

Minutes of the meeting of the  
**Full Governing Body of Milverton Primary School**  
Held on Thursday 8<sup>th</sup> December 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
Cheryl Scott ( <b>CS</b> )	Parent Governor
Kay Lawrie-Stiven ( <b>KLS</b> )	Parent Governor
Sophie Staniszweska ( <b>SS</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
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, particularly **Jo Mainwaring (JoM)** who was attending this FGBM as a prospective LA Governor. Apologies for absence were received from **Emily Lim (EL)**, **Jim Mills (JM)** and **Alex Davidson (AD)**. Recently elected Staff Governor Christine Habel (**CH**) and co-opted Staff Governor Amy Crowther (**AC**) were also unable to attend this meeting. **CR** congratulated **Matt Fisher (MF)** on almost getting through his first term.

2. **Administration**

Declaration of Interest for this meeting. There were no Declarations of Interest for this meeting.

Notification of Any Other Business.

**CR** asked for one item of AOB: Swimming

Minutes of last meeting.

The minutes of the Full Governing Body Meeting held on **Wednesday 12<sup>th</sup> October 2016** were approved.

Action Log.

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

FGBM2016-17/01: **MF** to add **ST** to non-parent circulation group for school Newsletter.

All other actions were closed.

## Correspondence

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

- WCC Schools & Education HR Newsletter.
- An invitation from Vince Quail to join the Local Authority MAT Interest Group as a Governor representative. **CR** will go to future meetings but cannot attend the first meeting which is on Tuesday.
- An email from Susan Blakemore, the School Improvement Officer, congratulating MPS on the choice of new headteacher.

### 3. **Terms of Reference**

The F&P Terms of Reference and Roles & Responsibilities have been combined into one document and reviewed by the F&P Committee. This can finally be signed-off once a response has been received from **Jyoti Richardson** (WCC Finance Officer) regarding the level of money that the Headteacher can authorize under the Delegation of Authority without asking the F&P Committee. The Committee are looking to raise this from the current level of £1,000 to £3,000. It is ultimately the school's decision but the Committee felt it would be wise to know if this was in line with other schools with similar budgets.

### 4. **Governor Training**

The Training Governor **KLS** reported that there had been a slight mix up with the time table for the Collaborative Training. Governors turned up at Telford expecting 'Embedding the Curriculum' but instead it was 'Safeguarding'. **CR** explained that the Collaborative Training co-ordinator had apologised for the confusion. 'Embedding the Curriculum' will be at MPS on Wednesday 18<sup>th</sup> January. Governors should let **KLS** know if they are intending to attend.

Governors discussed a couple of occasions recently when they had turned up at a school for training and the school caretaker had not been informed of the event. **KLS** agreed the need to confirm the event with **Terry Heard**. She has emailed the other schools to remind them.

## Actions

FGBM2016-17/03: Governors to inform **KLS** if they are intending to attend Collaborative Training.

FGBM2016-17/04: **KLS** to inform **Terry Heard** of Collaborative Training event.

### 5. **SDP update**

**MF** talked through the Governor Action Plans which have been created from the SDP. Each Committee has been assigned various actions over the year that will fulfill the plan and these will be assigned to individual Governors at the Committee meetings. As actions are completed they will be highlighted in green, those in hand will be highlighted in yellow.

At the last F&P Committee meeting Governors volunteered for the actions assigned for the autumn and spring terms and will report back to the Committee at the next

meeting. The Financial Reporting sheet still needs a little tweaking.

As Fire Practice was highlighted on the example action plan, Governors discussed the apparent fire drill which had taken place just before the start of the school day and had appeared slightly shambolic. Staff members assured Governors that this was not a drill, toast had triggered the fire alarm and the staff had reacted as they should. Teachers made a sweep of the school as they left the building and met up with their classes in the playground. Governors agreed that, although the school would probably not choose to have a fire drill at that time in the morning before a definitive register had been taken for the day and some parents were still on the premises, fires can happen at any time and therefore following the protocol that turns any accidental fire alarm into a drill was good practice.

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

- Premises Committee

(minutes previously uploaded to the Governor Space).

In the absence of **EL**, **TS** reported that the Committee had inspected the Accident Register and the Near Misses Register. The Committee had discussed the reason for the Near Misses Register – to note when accidents had been averted more by luck, such as the tiles falling off the West Hall roof last year, which highlights the need for action. In that case the LA replaced a number of tiles and put tile catchers on all the roofs. The Committee felt it was important that the staff are made aware of the existence of the Register and **MF** agreed to bring this to their attention.

