

Minutes of the meeting of the  
**Full Governing Body of Milverton Primary School**  
Held on 17<sup>th</sup> October 2019

Present

Catherine Robbins ( <b>CR</b> )	Co-opted Governor, Chair of FGB
Hannah Stephenson ( <b>HS</b> )	Parent Governor, Chair of Performance & Standards
Clare McNicholas ( <b>CMcN</b> )	Co-opted Governor, Chair of Finance & Personnel
Tracey Brand ( <b>TB</b> )	Co-opted Staff Governor
Liz Kay ( <b>LK</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
Danielle Belmega	Co-opted, Deputy Headteacher
Matt Fisher ( <b>MF</b> )	Headteacher

In attendance:

Joanna Bloomfield ( <b>C</b> )	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)**, **Kay Lawrie-Stiven (KLS)**, **Alex Davidson (AD)**, **Carol Barnes Burrell (CBB)**, **Jo Mainwaring (JoM)**, **Lis Blair (LB)** and **Zoe Morrissey (ZM)**. **CR** explained that **KLS**'s term as Parent Governor had finished and that she had decided not to stand again as her children have now left MPS, so there will be an election after half-term.

2. **PE and Sports at Milverton – Megan Jeremiah**

**Megan Jeremiah** gave the governors an overview of PE and Sports at Milverton School. The school itself is supportive of PE and Sports and the huge influx of money since the 2012 Olympics has enabled the school to provide equipment, qualified instructors and cover to train class teachers, as evidenced by the annual Sports Premium report which is published on the school website. The funding is per pupil but this is the last year of guaranteed funding. It is recommended that every child should have one hour per day of activity. For the last fourteen months MPS has had a Sports Apprentice who gives support across all PE and Sports including 1:1 support, WAM and residential trips.

At the beginning of each year staff discuss what they can do to improve PE and Sports provision and what obstacles are in the way. This year the focus is on gymnastics with a professional gymnastics coach.

For the last three years the school has achieved a gold award from The Schools Games Mark for quality provision in and out of the curriculum. The school has to apply and the application is audited, a time consuming process. MPS pupils have

two hours timetabled activity as well as lunch time active fitness clubs and Friday Power Hour which targets those less inclined to join in activities. Fifty percent of pupils are in extra-curriculum clubs.

Some of the activities MPS children take part in are:

- Milverton Mile, arranged through each class. The training of leaders will take place in November. This has to be organised around the curriculum and requires a process to be put in place.
- Power Hour with choices including golf, indoor curling, archery, squash, football or rugby, running, table tennis, gardening and dance. Pupils take part in each activity for four weeks.
- Intra and inter school competitions, including against the North Leamington Cluster and other Warwickshire schools. They also compete in dance, rowing and cross-country.
- LAFF (lunchtime activities for fun and fitness). This is led by yr5 and yr6 pupils who volunteer and are trained by Warwickshire.
- Sport Ambassadors. These are pupils appointed by teachers and trained as leaders by central Warwickshire.
- Change4Life, which is inclusive.
- Personal Best Challenge.
- Festival of Sport, which is inclusive and led by sports leaders.
- Quad Kids for yr3 and yr4 pupils.

Governors asked whether there were any girls in the school football teams: not this year. The offer is there but it depends on whether the cohort is confident. The Cluster competitions involve mixed teams and some girls only teams. Yr4 and yr5 MPS girls have asked if they could have designated time to play in the school playground during lunch time - Girls Friday. Change4Life football is mixed and inclusive.

Governors asked about competition versus none-competition: when **Megan Jeremiah** first came to the school twenty five years ago it was a non-competitive school, but the following year won an inter school football competition. Win or lose, competition gives children the experience of sharing support, success and sadness.

Governors discussed the extra government funding, part of which comes from the Department of Health, and is coming to an end. The original Olympic bonus funding was supposed to support sustainable provision so that funding always was time limited but the Department of Health may withdraw funding because there has been no improvement in childhood obesity levels, in fact they have increased by 1%.

Governors wondered if some activity could be woven into homework, nudging children who may not otherwise continue: MPS has close links to local clubs and tries to encourage membership but obesity is not a significant issue at MPS. **MF** explained that schools have a responsibility to encourage a wide range of options rather than to produce athletes, although historically some pupils have taken their sport to county and national level.

