

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on Tuesday 22nd May 2018

Present

Catherine Robbins (CR)	Co-opted Governor, Chair of FGB
Hannah Stephenson (HS)	Parent Governor, Chair of Performance & Standards
Clare McNicholas (CMcN)	Co-opted Governor, Chair of Finance & Personnel
Kay Lawrie-Stiven (KLS)	Parent Governor
Carol Barnes (CB)	Parent Governor
Emily Lim (EL)	Parent Governor
Liz Kay (LK)	Parent Governor
Stephanie Tierney (ST)	Co-opted Governor
Nigel Perry (NP)	Co-opted Governor
Maggie Wagstaff (MW)	Co-opted Governor
Andrew McKirgan (AMcK)	Co-opted Governor
Tom Sidwell (TS)	Co-opted Governor
Jo Mainwaring (JoM)	Local Authority Governor
Tracey Brand (TB)	Staff Governor
Danielle Belmega	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 **Liz Kay (LK)**, the newly elected Parent Governor, Andrew McKirgan (**AMcK**) recently co-opted Governor and Tracey Brand (**TB**) the new Staff Governor. Apologies were received from Alex Davidson (**AD**).

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.

With several minor changes, the minutes of the Full Governing Body Meeting held on **Wednesday 21st March 2018** were approved.

Action Log.

CR went through the action log with the following comments:

FGBM2017-18/11: **ALL** Governors to read *Complaints Policy*: **CR** reported that a recent training session on Complaints had confirmed that any Governor asked about

making a complaint should straight away point the person to the Complaints Policy.
FGBM2017-18/12: **ALL** Governors to read *Safeguarding overview*: due to lack of time at the last FGB meeting this had not been presented but all Governors should read what is a good and thorough overview of the situation at MPS.

FGBM2017-18/14: **ALL** Governors to read *updated SEF*: **CR** asked that every Committee meeting should have a review of part of the SEF on the agenda.

All other actions were either closed or on the agenda.

Correspondence

CR had received the following communication:

- Warwickshire Heads Up.

CR also reported that **Michelle Hutton** has resigned as Cluster Co-ordinator and needs to be replaced.

3. **MPS Lead** – Pupil Premium and SEND – **MF**

Pupil Premium.

MF explained that Pupil Premium is an amount of extra funding that the school receives to support pupils who come in specified groups which underperform nationally. The school receives the money in one go at the beginning of the year, is accountable for how it is spent and must report on the impact it has on the children's progress. The school starts by identifying common needs, such as SEND provision and learning and social support, although the group is quite a small number so support can be individualised. The Pupil Premium money is spent on, for example 1:1 support teacher, school counselling service, additional specialist teaching support who provide assessments and advice and a family support worker. **MF** writes a Pupil Premium report to show how the school plans to spend the money and then how the money was spent and the impact that it had, which is published on the school website. Governors were urged to read these.

Governors asked about the impact of the Pupil Premium, whether it is enough to optimise the children's opportunities and what difficulties does the school have in reporting sufficient impact: there is never enough money to do everything. The 1:1 teacher support is very good and definitely makes a difference for individuals but not necessarily enough of a difference to meet external standards. Ofsted take a very black and white view.

Governors asked how the school identifies which children would benefit from seeing the school councillor, and whether a play therapist had been considered for those pupils who do not communicate well: sometimes children refer themselves, sometimes it is parents and staff but MPS always seeks parental consent. MPS is exploring the use of Play Therapy.

Governors asked about what is in place for Pupil Premium pupils who are higher achievers: more able pupils are stretched within the classroom setting with some small group work but resources make this challenging. The middle band is more likely

to be targeted to move them on to Greater Depth. The more able pupils are supported through the wider provision, for example the employment of TAs.

Governors asked whether any of the Pupil Premium funding was spent on sport, music or pastoral care: £4,000 of Pupil Premium is available for families to access two clubs a year, support in acquiring instruments, etc. Governors asked whether the parents of higher achieving Pupil Premium pupils are informed of this, or do they wait for families to ask.

Governors asked whether MPS has ever been challenged on the way the Pupil Premium is being spent: no. Governors acknowledged that some families who are in financial difficulties do not want help and that other pupils on the Pupil Premium list, for example adopted children, are in families who do not need financial support.

The Performance & Standards Committee will discuss the Pupil Premium report at the next meeting.

SEND

SEND support starts with Quality First Teaching, which all pupils receive in their daily classroom experience. SEND pupils then receive in-class support, out of class support or individualised support, depending on their needs. **Laura Nicol** is the school's SENco (SEND co-ordinator) and the school buys in a day every two weeks from the Specialist Teaching Service who offer assessment and advice on scaffolding or support that is needed in class.

