given an opportunity for the community to come together and for the pupil voice to be heard. The review of school meals had also involved the pupil voice, and particular thanks for this were extended to **AD**.

- Performance & Standards – including Safeguarding update and Safeguarding Audit (minutes previously uploaded to the Governor Space).
CS highlighted the Safeguarding Policy which has now been reviewed and signed-off. **All Governors** need to read the policy and report and be ready to sign that they have done so at the October FGBM.
The review had thrown up a number of issues which have now been redressed. MPS did not have a Staff Code of Conduct policy but **BW** has now written this and **Laura Nicol** will present it to the staff at the September INSET day. All staff and volunteers working in the school will need to sign to say that they have read the policy.
BW reported that the policy review had been very thorough, taking longer than expected, which meant that the previous policy had become outdated. He had had advice from Susan Blakemore (SIP Adviser) that if this happens again, the old policy requires a note explaining that it will be in place for an extended period – which should be dated – whilst the new policy is reviewed. If Ofsted had visited during the period of review, there would not have been a policy in place.
RG and **Laura Nicol** were thanked for completing the Safeguarding Audit, and this has been uploaded to the Governor Space. This also contains a report from **RG** relating to cases at school during the current year.

SIP update: the Committee looked at maths Home Learning throughout the school, which has resulted in some changes being made to the way the Home Learning is communicated to parents (see Home Learning template on the Governor Space) and will be looking at the maths attainment data more closely at the next meeting.

- Finance & Personnel

(minutes previously uploaded to the Governor Space).

SR drew Governors' attention to the staffing update which contains a few minor changes but pupils will see little disruption to the current scheme. She also reported that **CR** had received a Governor Long Service Award at the last Schools' Forum.

A slight change had been made to the budget, mainly due to the change in staffing (above).

Action

2015-16/43: **ALL** Governors to read the Safeguarding Policy and report and be ready to sign that they have done so at the October FGBM.

6. **Chair's Report**

- including Cluster Chairs' Meeting, Patch Meeting, Schools Forum, Academies Conference and Heads' Briefing (minutes and papers previously uploaded to the Governor Space).

CR reported that the meetings had mostly focused on Academisation and had changed slightly in emphasis during the period of the meetings. The Cluster Chairs' meeting had reported on the success of the networks being set up between the schools' subject leaders and that the first SEND networking event had been particularly good. Michelle Hutton is also setting up a Safeguarding network. Discussion had taken place about the possibility of firming up the Cluster to become a Multi Academy Trust, but this is not straight forward as several members are church schools. North Leamington School has set up an empty MAT and circulated their draft principles to local schools (uploaded to the Governor Space).

At the Patch meeting there was a lengthy discussion about the implications of the White Paper and national funding proposal, which will be radically different and hopefully fairer for Warwickshire schools which have traditionally had low funding but there is some doubt as there are no big cities in Warwickshire. All the land with schools on which now belongs to LAs will be transferred to DfE from 2017. Local Authorities will no longer be responsible for school improvement but they are being encouraged to actively sell traded services to academies.

Although the provision for all schools to become academies by 2022 has been withdrawn, it is still the Government's strategic direction that all schools will become academies. Schools are being advised that it is a financial advantage to include a secondary school in a MAT as the larger number of pupils brings larger amounts of funding. MATs can be seen as firming up existing collaborations.

The advice from the DfE is to actively engage in the process soon, while the Local Authority, which is pursuing becoming a MAT in its own right, possibly with smaller hubs around the county, is suggesting a wait and see approach.

CR also reported that she, **KLS** and the **Clerk** met to review the New Governor Pack which is only waiting on the writing of a new introduction.

Action

2015-16/44: **CR** to write introduction to New Governor Pack.

7. **Link Governor Reports:**

Computing (previously uploaded to the Governor Space)

JM highlighted a few items from his meeting with Alastair Geddes.

- A few lap tops have gone down just after the warranty had ended and therefore needed replacing; the ipads which have been replaced for staff have been returned to factory setting and are being re-used in the school.
- The Blog Squad which is being offered as part of the Friday afternoon activities gives a weekly update on learning throughout the school, on the school website. **BW**: so far there have been no responses to the blogs left on the site and children are not sure there is an audience for it. Governors reported that at one of the Cluster Governor Training events, an external facilitator had mentioned it and so it has been taken note of, even outside the school community. It was suggested that the Blog Squad be highlighted in the Newsletter again.
- The MPS website is continuing to attract viewers: in one week recently there were over 500 unique visitors. **JM** reported that this is a good website compared to that of many other schools.
- **JM** reported that he had asked Alastair Geddes to compile a list of ipad apps relevant for age groups which related to school learning that parents could download for their children. Governors pointed out that recommended apps are on the website, including Purple Mash. It was suggested that parents' attention should be drawn to this during Parents Evenings.
- **AG** is constantly looking to bring Computing forward within the school although as a Cluster activity this has waned over the last few years. **MPS/AG** had taken the lead previously in this.
- **AD** reported that as the result of a Site Inspection she had been looking into finding someone to take old and unused equipment computer equipment which has been stored under the tables in the ICT suite. Unfortunately all the equipment is too old for re-purposing and therefore recycling is the only answer.