Governors discussed whether the Department of Health should be looking longer term, even if there is no proven link between funding and childhood obesity, making

an investment for future adults as well as taking into account the advantages of sport in relation to mental health issues. Governors also noted that Warwick School is reaching out to local schools in order, in part, to retain its foundation status.

Governors thanked Megan Jeremiah for all the work that she, and other staff members, put into providing PE and Sports at Milverton.

### 3. **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.

Minutes of last meeting.

The minutes of the Full Governing Body Meeting held on **11<sup>th</sup> July 2019** were approved.

Matters Arising

- Governors asked whether **Matt Western MP** had visited the school the day after the last FGBM, as expected: he had met with the School Council and signed pictures. **MF** explained that he engaged with children in an appropriate way and now they were trying to organize how to take the children who are part of the current School Council and those who were involved last year, to the Houses of Parliament.

Action Log.

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

FGBM2018-19/06: **MF** to circulate dates/themes for Governor Walks. This will now take place on 26<sup>th</sup> November at 9.15am.

FGBM2018-19/17: **Clerk** to put Parental Engagement on the agenda for the next FGBM. **CR** explained that this will be included in the Chairs' Committee report.

FGBM2018-19/22: **Clerk** to put report from D&T Link Governor on agenda for next FGBM. This report will now be on the agenda for meeting 2.

FGBM2018-19/23: **KLS** to forward suggestions for Cluster Training. The notification of the Cluster Training had been too short for any governors to attend.

FGBM2018-19/24: **KLS** to review Training Protocol and circulate suggested changes. **Clerk** to check with **KLS** if this has been completed.

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

*All other actions were completed or on this agenda*

## Correspondence

**CR** had received the following communication:

- Notification that DBS checks were expected within 21 days of becoming a governor. **AMcK** will apply for his DBS check promptly.

## Actions

**2019-20/01: AMcK** to ensure DBS application documents are with **Louise Wallace**.

## 4. **Elections:**

The following governors were elected to posts:

- **Catherine Robbins** – Chair of Governors
- **Zoe Morrissey** – deputy Chair of Governors.  
**ZM** had agreed to shadow the Chair with the view of taking over the post next September. She will go on the 'Taking the Chair' course. The FGB is very grateful that she has put herself forward for this responsibility.
- **Hannah Stephenson** – Chair of Performance & Standards Committee
- **Clare McNicholas** – Chair of Finance & Personnel Committee
- **Alex Davidson** – Chair of Premises Committee until her terms ends before Christmas when **Jo Mainwaring** will become Chair.

**Laura Nicol** will be joining the Finance & Personnel Committee and **Jo Mainwaring** will be leaving to join the Premises Committee. **Louise Wallace** will attend the F&P Committee as and when required.

No other governor had requested to move from their current committee, so committee membership will remain as last year. (See document 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:

- **Lis Blair** – Training Link Governor
- **New governor** – Sports and PE Link Governor

## Other Committees

The Pay Committee, which has already met this year, comprises: **Catherine Robbins**, **Jo Mainwaring** and **Clare McNicholas**.

The Complaints Committee reserve: **Lis Blair**

The Staff Grievances Committee reserve: **Liz Kay**

**CR** reminded governors that any of the committees can be reinforced or replaced by governors from other schools under the Joint Hearings Panel agreement.

## 5. Annual Reviews:

- Committee Terms of Reference.  
Each Committee had reviewed their Terms of Reference in the previous committee meetings. F&P had included oversight of WAM into the ToR and P&S had removed WAM from theirs. It was noted that both Premises and P&S ToRs had included oversight of the Prospectus – the Clerk was asked to remove this from the P&S ToR.
- 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. Governors noted that most FGBMs were timetabled for Thursday, which **Laura Nicol** would not be able to attend. The Clerk was asked to change the date of the next FGBM, possibly to Tuesday 10<sup>th</sup> December.
- Declaration of interests.  
The annual Declaration of Pecuniary and Other Interests forms had been handed to those attending. The Clerk will take the remaining forms to all Committee meetings in an attempt to get them completed by the December FGBM.
- Governor feedback to parents.  
Governors noted that the main way that governors feedback to parents is through the school Newsletter. Committees should aim to have something to publish at least once a term for interested parents.
- Access to Governor Space.  
The **Clerk** will contact **Alastair Geddes** for a new password for the Governor Space.

