

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on 4th April 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
Carol Barnes-Burrell (CBB)	Parent Governor
Kay Lawrie-Stiven (KLS)	Parent Governor
Emily Lim (EL)	Parent Governor
Tom Sidwell (TS)	Co-opted Governor
Maggie Wagstaff (MW)	Co-opted Governor
Nigel Perry (NP)	Co-opted Governor
Jo Mainwaring (JoM)	Local Authority Governor
Tracey Brand (TB)	Elected Staff Governor
Danielle Belmega	Co-opted, 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. Apologies for absence were received from **Andrew McKirgan (AMcK)** via **NP**.

2. **WAM** – Amanda Parks

CR introduced **Amanda Parks** and commented on how extraordinary it is that WAM barely existed this time last year.

AP introduced the Governors to the WAM (Wrap Around Milverton) team, all of whom are TAs in the school and therefore know the families and children. There are also six specialist companies with specialist staff who provide sporting and other clubs for WAM.

AP explained that it is really important for WAM to be flexible to meet the needs of working and non-working parents, and that the children are engaged. Breakfast Club runs from 7.30 – 8.55am each day and children can then either go on to Before School Activity Club or choose to stay in Before School Choices Club, which are themed chill out sessions. WAM utilises six areas of the school: dinner hall, main hall, West Hall, library, ICT Suite and the playing field. After school is split into two sessions, with children attending activity clubs – football, tennis, street dance, Mandarin, drama, multi-sports, Adobe, Arco, Tag Rugby, Coding Club - or Choices Club - arts and crafts, drawing and painting or cookery. Those staying for the second session

then have snacks, and sessions that include Quick Cricket, yoga, climb and roll, hall games and archery.

Parents fill out a booking form and receive an invoice at the end of the previous term. **AP** reiterated the need for WAM to be flexible, providing ad hoc, last minute and extra sessions, as this is what many families need. One of the INSET days had also been run as a very successful WAM day.

Although only running for two terms, slight changes in response to feedback have already been implemented with football pick-up either from the field or from school, football provision being split across three age ranges due to demand for places, a greater selection of snacks has been introduced and a change to the pickup point for children makes for a safer transition.

The number of children attending has risen since the beginning and is expected to rise again in the summer term. Tuesday is the busiest day. Governors asked whether there was an ultimate limit to the number of children that WAM could take: the more children that attend, the more staff required, but as long as the ratios are kept, there will be no problem to increasing the numbers. Governors also queried why the numbers should increase in the summer term: more activities take place outside in the lighter hours.

Governors discussed whether WAM should be open to children from other schools, maybe in the later sessions or on INSET days, as some inquiries have been made. Governors acknowledged that one of the security selling points of WAM is that all the staff know all the children, which would not be the case if children came from other schools and that, currently, children mix and co-operate across age groups and this dynamic may be disrupted if 'friends' from other schools are introduced.

Governors asked what the biggest challenge is: the busy-ness of everything. **MF** explained that they are looking at improving the booking system, which is currently paper based. Governors recognised the commitment **AP** has made to running WAM, acknowledging that she probably works well above her contracted hours.

CR thanked **AP** for the report and that all that the Governors had heard had been outstanding. **MF** explained that one of the initial worries had been that he would be too involved in the day to day running of WAM and that this would take up a lot of his time, but he has been able to be almost hands-off from day one.

JoM reported that the WAM Management Committee would be meeting on Monday.

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 **13th February 2019** 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. Governors are now receiving the school Newsletter on a weekly basis by email. This details all the forthcoming events which Governors may attend. Governors were advised to email **MF** of their intention to attend any event. **CR** reported that, as a resident of Greatheed Road, she had received a hand delivered invitation to attend Milvertate.

FGBM2018-19/08: **CR** to contact individuals interested in becoming Governors. **CR** has recently met with someone who seemed very interested in becoming a governor, but has heard nothing since.

FGBM2018-19/10: **MW** to forward slight change of terminology for Accessibility Plan to **MF**. **MW** will check that the published version of the Accessibility Plan does contain the changes in terminology.

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

Correspondence

CR had received the following communication:

- Governance Matters Newsletter from WES, an interactive publication with a number of interesting articles and information regarding
 - Schools Resources Management
 - The need for two professional references for new governors
 - Health and Wellbeing material
 - Warwickshire Celebration of Volunteers. Each FGB is limited to two attendees, governors should let **CR** know if they wish to be included.
 - Parental Engagement.
 - Since September 2018, enhanced dbs section 1-8 checks are required for new governors.