Currently there are six pupils with an EHCP (Educational Health Care Plan) and this is likely to rise to nine in September. In a school the size of MPS, this is a large number. Other Cluster schools have one or two. If a child has an EHCP then parents can choose which school to send them to. The number of parents choosing MPS is a compliment but creates a huge financial burden as the school has to provide the first £6,000 for each child whilst only receiving £3,750 per pupil. There is some extra funding for specific support structures which must be in place, including 1:1 TAs when identified, but this is generally half of what is needed.

All schools always want more funding for SEND pupils. **LN** has to prioritise who needs assessing when a class teacher identifies a child who is consistently failing to make progress (not just working below standard), or struggling to engage with their teacher or their learning. It is then up to the classroom teacher to put the support in place, although this is often difficult as some classes do not have TAs in the afternoons. The school accesses support from outside agencies such as a speech and language therapist, occupational therapist, educational psychologist and the Specialist Teaching Service, although the threshold for NHS assistance is rising so this is now often a paid-for service.

The SEND Governor reported that classroom support is a real focus this year. The SENco facilitates but it is up to the class teacher to deliver. The EHCP is about outcomes: what will the children be able to achieve. A lot of the responsibility for this is moving onto schools.

Governors questioned whether it was purely financial that the specific role of assistant

Inclusion Leader was not being filled: **MF** and **Laura Nicol** are taking on the role as it was felt the Pupil Premium money could be put to better purpose, other schools of a similar size do not have a specified Inclusion Leader and it was a luxury in the financial climate, particularly now as there are fewer families requiring the support.

Governors asked whether any child came off the SEND register if identified as reaching the required point of point of attainment: definitely. EHCPs are reviewed annually, and at transition (reception to junior, junior to senior).

Catherine Robbins reported that the WES Head of Teaching and Learning had explained that with the tight LA budget, there was an expectation children would be moved off the SEND register.

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

Premises

(minutes previously uploaded to The Governor Space)

ST reported that the committee had discussed:

- Fire and Security reports: these are mostly completed but there are still a few outstanding actions so the committee is keeping them on the agenda.
- Asset register: **MF** and **Emma Bish** are creating a register of all the assets over £1,000, including photographs of each classroom
- Policies: **Alastair Geddes** has written a Technical Security Policy, which includes security and monitoring of infrastructure, networks, encryption, fire walls, passwords etc as part of the 360 Safety review. **TS** agreed to undertake the annual monitoring of the use of the CCTV for the next meeting.
- Fence: the new section of fence on Greathead Road has been booked in by the LA contractors but hasn't yet been done.
- EASEE: this is now complete except for the BLEEP test which involves the school practicing lock down procedures. **MF** is waiting for a new alarm, different from the fire alarm, to be fitted and then will arrange a practice in line with LA guidelines.

MF had shown the committee the draft Prospectus which includes the new Wrap Around provision.

Finance & Personnel

*(minutes previously uploaded to the Governor Space)
including School Budget review*

CMcN explained that when she had reported earlier in the year, the school deficit for the year, based on WES figures, had looked like being £26,921 but the actual figure is £55,883. **MF** and the F&P Committee are trying to get to the bottom of why this differential has occurred, and **MF** is looking for more support from WES. **MF** and Committee members will be meeting with **Jyoti Richardson** (WES Finance Officer) in June and will ask for clarification on the WES figures. Committee members with experience of budgets have concerns about the accuracy of the figures where important decisions may be required. The Committee acknowledged that Wrap Around Milverton will provide a good income but that is in the long term and a

separate part of the budget. Submitting a three year deficit budget will mean that WES will take more of an interest.

Governors agreed that it feels really good to have two new governors on the F&P Committee who are excited about figures and are willing to say they disagree with the WES position, and **MF** added that he appreciates their support. The school has always appeared to have a deficit budget at the end of year three, but this was never an issue when money was not so tight.

Catherine Robbins summed up that it is not an ideal situation and that Governors were not confident that the figures are an actual reflection of the school's position but the budget has to be submitted. MPS has plans to increase income (WAM) and last year looked at plans for savings, although these were not carried through. It may be necessary to relook at these plans at the beginning of next term.

Performance & Standards

(minutes previously uploaded to the Governor Space).

HS reported that:

- the committee had asked to review RSE, particularly with regard to parental feedback and a report from **Caroline Tribe-Philips** would be included in the next meeting.
- Policies: the Collective Worship Policy had been signed-off by email circulation. Governors discussed the rationale behind what achievements from outside the school are celebrated in school, which led to a wide discussion on celebration assemblies. The Child Protection and Safeguarding Policy needed the names of personnel changed and the Behaviour Policy had been updated in line with 360 degree review.
- the Home School Agreement is now only a legal requirement for Reception classes but governors suggested that pupils and parents are reminded of their obligations via the Newsletter.
- The committee had reviewed the data created from the new assessment grids and termly reading and mathematics tests. These were looking good but a few core groups stand out. Staff are working super hard with Focus Groups and interventions.
- Governors had been encouraged to look through the Training Guide and let HS know of any training they wished to do. HS will be doing E-safety training in the autumn.