The Site Inspection had thrown up minor requirements and these were in hand. The LA is attempting to deal with the badger problem at the school field, having so far tried sonar deterrent.

**MF** had raised the issue of security throughout the school, with parents and others having access to the school buildings when the gates are open before and after school. **MF** and the Committee are aware that this is a Safeguarding issue, for children and teachers, but also that to prevent parents freely entering the school will be a cultural change. It had been agreed that after bringing the issue to the attention of parents via the Newsletter, after Christmas, access to the school will only be through the front door on Greathead Road. Other doors will be locked from the inside as part of Terry Heard's routine, with teachers manning the doors at the end of the day. **MF** is also looking into putting an inner security door between the main entrance and the school so that parents and others who are waiting to see him cannot have access to the school building. He is hoping that money may be available via a LA Safeguarding pot.

- Finance & Personnel

**SR** reported that the F&P SDP actions are up-to-date and individual actions have been assigned amongst the Governors.

Staffing: the teacher who had been appointed on a fixed term contract to cover maternity leave has settled in and the staff are really pleased with her. Unfortunately, on a purely financial level, the school will not be able to offer her

a permanent place next year. **MF** will speak to her after Christmas. A new TA has been appointed and the school is currently recruiting a new part-time teacher for reception. If any Governor wishes to join the interview panel next week, please let **MF** know. A midday supervisor has been appointed on a trial basis while standard immigration references are sought. Another midday supervisor is required but it is proving difficult to recruit as there is no financial drive for parents in the vicinity to seek part time work.

**MF** and **Emma Bish** are running through the procedures of the Safer Recruitment Policy, and this will then be signed-off. The Pay Policy has been updated.

Finance: The four year forecast shows that for this year there will be a surplus to carry forward but thereafter the year end shows a negative balance, increasing over the following three years. The new LA Finance Officer – **Jyoti Richardson** – has raised this as an issue of concern. Her predecessor had always been very relaxed about the budget forecast and MPS has never had an in-year deficit. The main influence on the budget is staff wages. A meeting has been arranged with **Jyoti Richardson** when SLT and Committee members will be looking in depth at the budget going forward.

Governors asked whether the school would lose any underspend in the current year, and were assured not. Governors discussed the way Benchmarking could help Governors understand the MPS situation by comparing with other schools of similar size and budget. The F&P Committee will start looking into Benchmarking and Schools Financial Efficiency at the next committee meeting.

Governors also discussed anecdotal evidence that other schools in the district are in a much worse position. Currently there are six pupil places available – each costing the school £2,800. There is a waiting list, but not for the places available. Governors expressed concern that the position is worrying but are aware that forecasting so far ahead is difficult. The expected wage increases for current staff are worked into the budget but a change in staffing can dramatically change the budget forecast.

**MF's** report to the F&P Committee will include more indicators of expenditure. Governors suggested that a review of current resources in the school would reduce the temptation to buy what is not needed.

- Performance & Standards

(minutes previously uploaded to the Governor Space)

**CR** reported that the good headlines from the summer 2016 Sats data are included in the Headteachers report. These were looked at in detail at the P&S Committee meeting but would take up too much time to go through again at the FGBM.

There was no measurable impact on the data which could be identified for the pupils in the Focus Group but staff reported that the initiative had created better interaction with parents. **DB** noted that the children who had not done

so well were the children of parents who were not so engaged.

Achievement in Mathematics: the data will be discussed at the next meeting. The Committee had discussed the anecdotal evidence of parents arranging private maths tuition for their children and wondered why they should feel it was necessary. This was due to be discussed at the Parents' Forum but unfortunately this was cancelled due to illness.

The Committee has been reviewing three policies:

- **Behaviour Policy:** the Committee had felt this was quite severe in parts, quite a different tone to the usual MPS document and had asked for slight changes to provide more positivity.
- **Physical Restraint:** This is based on the DfE policy and the Committee asked that the policy make clear what support was available for staff after an incident.
- **Anti-Bullying Policy:** This will be discussed at the next meeting as the PHSE lead needs to be consulted before finalising the policy.

#### **Performance Data** 2016 review

**KS2:** data is good all round, although it does show that disadvantaged children underperform compared to children who are not disadvantaged, but once the data drilled down it is clear that all these children are close to the base line.

Governors discussed that the SEND Governor is happy with the way SEND pupils are supported. These children achieve small steps which require a narrative. The Sats tests have become harder with larger steps which does not allow for progress to be shown in the data. For 2016 there were only four children in this category. Nevertheless, MPS needs to show that these children are making progress.

