

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on Wednesday 21st March 2018

Present

Catherine Robbins (CR)	Co-opted Governor, Chair of FGB
Alex Davidson (AD)	Parent Governor, Chair of Premises
Hannah Stephenson (HS)	Parent Governor, Chair of Performance & Standards
Clare McNicholas (CMcN)	Elected Governor, Chair of Finance & Personnel
Kay Lawrie-Stiven (KLS)	Parent Governor
Carol Barnes (CB)	Parent Governor
Stephanie Tierney (ST)	Co-opted Governor
Nigel Perry (NP)	Co-opted Governor
Maggie Wagstaff (MW)	Co-opted Governor
Emily Lim (EL)	Co-opted Governor
Jo Mainwaring (JoM)	Local Authority Governor
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 **Liz Kay (LK)**, the newly elected Parent Governor who has also agreed to be Numeracy Link Governor, and **Rachel Green (RG)**, Staff Governor, who is leaving MPS at the end of this term. **CR** commented that **RG** had been a forceful voice for children and the MPS vision. **CR** also announced that since the resignation of **Jim Mills, NP** has agreed to become ICT Link Governor and **AD** has agreed to take on the Vice-Chair of FGB. No-one has volunteered to be Pupil Premium Link Governor but as both the Finance & Personnel Committee and the Performance & Standards Committee look at the Pupil Premium from different angles through reports to the committees, this is not such an issue.

2. **MPS SLT report: Science – Karen Hague**, Science Co-ordinator.

KH reported on how science is planned and taught at MPS, using examples of planning grids, children's work and assessments. In 2014 the dfe introduced a new science curriculum which requires knowledge and skills to be taught across topics and added investigation and assessments. MPS uses two cycles - A&B – over two years for which a Long Term Plan was devised that ensures that the required knowledge and skills are taught across the whole curriculum, which was then developed to include a main investigation and reviewing task. Clear learning objectives and success criteria for children to be able to achieve the learning objective as well as Gold, Silver and Bronze challenges are included in the lesson plans. Work books are checked to see that a thorough recording of planned lessons is taking place and that there are examples of differentiation. The work books also

include photographs to show that investigative learning is taking place, the variety of learning including written investigations, scientific tables and labelled diagrams and the cross-curricular learning, all showing progression through the year. With the differentiated challenges Bronze has lots of headings, Silver has some headings and Gold has no headings, with the children creating their own report.

Teachers use 'two stars and a wish' when marking which clearly shows the children their next learning steps and includes a question which they 're-think in pink'.

As Classroom Monitor is no longer used at MPS, **KH** led two meetings last year to create an assessment process, with the children being asked to write or draw what they already know about a subject and include any questions they wish to find out about at the beginning of a topic. These are then re-assessed 'in pink' by the children at the end of topic. These assessments are recorded on the Long Term Plan and teachers complete a record sheet of children 'working towards' and 'on track' for both knowledge and skills. These are stored on the shared teachers area of the school website.

On the 24th April, **KH** is carrying out a Learning Walk with **JoM** (Science Link Governor) and in the summer term she will be looking at the phases portfolios, beginning to look at investigations to see if they match the progression in skills throughout KS1 and KS2 and whether they are challenging children to work at 'greater depth', as this is one area MPS needs to improve on.

Governors asked whether children were free to choose whether they did Gold, Silver or Bronze challenges or were they allocated: teachers need to use their judgement, children choose but teachers steer.

MPS Report – Music - Brenda Allison.

BA explained that she is the new Music teacher for years 1 – 6, and that her musical ethos echoed that of Noel Gallagher that "Music is a thing that changes people's lives. It has the capacity to make young people's lives better."

BA reported that the lack of professional music teachers and musical provision at state schools paints a grim picture although The National Plan for Music Education was introduced by the dfe in 2012 with an emphasis on inclusion and accessibility. Governors related that **Simon Grimshaw**, from the County Music Service, came to MPS a few years ago with a variety of instruments that children could pick up and have a go on.