Governors discussed the need for a clear and consistent E-safety process to be in place in school so children know what it looks like. This has been achieved by Alastair Geddes doing the 360 Safety Review. The school receives daily reports on internet access and if a child/staff member attempts to access an unsuitable site an icon appears on screen and MF receives telephone call giving him the location of the user. E-Safety is taught discreetly and explicitly and all safety incidents are recorded by AG.

Governors asked how the SATS had gone: **DB** reported that year six children had been 'absolutely brilliant' and year two children are still attacking quizzes with determination. DB also reported that she is being trained as a DSL (Designated

Safeguarding Lead).

The Clerk was asked to put the headlines for data and attainment in Ofsted folder.

Action

FGBM2017-18/16: Clerk to put Data and Attainment headlines in the Ofsted Ready folder on the Governor Space.

Wrap Around Milverton

JoM reported on what had been a busy month, with a lot of work achieved. Wrap Around Milverton had been launched to parents in May with annual, then club, provision enrolments. The working group had listened to parental feedback regarding the provision, with Governors manning tables in the playground at collection time, with the result that the choices section was expanded for children who do not want to do sports. All this information is now on the MPS website.

Recruitment has begun, starting with a manager and an administrator. There were eight interviewees and one person was appointed to take on both roles, a position they have been employed in elsewhere locally. There will be two separate contracts for the roles, clear in terms of pay levels, but working this way will bring the paid hours down. Recruitment of the co-ordinators will now begin with the input of the new Manager/Administrator. Club provision has not yet been processed and this is required to help model staff requirements.

So the next steps are: getting all the clubs signed up, finalising the budget and finishing the recruitment of staff.

As WAM is not part of the school, it will be possible to apply for funding from various sources to improve what is on offer, therefore increasing the capacity of creating more income. The working group is open to more Governors joining in to help.

Governors commented that the website was looking really informative and that it was good that there is still space to expand the provision. Governors asked whether Child Care Vouchers were being accepted: WAM is registered.

JoM confirmed that the WAM working group will feed back to Governors in the autumn term.

5. **General Data Protection Regulations**

A slide show presentation outlining the rules of the General Data Protection Regulations as they affect schools and the position of MPS was previously uploaded to the Governor Space.

MF reported that MPS has bought into the WES Service, which includes a WES lawyer as the Data Protection Officer. He felt that schools had been slightly misled when buying into the service as it involves blank templates being forwarded to Heads at a

weekly or bi-weekly rate, which then need to be populated and this was a significant amount of work. He has now completed all the templates and they have been circulated. The Data Mapping tool shows what data is held on pupils and staff and where the data is held.

The MPS Privacy Notice which will be published on the school website explains what information is held, why it is held and where it is held. The next stage is to look at the contracts MPS holds with outside companies, for example Athletics, to check that they too have GDPR or equivalent in place. In September, new lines will be added to the consent form that parents sign.

In essence the Regulation requires MPS to keep information safe and to look at the security in school, for example using personalised codes to access the photocopier. **MF** will be holding a Staff Meeting next week.

Governors discussed the fact that the Governing Body has an obligation to ensure that processes are in place and all Governors should read the documents included in the meeting folder on the Governor Space. **CR** informed Governors that monitoring of the GDPR process will be on the agenda for the next few FGB meetings. Governors also discussed that WES will only communicate with Governors via a secure Welearn365 email address: **MF** will arrange for all Governors to be issued with a Welearn365 email address.

Governors asked how parents will be informed of the implementation of GDPR: the Privacy Notice is now on the website and parents will be directed to this. Governors acknowledged that GDPR will impact the way that staff have to work, particularly in being aware of how children are using social media and the internet.

Governors asked whether there was anything that MF was concerned about: only using companies whose servers are based abroad, although some, for example Microsoft, are very secure even though they do not come within the jurisdiction of GDPR. Governors also acknowledged that WES is aware of what is required and relating this to schools.

Action

FGBM2017-18/17: **MF** to arrange for all Governors to have a welearn365.com email address.

6. **Link Governors Reports**

Literacy and Science Link Governor Reports will be held over to the next meeting.

Patch Meeting 3rd May 2018

A report from the meeting had previously been uploaded to the Governor Space.

