

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on 11th July 2019

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
Kay Lawrie-Stiven (KLS)	Parent Governor
Carol Barnes-Burrell (CBB)	Parent Governor
Zoe Morrissey (ZM)	Parent Governor
Maggie Wagstaff (MW)	Co-opted Governor
Nigel Perry (NP)	Co-opted Governor
Lis Blair (LB)	Co-opted Governor
Jo Mainwaring (JoM)	Local Authority Governor
Danielle Belmega	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, particularly **Lis Blair (LB)** and **Zoe Morrissey (ZM)** who were attending their first meeting. Governors present introduced themselves. Apologies for absence were received from **Hannah Stephenson (HS)**, **Liz Kay (LK)**, **Andrew McKirgan (AMcK)**, **Tom Sidwell (TS)** and **Tracey Brand (TB)**.

CR congratulated the staff members present on the brilliant unofficial Sats results and commented that it had been a great year generally, including the Ofsted visit.

2. **Administration**

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

Notification of Any Other Business.

There was one notification of Any Other Business: **MW** – SEND update.

Minutes of last meeting.

The minutes of the Full Governing Body Meeting held on **22nd May 2019** were approved.

Action Log.

CR went through the action log with the following comments:

FGBM2018-19/06: **MF** to circulate dates/themes for Governor Walks. This has been overtaken by the Ofsted inspection and will be considered again

in the autumn term.

FGBM2018-19/17: **Clerk** to put Parental Engagement on the agenda for the next FGBM. Parental Engagement was also discussed at the Cluster Chairs meeting. The Clerk was asked to put it as an agenda item for the October FGBM.

FGBM2018-19/22: **Clerk** to put report from D&T Link Governor on agenda for next FGBM. As the D&T Link Governor was unable to attend this meeting, it will carry over to the next FGBM.

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

Correspondence

CR reported that she had received very little communication:

- At the last meeting, **CR** had reported that she had received correspondence from a concerned parent. She has since met and conversed over the telephone with the parent and is satisfied that this is not a formal complaint and that the school is being very proactive in attempting to allay the parent's concern.
- **CR** acknowledged the speedy response to the letter that Governors had sent to the LA regarding repairs to the school buildings. The letter had been cc'd to **Matt Western MP** and to **Bill Gibbons**, the Local Councillor.
- The Warwickshire Safeguarding Audit: the completed audit forms part of the Safeguarding Report to FGBM, which is on the agenda for next term.
- Governor Services have circulated an apology for the lack of Heads Up due to the illness of the staff member who collates it.

CR explained that **Megan Jeremiah** had been due to speak to governors about PE and Sports at MPS and this will now be in the autumn term

3. **Governor Training**

KLS explained that she will send training dates to new governors; some of the locations are close (although many are in the north of the county) and she recommended the Introduction to Governance as a really good course. She noted that MPS governors are well informed and engaged but reminded the board that they had pledged to keep up their training, although acknowledging that individuals cannot do everything. WES does keep a log of training undertaken by governors and Ofsted can ask to see this.

CR explained that Cluster Training was discussed at the Cluster Chairs' Meeting and schools were asked for suggestions for Cluster training 2019-20. Some of the subjects suggested were:

- Performance Data
- Safeguarding
- Parental Engagement.

KLS will forward these suggestions to the Cluster Training Co-ordinator and confirm that MPS is happy to host any of the sessions.

AD reported that she had recently attended a training session on Parental Engagement, which she found of limited use and was not impressed by the delivery. MPS does not have the same level of non-engaged parents that many schools do, but is looking at ways to engage more parents with governance.

KLS will review the Training Protocol, written in 2008, and circulate any suggested changes.

Action

FGBM2018-19/23: **KLS** to forward suggestions for Cluster Training.

FGBM2018-19/24: **KLS** to review Training Protocol and circulate suggested changes.

4. **Link Governor Reports** – Equalities

Report previously uploaded to Governor Space.

CMcN, Equalities Link Governor, explained that she had met with **MF** to discuss the school's obligations under the Equality Act 2010 and the role of governors in monitoring compliance. At the time of the meeting there were 317 pupils at MPS with a 50-50 split of boys and girls. Ten percent of the children have English as a second language and ten percent have SEND requirements (2.5% have ECHPs). No employee or user of the facilities had notified MPS of any disability. A Parental Survey had been carried out in 2018 which invited comments from parents regarding the service they receive in relation to pupils who have learning difficulties, disabilities or who may face inequalities. The results from this survey were taken into account in developing the Accessibility Plan and Equality Scheme.

