

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on 10th October 2018

Present

Catherine Robbins (CR)	Co-opted Governor, Chair of FGB
Alex Davidson (AD)	Parent Governor, Chair of Premises
Clare McNicholas (CMcN)	Co-opted Governor, Chair of Finance & Personnel
Carol Barnes (CB)	Parent Governor
Hannah Stephenson (HS)	Parent Governor, Chair of Performance & Standards
Emily Lim (EL)	Parent Governor
Maggie Wagstaff (MW)	Co-opted Governor
Andrew McKirgan (AMcK)	Co-opted Governor
Jo Mainwaring (JoM)	Local Authority Governor
Danielle Belmaga	Co-opted, Deputy Headteacher
Matt Fisher (MF)	Headteacher

In attendance:

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

CR welcomed all those present to the new school year. Apologies for absence were received from **Nigel Perry (NP)**, **Tracey Brand (TB)**, **Christine Habel (CH)**, **Kay Lawrie-Stiven (KLS)**, **Liz Kay (LK)** and **Tom Sidwell (TS)**. **CR** thanked those governors who had returned their skills audit and reminded those who had not that it was not too late to return the forms.

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 Any Other Business.

Minutes of last meeting.

The minutes of the Full Governing Body Meeting held on **12th July 2018** were approved.

Action Log.

CR went through the action log with the following comments:

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

Correspondence

CR had received the following communication:

- Heads Up. This is an electronic newsletter to all school leaders. **CR** will forward to Clerk for uploading to the Governor Space.
- **MF** had received a request that a child has one day a week out of school. **CR** was impressed by the thought that went into the response. The request was granted but is being closely monitored with a mid-term review and again at the end of the term. Governors queried whether the request was a negative reaction to school but were assured that this was not the case.
- WES Safeguarding Manager, **Adrian Over**, had come into school for a productive visit on behavioural management.

Actions

2018-19/01: **CR** to email Heads Up to the Clerk.

2018-19/02: Clerk to upload Heads Up to the Governor Space.

3. **Elections:**

The following governors were elected:

- **Catherine Robbins** – Chair of Governors
- **Alex Davidson** – deputy Chair of Governors
- **Hannah Stephenson** – chair of Performance & Standards Committee
- **Clare McNicholas** – chair of Finance & Personnel Committee
- **Alex Davidson** – chair of Premises Committee

No Governors had requested to move from their current committee, so committee membership remains, with the exception of **Tracey Brand** joining the Premises Committee, as last year (see document in FGBM folder on Governor Space)

- **Joanna Bloomfield** was appointed Clerk for another year.

Governor Responsibilities and Phase Link Governors.

This document had been previously uploaded to the Governor Space and was agreed with the following Link Governors included:

- **Clare McNicholas** – Gender Issues
- **Andrew McKirgan** – D&T
- **Carol Barnes-Burrell** – Pupil Premium

4. **Annual Reviews:**

- Committee Terms of Reference.
Each Committee had reviewed their Terms of Reference. Performance & Standards and Premises had made a small number of changes and these were agreed by the FGB.
- Instrument of Government.
The Instrument of Government had been updated in line with Government thinking, taking effect in January 2014. Although not as streamlined as some Boards of Governance, it was agreed that this format suited MPS.

- Meeting dates.
The document had been uploaded to the Governor Space. Committees were reminded that meetings could be arranged on a meeting-by-meeting basis but to try to keep to the weeks allocated. **CR** reported that a Cluster Training session had been arranged for November but no other dates or subjects had yet been agreed. The time of the Cluster Training had been changed to 7.00pm. **CR** also reported that there was no more information on Patch or County Forum Meetings.
- Declaration of interests.
At least half of the Pecuniary Interest forms had been returned. Outstanding forms should be dropped into the school office for the Clerk to collect. Staff Governors questioned whether they should complete a Declarations of Interest form – the clerk will print copies for them to complete.
- Governor feedback to parents.
CR explained that governors normally feed back to parents via the school Newsletter and that there is a standing item on each committee meeting agenda to consider whether there was something from the meeting that could be reported. She asked that each committee submit a report at least once a term. Governors discussed the type of information that could be reported, such as what the Governing Body is and what it is not. Governors also discussed having a governor presence at the Parents' Evenings, Parents Forum and other events during the year. **MF** will circulate a list of events so that governors can arrange to attend.
Governors asked about the Parents Survey and whether this showed up any lack of understanding or concerns: the only issue related to homework.
Governors asked about the DoJo system: this is a behavioural award system that collects a child's name and class; consent for collecting the data is on the Data Sharing Agreement which parents sign each year. Several parents had raised questions about it and Governors suggested that an explanation of what it is and why should appear in the Newsletter, as well as being introduced at Introduction Meetings, Parents' Evenings and Parents Forum.
Governors queried whether an article about the Safeguarding Audit could also appear in the Newsletter.
- Access to Governor Space.
The **Clerk** will contact **Alastair Geddes** for a new password for the Governor Space.

