

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on Thursday 12th July 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
Kay Lawrie-Stiven (KLS)	Parent Governor
Carol Barnes (CB)	Parent Governor
Liz Kay (LK)	Parent Governor
Emily Lim (EL)	Parent Governor
Stephanie Tierney (ST)	Co-opted Governor
Maggie Wagstaff (MW)	Co-opted Governor
Andrew McKirgan (AMcK)	Co-opted Governor
Tom Siddell (TS)	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. Apologies for absence were received from **Hannah Stephenson (HS)**, **Nigel Perry (NP)** and **Tracey Brand (TB)**. **CR** reported that this would be the last meeting for **ST**, who had given her time and expertise to MPS for no personal reasons but a sense of community. Governors congratulated all the staff at MPS for the outstanding performance data and **AD** particularly asked all governors to join her in thanking **CR** for the commitment she shows to MPS.

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 **22nd May 2018** were approved.

Action Log.

CR went through the action log with the following comments:

FGBM20117-18/17: **MF** to arrange for all governors to have welearn365.com email

addresses. There are still a number of governors who do not have welearn365.com email addresses. **MF** will chase this up in the hope that by the beginning of next term, all correspondence between governors will be via welearn365.

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

Correspondence

CR had received the following communication:

- Two letters from a concerned parent: these concerns had received a prompt response from school.
- Safeguarding Audit which is due to be returned by the 20th September. It is on the agenda for this meeting but will now move to the first FGBM next year.
- The latest (and last in this version) Heads Up
- A GDPR cheat sheet which has appeared in this meeting folder: **CMcN** had come across it when working on the GDPR policy and thought all governors should see it.

3. **MPS Lead – Alastair Geddes – e.safety in school**

AG explained that he has been working towards the 360 degree safe accreditation award over the last year or so. It is a long project, pushed by WCC, and when completed secures the school's status for three years. **AG** has applied for the accreditation before and one of the main lessons he has learnt is that next time, he will make the application before the current one expires. The assessor, who in the course of their assessment will speak to the whole community, will be coming into school on Monday 16th July and the school should know by the end of the day whether the award has been achieved.

The key areas of focus were: Policy and Leadership – making sure all the school policies are consistent in their e.safety message, there is a defined report and respond process and staff know whose responsibility it is to deal with any incidents (there is a flow chart in the staff room); Education – that the children, staff, governors, parents and carers and the wider community are aware of policies and behavioural rules; and Infrastructure – awareness of how to remain safe when on-line, how to create unique passwords, avoiding the use of non-school registered devices in school (governors are encouraged to use the school's ipads), etc.

All e.safety incidents at school are reported to **AG**, who keeps a log. Governors asked whether there are many incidents reported: broadly, twelve incidents this year with more than half occurring outside school. These all result in a conversation with the parents of the children involved and that is usually the end to the matter. The LA provides an efficient process of monitoring all schools' computers and anything slightly irregular results in **MF** getting an immediate phone call.

e.safety has been taken seriously since before **AG** started at the school but the evidence of systems and processes in place and working was not strong. Now **AG** keeps a folder of evidence, which is updated every term and governors can ask to see, in the IT room. Parents and carers are kept informed of e.safety measures and

advice by means of digital parenting magazines on the website, items in the school newsletter, parent workshops and text messages. **AG** is continuing to reach the wider community by rolling out good practice to other schools through Cluster meetings.

The governors' involvement includes the Chair of the P&S Committee having an overview of e.safety at MPS and this year members of the committee judged the e.safety mascot Cookie the Computer Cat.

AG has a long term plan for computing at MPS, including regular updates to the FGBM.

MF thanked **AG** for a clear explanation of e.safety at MPS. A governor who has attended a recent Safeguarding Training Course remarked on the emphasis placed on schools needing the 360 degree safe accreditation.

4. **Governor Training**

KLS pointed out that there are several sessions of the New Governors Induction course, which are either all day or three evenings, in the new training programme.

Governors discussed suggested topics for Cluster Training. As it takes a while to co-ordinate these, Governors were asked to send any preferences to **KLS** promptly. Topics already suggested are: GDPR, Ofsted Ready and Performance Data. Online Safety Awareness training does not form part of the WES subscription.

