

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on 22nd May 2019

Present

Catherine Robbins (CR)	Co-opted Governor, Chair of FGB
Alex Davidson (AD)	Parent Governor, Chair of Premises
Clare McNicholas (CMcN)	Co-opted Governor, Chair of Finance & Personnel
Hannah Stephenson (HS)	Parent Governor, Chair of Performance & Standards
Liz Kay (LK)	Parent Governor
Kay Lawrie-Stiven (KLS)	Parent Governor
Emily Lim (EL)	Parent Governor
Maggie Wagstaff (MW)	Co-opted Governor
Nigel Perry (NP)	Co-opted Governor
Andrew McKirgan (AMcK)	Co-opted Governor
Jo Mainwaring (JoM)	Local Authority Governor
Danielle Belmaga	Co-opted, Deputy Headteacher
Matt Fisher (MF)	Headteacher

In attendance:

Joanna Bloomfield (**C**) Clerk

1. **Welcome and apologies**

CR welcomed all those present. Apologies for absence were received from **Carol Barnes-Burrell (CBB)**, **Tom Sidwell (TS)** and **Tracey Brand (TB)**. **CR** explained that this was **Emily Lim**'s last meeting after two terms as a Parent Governor and thanked her for all her hard work and commitment to the Governing Body over the last eight years. An election for a new Parent Governor will take place early in the new term.

2. **Administration**

Declaration of Interest for this meeting. There were no Declarations of Interest for this meeting.

Notification of Any Other Business.

There were **two** notifications of Any Other Business: **CR** and **NP**.

Minutes of last meeting.

The minutes of the Full Governing Body Meeting held on **4th April 2019** were approved.

Action Log.

CR went through the action log with the following comments:

FGBM2018-19/06: **MF** to circulate dates/themes for Governor Walks. This has been overtaken by the Ofsted inspection and will be considered again in the autumn term.

FGBM2018-19/08: **CR** to contact individuals interested in becoming Governors. A new co-opted Governor, **Lis Blair**, will be starting during this term.

FGBM2018-19/15: **MF** and **AD** to draft letter to LA concerning Health & Safety issues relating to condition of school site. The Premises Committee had read through the draft and had agreed to add a time frame.

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

Correspondence

CR reported that she had received very little communication:

- A written complaint was received at the end of last week. **CR** has responded in writing and has heard nothing since.

Governors asked whether they should be informed about the contents of any formal complaints so that they can be aware of any trend that might occur: governors, generally, should not be given details of any complaints as they may be called upon to take part in a Complaints Hearing Panel, which they would not be able to do if they had any prior knowledge of the situation. The Full Governing Board is informed of the number of complaints received, and whether or not they have been concluded, in the termly Headteacher's Report.

3. **Governor Training**

KLS reported that the MPS Governor Training Protocol document needs updating and asked that any comments be sent to her by the end of the following week. The wording needs to reflect Governors' decision that keeping well informed is as important as attending formal training. She also intends to add what training there is available from WES and the NGA, and how to book or register.

Governors discussed that the current protocol says that governors should aim to do one GEL session a term but the situation has changed because the detailed and up-to-date WES publications Heads Up and Governance Matters were deemed to be more informative. Governors also have discovered The Key podcasts.

Governors were reminded that it is not for every Governor to go to every training session, but as a board they should be aware that a breadth of training is taking place across the membership. The next North Leamington Cluster training is Handling Complex Complaints.

Action

FGBM2018-19/18: **ALL** governors to read Training Protocol and contact **KLS** with any comments.

4. **School's Financial position**

MF explained that to understand the current overspend on the budget, it was important to understand the position of the school at the time that the 2017-18 budget was set, including the unknowns in relation to EHCPs and that the decision was taken to strip back many areas in order to avoid setting a deficit budget and

therefore avoiding having to start a redundancy process. Two of these areas were insurance to cover support staff and consistent management cover. That summer the LA introduced a new HR system which relied on schools taking over much of the responsibility for the payroll. The system had many issues and training was inadequate. In April 2019 the in-year overspend was £68,882, with the largest areas of overspend being teachers' and TAs' pay. Although income had gone up, this was negated by other areas such as a reduction in Pupil Premium funding and errors due to SEND funding. There are also a number of lines of deficit that are unexplained.

MF explained in detail the numbers involved in the overspend of teachers' and TAs' pay, how this occurred, including the difference between internal and external supply and how the lack of insurance cover affected the budget. **MF** also explained the other lines of overspend including on administration, mid-day supervisors, staff and governors development, buildings, curriculum services and learning resources.

