

Minutes of the meeting of the  
**Full Governing Body of Milverton Primary School**  
Held on 13<sup>th</sup> February 2019

Present

Catherine Robbins ( <b>CR</b> )	Co-opted Governor, Chair of FGB
Alex Davidson ( <b>AD</b> )	Parent Governor, Chair of Premises
Clare McNicholas ( <b>CMcN</b> )	Co-opted Governor, Chair of Finance & Personnel
Hannah Stephenson ( <b>HS</b> )	Parent Governor, Chair of Performance & Standards
Liz Kay ( <b>LK</b> )	Parent Governor
Carol Barnes-Burrell ( <b>CBB</b> )	Parent Governor
Kay Lawrie-Stiven ( <b>KLS</b> )	Parent Governor
Tom Sidwell ( <b>TS</b> )	Co-opted Governor
Maggie Wagstaff ( <b>MW</b> )	Co-opted Governor
Andrew McKirgan ( <b>AMcK</b> )	Co-opted Governor
Jo Mainwaring ( <b>JoM</b> )	Local Authority Governor
Danielle Belmega	Co-opted, Deputy Headteacher
Matt Fisher ( <b>MF</b> )	Headteacher

In attendance:

Joanna Bloomfield (**C**) Clerk

1. **Welcome and apologies**

**CR** welcomed all those present. Apologies for absence were received from **Emily Lim (EL)**, **Nigel Perry (NP)** and **Tracey Brand (TB)**. **CR** reported that the new governor she had hoped for has decided to go to another school and that **Christine Habel** has decided not to return as a Staff Governor, so **MF** is looking to fill the position.

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 **12<sup>th</sup> December 2018** were approved.

Action Log.

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

FGBM2018-19/04: **MF** to circulate a list of events so that governors can arrange to attend. Still open. **MF** will arrange the circulation of the school Newsletter, which lists the up-coming events, to the governor group. Some events which will take place soon are 'Unique Speak' on Monday 4<sup>th</sup> March and 'Milvertate' and the last day of this term.

FGBM2018-19/06: **MF** to circulate dates/themes for Governor Walk. Still open. Governors discussed suggestions for themes such as Mastery and Super Learning Skills. There will be a Learning Behaviours walk on Thursday 21<sup>st</sup> March.  
FGBM2018-19/07: **CR** to review Warwickshire school holiday dates. This proved to be uncontentious.

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

#### Action

**FGBM2018-19/09**: **MF** to arrange circulation of school Newsletter via welearn365 governor group.

#### Correspondence

**CR** had received the following communication:

- At the end of last year, a complaint from a parent about how news of a teacher leaving was received. This was reconciled following a letter from CR clarifying how such news will be shared in future.  
**AD** reported that she had signed up for a Handling Complaints at School training course.
- a proposed protocol for new Patch meetings.
- Governance Matters Newsletter, which has been circulated to all governors. This has a number of introductions to various topics and active links to find out more.
- an email from the Fairer Funding campaign, which was circulated to all governors, regarding news of a NGA group action.

#### Review of Governor attendance 2018

**CR** reported that she had reviewed the 2018 diary which records numerous visits made by governors to school for committee meetings and meetings with staff. The governor who had made the most visits was **HS**.

### 3. **MPS Lead: Literacy** – Danielle Belmega

**DB** reported that attainment figures at MPS are generally considerably above national figures. In Phonics, although the attainment figure has remained constant over the last three years, the average pass rate has risen. EYFS has seen a dip in the number of children exceeding expectations in reading and writing and plans have been put in place to focus on extended writing opportunities. At KS1 there were lower results as this is a lower attaining cohort than in previous years and the tests have become harder with pupils now expected to complete pieces of writing. Targeted support will continue as they move to the year 3/4 phase team. The upward trend continues at KS2 with an improvement in the number of children reaching the required standard. Although the number of children reaching greater depth in reading dipped, the whole cohort achieved a score of 109.