Governors have a responsibility to ensure that the school adheres to legal requirements and that all relevant policies are in place, reviewed and published. The Accessibility Plan and Equalities Information and Objectives Policy had been reviewed in 2018 and although published there is a duty to include at least one specific policy objective, which has been left empty. There does not seem to be an obvious objective for MPS but this could include improving knowledge, skills and attitudes to appreciate diversity. It is required to be measurable and **MF** is considering the options. The Equality Policy refers to MPS inviting leaders of local faith groups into school to talk to children. **Jo Twigger**, MPS RE Lead, arranges for groups of children to attend at different places of worship and whole school assemblies teach about different faiths and cultures, but invitations to come into school are not always taken up.

CMcN noted that the training of staff in equalities is in the policy but not yet actually given. **MF** will include this in the November full day training day which will mean that all the staff will receive training at the same time. A record will be kept in case of challenge.

Governors discussed the fact that both of the new changing rooms had been painted blue, the school colour rather than to differentiate gender, to the disconcertion of the decorator and some of the parents.

Governors queried whether they, as a group, have a duty to reflect the catchment

area and therefore the local community. Governors noted that the FGB is not a particularly diverse group as most are recruited from a small number of parents who put themselves forward or by word of mouth. The Premises Committee has been discussing ways of engaging with parents who would not necessarily put themselves forward and is opening up the conversation to the FGB (see action FGBM2018-19/17 above). Governors suggested that they should be less passive in their approach and could engage KS1 parents as they start at the school, possibly by attending the new parent evening to advertise that they are open and here; having governors more visible, out and about to make easy conversation and possibly offering a governor taster session. Governors also suggested that the Phonics Meeting held early in the autumn term is generally well attended and could be a point of contact.

Governors noted that, in terms of equality at MPS, it would be good to remember a pupil's comment to the Ofsted Inspector that 'it's alright to be different at Milverton'.

5. **Headteacher's Report**

Report previously uploaded to the Governor Space.

MPS continues to be popular, with a waiting list for reception. School numbers at the next census day should be 323 or 324.

Governors asked whether the noted racist incident was more or less serious: a child was repeating a word they didn't understand. In response the whole class was spoken to and **MF** talked to the parents.

Governors reported that the subject of class size and the reduction of TA hours came up at a recent Welcome Meeting. **MF** explained that in KS2 there is no cap on the numbers of pupils and it had been agreed to add three extra places in each year group, which equates to two extra pupils per class. There is currently a waiting list of children wanting to come to MPS for each year group. Governors agreed that although it was not ideal to increase class sizes, in the current financial climate it is manageable.

The report contained the Spring Term Data and governors noted that boys' writing, generally across the school but particularly in KS2, was highlighted in orange indicating a lower attainment than expected. Governors asked about the difference in boys' writing and girls' writing: in Y5, boys alone highlighted in red (cause for concern, below 60% on track) but when combined with the girls' attainment, it brings it up to green (above 70% on track). **DB** explained that this is both a gender and a cohort issue and that, with interventions and focus, the boys have moved on since the spring data.

Governors queried whether it was the physicality of writing or the creativity of prose that was proving a particular challenge to boys: there is a huge number of criteria on which the children are judged and any one little thing can keep them back. Governors also noted that previous Secretaries of State for Education placed an emphasis on spelling and writing whilst MPS has always put the emphasis on content, so now the idea is that children learn to write with a purpose but that it should be

interesting as well as beautifully punctuated. **DB** explained that MPS tends to err on the side of caution when giving teacher assessments, and that MPS participates in Cluster moderating.

Governors asked whether there will be a focus on Y5 boys' writing: constantly, as explained in the presentation by **DB** earlier in the year (FGBM13.02.2019). Governors noted that progress can accelerate during the summer term, and that, in balance, there are plenty of figures highlighted in blue (90%+ on track and 35%+ working at greater depth): it is the nature of MPS to focus on the bits in red.

Governors are aware of the need to keep a watch on resources, ensuring that there are sufficient to cover the breadth and width of the content of a continually exciting curriculum, as simply re-hashing the same can become boring for teachers and pupils.

DB reported that the brilliantly strong MPS Debating Team had won the Debating Contest against teams including Warwick Boys School and Kings High School. In each of the three debates the team got stronger and came home with the trophy. Governors thanked **Sue Jones**, a Y6 TA, for all her hard work.

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

Premises

(minutes previously uploaded to The Governor Space)

AD reported that the Committee had discussed:

- Pupil Voice: **Matt Western MP** will be in school tomorrow (12th July) and **MF** will be taking members of this year's and next year's School Council to the Houses of Parliament in the autumn.
- Accessibility Policy & Site Report: **MW**, SEND Link Governor, had attended the meeting and proposed a few word changes to the policy. She will be attending a Site Inspection on an annual basis to check for accessibility. **AD** thanked **MW** for her contribution to making the policy robust.
- Equalities
- CCTV: the annual privacy impact statement was signed.
- School Visits policy
- Site Inspection report: this is a long list, with some significant problems. The challenge is to find the balance between the cost of repair/replacing and financial constrictions. **MF** is prioritising outstanding issues.
- Emergency Drill, Water Temperature records and Accident Report review: these were all held over until the next meeting.
- Letter to LA: the committee agreed to keep this on the agenda as there is some scepticism that the work will happen in a timely manner. This includes repair of the West Hall roof and floor and the Main Hall floor. The damage to both floors is a Health & Safety concern; the school's preference is for them both to be replaced.
- Trim Trail: this is now open. The committee had discussed the apparent conflict of interest that the company carrying out the inspection is also the company that provides the solution. Governors discussed whether this should be another point of challenge to the LA who devolved responsibility of inspection to the

company. Governors were pleased that the Trim Trail has re-opened as it has been closed since the day of the Ofsted Inspection.

- Calor Gas: will be back this year, during the first week of the summer holiday. They will be painting the staff room, among other projects.
- Grounds Redevelopment: all the flower beds have adopted by families who will be responsible for weeding and upkeep and the FOMPS group removed the rotting fencing around the quiet area. Both are good examples of parental engagement.
- WES Health & Safety review: the visit which took place on 5th July raised a number of immediate actions and some for the next month. The Committee will pick this up in September. **TH** will be in school the over the summer holiday and will be able to complete some of the actions.
- MPS prospectus: it is no longer viable to continue with the video prospectus due to the commitments of the parents involved. Governors suggested Lumen 5 which provides still shoots with text.
- Engaging parents: Governor lanyards are now in the office for governors attending school on governance business. These are orange with the word 'Governor' and have, as yet, blank attachments. Any suggestions as to what to put on the attachments should be forwarded to **MF**.

AD thanked **KLS** for her contributions to the Premises Committee and welcomed **LB**, who will attend her first committee meeting in September.

CR thanked **AD** for the detailed and thorough work of the Premises Committee which gives an oversight to things that most people would not ever think about.

Performance & Standards

The P&S Committee meeting was postponed until the week after the FGBM.

Finance & Personnel

(minutes previously uploaded to the Governor Space)

CMcN reported that:

Since the last FGBM there has been a meeting of the Sustainability Action Group. Although some of the numbers are still not clarified, the school now needs to focus on going forward, including the need to sign off the budget. **MF** and **Yvonne Stanisforth** had prepared three options for the committee to consider.

After discussion the committee decided to recommend option 3 with the expectation that the new processes would have time to embed before then.

Although a balanced budget was submitted for the year 2018-19, it was not achievable and the year ended with an actual deficit of £16,000. The committee agreed that this was due to a number of factors:

1. There was a lack of clear reporting from the LA. **Yvonne Stanisforth** had now replaced the original LA financial advisor and the LA have now engaged in the

process of providing clarity because MPS forced it to. The new School Manager, who has secondary school experience, went to the SAG meeting and is already in correspondence with **MF** about next year.

2. Internal controls did not highlight any deviation from the budget. **Yvonne Stanisforth** will be coming in to school every half term and reporting monthly allowing the school and governors to check spend against the budget.
3. On-going pressures. These will still exist as there are a large number of children with ECHPs and a small number of Pupil Premium children, some of whom will be leaving next week. Although the Government has been promising increased revenue, difficult decisions still need to be made.

Governors discussed the fact that the LA expects MPS to continue 'chipping away' at the budget deficit but that people's jobs and the impact on the children need to be kept in mind. **Yvonne Stanisforth** is going to find a school in a similar position in order to Benchmark MPS against.

Governors discussed the fact that £9,000 of last year's budget is still not accounted for and queried whether they should agree not to discuss redundancies until the LA can explain where the money is. If governors fail to set a balanced budget, an Executive Board can be put in place by the LA, as happened at Trinity School. Governors voiced their concern that it is difficult to make a decision when financial and political positions are changing all the time.

Governors agreed that a priority for MPS is to have confidence in the school's financial position going forward, and that hopefully with the help of **Yvonne Stanisforth**, this will be achievable.

The FGB agreed with the proposition of the Finance & Personnel Committee to sign-off budget option 3. **CR** suggested that any governor who has more questions about the financial situation is welcome to attend a F&P meeting.

CR thanked the Finance and Personnel Committee; it has been a tense year.

Cluster Chairs' Meeting

Minutes of the Cluster Chairs Meeting previously uploaded to the Governor Space.

CR reported that school heads and chairs of governing boards are invested in the continuance of the North Leamington Cluster, taking the view that it is important to keep the cluster activities going, as well as looking into the advantages of joint purchasing. There are currently sufficient funds to continue for three years before schools will need to contribute further.

The Chairs had discussed creating a Joint Hearings Panel which requires a formal agreement between participating schools. The Terms of Reference and guidance notes had been included in the folder for this meeting. Governors agreed to be part of the Joint Hearings Panel which will allow schools to call on governors from other schools, including North Leamington School, when setting up a complaints (or review) panel.