Action

FGBM2018-19/03: Chairs to make sure reports for the school Newsletter are submitted at least once a term.

FGBM2018-19/04: MF to circulate a list of events so that governors can arrange to attend.

FGBM2018-19/05: Clerk to contact **AG** regarding new Governor Space password.

5. **Safeguarding**

'Keeping Children Safe in Education 2018 – Part 1' published by the Department for Education, as well as an article on key changes since 2017, had been previously uploaded to the Governor Space and governors had been asked to read this prior to the meeting.

HS, as Safeguarding Link Governor, reported that the 2018-19 SDP, which includes promoting positive/good health for children and for staff, is now available. **HS** further reported that she has undertaken the Safeguarding Training although the trainer for the Protective Behaviours training she had intended to attend had not been available; this has now been re-booked. **HS** explained that she and **MF** review all the key safeguarding points every term.

Governors were asked to complete a questionnaire regarding the KCSiE Part1, with **MF** going through the correct answers, and all governors were then asked to sign that they had read it.

Safeguarding Audit Report

All schools complete an annual Safeguarding Audit supplied by the LA. **MF** and **HS** are currently working on this and **HS** explained that the outcomes can inform the next year's SDP. Governors asked whether there was ever any feedback once the audit had been submitted: not that **MF** has known, the audit comprises a list of things that need to be in place with a yes/no tick box. A Safeguarding Certificate is provided once the audit has been satisfactorily completed.

6. **Governor Training**

As **KLS**, the Training Link Governor, was not at the meeting, **CR** communicated her comment for all governors to continue with training, including GEL modules. **KLS** had successfully asked for the start time of the Cluster Training 'Effective Use of the Pupil Premium' at Telford to be re-arranged to take into account governors who work. She further asked that governors who do attend training complete a feedback form to inform other governors of the content of the training. These should be forwarded to the Clerk until **KLS**'s return.

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

Premises

(minutes previously uploaded to The Governor Space)

AD reported that as the meeting had not been quorate, there were two issues that the committee wished to present to the FGBM.

- **Milvertweets**: This issue had first been discussed in a Premises Committee meeting in July. As part of the Friday afternoon Power Hour, some children have a technological learning opportunity and create tweets which **Alastair Geddes** then posts on the School Blog. The committee was concerned that this could be endorsing pupils' use of social media (Twitter has an advisory

lower age limit of thirteen) whilst underage. The Milvertweets do not require a Twitter account to access and no names or faces are used. The recent 360degree Safe review looked specifically at pupils' use of social media and encourages schools to teach children in a safe environment. The committee had discussed that this should ideally be a partnership between school and parents but not all children have the guidance of informed parents. They committee had concluded that this needed to be looked at as a whole school issue, including the needs of those who have no parental input. Not all the ideas of the 360degree Safe assessor (which included allowing children to bring their own smart phones into the class) were taken on and any social media access is scrutinized by **MF** and **AG**. The decision on how to teach the subject is down to individual schools and the committee felt that all governors should be aware of the situation and be able to defend MPS's use and teaching of social media, if challenged.

Governors asked whether the Milvertweets were available to external users of the school website: they are on the Milverton Blog which is part of the outward face of the website. Governors discussed that the primary function was to teach children the safe use of social media, including asking permissions, not using identifying information, etc, particularly in a world where technology is changing fast, and that even reception children should have limited, controlled exposure – for which resources are available.

