

Minutes of the meeting of the  
Full Governing Body of Milverton Primary School  
Held on Tuesday 6<sup>th</sup> October 2015

Present

Marianne Talbot ( <b>MT</b> )	LA Governor (Chair)
Catherine Robbins ( <b>CR</b> )	Co-opted Governor (Vice Chair)
Emma Caplin ( <b>EC</b> )	Parent Governor
Preeti Gupta ( <b>PG</b> )	Parent Governor
Cheryl Scott ( <b>CS</b> )	Parent Governor
Kay Lawrie-Stiven ( <b>KLS</b> )	Parent Governor
Emily Lim ( <b>EL</b> )	Parent Governor
Sophie Staniszewska ( <b>SS</b> )	Parent Governor
Susan Robson ( <b>SR</b> )	Co-opted Governor
Simon Nall (SN)	Co-opted Governor
Clare McNicholas ( <b>CM</b> )	Co-opted Governor
Maggie Wagstaff ( <b>MW</b> )	Co-opted Governor
Danielle Belmega ( <b>DB</b> )	Co-opted Staff Governor
Rachel Green ( <b>RG</b> )	Co-opted Staff Governor
Nicola Shilton ( <b>NS</b> )	Elected Staff Governor
Ben Wilde ( <b>BW</b> )	Head Teacher

In attendance:

Joanna Bloomfield (**C**) Clerk

1. **Welcome and apologies.**

**MT** welcomed those present, particularly **KLS** who was attending her first meeting as a Parent Governor. She also explained that the 'Assessment Without Levels' presentation which was originally on the agenda for this meeting had been moved to the next FGBM due to time constraints.

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 last FGBM held on Tuesday 7<sup>th</sup> July 2015 were approved. **MT** asked the **Clerk** to ensure that all the approved minutes were published on the school website.

## Action Log.

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

FGBM2014-15/21: a reminder that all governors had agreed to do two or three GEL modules each year. Governors commented that a number were quite out-of-date, although the headteacher recruitment module was recommended.

FGBM2014-15/24: **BW**: the office staff were chasing up the paperwork from members of staff regarding the Safeguarding Guidance.

FGBM2014-15/30: **EC**: WCC does not have a Sponsorship Policy so looking for examples from other schools. The action will be picked up by the Premises Committee.

FGBM2014-15/33: a few governors had made contact over the summer to express their preferences.

FGBM2014-15/34: **PG**, **CS** and **CR** had attended the Open Morning. They agreed that there had been a positive response from the attendees and there had also been some questions about the new head teacher. **MT** thanked the governors who had attended and **BW** for hosting the event.

All other actions were closed.

## Correspondence.

**MT** had received the following electronic correspondence:

- WCC Leave of Absence Policy, which has been forwarded to **CMcN**.
- NGA Guidance - What Governors Should Expect ...
- The Warwickshire Governor Newsletter – July edition.
- Updated WCC Training document.
  - these are all on the Governor Space
- Draft School Teachers Pay & Conditions consultation. **MT** did not comment on this and the final policy will be sent to F&P for Milvertonising.
- Schools Finance Newsletter.
- An anonymous letter concerning the misuse of social media by school staff. **MT**, **CR** & **BW** met to discuss the contents but decided that it was of no real concern. **BW** reminded staff about the judicious use of social media.

### 3. **Elections:**

- Chair  
**CR** was elected as Chair and spoke a few words about her predecessor, **MT**, who she described as awe inspiring in her ability to see an overview of the governance of the school whilst at the same time make everybody feel valued, and that her forensic knowledge of school had enabled her to set up systems that are now in place which will help the school make wonderful progress. **CR** added that as a close neighbour of the school she has seen generations of young people who were creative and energetic. It has been a privilege to work with governors and headteachers in the past and she is looking forward to an interesting and challenging year.
- Vice Chair, clerk, named governors and other roles  
**EL** was elected Vice-Chair, **JB** was re-appointed clerk, **EL** was re-elected as chair of Premises Committee, **SR** was re-elected as chair of Finance & Personnel Committee and **CS** was elected as chair of Performance & Standards Committee.

