

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on Tuesday 17th May 2016

Present

Catherine Robbins (CR)	Co-opted Governor (Chair)
Danielle Belmega (DB)	Co-opted Staff Governor
Emma Caplin (EC)	Parent Governor
Alex Davidson (AD)	Parent Governor
Cheryl Scott (CS)	Parent Governor
Kay Lawrie-Stiven (KLS)	Parent Governor
Emily Lim (EL)	Parent Governor (Vice Chair)
Jim Mills (JM)	Co-opted Governor
Marianne Talbot (MT)	LA Governor
Clare McNicholas (CM)	Co-opted Governor
Maggie Wagstaff (MW)	Co-opted Governor
Rachel Green (RG)	Co-opted Staff Governor
Nicola Shilton (NS)	Staff Governor
Tom Sidwell (ST)	Co-opted Governor
Ben Wilde (BW)	Headteacher

In attendance:

Joanna Bloomfield (C)	Clerk
Matthew Fisher (MF)	Headteacher in waiting
Laura Nicol (LN)	MPS SEND Inclusion Leader

1. **Welcome and apologies**

CR welcomed those present, particularly Tom Sidwell (**TS**) who was attending at his first meeting as a co-opted Governor, Matthew Fisher (**MF**) who will be starting as the headteacher in September and Laura Nicol (**LN**), MPS SEND Inclusion Leader, who will be giving a presentation.

Apologies were received from Susan Robson(**SR**) and Sophie Staniszewska (**SS**).

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 of Any Other Business for this meeting.

Minutes of last meeting

The minutes of the Full Governing Body Meeting held on Wednesday 16th March 2016 were approved.

Action Log

CR went through the action log with the following comments:

FGBM2015-16/3: still open.

FGBM2015-16/27: The next Cluster Chairs' meeting will be held on the 24th May and the report will be at the next FGBM.

FGBM2015-16/29: still open

FGBM2015-16/30: Cluster funding feedback. **BW**: the Cluster Heads' Meeting discussed the future working of the Cluster in light of the withdrawal of LA funding from September. For the last four or five years the Cluster has generated it's own funding in addition to that received from the LA. The main expenditure of the Cluster is the salary of the Cluster Co-ordinator, Michelle Hutton, who has done a great job. St. Peter's Catholic School is leaving the Cluster (in order to join a Church led Academy Trust) so will not be contributing and at least two others are struggling but this still leaves eight schools in the Cluster. The question is how to sustain Michelle Hutton's job – the Cluster is aware of the great value she brings and many things would not happen without her facilitation. She is exploring the option of working part-time, possibly three days a week and Derek Fance (headteacher at Lillington and current Cluster lead) comparing funding against costs. A solution will be found but Governors should be aware that this is a problem which is requiring management. Governors reported that Michelle Hutton is known to be extremely well thought of throughout the county and other clusters wish they had someone similar. Governors also asked how the reduced funding, from the LA and the smaller number of schools contributing, will affect teachers' continuing professional development training. **BW**: LA funding will continue for the January Inset day but other Cluster training will have to be cost neutral with schools charged for attendance.

All other actions were closed.

Correspondence

CR had received the following electronic correspondence:

- A friendly follow-up meeting was held with a parent who had previously contacted via the school website raising concerns of staff confidentiality.
- Discounted membership of The Key. This is a subscription service for Governors and a separate service is provided for School Leaders. At an annual cost of £500, the LA pushing it at a 25% discount. Most of this information available at other places but this brings it all together. **MF**: last two schools have used it. The deal is available if governors and school agree.
- Warwickshire Governor Newsletter, uploaded to the Governor Space. Includes new training programme and articles on The Governor Hub and Primary Accountability.

- Invitation from LA to 'Academies and Collaboration Conference' on the 22nd May at Stoneleigh.
- LA advertisement for Approved Providers of training leaders and performance managers.
- FOI Request regarding term time holidays. **BW** sent all information originally requested and then received a request for more.
- School News Bulletin. This free subscription service has been recommended by Marianne Talbot (**MT**).