Governors asked what internal systems there were to check the figures produced by the LA: **MF** has asked for backward dating reports so that he can check the pay sheets, although some of these were masked by problems with the HR coding system. The latter part of the year is coded correctly. There is £9,000 discrepancy which the LA has been unable to explain. **MF** has been questioning the new WES Financial Officer, **Yvonne Stanisforth**, who is looking into it. The previous WES FO had been unable to answer any query. A meeting of the Sustainability Action Group has been arranged for June which will look at setting the 2019-20 budget.

CMcN, Chair of the F&P Committee, explained that the school and the committee had found it difficult to follow the figures, particularly as earlier in the year all the indications were positive and then when the situation changed there was no support from the LA. This has meant that the committee is not confident going forward that the figures presented are an accurate reflection of the situation. Committee members expounded that they are working on getting to the true position and understand last year's figures and this year's figures, looking for confidence that once addressed, the problems would not happen again. Committee members acknowledged that there may be lessons which MPS needs to learn, including understanding any recurrent stresses on the pay bill, although looking at the wider context, schools need teachers. Committee members also felt that there was a gap between what WES can do and has been doing; that, as a Committee, they needed to reconcile the difference between the budget reports and cash in the bank and to look closely at what is in the school's gift to change and what is not.

Governors queried whether it was possible to set the 2019-20 budget in such a way that the overspend is reduced: the budget needs to be realistic, the stripping out that occurred two years ago is partly responsible for the present situation. The school is being given extra time to sign-off the next budget and governors asked what the consequences for the school would be in submitting a deficit budget: the school would be put in the position of having to make redundancies but the F&P Committee does not feel that it can make that decision without confidence in the figures. **CR** explained that **MF** has reported the F&P Committee's position to the LA and that the Sustainability Action Group knows the school's situation.

Governors asked how much the insurance would have been: the cost would have been £4,000 but it would have saved £8,000. The insurance has been taken out this year.

CR hoped that governors found **MF**'s explanation helpful to their understanding of the current financial position and explained that MPS was lucky to have at least two financially informed people on the F&P Committee. It is very likely that a difficult decision will need to be made but it is important that any discrepancies in the figures be clarified. **MF** will update Governors in September.

MF reported that a new School Manager, with experience of High School management, has been appointed to start in September.

5. **Governor Code of Conduct**

CR reported that she is reviewing the MPS Governor Code of Conduct against models from The Key, including aspects of GDPR, and that a new, extended version will be ready for adopting at the October AGM.

6. **Link Governor** – Equalities

This report was held over until the next FGBM.

Action

2018-19/19: **Clerk** to put Equalities Link Governor Report on the next agenda.

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

Premises

(minutes previously uploaded to The Governor Space)

AD reported that the Committee had discussed:

- Pupil Voice: the school is hoping to arrange with **Matt Western MP** for pupils to visit the House of Commons this term.
- Trialling the new site inspection template which will give a clear register of things that have been actioned and provide a list indicating things that are not getting done where Governors should be focussing their attention.
- **MF** has given the group of parents from FOMPS who are interested in improving the state of the premises a list of items that they could work on.
- Parental Engagement is part of the Premises Committee SDP responsibility and the committee has been discussing whether there is a gap in hearing from parents about governance and how the governing body should engage with parents. The new dfe Governance Handbook talks about Parents' Councils, which MPS should give some consideration to. This discussion will be continued by the Chairs Committee and brought back to the FGBM in the autumn.
- Quiet spaces within the school allowing for time out when required. The committee heard how MPS staff cater for children who find the playground

difficult, such as the quiet area and Lego group, and were assured that they were well catered for.

- Governor lanyards: the committee had agreed that **MF** should source coloured lanyards, different from the red visitors' lanyard, for Governors to wear when attending at school in their role as Governor.

Governors discussed the nettles in the new beds: these should be weeded as part of the garden maintenance contract.

Governors asked about the Trim Trail: this is officially still closed although the work is booked in. **MF** directly challenges children using the Trim Trail at pick up time but it still gets used.

Governors discussed the requirement to anticipate accessibility needs and agreed that the SEND Link Governor (**MW**) should attend the next Premises Committee meeting to discussing matching the Accessibility Plan to the site plan and inspection template.

Performance & Standards

(minutes previously uploaded to the Governor Space).