### Action

**FGBM2019-20/02:** **Clerk** to remove oversight of Prospectus from P&S Terms of Reference.

**FGBM2019-20/03:** **Clerk** to contact Alastair Geddes for a new password and to circulate to governors.

## 6. Governor Policies

- Open Meeting Protocol  
This has been written by the LA in response to issues that some schools have faced. At a recent Cluster Chairs meeting it was agreed that all schools should adopt it. The policy makes clear that although meetings are open it is by invitation and that anyone wishing to attend has to apply to the Clerk two weeks before the meeting. The dates of the FGB meetings need to be

published in the School Newsletter diary.

- Joint Hearing Panels

See above.

- Code of Conduct

**CR** had reviewed the Governor Code of Conduct based on the NGA model, with all updates highlighted in red. The Code draws a line between governors and those running the school and emphasised that once someone is a governor, the requirement for confidentiality continues even after the term of office ends. This had been uploaded to the Governor Space in July for governor comments.

Governors discussed the conflict that staff governors may have in presenting challenge and that governors are often confused by the amount of challenge they are expected to make so that it is effective. It was agreed that **MF** will do a presentation at the next FGBM about what effective challenge looks like. The Governor Service training has not been particularly strong on this and although The Key has a lot of information, it has to be pieced together.

#### Action

**FGBM2019-20/04:** **MF** to put dates of FGBM in the School Newsletter diary

**FGBM2019/20/05:** **MF** to give presentation on effective challenge at the next FGBM.

7. **Safeguarding** – Annual Declaration that Governors have read and understood Part 1 of Keeping Children Safe in Education, and the **Safeguarding Audit** report.

**MF** explained that he had not yet created a questionnaire on the Safeguarding Policy and Part 1 of Keeping Children Safe in Education as this year the MPS staff would be doing the annual safeguarding training and signing of the document during the inset day in November. **Adrian Over**, the Warwickshire LA Safeguarding Manager, has created a questionnaire of fifty nine questions but MPS governors will not be expected to answer quite so many. The Clerk was asked to make sure that the MPS Safeguarding Policy was included in the meeting folder for a quiz and the signing of the document at the next FGBM. Governors asked when would staff who are unable to attend the inset day have the training and opportunity to sign:

**Amanda Parks** will do any catch-up training required.

**MF** and **LN** conducted the statutory annual audit of safeguarding issued by Warwickshire. Last year's audit resulted in an action list but this year there are none.

**HS** reported that she had reviewed the Single Central Register with **Louise Wallace**, the new School Manager. The Ofsted Inspector had enquired what training governors had had in monitoring the SCR and had gone through it with a fine toothcomb. **Louise Wallace** is reviewing the data held on every member of staff and has added track changes. All governors should complete their DBS check within 21 days of being appointed.

**DB** explained that as she is now a DSL and with **Amanda Parks** also a DSL, there is

always at least one DSL on site, in compliance with the guidelines.

Another issue highlighted by the Ofsted Inspector was the internal report system for following up any concerns raised with Social Services. He had explained that it is the school's responsibility to check that Social Services have acted on the school's concerns and to have an evidence trail of this. Governors noted that this was an interesting balance of responsibilities, asked how often would the school be put in the position of having to chase Social Services and was there an escalation route if no action has been taken: MPS has minimum correspondence with Social Services but as they are underfunded and understaffed, whilst it may be frustrating to have to check on another professional organization, it can be seen as necessary.

**HS** explained that MPS has signed up to Operation Encompass – '*a national operation that directly connects the Police with schools and early years settings to secure better outcomes for children who are subject or witness to police-attended incidents of domestic abuse*' – which is now in operation in Warwickshire.

**FGBM2019-20/06:** **Clerk** to put Safeguarding quiz and signatures on the agenda for the next FGBM

**FGBM2019-20/07:** **Clerk** to put MPS Safeguarding Policy and Part 1 of Keeping Children Safe in Education in the meeting folder for the next FGBM.

## 8. **Governor Training**

As there is currently no Training Link Governor, **CR** will find out about the next Cluster Training. Meanwhile, governors should keep training, and feed back on any courses they attend.

**MW** reported that the SENCo Cluster meetings are taking a new format and **AMcK** reported that there is Introduction to Governance training arranged in Stratford in February so he has changed to this as it is easier to get to than Nuneaton.