4. **OFSTED Inspection** review.

CR explained that the Ofsted Inspection had been an intense experience but **MF** acknowledged that MPS had been ready. The Inspector had attended the last inspection and **MF** and **DB** worked together as a double act to bring all the best of MPS to his attention. Because the school had been deemed 'good' last time, it was just a one day inspection, which the Inspector had begun as a tick box exercise. He had then walked around the school, seeing and speaking to children and staff, about whom he had made nice comments in his report, and spoke to governors en masse. **CR** congratulated the governors on their discussion with the Inspector,

particularly on the issue of the Pupil Premium. At the end of day summary meeting, **DB** had challenged the Inspector regarding his thoughts on the embedding of maths throughout the school.

MF recognized that, given the time restraint of a one day inspection and the limitation of what the Inspector was able to experience, the report was the best it could be. **CR** felt that it was a really good summary, acknowledging that MPS staff are 'committed', had 'pride' in the school and their work and looked for 'improvement'. Children exhibited 'exemplary behaviour', were 'inclusive' and 'know it is ok to be different'. They also 'value the support and warmth of teachers'. There is a 'passion for an exciting curriculum, carefully planned'. In conversation with **MF**, **CR** has seen the huge amount of planning and organization which goes into making sure every child who comes through school gets the best. Children had told the Inspector that MPS is a unique school and that they are proud to attend.

Governors recognised that it was an excellent report and felt that the Inspector had fully understood MPS by the time he left.

Governors asked whether the report that had been circulated was the final report and how this would be shared with parents. After the last inspection, the Inspectors wrote directly to the children. **MF** was not sure about whether there would be another letter for the children but he would check to see what happened following the inspection at Brookhurst. If there was not another letter expected, then he would put a report in the Newsletter next week.

Action

FGBM2018-19/13: **MF** to check what happened regarding an Ofsted letter to the children at Brookhurst.

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

Premises

(minutes previously uploaded to The Governor Space)

AD reported that the Committee had:

- Received a report from **MF** on the School Council
- Signed off the Equality & Diversity policy and Accessibility Plan and agreed to review the Health & Safety Arrangements and School Visits policy by Easter
- Received an update on the new cleaning company who are working in West Hall and have improved the cleanliness of the building. **MF** has talked to the West Hall staff who have no particular issues with the situation. The Committee will continue to monitor cleaning throughout the school.
- **TS** completed the Site Inspection Report. The Committee felt this was fine in itself but acknowledged that the template for the inspection requires changing. The inspection has become bogged down in day-to-day operational maintenance rather than the statutory oversight which the Committee needs to have. **MF** agreed to create pro forma so that all statutory requirements are covered and any on-going maintenance issues are highlighted. The Committee will update the FGBM on how this progresses.

- Areas of concern highlighted by the Site Inspection Report and the visit of the Committee to the main hall, are: the floor in main hall, the floor and roof in West Hall and the closure of the boiler room. The Committee agreed that these are Health & Safety issues which the LA, as landlords, should be proactive in addressing. MPS is not able to do the repairs but when **MF** asks to talk to the LA, people are not available. The Committee asked the FGBM to consider governors writing directly to the LA to put the matter to them. Governors accept the financial restraints but the safety of children, staff and parents need to be considered as urgent. Cubbington School governors have had some success going down this route. **MF** will acquire the letter they sent to use as a template. Governors agreed to the course of action, suggesting that governors at MPS with relevant experience read the letter before it is sent and that it is ready to go by the next Premises meeting on 7th May. Governors noted that Cubbington School governors had also approached **Matt Western MP** and local councillors.
- Decided that a notice regarding dogs and dog mess in the playground should be put in the Newsletter.
- **MF** and **AD** had met previously to discuss the Committee's responsibility to the SDP Action Plan monitoring. One area of monitoring is the 'Parent Voice' and the Committee discussed whether it was possible to have a governors' presence at Parent Evenings, Parent Forum meetings and other school events to garner feedback. The Committee was concerned about having parent governors at Parents Evenings and discussed how to manage having governors at events. It was felt that written surveys were not the way forward: **MW** attends at Early Years events and seeks opinions from parents. **CR** stressed that it is really important to make sure that there are governors available at events and asked that all governors put themselves forward and commit to attend in good time. Governors discussed whether they should wear an identifying badge or lanyard to make sure they are known. The Premises Committee will re-examine the issue at the next meeting. Governors also suggested that governor profiles could be raised by having photographs included in the school Newsletter, possibly in the first week in September. The Clerk was asked to put Parental Engagement on the agenda for next FGBM.