HS reported that she had attended Safer Recruitment training. **KLS** had attended a refresher Governor training course run by **Mary McKay**, who had been a Governor of the Year, which she highly recommended. Many of the questions had been very challenging and she had found it really useful to share experiences with other schools.

KLS reminded governors that they had agreed to undertake training and that when they do they should complete a feedback form, which should be forwarded to the Clerk for uploading to the Governors Space, so that all governors can be aware of a summary. **KLS** also reminded governors that reading Heads Up counts towards training.

CR reported that for summer homework she wished for all governors to complete a skills audit. In January 2017 the DfE published A Competency Framework for Governance (which can be found on the Governor Space)

<https://drive.google.com/drive/folders/OBwk7ovlrNrqiBzFrX3hRMmpfUEk>

which should be read in conjunction with the Handbook for Governors

<https://drive.google.com/drive/folders/OBwk7ovlrNrqiSFZNV3oySEEyX00>

It includes a graphically illustrated framework of competencies which all governing bodies should aspire to. It is not necessary for individual governors to embody all the competencies but for the whole body, working as a team, to encompass all aspects. The audit was last done two years ago and by doing it again now it will highlight any gaps which can hopefully be filled by any new governors.

Action

FGBM2017-18/18: All governors to complete skills audit.

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

Premises

(minutes previously uploaded to The Governor Space)

AD reported that:

- the Committee had discussed the fact that the final proof for the school prospectus was being proof read by **Danielle Belmega** and this has now been uploaded to the school website (and included in the folder for this meeting).
- the Committee had discussed governors becoming more involved in the School Council, as part of their responsibility for monitoring the Children's Voice, with the aim of creating a clear identity for the Council. The Council has recently been involved with choosing the classroom names based on trees. **AD** also praised the Children's Newsletter which had been produced by year 6 pupils.
- the Committee has been monitoring the school's response to the WES three year rolling reviews and all high level actions have been done.
- the annual review of the CCTV Privacy Impact assessment had been undertaken. The CCTV is only looked at when a request is made – just once this year. The Committee had agreed that the way the monitor is stored and who could have access to it should be risk assessed. **MF** reported that **Terry Heard** has started locking the door to his room.
- the termly Site Inspection identified a reasonable list of actions that **Terry Heard** will be doing during the summer break. Volunteer groups from JLR, who have already done some work around the school, and Calor Gas will also be in school during the summer. This includes refurbishing the dining hall to provide for dual use as dining hall and dance studio with wash basin, new kitchen for the use of clubs and others who hire the hall, boxing in pipe work, providing storage and laying a new floor. Governors asked whether there was any implication for insurance liability with having work of this nature carried out by a volunteer work force, would the work be certified and what was in place to cope with any snagging: the Calor Gas team includes engineers and electricians who are qualified to be doing the work. Governors were thrilled at the prospect.
- as part of the review of the SEF, the Committee discussed the Reception Classes outdoor space. In an ideal world there would be a door directly from the classroom to the outdoor space. **AD** has contacted the council about turning a window into door, which they said would be fine as long as it was in keeping with what is there now. **AD** asked the council to put that in writing.
- the Committee reviewed their SDP responsibilities which includes 'Parental Engagement', noting that the survey had been taken at the Teacher Review evenings; 'Cleanliness of the School' – plans are in place and hopefully the school will be better cleaned next year and the refurbishments of the changing rooms will have been completed by next week.

Finance & Personnel

(minutes previously uploaded to the Governor Space)

including School Budget review, Pupil Premium Review and Statement of Internal Control

CMcN reported that:

CMcN, NP and **MF** had met with **Jyoti Richardson** (WES Financial Officer). The last financial report indicated a £3,344 credit but when another EHCP child was added to the matrix, the figures changed substantially to a deficit of £11,402. MPS will have nine children with EHCPs in 2018-19 for whom £54,000 needs to be found before any further funding can be accessed. The only suggestion which WES make to recoup the money is to make redundancies, but this would have a negative impact on other children. **CMcN** explained that the F&P Committee, and the FGB, need to be comfortable about the school not being in credit. Wrap-Around-Milverton will start to bring in extra income but there is nothing left that can be trimmed to save money. The F&P Committee will be looking at what in the budget can be controlled and what is outside the school's control. The WES figures assume current numbers are static.