- School Tuck: The committee had been looking at the issue of school tuck over the last year and **AD** and **MF** had reviewed the items on sale against those allowed by the Schools Food Standards – fruits, vegetables, nut, seeds and water. Whilst MPS school dinners exceed the Schools Food Standards, tuck does not meet the requirements. The challenge had been whether MPS should comply with the stringent standards or, if not, to justify the decision. **MF** and **AD** had agreed on a pragmatic, whole school, approach which includes allowing toast, yoghurt and fruit drinks. Even in a school like MPS children arrive in school hungry, and others who have done an hour's physical activity may also need sustenance. The Food Champions will be highlighting the amount of sugar in snacks. The committee had felt that, as Ofsted could pick up on this, all governors needed to be aware of the choices that the school had made.

Governors discussed that some parents and governors feel strongly about healthy eating messages and whether the school even needed to provide tuck as parents could provide healthy snacks for their own children. **MF** explained that he felt that the tuck shop was an important way of letting children be responsible for small amounts of money. Governors also discussed breakfast facilities and the different needs of individual children, particularly where some children, who are not good at eating, may require high calorie snacks. Governors agreed that the school had provided a logical rationale for not complying with the Schools Food Standards and a short explanation should be put in the school Newsletter.

- School Council: The purpose and running of the School Council is being reviewed as last year, due to changes to and absences of staff, its purpose had become unclear. This year, at least one governor will attend a School Council meeting at least once a term.
- Policies: The committee is reviewing the final version of the Accessibility Policy.

- Dining Hall: **AD** recommended that all governors visit the newly refurbished dining hall to see the amazing work completed by Calor Gas and thanked **MF** for all the times he had attended during the summer holidays. JLR had been at school this week tidying up the allotment area.
- Interim Site Manager: as **Terry Heard** is absent due to bereavement and an operation, one of the cleaners had stepped up and is acting as Site Manager until his return.
- New School Prospectus: this is now completed and on the website.

Finance & Personnel

(minutes previously uploaded to the Governor Space)

CMcN reported that the committee had discussed the latest financial figures submitted by **Jyoti Richardson**, which had shown an even worse situation than at the last meeting and which the committee felt showed no logic. **CMcN** shared the Summary Financial Report, with figures taken from the WES Finance Report, which shows that 2018-19 starts with a deficit carry forward of over £55,000. **MF** has requested a meeting with members of the LA who will be able to explain the figures and who can also address the challenges that the school is facing given the financial strain of having a large number of ECHPs within the school. **MF** will be asking for more funding for this group, as MPS is an inclusive school and wants to provide for all the pupils attending. The committee felt that it would be unfair to go down the route of making redundancies, which is the only suggestion that the LA could make last year, particularly as MPS has put in place a number of money-saving initiatives and invested time and effort in creating WAM to provide an income. This meeting will take place on 6th November with **CR**, **NP** and **AMcK** attending.

Governors discussed the fact that there is no cap on the number of ECHPs in a school, when the school has to fund the first £6,000 of need against a per capita of £3,300, and that this is unsustainable in the long run. Governors also discussed the fact that it is difficult for governors to fulfil their duties when the budget figures appear undefined and that they are hoping that the forthcoming meeting will offer some clarity. One of the questions that the LA will ask is what plans are MPS making to reduce expenditure and meet the needs involved.

CMcN explained that bad as it seems, MPS is in a much stronger position than many schools.

CMcN reported that the committee had reviewed a number of policies including the Staff Behaviour and Code of Conduct policy, provided by the LA, which was adopted.

The committee had also reviewed the current staffing including the employment of a PE apprentice and the fact that with **Terry Heard** absent on medical grounds, one of the cleaners has stepped up to cover as Caretaker.

Performance & Standards

(minutes previously uploaded to the Governor Space).

HS reported that the committee had reviewed a number of policies:

- Child Protection and Safeguarding Policy
- Safeguarding Executive Summary
- Behaviour Policy
- Assessment Policy

The final 2017–18 SDP monitoring meetings had happened after the committee meeting and the reviews are in the SDP section of this meeting folder on the Governor Space. There are still a few to come in and these will be discussed at the next committee meeting. **HS** pointed out that each section of the SDP finishes with a question relating to outcomes and that it was important for governors to answer these as they feed directly into next year's SDP.

The Committee had discussed the success of the Cluster SEND and SENDco Networks. **HS** congratulated the school on fantastic SATs results, **Alastair Geddes** on achieving the 360 degree Safe Award for the school and the PE team for achieving the Sainsbury's Games Gold Award for the second year running.