3. **SLT Presentation – SEND/Interventions, Provision Mapping & Pupil Premium**

Laura Nicol (SEND Inclusion Leader) explained how MPS identifies pupils requiring additional support at school, how the school plans and reviews the support given and how the needs of pupils eligible for pupil premium funding are met. She gave examples of what interventions have taken place during the last year in all phase groups, including feedback from the children, data of the numbers of children on the FSM6 list, how the funding is spent and the attainment of the pupils and ideas on developing interventions and monitoring their effectiveness in the future.

Governors asked if the relative high numbers of children receiving interventions in the phase group 1-2 was typical: this number is not higher than before, and neither is it static as children drop in and out and it might also include more able children. One of the TAs is trained in child Yoga and consideration is being given to rolling it out to other phase groups.

The number of children on the FSM6 list has risen from nineteen in 2014 to twenty-eight in 2016. Tracking attainment for this group within the new assessment system is proving challenging.

Governors questioned whether there is sufficient funding for the required hours of counseling as there is currently a waiting list: the service is well used and most children attend for a short number of sessions. The waiting list is manageable as there is a turn-over in the individuals who are attending and if there is a particularly need, it can be accommodated. Teachers can make sure that particular children benefit. Governors also asked how parents become aware of the funded nurture activities outside school: Amo Ryan keeps a log of children accessing afterschool activities and so knows which children have had none. These families can then be approached and some parents are getting to be aware that they can ask. The Office also know those on the nurture list and do not ask for donations for trips and activities.

Whole school provision mapping identified that a large amount of intervention takes place outside the classroom so the SLT and teachers are looking at how to develop the interventions, particularly looking at timings and what pupils are

missing in the way of whole class learning – often art, PE or geography. The TAs are enthusiastic implementers of interventions but the school needs to monitor the experience of the children and question whether particular interventions can be bought back into the whole class teaching to minimize the disconnect for pupils and teachers.

Governors questioned what is the perception of other pupils to children being taken out of class is and whether this spills over to the playground: it is so usual that it is not noted, and the children could be at either end of the educational spectrum. **BW**: in some cases children have not been comfortable and so have their intervention has been taken back into the classroom. The idea is to help individual children, which requires being flexible in how the intervention is delivered.

Governors asked about communication with parents including explaining why so much intervention happens at MPS, the letter sent telling them their child is going to have intervention and how do parents understand why their child is not receiving extra support. **RG**: the standard letter has recently been amended and the teacher handwrites any extra information. **LN**: verbal discussions also take place, often at Parent Review meetings. If teachers are not available at the gate in the morning and evening to answer parents queries, then the class TA is. Governors discussed that the welcome meetings at the beginning of each year might be a good place to explain that this is targeted support to enable every child to reach the standard and from which children will move on as required, in order to demystify the idea of interventions.

Governors also queried if interventions took place outside: weather permitting, almost all.

4. **Governor Hub** – trial period.

All governors are able to access the Governor Hub for a three month free trial (May to July) before it will be offered for purchase in September. The Clerk will upload all the documents for the next FGBM. There is an app. for tablets and mobile phones to make downloading more efficient.

5. **Committee Reports**, including outcomes and impacts of SIP priorities

- Finance & Personnel Committee (minutes previously uploaded to Governor Space)

CMcN: reported on the meeting held on 26th March. The final SIP update of the year related to the Fruits of Milverton and it had been decided to postpone the purchase of new art works until the new head was in post. The school has already incorporated the themes within assemblies. The Staffing update was very minimal, mainly concerned with maternity cover and the return to normal working patterns after the temporary flexible working arrangements of this past year. The Staff Capabilities Policy will be reviewed once the LA has made their new version available; the Parents Use of Social

Media Policy was signed off and the Family Friendly Guidance has been uploaded to the Governor Space.

Since the March FGBM the budget forecast has been revised: income from services (due to SEND funding dropping off) and the LA (due to a change in the Budget Formula) are changing but expenditure remains about the same resulting in an approximate carry forward of an extra £4,000 in the school's favour. This was agreed.