Governors asked at what point will WES get involved and what happens if the number of children with EHCPs continues to increase: **MF** has asked for a meeting with the LA to discuss this – there has to be a point when either the increase in numbers has to stop or the LA have to recognise the situation and provide funding, particularly as there is a statutory duty to provide 1:1 support. MPS is trying to do things right but needs the support of the LA.

Governors suggested that SEND spending is kept as a separate budget line as, in order to qualify for higher needs funding, the LA will want evidence that the first £6,000 per pupil has been spent. If the accounting system can track the spend, it will make a better case. Governors acknowledged that there has been a massive cut to the SEND budget, not just in this LA. It used to be that a nominal SEND budget was ring fenced but this is no longer the case and much of the provision has been outsourced.

CR thanked the F&P Committee for their questioning minds and sharing their professional expertise with the school.

Performance & Standards

(minutes previously uploaded to the Governor Space).

DB reported that:

HS had met with **Caroline Tribe Philips** and **Joanna Williams** to review how Relationships & Sex Education is taught at MPS. There have not been any changes since a major overhaul in 2012 but both were positive about the way MPS covered the subject. The only real change that they would want to make is to replace the DVD which features Ant & Dec as teenagers, but nothing else appears to be available. **CTP** has attended Spring Fever training and would like to invite a representative to school to discuss what resources they may have, although she is not interested in buying the package.

HS also met with **Jo Twigger** to discuss RE at MPS. Coventry and Warwickshire have created an agreed syllabus for Religious Education 2017-2022, based on the National

Curriculum, which is less fact based than before. MPS has signed up to 'RE Today Services', which supports multi-faith religious education in schools. MPS is developing a two year syllabus with pupils exploring answers to challenging questions. **Jo Twigger** has created a display in the main hall which illustrates all the major religious celebrations during the year.

The Committee looked at the attendance figures and noted the improvement due to the impact of the revised letters which are given to parents when children have been late into school. Governors suggested that the impact of lateness on the individual children and the class should be highlighted in the school newsletter. Governors asked what constitutes lateness, as this can vary from school to school: a small minority of children can be up to 35 minutes late (9.30am). Governors asked about authorised attendance: the majority of parents do not abuse the system but everyone has lives, and each request is considered on its individual circumstances. Governors noted that with more children having EHCPs there will be more authorised absences.

The Committee discussed the place of the SEF in school planning and analysis. Next year every committee agenda will include a review of the SEF. The Committee will review the 2017-18 SDP once the summer review meetings have taken place in early September.

6. **Headteachers Report**

Previously uploaded to the Governor Space

Governors asked whether the thirty-three green forms (Safeguarding Review) that have been issued in the 2017 – 18 year are a lot: the LA would be looking for patterns in the forms and would be worried if there were no green forms being issued at a school.

Governors commented on the huge amount that staff do on top of their everyday teaching timetable and the summer term enrichment experiences that they have provided for MPS children.

In relation to Parent and Community Engagement, Governors asked whether it was possible to create a SEND parent session, giving parents a chance to meet other parents in similar situations: this was on the agenda for this year but with **Laura Nicol** being very ill it did not materialize. Next year it is hoped to have at least termly meetings which can include discussions, information sharing or showcasing how individual parents work with the school and any external agencies to meet the needs of their children.

CR congratulated the staff on the huge amount of progress being made; MPS is not sitting still, working on the school vision and creating systems to make sure it comes into being.

7. **Safeguarding Audit** report
Postponed until September FGBM.

8. **Wrap Around Milverton** report.

JoM reported on progress so far. There has been a lot of activity and all the information about the various clubs is now on the school website. The working party will continue to look at what is being offered, particularly as some clubs are not as popular as others.