**KS1:** a new category of 'working at greater depth' had been introduced for all three areas tested – Reading, Writing and Mathematics. This is included in the aims for the 2016-17 SDP.

The Committee found the data challenging to understand but are confident that areas highlighted as being in need of improvement are being dealt with.

**DB** explained that last year's Year 6 were an exceptional cohort. The same percentages are not expected this year as there are more children in the Focus Group, who have SEND or are late joiners. Governors asked whether it was possible to tell at beginning of the year how a child will do in the Sats tests. **DB:** staff have a pretty good idea. The aim is to get all pupils to a good level but Reading and Mathematics are tests taken on one day and any number of influences can change the outcome.

Governors asked how 'working at greater depth' can be measured. **MF** explained that this means applying knowledge across different contexts and includes some creativity. He gave the analogy of cooking: working at expected level means being able to follow the recipe whilst working at greater depth means being able to adapt the recipe in a creative way.

Governors discussed the Busy Ants scheme which is used across the school and encourages 'working at greater depth' in Mathematics. Governors asked whether it was possible to teach the skills required: yes, for example, in literacy by encouraging children to read a lot, asking challenging questions which look for a wider variety of evidence and expanding vocabulary. Year 5/6 are reading The Iliad.

Governors are aware of the massive expectations that are placed on staff and children to achieve the standards. The 2016 Sats results show that 40% of MPS pupils had achieved 'working to a greater depth' in Reading (against a national average of 19%), reflecting, in part, the learning environment they are in.

#### Action

FGBM2016-17/5: **Any** Governor wishing to take part in the interviews to contact **MF**.

### 7. **Patch Report**

**MW** reported on the Patch Meeting when a number of subjects had been discussed:

- Edubase. As a result of fallout from the Birmingham Trojan horse affair all Governors from maintained schools and academies are required to provide identifying information, some of which will be published on Edubase. All MPS Governors, except one, have supplied the requested information.
- Ofsted have made changes to the Governance Handbook, which is available at:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/582868/Governance\\_Handbook\\_-\\_January\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf).
- In the future, Headteacher recruitment will be more expensive as the LA will be charging for any services of the School Improvement Officer beyond participation in the final day of interviews.
- WCC Legal Services reported on parental complaints and vexatious Freedom of Information enquiries.
- Governors were urged to ask questions about the suitability of academy partners, based on geography and ethos.

Governors asked when might there be clarity about academies, whether there is any evidence that academies enhance education, and when that evidence may be available. Although current political imperatives have meant that the Academisation programme is off the radar, schools should still be looking at joining a MAT (Multi Academy Trust). Warwickshire is looking into setting up a MAT with the LA running the top level of management, which could, in effect, mean retaining the status quo.

8. **Cluster Chairs Committee** report:

**CR** reported that she feels that the Cluster is still an important factor in north Leamington schools, with the schools working well together to improve standards for all pupils. The Cluster also acts as a sounding board for all upsets and worries that the various schools have, including concerns about academies and academisation. Chairs had received persuasive communication from the Chair of Governors at North Leamington School, which has created an empty MAT as part of the process of becoming an academy but as yet no primary schools have joined. It was emphasized that all schools would be equal within the MAT, whenever they chose to join. The LA is looking at creating a Warwickshire Primary Schools MAT to include schools which have not yet academised.

The Chairs also shared good practice on budgets.

9. **Link Governor Reports:**

- SEND.

**MW:** There are twenty-seven children on the SEND register, five of whom have an EHCP. The landscape for SEND generally is changing with more children with a larger variety of greater needs. At MPS **Laura Nicol** spends 1½ days a week on SENDco work and ½ a day PPE for EYFS. Interviews for a teacher to cover the two days are taking place shortly; six applied with four very strong applicants. **MW** expressed her admiration for the way the TAs and teachers work in a real team approach, which benefits all staff. Five of the children have seven TAs (from a total of eighteen) assigned to them. The two TAs in Early Years are brilliant – supporting and confident. **Amy Crowther**, who is Deputy Inclusion Leader covering adoption leave, has made an excellent start in developing her role and empowering parents. The Reception children have learnt ten Christmas songs, including Makaton signing, which were performed with no mumbling in front of parents.

Governors asked whether MPS was acquiring a reputation for working with children with Special Needs and if this was affecting the numbers. Children with an EHCP go to the top of the list when it comes to admissions, but all the other criteria have to be fulfilled as well. The numbers are not that much larger than earlier years, but the range is more complex. MPS does do a good job, but this does not mean it will open the floodgates.