HS reported that the Committee had:

- Reviewed the Attendance Report.
- Spent much of the meeting discussing Pupil Premium pupils, including the fact that there will be six fewer in September resulting in a £12,000 drop in income, although it is not known how many will come into Reception. MPS will highlight the application process to new parents, who can apply anonymously, via induction evenings and the school Newsletter. There is a range of support at MPS and the Committee had discussed whether it was possible to track directly from intervention to progress. They had also discussed the fact the Pupil Premium pupils are not necessarily achieving the progress that non-PP pupils achieve and sometimes the progress that they do make does not necessarily appear in the data. They had wondered whether a system of tracking, that Governors could have access to, could be put in place to show evidence of progress and discussed what that might look like.
- Looked forward to SDP monitoring next year with the idea of planning the meetings and having pro forma to enable Governors to ask challenging questions that elicit information from teachers. It may be necessary to workshop the process with a member of each committee present.

Finance & Personnel

(minutes previously uploaded to the Governor Space)

CMcN reported that:

- The F&P Committee meeting had been dominated by the budget.
- The GDPR Privacy Notices will be tweaked to include Tapestry and the policy itself will be reviewed in the autumn in line with the DPO Audit and annual visit.
- The WES Staff Code of Conduct policy had been adopted.
- Interviews for a replacement for **Emma Bish** were being held.
- The discussion on the Complaints Review Panel has been postponed until the

next meeting. The Cluster Chairs' meeting will also be discussing the issue before then.

Chairs' Meeting

CR explained that it was her definite intention to step down from the position of Chair of the FGB at the end of this year and she will email all governors with a reminder of this, asking for volunteers to take on the position, in order to ensure a planned succession.

Actions

FGBM2018-19/20: **Clerk** to invite **MW** to Premises Committee meeting.

FGBM2018-19/21: **CR** to email **ALL** asking for volunteers to take on the position of Chair.

8. **Link Governor Report** – **AMcK** reported that he has a meeting booked in with the D&T teacher and will report at the next FGBM.

Action

FGBM2018-19/22: **Clerk** to put report from D&T Link Governor on agenda for next FGBM.

9. **Link Governor** – GDPR

CMcN explained that it is now a year on from the introduction of GDPR. MPS buys in to the WES Data Protection Service which provides the Data Protection Officer (DPO) who carried out an audit last autumn with most of the outcomes either green or amber, even though, at the time, a few of the areas had not yet been covered in the roll-out of guidance. All actions will have been actioned by the next audit in September.

The Information Commissioners Office (ICO) deals with Data Subject Access Requests and Data Protection. Two DSARs have been made of which only one was serious. The other was made by the F&P Chair to see how the system works. A few minor data breaches have been reported to the Data Protection Officer (DPO).

A recent podcast on The Key explained how the ICO would react in the event of a DSAR which, in the first place, is to try and help the school. The GDPR Link Governor explained that she is confident that MPS has, with the support of the WES DPO, the right processes in place to minimise risk of any breaches.

10. **WAM** – Wrap-Around-Milverton

JoM reported that the WAM Committee meeting has taken place this week with the agenda of future proofing for next year, including streamlining some of the Clubs.

She explained that the current booking system is paper based that takes up a lot of **Amanda Parks**'s time, to the extent that her weekly hours have been extended to 45 hours per week to cope with it. WAM is looking at electric booking systems with the decision as to which system to use being taken before half-term. This will be an on-going cost which Governors felt was justified. **Tom Sidwell** is stepping down from the Committee.

Governors asked about the invoice system for WAM: parents will be surveyed to see what system they prefer.

Governors were enthusiastic to continue. This year has been a brilliant success; **Amanda Parks** is flexible, accommodating and efficient and Governors could report that their children have thoroughly enjoyed the individual sessions.

11. **AOB**

There were two items of Any Other Business.

NP: *answered above*

CR: Parental Engagement. This was on the agenda for the Chairs' meeting and will be given a bit more thought before bringing it back to the FGBM.

Items for exclusion

There was one item for exclusion.

Date of next FGBM

The next Full Governing Body Meeting will be held on Thursday 11th July 2019

Signed:

Dated:

Actions

FGBM2019-04-04	
FGBM2018-19/17	Clerk to put Parental Engagement on the agenda for the next FGBM.
FGBM2019-05-22	
FGBM2018-19/18	ALL governors to read Training Protocol and contact KLS with any comments.
FGBM2018-19/19	Clerk to put Equalities Link Governor Report on the next agenda.
FGBM2018-19/20	Clerk to invite MW to Premises Committee meeting.
FGBM2018-19/21	CR to email ALL asking for volunteers to take on the position of Chair.
FGBM2018-19/22	Clerk to put report from D&T Link Governor on agenda for next FGBM.