Performance & Standards

(minutes previously uploaded to the Governor Space).

HS reported that the Committee had:

- Approved a number of policies – Learning Outside the Classroom and Freedom of Information – both model policies.
- Discussed the 2017-18 Attendance report and will follow-up on actions and the 2018-19 Autumn and Spring figures at the next meeting, when they will also look at how lateness is recorded through SIMS. The overall attendance figures are excellent and **Nicola Shilton** is working with those families whose attendance is less than excellent. The Committee had asked about any problems with the collection of children at the end of the day: this is not a problem at MPS.
- Reviewed the Pupil Premium report. **MF** had provided a thorough report and **CBB** had provided challenging questions. The P&S Committee looks at the Pupil Premium in terms of pupils' progress and the F&P Committee review how

the money is spent.

- **DB** had given an overview of how assessments work at MPS, which had been really useful.
- Looked at the data but were aware that a better understanding of 'greater depth' will come from the Spring data.
- Reviewed the SEF, particularly the core focus of Maths. **LK**, Maths Link Governor, had reported on her SDP review meeting. Governors had discussed how to approach meetings with teachers, including sending questions in advance of the meeting and reviewing the subject assessment grids.

When reviewing the Attendance report, the Committee had discussed the authorised absences and queried what constituted an 'authorised' absence. The Committee has asked for a breakdown of these figures for the next meeting. The Committee had discussed that any application to take holiday in term time was considered by the headteacher on a case by case basis and that the headteacher can choose not to inform the LA. If the LA is informed, then it is their decision whether to impose a fine. The Committee agreed that the granting of consent should be left to the headteacher's judgement but felt that the FGB should also have a say. Governors asked why this is being raised now: the Committee was looking for any patterns of absence and pulled out certain trends, such as in year 6 after SATs. There has been no upward trend but the Committee would be comfortable knowing that the Full Governing Body supports the headteacher's position.

Finance & Personnel

(minutes previously uploaded to the Governor Space)

CMcN reported that:

- At the time of the meeting, the new WES figures had not been received.
- The Schools Financial Value Standard has been submitted for 2019. This consists of twenty-five questions looking at skills and procedures in place and is signed off by the Chair of Governors.
- The committee reviewed the aggregated results from the Staff Survey which highlighted some issues which are mentioned in the Headteacher's Report. The main issues related around career progress and support from SLT. The Committee had suggested that the mid-year appraisals would be the perfect forum for these concerns to be discussed.
- **Emma Bish** had notified **MF** that she would be leaving at the end of the school year and the process of acquiring a new School Manager has begun.

Governors asked whether the Cluster has begun to use its cumulative buying power in order to reduce costs: **MF** has negotiated with the Specialist Teaching Service, saving each school £845 this year.

Actions

FGBM2018-19/14: **MF** to ask to see letter sent from Cubbington School governors to LA.

FGBM2018-19/15: **MF** and **AD** to draft letter to LA concerning Health & Safety issues relating to condition of school site.

FGBM2018-19/16: Clerk to put governor identification at parental events on the agenda for the next Premises meeting.

FGBM2018-19/17: Clerk to put Parental Engagement on the agenda for the next FGBM.

6. **Headteacher's Report**

(The Headteacher's Report had previously been uploaded to the Governor Space).

Governors asked about the number of Safeguarding incidents (green forms) – was the thirty-five green forms for spring term particularly high: the incidents which require a green form have been expanded, it would be more of a worry if there were too few green forms being issued.

MF explained that since the school dates for 2020-21 had been agreed county wide, he was proposing that one of the disaggregated INSET days is held mid-week and is used for the annual Safeguarding training for staff. Governors asked why mid-week, as this would have an effect on working parents: there are many job shares at MPS but everyone is in school on a Wednesday. If it is held on a Friday then teachers not usually in school on that day have to be paid for the hours and TAs also have to attend. Governors agreed that parents should be notified well in advance and that the training day should not be held too close to half-term. Governors also discussed the fact that WAM may be able to cover the day.