The use of interventions is evolving. **Laura Nicol** gave a presentation to the FGB showing the number of interventions which have, in the past, meant children being removed from the class and taught by a TA. Quality First Teaching suggests that where intervention is happening, a TA's time is better spent in the classroom with no flitting in and out. **LN** will be trialling a menu of interventions during the spring term, looking at different models and monitoring their impact.

**MW** suggested that there should be a more visible Governor presence at parents' events to show support to staff.

**Laura Nicol** is also the EYFS MPS Lead, which is very convenient for **MW**, who is

the Governor Link for both areas. This year has produced another strange cohort but staff are to be congratulated on the work so far, particularly the restraint shown by the children in not letting the 'Shepherds Come Baaaack' song descend into mayhem. **MF** was ill and regrettably missed the performance.

- Modern Foreign Languages.

As **EL** was not present, the MFL Link report will be held over until the January FGBM.

#### Action

FGBM2016-17/6: **Clerk** to put MFL Link report on the agenda for the next FGBM.

### 10. **Headteacher's Report**

*Previously uploaded to the Governor Space*

Governors had read the report prior to the meeting so **MF** highlighted a few items and Governors asked questions:

- The SLT will be revisiting Visions & Aims of the school. The Clerk was asked to put this on the agenda for the next FGBM to rethink and update the language.
- Governors asked whether having twenty-seven children on the SEND register, as shown in the School Context table, is more than usual: the number is similar to past years but the complexity of needs is greater. There are twenty-two different languages spoken by pupils of the school, which can impact on reading, but this is minor compared to language problems in inner city schools. **MF** explained that there is a scale on the SIM system which gives MPS as 'good' but there are two pupils in year 5 who are very new to English, although they are developing amazingly fast. There is no funding or support for pupils who speak English as a second language - MPS has to find money and this links into staffing and budget.
- Staff Changes. There have been quite a lot of changes in staff to deal with this term, with more in the offing. Interviews are taking place next week for a part time reception teacher and any Governors who wish to take part should contact **MF**.
- Attendance. Even with the 'plague' which struck the school before Christmas, attendance is at 96%. There has been one Fixed Term Exclusion for a KS2 pupil for striking a member of staff. This is an on-going situation, which the school is grappling with. There was one racist incident at Marle Hall which was dealt with at the time.
- Data. **MF** had translated the Ofsted provided graphs into text based broad statements to report the Sats results. The expectation is that everything should be above national standards at MPS.



- Development Plan/Leadership Team. It is a testament to staff that they are working hard as a team, getting on with what is required. Governors questioned whether too much was being asked of them, not wanting to push people to breaking point. **MF** explained that it is a serious part of the work of the SLT to prioritise issues and order the work correctly.
- Parental Engagement. Governors asked whether it was a conscious decision not to have maths workshops for KS2 this autumn: No, the maths workshop was well attended last year but no decision had been taken on whether they should be held annually. **MF** suggested that one workshop a term was probably enough. **DB** suggested that a workshop in the spring term (rather than the autumn term) means that they can be more tailored. MPS pupils have made videos which are available on the school website. Governors asked that this be highlighted in the school Newsletter.
- Marle Hall. The week in Wales was 'brilliant' and the On-side staff who attended were very helpful. All the children had a terrific time and feedback from parents was good.
- Curriculum & Enrichment. **TS** pointed out that many MPS sport teams were winning. Megan Jeremiah & Ali Evans work tirelessly on the children's behalf.

Action

FGBM2016-17/7: **MF** to draw parents' attention to the workshop videos on the school website in the Newsletter.

11. **AOB**

**CR** asked about swimming arrangements while the pools at Newbold Comyn and Warwick are closed: swimming provision will continue. The County has been approached and Aly Evans (TA) is looking at a few dates and places. This may be at Abbey Fields on a Thursday morning. Children will be transported by coach, which parents will pay for, as usual.

**Items for exclusion**

There were no items for exclusion.

**Date of next FGBM**

The next Full Governing Body Meeting will be held on Thursday 16<sup>th</sup> February 2017 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.	Closed
<b>FGBM2016-12-08</b>		
FGBM2016-17/3	Governors to inform <b>KLS</b> if they are intending to attend Collaborative Training.	Open
FGBM2016-17/4	<b>KLS</b> to inform <b>Terry Heard</b> of Collaborative Training event.	Open
FGBM2016-17/5	<b>Any</b> Governor wishing to take part in the interviews to contact <b>MF</b> .	Open
FGBM2016-17/6	<b>Clerk</b> to put MFL Link report on the agenda for the next FGBM.	Open
FGBM2016-17/7	<b>MF</b> to draw parents' attention to the workshop videos on the school website in the Newsletter.	Open