The areas of focus on the SDP for this year are:

- Boys' writing
- Greater depth reading in certain year groups
- Raising the pass percentage in Phonics
- Extended writing in EYFS

**DB** explained the actions taken so far this year in line with the SDP, including:

- the introduction of a new assessment system to allow the effective assessment of skills, provide accurate judgements and to enable children to progress, showing governors what this looked like. Staff from across the school are booked on courses linked to outcomes, teaching techniques to achieve outcomes and agreement trailing. Moderation takes place in school and across the Cluster. Judgements made at MPS are generally agreed at secondary schools.
- How the teaching of Phonics is being improved and embedded in EYFS and KS1 with new resources such as Read, Write, Inc being modified to fit into the MPS scheme. Children learn bouncing sounds and stretching sounds as well as letter formation with teachers using consistent reinforcement. A clear planner rolls through the cycle of sounds depending on the readiness of the child.
- How the profile of reading is being raised in and out of school. **DB** and **MF** carried out a blink in November looking at the teaching and learning of reading in the whole school. **DB** showed governors how the written report looks after a blink with strengths and AFLs against each focus. Evidence from children's work books is included. All children have an age appropriate book mark which gives hints on how to read. The school holds parent helper workshops and this year has four new volunteers to help listen to pupils read. The We Are Writers project saw the whole school producing of book of poetry, which parents were able to buy. Governors suggested that more parents would buy the book if a second offer was made. **DB** will contact Scholastics to see if that is possible. All pupils have guided reading.
- the creation of the Cosy Book Cafe, the visit by a published poet Dean Parkin, writing poetry to be published in We Are Writers and performing the poems, all helped to enhance the teaching and learning of speaking and listening.
- **DB** showed an example of a Thematic Literacy Map which is divided into terms with topic themes and motivational texts and the ways in which children are motivated to enjoy reading and writing such as Kung Fu punctuation, Spelling Sports, Writing Pyramid and Showing Not Telling.
- **DB** explained that so much sits behind the teaching and learning of writing at MPS, including staff creating a rubbish art exhibition so that children could write letters of complaint to enhance their writing skills in a meaningful way.
- Six librarians had been appointed, children can get lunch passes to visit the library and displays are being linked to book awards, EAL, poetry and Milverton

Must Reads: all enhance the use of the libraries in school.

- April 8<sup>th</sup> is Shakespeare Day.

Governors congratulated **DB** on the huge overview contained in her presentation.

Governors asked what is in place for pupils who have different needs, such as English as an additional language or who are dyslexic. Colour overlays are kept in the Library to help those with dyslexia and large print options are available. Governors also asked whether MPS has books in other languages or are EAL pupils encouraged to read in English: children are encouraged to read in English. Governors suggested that electronic books should also be considered.

#### 4. **Governor Training:**

The WES CPD training programme is now available, and is in the Governor Training folder on the Governor Space. **MW** has reviewed the Quality of Teaching and Learning Cluster session and this, too, is on the Governor Space. The next Cluster training session will be on Ofsted developments, next term.

**CR** reported that she and the **Clerk** were reviewing the MPS New Governor Pack.

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

##### **Premises**

*(minutes previously uploaded to The Governor Space)*

**TS** reported that:

- the committee had reviewed the Accident Report which had been completed in November. **MF** had agreed to remind staff how to complete an accident report including signing each entry.
- a number of policies were reviewed and signed-off.
- **AD** and **MF** had carried out a Site Inspection which was reviewed by the committee.
- a lot of footage has been filmed for the school video prospectus. **DB** explained that the availability of volunteers may mean the whole process takes longer than expected.
- the refurbishment of the changing rooms is near completion.
- **MF** reported on the School Council. **AD** had attended one meeting and thought that it was 'brilliant'.

##### **Performance & Standards**

*(minutes previously uploaded to the Governor Space).*

**HS** reported that a lot had been covered in the meeting, in particular that:

- English as an additional language will become a focus on next year's SDP. **CBB** is the Governor Link with Katie Wall
- the committee discussed the value that ACE brings when dealing with

persistent non-attendance, together with other agencies that are involved. **MF** & **LN** now cover the Family Liaison role.

- **MF** had gone through the data on ASP & IDSL in more detail. The committee had done a SWAT analysis on aspects of the SEF graded 2.
- SDP monitoring reviews had taken place in January and there are a small number of reports outstanding. Governors should send their reports to the **Clerk** and **MF**.

**CR** commented that the minutes show the committee asking a number of questions, thoroughly challenging the information given.

### **Finance & Personnel**

*(minutes previously uploaded to the Governor Space)*

**CMcN** reported that:

- the latest WES Finance Report headline figures show how the deficit grows over the three year budgeted period. **MF** explained that, with the help of the income from WAM, the in-year balance will be zero but there is still the carry forward from last year. He reported that MPS have applied for additional funding to cope with the number of EHCP children in school but has yet to hear back from the LA. **CMcN** explained that the additional money that the Chancellor had announced for 'little extras' now has to be a capital spend. **MF** and **EB** have begun preparing the budget for next year.
- a number of the policies which the F&P Committee review are WES model policies. Confirmation is being sought that the current versions have not been updated.
- the committee had reviewed the GDPR audit report.