Chairs

CR reported that Chairs had discussed the SDP/SEF headlines, the current financial position of the school, how the Working Groups are working and the policy tracker. She thanked **CMcN**, who had spent the summer holidays reading all the MPS policies, looking at tiny details to ensure that they were not at odds with each other. A few differences will be corrected as policies are reviewed.

Chairs had also discussed the standing agenda, deciding on which members of the Senior Leadership Team/subjects the FGB would like to hear about, including an in-depth look at the data when it is available and GDPR.

CR reported that the school had received a Subject Access Enquiry.

MF had reported that there is no finance available for putting a door between the main door and the school but that he is trying a different angle.

Chairs also discussed succession and there are two people, who are not parents, known to be interested in joining the FGB.

Cluster Chairs

CR reported that the Cluster Chairs had discussed the vulnerability of the North Leamington Cluster without a co-ordinator now that **Michelle Hutton** has moved on.

MF explained that the Cluster Heads had divided the co-ordinator role between them (he was taking on Subject Leaders and Pupil Premium) in an attempt to do without having a paid-for replacement. **Richard Siviter** (Head teacher at Telford Junior School) is overseeing the Heads meetings and there has been discussion about joining with the South Leamington Cluster to pool resources and expertise. **CR** explained that the South Leamington Cluster Governing Board Chairs do not meet in the same way.

CR reported that the Cluster Chairs had discussed the responsibility that they felt having oversight of school finances, especially how the money is spent and the impact it has, as well as discussing suggestions for and participation in Cluster training and the alternative structures of governance that three of the schools are trialling.

CR further explained that this could be an opportunity for MPS, governors and staff, to increase the outward facing nature of the school by taking a lead in the Cluster.

WAM

JoM reported that the committee had not yet met but it was going well and there were good projections. There will be a full report at the next FGBM.

8. **2018 - 2019 SDP**

The SDP for 2018 – 2019 had previously been uploaded to the Governor Space. Governors discussed the merits of the process that has been developed over the last few years, of governors meeting with staff three times a year to discuss progress, acknowledging that this does not happen in all schools. Governors also discussed the need to directly address the Impact Evaluation questions under each section, which are often written by members of staff, and had, in many instances, been skipped last year. **MF** explained that staff at MPS work hard and appreciate the governors' input, an outside perspective which validates their efforts.

In preparation for an Ofsted visit, **CR** posed the following question:

How do Governors ensure pupils are receiving appropriate preparation for life in a modern and diverse Britain? Governors were given a few minutes to discuss this in groups and cited evidence, including:

- School Assemblies
- Celebrating Festivals and attending places of worship
- Learning about Anti-bullying and e.safety
- Learning PSHE – protective behaviours
- The school leadership team
- Pupil Voice via the School Council
- Experiencing life through school trips
- Technology taught across the curriculum
- Learning about and being offered healthy food
- School links with community
- SDP emphasis on mental health
- Through governor meetings and SDP monitoring
- Fruits of Milverton
- Super Learning Skills
- British Values
- Lock down practice
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Governors discussed the importance of knowing about appropriate preparation and seeing evidence in practice. Governors suggested that themed Governor Walks would be helpful, for example cross-curricular maths and Behaviours for Learning.

MF will circulate a number of dates.

Action

2018-19/06: MF to circulate dates/themes for Governor Walks.

9. **Marle Hall** – 2018 visit

It is no longer necessary for the FGB to give permission for a residential visit, but it was considered that governors should be aware that it is happening in the second week after half term, with the parents meeting taking place this week.

10. **AOB**

There were no items of Any Other Business.

Items for exclusion

There was one item for exclusion - financial

Date of next FGBM

The next Full Governing Body Meeting will be held on Tuesday 11th December 2018

Signed:

Dated:

Actions

FGBM2018-10-10		
FGBM2018-19/01	CR to email Heads Up to the Clerk.	Open
FGBM2018-19/02	Clerk to upload Heads Up to the Governor Space.	Open
FGBM2018-19/03	Chairs to make sure reports for the school Newsletter are submitted at least once a term.	Open
FGBM2018-19/04	MF to circulate a list of events so that governors can arrange to attend.	Open
FGBM2018-19/05	Clerk to contact AG regarding new Governor Space password.	Open
FGBM2018-19/06	MF to circulate dates/themes for Governor Walks.	Open