- Committee memberships and Governor responsibilities

The committee membership had been circulated via the Governor Space and was confirmed by the meeting. The following Link Governors were agreed:

The Arts	Emma Caplin
Training	Marianne Talbot
Early Years	Maggie Wagstaff
Safe Guarding	Cheryl Scott
Early Years shadow	Kay Lawrie-Stiven

#### 4. **Annual Reviews:**

- Committee Terms of Reference: these had been discussed at the Chairs meeting and circulated via the Governor Space. Since then **CS** has agreed to be Safe Guarding Link Governor, so this responsibility will now pass back to the P&S committee and the F&P and P&S committees Terms of Reference will be adjusted accordingly. All the Terms of Reference were adopted.
- Instrument of Government: the MPS Instrument of Government, as approved by the FGBM and the LA in January 2014, was confirmed by the meeting.
- Meeting dates: these had been circulated via the Governor Space. The Clerk was asked to add an extraordinary FGBM on the 20<sup>th</sup> November 2015 at 6.30pm to ratify the appointment of the new headteacher to the calendar. It is important that this meeting is quorate, and anybody who can get away from work during the day is welcome to come and watch the candidates' presentations.
- Declaration of Interest: the annual compliance form had been circulated via the Governor Space. The Clerk explained the new requirements which includes declaring any other schools where MPS governors are also governors and the fact that all the completed forms will be published on the school's outward facing website.
- Governor feedback to parents: this is a standing agenda item for every committee meeting. **PG** was asked to write an article about her experiences as a governor as she will be standing down in November.
- Governor access to Milverton website: the new password had been circulated and was working for all governors.

#### Action

**FGBM2015-16/1: Clerk** to add 20<sup>th</sup> November eFGBM to meeting dates.

**FGBM2015-16/2: PG** to write article for school newsletter on her experiences as a Parent Governor.

#### 5. **Committee Reports.**

##### Chairs Committee

- The Chairs Committee had discussed the role of the Class Link Governor and whether it was sustainable to have one governor linked to one class as so many of the governors do not have the availability to come into school during the day. It had been suggested that Class Link Governors are replaced by Phase Link Governors which requires only four governors. Non Phase Link Governors can still come into school to see it in action. This was agreed by the FGB.

The following governors volunteered as Phase Link Governors:

Early Years	–	<b>MW/KLS</b>
5/6	–	<b>CMcN</b>
3/4	–	<b>EC</b>
1/2	-	volunteer required

- The Committee discussed the need for a Parent Governor election soon after half-term and that there is a space for a co-opted governor.
- The Committee also discussed the arrangements for the Headteacher's Performance Management Review which will include an external advisor.

#### Action

**FGBM2015-16/3:** Any governor wishing to volunteer as Phase Link Governor for Phase 1/2, please contact **CR**.

#### Premises Committee – including Ground Redevelopment Working Party

- **School Grounds Development Working Group:**
  - ❖ The group is made up of a good cross section of parents and staff with a wide range of expertise.
  - ❖ They discussed having a thematic approach to the planting of the raised beds and the need for further fundraising to pay for outstanding items.
  - ❖ There are still a few snagging issues with the build and there is another meeting with the builders tomorrow (7<sup>th</sup> October).
  - ❖ **KLS:** as a local resident she was able to look at the building works as they progressed and was surprised to see the state of the site - one side was very neat but the other side had a large amount of rubble in which children were playing and there was no fencing or warning about trenches that had been dug. As MPS had deliberately worked through Warwickshire Council, they need to know that the builders were not operating a safe site. **BW:** this has already been fed back to the Council on his own behalf, but he will re-iterate the complaint on behalf of the school community. The builders should have followed Warwickshire Council guidance. On a positive note, **CR** reported that the hedge cutters had been brilliant. It had been agreed to write an article for the newsletter after the planting scheme has been decided. Pupils had been given the chance to design part of the playground as their Home Learning last week and these would be taken into consideration at the next Working Group meeting.
- **Premises Committee Meeting:**
  - ❖ The Committee discussed the decorating, refurbishment and cleaning which had taken place over the summer holidays. The LA cleaning trainer had been in a number of times during the holiday to work with individual cleaners and would continue to come in through the year. Her work has raised standards and expectations, although in a slow upward curve, and has, so far, been well received.
  - ❖ The receipt of the new LA Health & Safety Standards had given the committee the opportunity to question **BW** on how the Health & Safety Standards are communicated to staff.
  - ❖ The issue of road safety around the school, and other schools, continues to be a challenge. The North Leamington Cluster has worked together to produce a leaflet for parents and banners to be displayed outside the

schools.