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

### **Premises**

*(minutes previously uploaded to The Governor Space)*

**TS** reported that:

- The first emergency drill is still to take place. **MF** explained that as a three week lead time is required so that parents can be informed, a staff meeting held and then the drill timetabled, it has been difficult to find the appropriate time. Governors discussed that this is a practice lock down procedure, which has been seen as controversial in causing consternation amongst younger pupils. MPS has discussed various scenarios including a dog or dinosaur loose in the playground and helping year 5/6 experience a WWII air raid. A specific bell has already been added to the system, but this is too loud. Governors noted

that this is a routine drill in some parts of the world and MPS needs to ensure that pupils practise so that in an emergency situation they will know how to react. Governors also noted that children with special needs may require additional assistance.

- After a good start to the repairs by the LA, further work seems to have stalled. Only one side of the West Hall roof has been repaired although it leaks both ends, and one classroom floor has been replaced, with the rest scheduled for Easter. This is an on-going concern and **MF** will continue to press for all the repairs that they had initially agreed to.
- The SDP has been taken off the standing agenda as much of what was being asked of the committee through the SDP was already covered.
- The Trim Trail is still closed, a source of some frustration. A number of items have been removed for repair or replacement.
- The cellar has been completely cleared out and is now accessible.
- Calor Gas came to school during the summer and painted the staff room, the inside of the school pavilion and some classrooms as well as refreshing some junior playground play equipment.
- FOMPS has a few continuing projects within the playground. The walls have been cleaned and whitewashed ready for the new design, which in the reception area will be based on the seasons.
- H&S checks are part of the Site Inspection and there has been a change to the procedure with an emphasis for **Terry Heard** to point out problems and for the committee to check that solutions have been found.
- The new electronic gates had been giving cause for concern but now they can be locked in an open position (as well as closed).
- The committee discussed governors attending at Parent/Teacher Evenings and any governor who has time is welcome. **CR** explained that she had attended two Phonics meetings and given an introductory talk which has elicited some interest. Governors should wear the orange lanyards, ensuring that they are visible at school events.

## **Performance & Standards**

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

**HS** reported that the committee had:

- Reviewed the Performance Data for 2018-19, which showed a strong end of KS2 despite concerns at beginning of year.
- Compared MPS results with those of other schools in the Consortium and with national data. In actual terms and comparatively MPS had amazing results.
- Discussed the fact that children now in KS1 and therefore working towards SATs had had a number of challenges in their reception year.
- Noted the introduction of 'In The Moment' in reception. There is a staff meeting on the 23<sup>rd</sup> October to which governors are invited. The committee will look again at this exciting new adventure in the summer.
- Decided that the committee would extend their knowledge of the interventions to support writing, especially in Year 4 boys which the internal data has indicated as below expectations.
- Noted that **Lisa Merrell** is in school for three afternoons a week and that the counsellor is in school once a fortnight.



- Discussed the fact that governors need to be aware of the extra challenges for teachers in these financially challenging times.
- Agreed to review and feedback on policies by email. **CR** reminded governors that any significant changes to policies need to be reported back to the FGBM.
- Agreed to pass any comments on the SEND report (completed by **MF, LN & MW**) back to **MW** before publication. This is now on the school website.
- Noted that the Summer SDP reviews work well in terms of the staff being reminded to contact governors.
- Acknowledged that many schools have been asked about Smart Measure Milestones by Ofsted Inspectors and, although this is not a priority for this year, the SDP Review template will be adjusted to include this.
- Agreed that **HS** should interview a member of the School Council for the Newsletter.

### **Finance & Personnel**

*(minutes previously uploaded to the Governor Space)*

**CMcN** reported that the committee had discussed the latest figures, taken from the Autumn term financial report written by **Yvonne Stanisforth**, which differ from the MPS internal figures. Projected additional staff and long term sick cover account for some of the difference but insurance, which has not been included, will off-set some of this and the fact that Cluster schools will reimburse MPS for their share of the group purchasing of SEND provision was not taken into account, either. The MPS figures have increased but not as much. The LA seems to be working on worse case scenarios and sent a stark letter to governors. Unfortunately so much is guesswork but the fact that the school is carrying forward a large deficit is not. The LA states that the deficit should not exceed 5% but the MPS deficit is currently 14.6% and the LA will not support the MPS budget plan for 2020-2021 as it is.