### **Chairs Meeting** – 14<sup>th</sup> January 2019

**CR** reported that the Committee Chairs:

- reviewed the policy tracker in the light of legal requirements and updates.
- discussed the OFSTED Ready folder and asked the Clerk to make sure that it contained the most up-to-date versions of the documents. When the call comes, governors should consult the folder with confidence and read the documents with 'strengths & weaknesses' in mind.
- discussed the place of the Link Governor and decided that when there is no SLT report to the FGBM, then Link reports would be received. As a heads up, the Maths Link governor would be asked to report at summer 1 with Equalities, GDPR at summer 2.
- with pupil and staff wellbeing in mind, the Staff Survey has been completed and will be discussed at the next F&P meeting. Mindfulness sessions are just starting

### **Cluster Chairs** – 12<sup>th</sup> February 2019

**CR** reported that the Cluster Chairs discussed:

- that the highlights from the Schools Forum, a mixed group of teachers and governors, had been shared, including that High Needs is £3m overspent, that the LA will be charging for dbs checks and that the Taking Care Project,

despite the cost, was needed more than ever.

- that the North Leamington Cluster has £50,000 held by Trinity School. **MF** reported that Headteachers are discussing how to use/distribute it.
- that the next Cluster training will be OFSTED readiness. The aim is to plan ahead with the training schedule for 2019-20.
- that chairs shared their OFSTED experience which had mostly been positive.
- that Brookhurst School is working towards a Parent Partnership Award.

## 6. **Accessibility Plan**

*(The Accessibility Plan was previously uploaded to the Governor Space.)*

The Equality and Diversity Policy and the Accessibility Plan, which work together, are part of the Premises Committee responsibility and, although both have been reviewed over the last few months, it was felt that the attention of the wider FGB should be drawn to the policy. **MF** explained that he and **Laura Nicol** had put a lot of work into preparing the updated policy.

**MW**, SEND Governor, explained that she had read the Accessibility Plan against the LA model and, apart from a slight change of terminology which she will forward to **MF**, it matches and exceeds what is required. She recommended that members of the Premises Committee walk around the school noting any access issues which may need putting into action at short notice, such as where ramps may be required. Governors agreed that this was a good idea and that they would invite **MW** to join them.

Governors discussed the fact that MPS has to balance the needs of pupils in school with those who may, or may not, arrive in the future. Although MPS does not currently have any pupils who rely on wheelchairs, the school's revamped changing facilities are accessible. Governors asked about the cost implications of providing access facilities: the school pays the first £3,000 but if the LA is looking to place a child with high needs in a school of their choice, they may help with funding to enable them to fulfill their duty.

Governors agreed that the Accessibility Plan was full with a bit of vision for the future and that, as well as the current monitoring through pro-active site inspections of the Premises Committee, there should be an annual report to the FGBM. The Clerk was asked to add this to the standing agenda for spring 1.

### Actions

**FGBM2018-19/10:** **MW** to forward slight change of terminology for Accessibility Plan to **MF**.

**FGBM2018-19/11:** **Clerk** to put Accessibility Plan on standing agenda for FGB meeting Spring 1.

## 7. Grounds Redevelopment

**MF** reported that FOMPS had made a number of decisions about what they would fund this year.

1. Recycled plastic tables and chairs have replaced the wooden tables and chairs in the playgrounds.
2. Climbing equipment for KS1. The school council has worked up a wish list and a working group, including one parent, has made a proposal. A display outside the library shows what equipment is being proposed. Hopefully this will be in place by the summer term,
3. Decoration of playground walls. Later in the year, parents and children will be invited to attend painting weekends.
4. Low wall by KS1.

**MF** agreed to bring slides showing the proposed equipment to the next meeting.

Governors asked how the two areas of play equipment – the Trim Trail and the new KS1 equipment – will be monitored as they are in different areas of the playground which will make it difficult for one parent to monitor two children, and whether there will be a fence around the equipment to stop access by younger children: during school time members of staff will be positioned to monitor the children but after school it is up to parents.

Governors commented that there had been two whole school consultations on the grounds developments over the last few years and wondered whether an extraordinary meeting might be required to move progress forward as things needed to be in place for this year's Year 6 to have any benefit. Governors suggested that Year 6 parents may be approached to leave a legacy gift.