- ❖ The committee reviewed and agreed the Terms of Reference for the Premises Committee.

### Headteacher Recruitment Working Group

**CR** thanked all those who had suggested re-wording for the Headteacher Person Specification and advert copy, which were finally agreed. The first advertisement will appear in the Times Ed on line, going live tomorrow (7<sup>th</sup> October) until 1<sup>st</sup> November. The Working Group have agreed the pay range and created two tasks for the candidates to complete: Milvertonised Educational Philosophy & Standards and Issues Affecting Education in the Next Five Years – how to move forward a school like Milverton.

The next meeting is on the 9<sup>th</sup> November when the Working Party will discuss different actions that they want to see from the candidates and the involvement of the pupils in the process. All the governors who have expressed an interest will be able to see the candidates in action and listen to their presentations on Friday morning, 20 November. If governors have any further suggestions for topics for presentations, which should be about fifteen minutes, please let **CR** or any member of the Working Group know.

Staff members who had looked for the West Midlands advert on the WES HR website had not been able to locate it in the correct place. **CR** agreed to check. A group of Year 6 children have created a short film for the advert but **DB** was currently having trouble uploading it.

The timeline for the next part of the process is that WES HR are gathering the applications and they will update **CR**. Governors who are short listing will have received hard copies by 4<sup>th</sup> November and short listing will take place on the 9<sup>th</sup> November.

### Action

**FGBM2015-16/4:** Any governor with suggestions for candidate presentations, please contact **CR**.

6. **Headteacher's Review of Data** including SIP development workshop & SEF review. **BW:** for the last three years this part of the meeting has been an interactive session which has proved to be a useful way to engage governors who, as part of their responsibilities, contribute to development and monitoring of the School Improvement Plan. The SIP is never a completely finished document, more of a work in process document. Governors were asked to feedback to **BW** if they felt it was not comprehensive enough.

Before looking at the SIP, **BW** went through the data headlines from the 2015 SATs results, highlighting areas of concern. As the phonics results were not quite meeting the 80% target, it would remain an area of focus, although not on the SIP.

The Key Stage 2 results came with a health warning about attainments of this particular cohort. These are very different results from the year before. The Level 4 maths results have dropped noticeably although teacher assessment had led to the expectation of

at least the National standard. The lower scores in maths have impacted on the RWM (reading, writing, maths) result, which is also lower than the National rate although the other subjects were broadly in-line with National rates. Level 5 results were significantly higher than the National rates and three levels progress scores were in-line with National rates with the exception of writing, which was well above. The gap between FSM6 – four children in this cohort – and the rest of the children continues to be an area of focus.

The data will be looked at in more detail at the next Performance & Standards committee meeting.

The starting point for the SIP is always the school vision which was agreed by children, parents, staff and governors. For 2015 – 2016 the Priority Improvements are:

- 1. Secure appropriate achievement for identified group of focus children through the school.**

When reviewing the Key Stage 2 SATs results, the SLT agreed that it was not an issue in teaching, or of changing teachers, so why had this particular cohort performed relatively badly? Looking back at the data they identified a new group of pupils whose engagement in the learning process was not as good as it could have been throughout their schooling: last year's Year 6 had a disproportionately large number of children who were disengaged. Asking why this should be the case, the SLT decided to prioritise the engagement of this group of parents. As part of her Outstanding Teaching course Emily Jackson had visited an outstanding school in Covent Garden where she saw relevant processes in practice. Teachers were having positive, focused meetings with parents to develop a partnership so they could work together to help the child to progress.

Governors asked how parental support would be measured and whether children who appeared to be high performers but are not achieving their full potential have been included in the focus group: about thirty children from across the school are in the focus group; it was not just the SATs and RAISE-on-line data that was used to choose the children in the group, but also teacher's observations as to how well the children cope with Home Learning, reading and spelling, and whether they were reaching their expected targets. The object is to make the parents aware of how they can support their child, including with reading at home by using the personalised reading lists provided by the school, making time and space available to do their Home Learning and helping them to learn their spellings. After the initial conversation, parents will be encouraged to drop-in on a regular basis with their child so that the child can see that there is a partnership in action, and the parents can engage in their child's successes.

Governors acknowledged that the initial contact could be a tricky conversation for the teacher and queried how the school would know the scheme was working: teachers have a script for guidance with the conversation, and tracking sheets which they will fill in for each child.