The financial situation is the largest part of every F&P committee meeting discussion. At the last FGBM the committee had recommended that the FGB adopts option 3 from a number of alternative cost cutting measures, which was scheduled to take effect in April 2020. This has not yet been begun as the committee does not want to make short term decisions which will cost extra in the long term. Governors acknowledged that the pressure from the LA to resolve the problem has been the result of cutting LA resources, which in turn has resulted in adding extra responsibilities on to schools. The committee is trying to be creative, working through a 'waterfall' chart which will show effects on the school and the budget over a number of years. The committee has agreed to meet in the first week after the half-term break in order to have a report ready for the next SAG (Sustainability Action Group) meeting.

The committee had discussed the Bench Marking report by **Yvonne Stanisforth**. Some of MPS spending is higher than some of the other schools but each has a story to explain the difference. **MF** had an action from the last SAG meeting to contact the head teachers of the schools to discuss where the benchmarking appears to show that they are managing their budgets differently.

Governors discussed the fact that the severe tone of the LA letter did not fit with the tone of the SAG meetings or with discussions with **Yvonne Stanisforth**. **MF** explained that **Louise Wallace**, with her experience of working in a secondary school, has made adjustments to finance reporting to governors so that a clearer idea of the in-year spend against budget can be seen. Governors also discussed the fact that additional central government funding promised in the last few months is not a magic bullet.

The overview of WAM (Wrap-Around Milverton) is now part of the F&P Terms of Reference. **Amanda Parks** will be presenting termly reports to the committee. Currently it is on budget to make a profit of £20,000. Last year £11,000 was transferred to school funds.

Governors also noted that the unaccounted deficit of £9,000 from 2018 –19 has still not been explained.

### **Chairs**

**CR** reported that Chairs had also discussed the financial situation, as well as the SDP priorities, the governors' annual reviews and the policy tracker. The GDPR audit is booked in and a report will be discussed at the next FGBM, with other agenda items for the coming FGBMs to include presentations on the new RSE curriculum, SEND and WAM. The meeting discussed how governors could make themselves more visible to the parent body, including attending Learning Review evenings.

### **Cluster Chairs**

The Cluster Chairs meeting has been postponed.

#### **10. 2018 - 2019 SDP**

*The SDP for 2019 – 2020 had previously been uploaded to the Governor Space.*

**MF** explained that this year's SDP had been slimmed down to a more manageable document. The summer monitoring meetings had taken place and governors discussed how, particularly in relation to curriculum subjects, these had followed on well from previous meetings, showing how planning, learning and assessment had been consolidated.

#### **11. Marle Hall – 2019 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. For the first time in a while it will not be 100% attendance. Governors asked what provisions have been put in place for those not going to Marle Hall: they will sit with year 5.

Governors acknowledged that Marle Hall is a fabulous experience for the pupils, and those adults attending with them.

12. **AOB**

There were several items of Any Other Business:

- Governors Walk. **MF** will circulate the date and time. Governors should acknowledge and let **MF** know whether they can attend or not.
- New date for next FGBM. The Clerk will circulate a re-arranged date for the next FGBM, probably Tuesday 10<sup>th</sup> December.
- The Governor Events Invite is now in this meetings folder with dates but not times, which will be notified closer to the occasion.

**Items for exclusion**

There was one item for exclusion.

**Date of next FGBM**

The next Full Governing Body Meeting will be held on Tuesday 10<sup>th</sup> December 2019

Signed: .....

Dated: .....

**Actions**

<b>FGBM2019-09-17</b>	
FGBM2019-20/01	<b>AMcK</b> to ensure DBS application documents are with <b>Louise Wallace</b> .
FGBM2019-20/02	<b>Clerk</b> to remove oversight of Prospectus from P&S Terms of Reference.
FGBM2019-20/03	<b>Clerk</b> to contact Alastair Geddes for a new password and to circulate to governors.
FGBM2019-20/04	<b>MF</b> to put dates of FGBM in the School Newsletter diary
FGBM2019-20/05	<b>MF</b> to give presentation on effective challenge at the next FGBM.
FGBM2019-20/06	<b>Clerk</b> to put Safeguarding quiz and signatures on the agenda for the next FGBM.
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