Arts & Creativity

EC had given a report on Arts & Creativity at MPS at the last FGBM and since then has met with David Iles (part-time Music teacher) who thinks that, although all children are taught notation, the Music Curriculum is loose enough to be open to interpretation.

EC felt that The Milverton Musical Moment had shown up the difference between those having private music lessons versus those who only receive County Music Service (CMS) instruction at school, which was comparatively lack lustre and that there is a need to inject passion and enthusiasm for all forms of music. As part of the trial of how assemblies are being delivered at MPS (see Headteacher's Report above) David Iles is leading a Singing Assembly once a week, the first of which happened today. Governors asked whether there is funding for SEND or Focus Group pupils to access music lessons: a number of pupils have their CMS lessons paid for.

The G-Art week had been a great success, particularly the inclusion of outside visitors helping to produce drama, art and videos. The idea of combining art with other subjects was brilliant and missed only a final show of work, although this is displayed throughout the school.

The 3/4 production of Romeo & Juliet had also been a great success. **EC** expressed her concern that some of the children carried much larger parts, and therefore pressure, than others and questioned how this was managed. **BW** agreed that, unlike the 5/6 productions where all pupils were included in different aspects of a production, there was a need to look at the way the younger children were included, particularly when curriculum time is being lost to rehearsing a 'spear carrier' role.

Governors discussed whether it was possible to include other outside agencies in delivering Arts & Creativity to MPS. Several Governors who work at Warwick University know of a Milverton parent who leads creative workshops there, who could be approached. Governors also mentioned the RSC which has an out-reach programme and the Coventry bid for City of Culture status, which is extending beyond the city boundaries.

CR thanked **EC**, who had created this new Governor Link and questioned when Arts & Creativity had last appeared in the SIP.

8. **New Governor Handbook**

See Chair's Report above

9. **Forward Planning**

- Governor attendance 2015 - 2016
- Committee dates 2016 – 2017
- Committee membership
- Governor Responsibilities
- New Governors

CR asked that all Governors look at the committee dates/membership and governor responsibilities and contact her in the next two weeks if they would like to rethink which committee they serve on and which responsibility they would like to take on. **CR** commented that she had been nervous about moving from Performance & Standards to Finance & Personnel but now realises that it is a good idea to move around.

CR reiterated that she would be retiring from Governance in summer 2017 and any Governors who may wish to consider taking on the role of Chair or Vice-chair could shadow her, and take the opportunity to sign up to the Taking The Chair course.

Stephanie Tierney was attending this meeting because she is looking to become a Governor. As **MT** is leaving the Governing Body, there is now a vacancy for a new LA Governor and the LA has suggested that the school is free to find its own replacement for the position. A notice will be put in the school Newsletter asking

for parents to consider either putting themselves, members of their family or members of the community forward. While **Nicola Shilton** is on maternity leave there is also a vacancy for a Staff Governor.

Action

2015-16/45: **ALL** Governors to review their committee membership and governor responsibilities and contact **CR** if they want to change.

10. **AOB**

CR explained that, as she had been involved in appointing **BW** to the post of Headteacher, it was fitting that she was now leading the farewell. At his interview, **BW** had indicated that he expected to stay at MPS for five years, and was now leaving after twelve. At the time of his appointment, MPS was a lovely, locally famous school but **BW** had brought it into the 21st century. He had been a wonderful child centered Headteacher and the Governors particularly benefited from his love of, and ability to explain, data.

Items for exclusion

Date of next FGBM - Wednesday 12th October 2016

Signed:

Dated:

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|-----------------------|---|------|
| FGBM2015-10-06 | | |
| FGBM2015-16/3 | Any governor wishing to volunteer as Phase Link Governor for Phase 1/2, please contact CR . | Open |
| FGBM2016-07-06 | | |
| FGBM2015-16/40 | BW to report MPS KS2 SATs results in MPS Newsletter. | Open |
| FGBM2015-16/41 | BW to collate SIP reviews and forward to Matt Fisher . | Open |
| FGBM2015-16/42 | MT to circulate suggested training for the rest of the year. | Open |
| FGBM2015-16/43 | ALL Governors to read the Safeguarding policy and report and be ready to sign that they have done so at the October FGBM. | Open |
| FGBM2015-16/44 | CR to write introduction to New Governor Pack. | Open |
| FGBM2015-16/45 | ALL Governors to review their committee membership and governor responsibilities and contact CR if they want to or are willing to change. | Open |
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