**BW** commentated that although different cohorts can impact differently on the results, Ofsted expect that the results from the very best schools should stay the same, regardless. MPS is not just relying on this approach but is also looking at the Quality of

Teaching throughout the school.

Governors observed that the school in Covent Garden, along with other schools in London, had had a lot of additional money to enable the school to undertake this focus but, nevertheless, this was an exciting example of looking at an issue from a different angle which has brought to light a problem which might otherwise go unnoticed. They also asked about the role of peers as role models: this was not yet in place but could be something to look at.

**BW** asked that any governors with further questions should either email him or drop-in for a chat.

## **2. Secure good attainment and progress in all year groups in Numeracy.**

Nicola Shilton has had a busy term looking at maths throughout the school. As part of this she has created Calculation Workshops for all year groups, which parents will be invited to attend, which will roll-out in a couple of weeks time. There are ambitious stretch targets. MPS is aiming high.

## **3. Implement effective new assessment processes through the school.**

Each of the Other Areas of Improvement – Parental Engagement, Inclusion, Professional Learning Community, Behaviour and Attitudes around School, the School Environment, P.E. & Sport - are linked to the five main strands of the school vision and all members of the SLT have action plans which relate to their areas of responsibility and curriculum areas.

Governors were asked to sit in their committee groups and begin to plan how they would monitor the SIP at their meetings. The committee Chairs were asked to pull together the committees' thoughts to complete the final column and send to **BW** by the end of next week. **BW** will send electronic versions of the form to Chairs via the clerk.

**CR:** the completed SIP will be revisited at the next FGBM. The Clerk was asked to allow ten minutes on the agenda.

**BW:** two Governor Walks have been arranged for this term on 4<sup>th</sup> and 24<sup>th</sup> November. Each walk takes about one hour and will help build governors' understanding by seeing plans in the SIP in action around the school. In past years **BW** has set agenda for each walk but if governors have a particular aspect that they would like to see, for example No Limits Learning, please contact **BW**. Governors should let the clerk know if they will be attending either Walk.

### Action

**FGBM2015-16/5:** Any governors wishing to further discuss the focus group, please contact **BW**.

**FGBM2015-16/6:** **BW** to email SIP to clerk.

**FGBM2015-16/7:** **Clerk** to forward SIP to committee chairs.

**FGBM2015-16/8:** **Committee Chairs** to return completed SIP to **BW** by 16<sup>th</sup> October.

7. **Marle Hall 2015**

The 2015 Marle Hall visit will take place 9<sup>th</sup> – 13<sup>th</sup> November. Forty-four of the year 6 children will be attending, including one child who is yet to start at school. It is hoped that all the children will go, but **BW** is still in conversation with the remainder. Staff members accompanying the children are **BW**, Jenny Clark Hall, Gemma Tempest, Ann Holloway, Sue Jones and Sean Rellis (from On-side Coaching). No parent had volunteered to attend. The documentation for the trip is complete and an application to Knowle Hill Trust fund for £1,500 has been made so that the cost of the trip was not a barrier to going for any child. The usual programme of out-door activities will be followed. The governors unanimously agreed to the proposed trip.

8. **AOB**

**Items for exclusion**

There were no items for exclusion.

**Date for next FGBM**

The date of the next FGBM is Tuesday 8<sup>th</sup> December at 7.00pm

Signed: .....

Date: .....

<b>FGBM2015-10-06</b>		
FGBM2015-16/1	<b>Clerk</b> to add 20 <sup>th</sup> November eFGBM to meeting dates.	Open
FGBM2015-16/2	<b>PG</b> to write article for school newsletter on her experiences as a Parent Governor.	Open
FGBM2015-16/3	Any governor wishing to volunteer as Phase Link Governor for Phase 1/2, please contact <b>CR</b> .	Open
FGBM2015-16/4	Any governor with suggestions for candidate presentations, please contact <b>CR</b> .	Open
FGBM2015-16/5	Any governors wishing to further discuss the focus group, please contact <b>BW</b> .	Open
FGBM2015-16/6	<b>BW</b> to email SIP to clerk.	Open
FGBM2015-16/7	<b>Clerk</b> to forward SIP to committee chairs.	Open
FGBM2015-16/8	<b>Committee Chairs</b> to return completed SIP to <b>BW</b> by the 16 <sup>th</sup> October.	Open