Governors discussed whether FOMPS would be prepared to fund the facilitation of Early Years free flow, which is on the SEF and had been investigated by the Premises Committee last year. Governors cited a local nursery which had secured funding. **MF** explained that changes to the building, such as changing a window to a door so Early Years children can access the outside classroom more easily, comes out of the school funds and this has not yet become a priority. The FOMPS funding is for equipment.

### Action

**FGBM2018-19/12:** **MF** to bring slides of proposed playground equipment to the next FGBM.

## 8. General Data Protection Regulations (GDPR)

*(School DPO Service GDPR Compliance Audit was previously uploaded to the Governor Space).*

**MF** reported that the MPS Data Protection Officer (DPO) had visited for the annual GDPR compliance audit on the 7<sup>th</sup> November and had been impressed by the progress made. The report noted six general areas and rated them according to how they had been implemented so far. Two areas – Governance & Policy and Training & Awareness – had green overall ratings (ie compliant in this area) with the

others having amber overall ratings (working towards compliance). There were no red (urgent action required) ratings.

Governors congratulated **MF** on the success of the audit, noting that there is no timeline for compliance other than the annual audit visit.

#### 9. **2018 - 2019 SDP**

**MF** reported that the system of governors going into school over a single week to discuss SDP updates has been working well and will continue next term. Teachers and governors appreciated the way it feels organized. The updated SEF had been circulated prior to this meeting.

#### **WAM**

**JoM** reported that the reaction to WAM continues to be positive, with numbers rising. She shared with the FGB the budgeted and actual figures for the autumn term, which showed a significant balance). It is the intention that any surplus created by WAM should be transferred into the central school budget annually in the spring term and this was approved by governors.

**JoM** explained that the catering figures require adjusting. Catering is being provided by **Alyson Marsh**, the MPS Catering Manager, who knows the children's dietary requirements but the actual cost has been higher than budgeted. WAM are still of the opinion that this provides the best service and are working on refining the budget. They are also modeling provision for next year, querying the profitability of some clubs.

Amanda Parks is working towards formalizing the agreements with Clubs, rather than the understandings which are currently in place. The programme of activities has been extended with the Chinese Club, which recently showed their skills at an assembly. It is also proposed to have a WAM newsletter showcasing what the children are doing.

Governors commented that it is amazing that this has been created with such vision and hard work in a relatively short time, the team in place is positive and the children are so enthusiastic. Teachers have been invited to some of the performances.

Governors asked whether there was any risk to transferring monies to the central school budget: no, all fees are paid in advance so the money identified is actual profit. Governors pondered the possibility of franchising the model.

#### 10. **Ofsted Ready**

Ofsted ready question:

**CR** posed the question 'What are the strengths & weaknesses (areas for improvement) of the **whole** school?'



Governors were given a few minutes to discuss the question in small groups. **CR** commented that governors had a lot to say.

Strengths:

- Passion for learning, pyramid – excellent leadership. Quality of Teaching First, experiential learning. Exiting learning. Wow moments. Curriculum not narrowed.
- Underpinned by planning and systems – SLT reports to FGBM, then see/evidence: WOW start, exhibition end.
- Pupil Voice, engagement, School Council.
- Safe to learn
- Strong consistent data
- Super Learning Skills
- WAM – integrated with MPS ethos.
- Sports
- Visits in and out
- Evolves
- Knowing the children
- Parents Voice – proactive, Newsletter. Parent Survey this term – Ofsted questions plus.

Weaknesses:

- Last Ofsted – underlining and sticking in and Maths
- Pupil Premium gap still there but SDP on it
- Low number of PP data
- Year 3 boys – identified
- Non-uniform?

11. **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 Thursday 4<sup>th</sup> April 2019

Signed: .....

Dated: .....

## Actions

<b>FGBM2018-10-10</b>		
FGBM2018-19/06	<b>MF</b> to circulate dates/themes for Governor Walks.	Open
<b>FGBM2018-12-11</b>		
FGBM2018-18/08	<b>CR</b> to contact individuals interested in becoming Governors.	Open
<b>FGBM2018-02-13</b>		
FGBM2018-19/09	<b>MF</b> to arrange circulation of school Newsletter via welearn365 governor group.	Open
FGBM2018-19/10	<b>MW</b> to forward slight change of terminology for Accessibility Plan to <b>MF</b> .	Open
FGBM2018-19/11	<b>Clerk</b> to put Accessibility Plan on standing agenda for FGB meeting Spring 1.	Open
FGBM2018-19/12	<b>MF</b> to bring slides of proposed playground equipment to the next FGBM.	Open