CR reported that the Patch Meeting had discussed the proposed changes to LA Budget Formula and the exact figures would become clearer in a few months time. **BW** reported that two children would be starting school in September with Education, Health and Care Plans (EHCs). Governors asked whether there was a problem with parents not apply for funding, particularly Free School Meals, when they would be entitled. **NS**: all children in the Reception classes have free school meals which can make identifying those who would qualify trickier than in the past but either during the home visit or at the first parents evening every parent is shown a letter which offers help, for relevance. This is also mentioned at the Welcome meeting ensuring that no-one can feel singled out, as some families can take offence. An integrated welfare system should mean that the school will be contacted when a family claims benefits as the money is meant to follow the child. This can be a sensitive area as some parents do not have computers or even read but can still be proud.

CMcN also reported on a Capital Expenditure in that the school intends to replace old iPads for staff. Alastair Geddes (Year 6 teacher and Computing Lead) and Chris Homer (IT Consultant) have researched best value providers and the application has to be signed by the Chair of Governors.

Governors also asked about when the changes to staffing will be communicated to parents: this normally happens in June when pupils are allocated to their new classes.

- Performance & Standards Committee (minutes previously uploaded to Governor Space)

CS reported that the P&S Committee had reviewed the Home School Agreement, several small amendments were made and this would be signed off at the next meeting.

The Committee also looked at the Achievement of the Focus Group (SIP1) which comprises twenty-nine pupils who are having specific interventions to help their learning. **DB** explained that some pupils at 'Stage 5 Beginning' will never reach 'Level 5 Secure'. As yet there is no evidence of what intermediate looks like until end of the year. MPS has tried to put in extra levels but will need to go back and look again once this year's results are released. At a recent Cluster Meeting it was obvious that some schools have not put in any sublevels which must make it difficult to track whether or not pupils are making progress.

Governors asked if any local school was using 'Step 25'. **DB:** the Cluster has created moderation grids for Writing and Reading, with Mathematics in the pipeline. Some schools use iTrack, Classroom Monitor or Learning Ladders but the children should not be aware of the tracking. **CR:** MPS governors have become accustomed to knowing what progress looks like but for now will have to trust the staff. **DB:** MPS staff are becoming more confident about what standards look like and there are brilliant staff meetings where teachers share their results.

The data for Achievement in Mathematics (SIP2) was more difficult to understand so the Committee will be getting further clarification at the next meeting.

NS shared the Mathematics Home Learning review with the Committee and governors had queried the regularity, or not, of mathematics home learning, the consistency of setting homework during half-term breaks and holidays and whether it was possible for teachers to let parents know the challenge level of the home learning. All this will be feed back to the SLT meeting and a response brought to the next P&S meeting.

Governors asked how SATS week had gone, which was well. **DB:** at least when the results are in, it will bring the scores out of obscurity. Parents Governors reported positive feedback for Year 6's and that Year 2's had hardly noticed.

Premises Meeting.

The premises Meeting will take place on the 25th May.

Chairs' Meeting

CR: the New Governance Handbook which was published in November 2015 emphasizes the importance of Governors, their skills and their responsibilities to the running of the school. To that end, MPS Governors will be carrying out a skills audit which will highlight any deficiencies in skills which will be looked for when filling the two positions currently empty. Audit papers were circulated and Governors were asked to return these to **MT** for collation. **CR** will contact Governors by email regarding the continuation of current roles.

The Headteacher's Performance Review has been carried out with only one target for this year - to ensure a smooth transition whilst maintaining standards. **CR & SR** have undertaken Performance Review training but any Governor can take part in future Headteacher's Performance Reviews.

MPS Governors have not had a Code of Conduct but as this has been quoted in various training sessions recently, the Chairs are recommending the adoption of the NGA model, which is straight forward and clear, and was uploaded to the Governor Space prior to the meeting. Governors agreed.

The induction of the new Headteacher is underway. **MF** has attended at the school on a number of occasions and is signed up for the Warwickshire LA New Heads' training. Governors asked that a photograph of **MF** appear in the Newsletter for parents.

Action

FGBM2015-16/36: ALL to complete skills audit and return to **MT**.