Since September, **BA** has initiated whole class recorder lessons for phase 3/4, a KS2 band and choir as well as encouraging instrumentalists to play in singing assemblies, KS1 Elements of Music and phase 5/6 using instruments in curriculum lessons, culminating in a concert for parents with over fifty performers. She firmly believes that music is good for differentiation, with children working at their own level. Progress has been quick but resources are limited.

Governors who had attended hailed the performance as a fantastic musical

moment and that music as a subject helps children to realise that discipline is required to succeed.

Governors asked how is quality in (peripatetic) music teaching measured, who holds the Music HUB to account? Although it comes under the auspices of the Arts Council England, there is no mechanism for feedback and no choice in the teachers provided. Governors also questioned how many pupils are funded through the Pupil Premium and whether enough children were signing up to continue the lessons.

Governors acknowledged that it was unusual for a school to have a specialist music teacher. They suggested that a Come-and-Try-It session may encourage more children to sign up for instruments, as well as older children or professionals performing to give inspiration.

BA invited Governors to email her with suggestions or to drop in at school to discuss music provision at MPS.

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 Any Other Business.

Minutes of last meeting.

The minutes of the Full Governing Body Meeting held on **Monday 12th February 2018** were approved.

Action Log.

CR went through the action log with the following comments:

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

Correspondence

CR had received the following communication:

- Heads Up
- A letter from the proprietor of Puddleducks to which she had sent a friendly reply outlining the importance of the proposed wrap-around care to the forward development of MPS, and the hope that the two providers should be able to work in co-operation.

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

Premises

(minutes previously uploaded to The Governor Space)

AD reported that the committee had discussed:

- Whether teachers should wear identity lanyards (as suggested in the Security

report). Teachers had been issued with lanyards a few years ago but these were found to be inconvenient to wear in the working environment and their use has lapsed. The committee decided that as long as visitors always wear identifying lanyards, then making teachers wear them too was unnecessary.

- A number of policies were due for review. It was agreed to read these off-line and report any comments via email.
- The Site Inspection report process and documentation. **AD** has re-worked the template for the Site Inspection and will trial it this term. The main idea is to utilize **Terry Heard**'s knowledge of the site to streamline the process.
- The latest Site Inspection reported that the badgers are back in the playing field and that a team from **JLR** is coming to remove the tyres from the playground, and anything else they have time for.
- The SDP areas that the committee monitors.
- Following the Safeguarding Training, where Ofsted's interest in perimeter security was discussed, **AD** and **MF** had inspected the hedge by the quiet area and found that a determined adult could force their way through. The LA contractors are going to place a fence, as high as the rest of the perimeter, along this area over the next few weeks.
- The boys changing rooms are being refurbished over the Easter holiday.

Finance & Personnel

(minutes previously uploaded to the Governor Space)

including School Budget review, Pupil Premium Review and Statement of Internal Control

CMcN reported that:

- This had been the last committee meeting before the end of the financial year. As predicted, the end of the year would be in deficit but less than was expected and that there is a more positive outlook over the next few years. This is partly due to an increased census as well as the extra central funding. It is now predicted that there will be a surplus in two years – this could have been earlier but the committee agreed that essential classroom maintenance was needed and they were comfortable with this.
- **MF** has applied for a two year loan of £50,000 from the LA to cope with cash flow this year and next, and this has been built into budget. The Committee had closely questioned how this was being managed and reported back on.
- **MF** and **Emma Bish** are still working on the 2018-19 budget and this will be reported on at the next meeting.
- The School Financial Values Survey (SFVS) has been completed and returned. The Committee is obliged to mention this to the FGB – the survey questions are designed to ensure that the Governor Body and the school address financial issues.
- Although **Jim Mills** and **Susan Robson** have now left the Governing Body, the Committee is still comfortable with the skills that members have and any new co-opted governor will also need to have relevant skills.
- **MF** had reported on the 2017–18 Pupil Premium. This is additional funding and **MF** set out the strategy and planned expenditure, including how this was arrived at and how it is closely monitored. This will be reviewed in the summer term.
- The Committee had agreed to adopt the new WES Complaints Policy, as this was very comprehensive and provided a clear process. **CMcN**

recommended that all governors read the policy when it is uploaded to the school website and the Governor Space.