Governors asked how, in the light of GDPR, WAM will be informed about children's medical needs, as these would need to be in place on day one: as WAM is the same organization the information kept by the school will be transferred to the WAM manager. She has already been working on developing registers and getting up to speed with medical and dietary needs. Governors also asked whether children who have 1:1 support in school hours will also need 1:1 support at WAM: this is not necessarily the case, each child will be risk assessed according to which clubs they want to join. Governors suggested that information relating to how WAM will deal with medical, dietary and support is communicated to parents to allay fears that have been expressed by some parents.

9. **Link Governors Report**

Maths

(Report uploaded to Governor Space, May FGBM)

LK reported that she had met with **Caroline Tribe-Philips** (MPS Maths Lead) and since writing the report **CTP** has completed the times table tests for all year groups and revamped the calculation policy for all year groups. Mathletics is currently used for homework every three weeks but parents have been asking for more: children can go on to Mathletics whenever they want to but from September it will be increased to every two weeks for homework purposes. **DB** assured governors that this will be monitored in the same way as homework and that Gold Awards will be given out during a celebration assembly.

Governors asked whether the school had collected sufficient voluntary funds from parents to pay for Mathletics last year: the exact amount of £1,500 had been received.

Sports & PE

(report previously uploaded to Governor Space)

AD reported that the actions from her visit related to the fact that some of the Sports Premium budget was still unspent and that sometimes PE is cancelled, particularly when the main hall is occupied. The Power Hour, the Friday afternoon sport and PE based activities time, forms part of the time required to be given over to sports by the National Curriculum so any change to the provision needs to be carefully thought about. **AD** reported that **Megan Jeremiah** (MPS Sports Lead) is passionate about sport and about giving it an equal footing with other curriculum activities.

Next term, **AD** would like to hear children's stories, particularly where sport has had a positive impact on children's lives. Governors agreed that sport is very important for children's fitness and well being.

10. Review of Governors Responsibilities

The list of committees and governor responsibilities had been uploaded to the meeting folder on the Governor Space. **CR** explained that this was virtually the same as last year with a few tweaks to accommodate new governors. She asked governors to let her know if they wished to change their committee or responsibilities for next year.

CR reported that governor attendance at meetings for 2018-18 had been excellent, as usual, with many meetings having no apologies.

The suggested committee dates had also been uploaded to the Governor Space. These could be arranged to suit the committees as long as they were kept to the same week. Any changes to dates and times should be reported to the Clerk.

Action

FGBM2017-18/19: any governor wishing to change their committee or responsibility to contact **CR**.

11. 2017 – 2018 SDP end of year review

MF gave the Committee groups twelve statements drawn from the staff response to the SDP update, indicating how they assessed the school's achievement against the success criteria, and asked the governors to place these within the four SDP priority groups.

Priority 1	Priority 2	Priority 3	Priority 4
To introduce a new assessment system that allows teachers to assess skills effectively, provide accurate judgements and enable children to progress in line with or above national expectations	To raise standards in teaching and learning in mathematics to become outstanding	To ensure middle and senior leaders have impact in relation to their responsibilities	To ensure targeted support, particularly focused on Pupil Premium children, demonstrates impact with measurable feedback on progress and attainment

MF drew attention to two areas where all the success criteria had not been met:

- Maths: an LA advisor had given advice and the school was bench marking significant areas against other schools.

- SENCo: real improvement had been made but with **Laura Nicol** being ill for a number of months early in the year, evidencing this has been difficult but this will be a priority again for the 2018-19 SDP.

The Governor SDP Review Week for the summer term will be in the second week in September.

12. **AOB**

There were no items of Any Other Business.

Items for exclusion

There was one item for exclusion.

Date of next FGBM

The next Full Governing Body Meeting will be held on 10th October 2018

Signed:

Dated:

Actions

FGBM2018-05-22		
FGBM2017-18/17	MF to arrange for all Governors to have a <i>welearn365.com</i> email address. MF will chase this up in the hope that by the beginning of next term, all correspondence between governors will be via <i>welearn365</i> .	Open
FGBM2018-07-12		
FGBM2017-18/18	All governors to complete skills audit.	Open
FGBM2017-18/19	Any governor wishing to change their committee or responsibility to contact CR .	Open