Governors asked when this type of training usually happens, if not on specific day: during staff meetings, which means that time is spent catching up with those who were not there and TAs are taken out of class.

7. **Governor Training:**

KLS, Training Link Governor, reported that she had checked with WES to see if they provided training for reading the Single Central Register, as the Ofsted Inspector had suggested such a thing would be advisable. WES do not have a training session but are willing to put something together for MPS, if requested. **KLS** also raised the issue, commented on at all Committee meetings, that so much training seems to be taking place in Nuneaton. The response was that they try to average out the training over the whole of Warwickshire.

The next Cluster Training is on Wednesday 5th June – Handling Complex Complaints – 7-9pm at Cubbington School.

8. **Link Governor Report** – Mental Health and Well Being of Staff and Children
Presentation previously uploaded to the Governor Space.

As this is a new area **MF**, rather than the Link Governor, gave a presentation on the status of Mental Health and Well Being at MPS. Governors asked why MPS was putting an emphasis on Mental Health and Well Being, has there been an identified need: **MF** explained that there is not a huge problem at MPS but it is a topic that is being talked about a great deal and MPS made it a priority as part of the 2018-19 SDP as the school wants children to be happy and settled. Problems often surface at secondary school but MPS wants to look forward and instill some resilience in children before they make the transition. **MF** has been looking at various ways of delivering this as there is not a tried and tested system which is evidenced based. There is also a distinction between what is available for staff and what is available for children. **MF** admitted that he is now aware that it was ambitious to include in the SDP for this year, but the research done does mean it can be put into practice next year. A balance is required when attempting to reduce workload and stress levels whilst maintaining standards, and budget restrictions do not allow for simply bringing in more staff.

Children need to realize that everyone has problems and different people deal with these in different ways. **MF** explained that MPS had the Milver-Mindset, a growth mindset, in place across the school with ideas and age appropriate strategies built into lessons, before he became headteacher. Currently Mindfulness is taught in Phase 3/4.

Governors asked how work load reduction had been achieved for staff: replacing Classroom Monitor had made a big difference. There have also been changes to the expectations in marking children's work with the understanding that the best impact is feedback, which is given in the form of stamps combined with verbal feedback to the individual child. Governors asked whether children mark each other's work (as they do in secondary school): no, younger pupils need feedback from the teacher. The new assessment grids for maths and English have also reduced some of the work load on individual teachers. Governors acknowledged that getting a balance for teachers is of great importance. The SLT will look at the questions in the Staff Survey for next year to make sure that effective questions will help tease out any problems.

Governors discussed whether there was a base line against which MPS could be measured – either against other schools or in terms of progress so that the impact of any systems put in place could be seen – and whether the number of playground incidents could be used as an indicator. Governors also discussed that self-esteem, resilience and body-image were all important factors in mental health and well being. MPS is already doing a lot in this area but by adding it to the SDP, it makes certain it is on the agenda.

Governors noted that the dfe is asking for a designated Mental Health & Wellbeing leader in every school in order to address problems which may become a burden on the NHS further down the line. This should be health led but CAMHS (NHS Child & Adolescent Mental Health Services) are not yet fully in place, adding another role for teaching staff.

Governors discussed some of the amazing strategies already in place at MPS intended to reduce anxiety, including worry bags, and acknowledged that it is good to boost children's resilience at this age, validating what many parents practise at home. Governors acknowledged that pupils have access to a School Counsellor but asked how staff access help: staff can also see the School Counsellor or they can approach any member of the SLT. The Governance Newsletter contained sign-posts to two help lines outside of school.

9. School Council

MF reported that he is enjoying the School Council. He displayed details of the climbing frame which the School Council had decided on and which FOMPS has committed to pay for. This will be placed in the area where the tyres have been removed.

10. AOB

There were no items of Any Other Business.

Items for exclusion

There were two items for exclusion.

Date of next FGBM

The next Full Governing Body Meeting will be held on Wednesday 22nd May 2019

Signed:

Dated:

Actions

FGBM2018-12-11	
FGBM2018-18/08	CR to contact individuals interested in becoming Governors.
FGBM2019-02-13	
FGBM2018-19/10	MW to forward slight change of terminology for Accessibility Plan to MF .
FGBM2018-04-04	

FGBM2018-19/13	MF to check what happened regarding an Ofsted letter to the children at Brookhurst.
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