The new Head of Education and Learning for Warwickshire, **Chris Malone**, outlined the LA strategy, divided into four 'WE's':

WE1: Promoting the best possible start in life through early education

WE2: Unlocking talent, building resilience, and fulfilling the potential of our vulnerable learners

WE3: Supporting successful system leadership, empowering education communities, so that Warwickshire's Family of Schools can thrive, there are sufficient good/outstanding school places, and outcomes for Warwickshire's children exceed national levels

WE4: Promoting employability; offering the best possible opportunities for all learners so that the local economy can grow, young people can take on the responsibilities of adult life and adult learners contribute to a growing local economy

As funding for SEND education is withering away, the LA is looking to set up new Free Schools which will provide specialist SEND education. They are also developing an APP which will show added value provided by schools.

Chris Malone talked about the Warwickshire family of schools, where any group of schools working well together will be encouraged to continue. Delegates felt that this equated to a post code lottery where pupils who attend schools which are already doing well will be ok but that there is no mechanism for helping those which are not, whereas in the past WES had been the main way to access school improvement.

The second area of discussion was around the creative use of the Sports Premium. The NHS has added to the Sports Premium with the idea of reducing NHS costs in the future by having fit and healthy children now. Every child should have thirty minutes activity a day at school and the same at home. MPS teachers explained how On-Side Coaching had delivered a dance teaching session and **Megan Jeremiah** had held a staff meeting on the issue before Christmas showing different ways to use activity in the classrooms such as times-table songs, moving writing and a daily mile. These could be fitted into most lessons. MPS also has a Forest School for Reception and Years 1 & 2 as well as the LAFF Club at lunch times and the Bish Bash Bosh shed of items to encourage active imaginative play.

Governors asked about identifying children who consistently avoid activity: **Megan Jeremiah** and **Ali Evans** focus on children who are not particularly sporty, drawing them in and there is a wide variety of sporting activities available every Friday afternoon. Teachers from other schools who have recently undergone Ofsted inspections have reported that there is a lot of focus on sport.

Cluster Chairs Meeting 15th May 2018.

A report from the meeting had previously been uploaded to the Governor Space.

CR reported that there had been a shift in priorities amongst the Cluster Chairs, who felt that they needed to become more involved with the Cluster, working more closely with the Cluster Heads, and for this to happen it was imperative that a replacement be found for **Michelle Hutton**, who has moved on to another job. **MF** reported that the Cluster Heads had discussed the situation at the last meeting particularly whether the Cluster could still afford a coordinator as funding has been

withdrawn. **Michelle Hutton** had always worked far and above her remit and the cost allocated to her position. The Cluster Heads are working on a role description and will discuss it at the next meeting. One of the positions that she had held was as Chair of the various Cluster groups. Governors reported that information had been passed over to the groups in an efficient manner and that someone in the Southam Cluster is acting in a similar role.

The North Leamington Cluster is one of most active in Warwickshire. WES is looking at building on established clusters and there may be some funds available. The pressure for Academisation has completely gone and there is no interest amongst the Cluster schools in joining the NLS MAT.

The Chairs had agreed that Cluster training is an essential part of the Cluster and that this should be supported by all the schools, particularly the primary schools. **CR** asked that Governors suggest subjects to **KLS** which can be forward to the Cluster. It has already been suggested that understanding GDPR could be one session.

A number of the Cluster schools are trying a Circle Committee Structure. The MPS Chairs meeting had discussed the Governor committee structure and decided that they liked it as it is. Nevertheless, MPS Governors need to be open to different suggestions and the other schools will be reporting back. It was noted that Trinity School had introduced the Circle Committee Structure but had re-introduced a Performance & Attainment committee to focus attention.

The Chairs had also expressed strong concern about limited funds for higher needs and the time taken for EHCPs to be agreed.

7. **Governor Training**

KLS commended Governors who were attending training and urged all Governors to consult the training programme and get booked on. Some of the early courses had been cancelled because they were undersubscribed. More training sessions seem to be available in the north of the county, but if there is a popular subject that is only available by travelling, it may be possible to arrange as a Cluster Training session. Governors were reminded to complete the Training feedback forms, which are available in the Training section of the Governor Space, and to read Heads Up for further courses and reminders.

8. **AOB**

CR: Succession Planning. At the Chairs Meeting it had been established that the current committee Chairs are happy to continue, as is **CR**, but she would like a willing volunteer to step up as an active vice-chair or to become chair, if they so wish.

Wrap-Around Care.

The working group will report to the next FGBM.

Items for exclusion

There were no items for exclusion.

Date of next FGBM

The next Full Governing Body Meeting will be held on Thursday 12th July 2018 at 7.00pm, in the school library.

Signed:

Dated:

Actions

FGBM2018-05-22		
FGBM2017-18/16	Clerk to put Data and Attainment headlines in the Ofsted Ready folder on the Governor Space.	Open
FGBM2017-18/17	MF to arrange for all Governors to have a welearn365.com email address.	Open