CR reported that at recent training on Handling Complex Complaints, it was indicated that a new WES complaints procedure was being finalised but this has not yet been received.

At the same training it was also recommended that governing bodies have an Open Meeting Protocol for outlining the conduct expected by the governing board of those requesting to attend a FGBM. Members of the public, including school staff and parents, can make a request to attend as observers, but the request must be made in writing prior to the meeting. A WES template for a protocol had been included in the folder for this meeting. Governors agreed that this was a good idea and a formal document will be available for confirmation at the next FGBM.

The Cluster Chairs had also discussed Parental Engagement as laid out in the new Governance Handbook. MPS does not have a particular problem with this but is working to make governors more visible to the parent body.

Martin Davis had reported on the latest Schools Forum, which was included in the minutes of the Cluster Chairs Meeting.

Actions

FGBM2018-19/25: **CR** to confirm with Cluster that MPS wishes to be part of the Joint Hearings Panel.

FGBM2018-19/26: **CR/Clerk** to create Open Meeting Protocol.

FGBM2018-19/27: **Clerk** to put Open Meeting Protocol on agenda for October meeting.

7. **SDP** – end of year review

MF asked governors to look at the four priorities on the 2018-19 SDP:

Priority 1	Priority 2	Priority 3	Priority 4
To ensure teaching, learning and assessment are well-matched to the memorable Milverton curriculum.	To ensure pupil premium funding is used effectively to demonstrate positive impact with target groups.	To ensure SEND provision is well matched to individual needs, improving effective teaching and learning strategies for the individuals in their classes through quality CPD.	To develop effective strategies to promote positive mental health outcomes for children and staff.

and, in three minutes using pre-printed statements of roll-over or achieved, decide which of the priorities these apply to.

Governors agreed that Priority 1 had been achieved; that Priority 2 is on-going but Ofsted was happy so it is not necessarily a priority for next year; Priority 3 will continue to have a lot of time spent on it but will not necessarily be a priority next year and

that Priority 4 should roll over. The foundations have been laid this year with **MF** attending Well Being training and the priority will be to roll this out to the teachers and pupils as well as teaching pupils to be responsible for their own environment and possessions – life skills beyond the curriculum.

8. **WAM report** – end of first year

JoM reported that the new booking system was going well and that debt management was improving. Contracts with club providers have now been finalised and a Parents Survey has been concluded. Comments from parents were mostly favourable with some comments on areas for improvement.

CR reported that at the SAG meeting, the LA had noted the trouble the school had gone to in setting up a business.

The WAM Committee is predicting higher profits for next year, even though no holiday provision has been included in the budgeting. Governors appreciated the good news from WAM and acknowledged that the energy **Amanda Parks** brings to the endeavour plays a large part in its success.

The WAM Committee will no longer meet as a separate entity but will now report as an agenda item at the Finance & Personnel Committee.

9. **Review of Governors attendance, calendar and succession planning**

The annual review of governors' attendance, which will be published on the school website in compliance with legal requirements, has been completed. **CR** commented that attending meetings is good, but that everything done outside meetings is also highly valued.

The first draft of meeting dates for 2019 – 20 has been circulated via the meeting folder.

The 2018-19 Governor Roles and Responsibilities was circulated via the meeting folder. A number of Link Governor places including training, PE and Sports, Arts and MFL require filling for 2019-20. **NP** volunteered for the MFL Link Governor role and any other volunteers should contact **CR**. **AD** had notified her intention to step down as Chair of the Premises Committee when her term of office ends and any volunteers for this role should also contact **CR**.

10. **AOB**

There was one item of Any Other Business:

MW reported that the SEND report is in the meeting folder on Governor Space.

Items for exclusion

There was one item for exclusion.

Date of next FGBM

The next Full Governing Body Meeting will be held on Thursday 17th October 2019

Signed:

Dated:

Actions

FGBM2019-04-04	
FGBM2018-19/06	MF to circulate dates/themes for Governor Walks.
FGBM2018-19/17	Clerk to put Parental Engagement on the agenda for the next FGBM.
FGBM2019-05-22	
FGBM2018-19/18	ALL governors to read Training Protocol and contact KLS with any comments.
FGBM2018-19/22	Clerk to put report from D&T Link Governor on agenda for next FGBM.
FGBM2019-07-12	

FGBM2018-19/23	KLS to forward suggestions for Cluster Training.
FGBM2018-19/24	KLS to review Training Protocol and circulate suggested changes.
FGBM2018-19/25	CR to confirm with Cluster that MPS wishes to be part of the Joint Hearings Panel.
FGBM2018-19/26	CR/Clerk to create Open Meeting Protocol.
FGBM2018-19/27	Clerk to put Open Meeting Protocol on agenda for September meeting.