FGBM2015-16/37: CR to contact Governors by email regarding continuance of current responsibilities.

FGBM2015-16/38: MF to forward photograph to **CR**.

6. **Budget Review - finalization**

See Finance & Personnel Committee report above.

7. **Link Governor Reports**

Arts & Creativity

EC met with **DB** to gain an overview of Arts & Creativity, which includes art, music and drama, at Milverton. This is seen as a balance to government's bias towards testing. In June the school is holding a GART Week – Geography and Art – which will take inspiration from the continents, focusing on texture and sculpture with an artist from 'Chicken Wire' helping to make sculptures but also includes a dance company and a film company working with the children. Years 5 & 6 are working on a modern retelling of The Wizard of Oz with the children involved in the writing, performing and backstage. Years 3 & 4 are performing a version of Romeo and Juliet. **EC** was overwhelmed by the quality of work and enterprise shown by the children.

KLS had arranged an after school come-and-try-it session with musical instruments for children to become familiar with instruments before signing up for lessons. This was well attended but would have benefited from more staff on hand to show the children how to hold the instruments.

Governors asked about funding for families who would have difficulty in paying for music lessons and about the choir, which no longer is in place. **DB:** the choir rehearsals took place during lunch time and children stopped attending. This could be due to peer pressure, alternatives or change of staff resulting in a loss of momentum. **BW:** the SLT are in draft discussions about revamping assemblies and music throughout the school and are hoping to include an afternoon of David Iles leading whole school singing, although as he is only at the school part-time, his time is limited time.

Governors asked whether the School County Music Service monitors a drop-off in enthusiasm or seeks feedback from schools: none has ever been sought.

Governor Training

MT reported that the attendance of MPS Governors at training events was good and emphasized that it is important that governors complete a feedback form to share their notes with governors who could not attend, particularly if there are questions. Governor Hub will record a governor's attendance at training once the training has taken place.

The Cluster Training Governors are working on the Collaborative training for this coming year which will be three sessions within the financial year. Safeguarding training dates on in the Training Programme and can be booked at WES on-line. Governors were urged to sign up before they get fully booked. **MT** will highlight courses for next term.

MW reported that she and Michelle Hutton had organized a SEND Cluster training sessions at which nineteen governors had turned up and would like another meeting this term. It was a good opportunity for networking.

- 8. **Academies** – follow up discussion from last FGBM presentation. Governors discussed the necessity of trying to understand the responsibilities of governors in the Academy system as it looks as if it will be much more onerous for fewer governors and some models do not have any governors at an individual school level. Academies have a more corporate attitude and governors could be pursued if a school fails financially, impacting on private businesses. Staff Governors worried what the move to an Academy would mean for staff contracts and how Human Resources would work without the LA. Options for governors are either to get ahead, become either an Independent Academy or part of the Multi-Academy Trust (MAT) of likeminded schools and keep control of the process or wait until it becomes a requirement. Warwickshire LA is rated as a good Local Authority but even they are now much more of the mind to push towards academisation.

CR is attending the Academies and Collaboration Conference on 22nd May and will report back at the next FGBM.

Action

FGBM2015-16/39: **CR** to report back on Academies & Collaboration Conference.

- 9. **AOB**
There were no items of AOB.

Date of next meeting – Wednesday 12th October 2016 – to be confirmed.

Signed:

Date:

Action Log:

FGBM2015-10-06		
FGBM2015-16/3	Any governor wishing to volunteer as Phase Link Governor for Phase 1/2, please contact CR .	Open
FGBM2016-16-03		
FGBM2015-16/27	C to add report from summer term cluster chairs meeting to appropriate summer term FGB, depending on timing.	Open
FGBM2015-16/30	BW to update governors about cluster funding at the next FGB meeting.	Open
FGBM2016-05-17		
FGBM2015-16/36	ALL to complete skills audit and return to MT .	Open
FGBM2015-16/37	CR to contact Governors by email regarding continuance of current responsibilities.	Open
FGBM2015-16/38	MF to forward photograph to CR .	Open
FGBM2015-16/39	CR to report back on Academies & Collaboration Conference.	Open