Governors asked whether the Committee was comfortable that MPS would be able to comply with GDPR when it becomes law in May: MPS has bought into the WES package for £600, which includes the WES official acting as the Data Protection Officer for the school. The process has been widely and closely discussed at the Headteachers level and in Committee. There are a number of myths but as long as the school is complying with current legislation, then nothing is much different.

Performance & Standards

*(minutes previously uploaded to the Governor Space).
including Safeguarding at MPS overview*

HS reported that:

- **EL** had agreed to be vice-chair of the P&S Committee.
- **Nicola Shilton** had given a written report on school attendance. The Committee had discussed the fact that not all Cluster schools are consistent in the way they record lateness. The Committee is aware that this is an area that Ofsted is interested in, particularly what provision is in place for pupils who are consistently late. MPS will subscribe to the WES ACE (Attendance Compliance Enforcement) again for 2018-17 (due to financial restraints, the school did not subscribe for 2017-18).
- The Collective Worship and Curriculum policies had been reviewed by email. The Data Protection policy is being written by WES and the committee will look at the Religious Education Curriculum at meeting six, due to the school currently reviewing the new syllabus requirements.
- Governors discussed reviewing the SDP actions from the last monitoring session at the next monitoring session. **MF** had agreed to provide a pro forma to help with this, as well as a reminder to review the assessment grids. The Committee agreed to focus on years 2 and 6 and differentiation at the next monitoring session, as SATS are due.
- The committee had looked at the ASP data, using the school ipads to access the site, with **MF** explaining how to interpret the graphs and findings. **HS** had found questions on The Key which help give greater depth to understanding the data. **MF** reported that MPS's own data has proved accurate when pupils are reassessed at secondary schools.
- **HS** reported that she had looked at the Single Central Register (SCR) using a monitoring check list from The Key. **NP & LK** are in the process of applying for dbs checks.
- **MF** and **HS** have provided an overview of Safeguarding at MPS but due to time pressure it could not be presented at this meeting. All Governors should look at the presentation (in the folder for this meeting on the Governor Space) and **MF** will present it at the next FGBM.

Governors asked whether anyone was taking over the role of DSL now **Rachel Green** has left: MPS is still compliant but for best practice, another staff member will be trained.

CB volunteered to be the Pupil Premium Link Governor.

Ofsted Ready Meeting

The Ofsted Ready Group has not yet met, but **CR** suggested that as an exercise every meeting asks inspectors' questions like 'What are the schools strengths and weaknesses in terms of progress – and how do we know?' and build a set of answers which governors will be able to bring readily to mind. Ofsted inspections happen with twenty four hours notice and the Inspectors like to meet as many governors as possible.

MF has provided a list outlining the strengths of the Governing Body and of Safeguarding at MPS, which are in the folder for this meeting on the Governor Space.

Actions

FGBM2017-18/11: ALL Governors to read Complaints Policy.

FGBM2017-18/12: ALL Governors to read Safeguarding overview.

4. **School Council Report** – postponed until meeting 5

Cluster Chairs Report

CR reported that the meeting had discussed the Well Being surveys conducted by deputy heads. These had raised a number of trigger points including the pressure of marking pupils work, and Cluster schools are reviewing their marking policies. **DB** commented that she had marked 150 pieces of work after school today and Governors remarked that **KH**'s presentation had shown the amount of preparation that goes into preparing work and then marking and assessing. Schools are looking for a system which will still work for children but have less of an impact on teachers. **MF** reported that North Leamington School is at the point of something having to be done about the amount of marking and they are also looking into changing the way they report to parents.

Governors acknowledged that the number of committee meetings add to teachers' workload and the Chairs are looking at ways of mitigating this. **CMcN** reported that the MPS Wellbeing Survey had been reviewed by the F&P Committee which had noted a good response from teachers but that TAs had some concerns which had led to additional training arranged by **Alastair Geddes** to enable them to cope with situations as they occurred. The F&P Committee was generally comfortable with the way school is at the moment. Governors commented that, although there are a number of meetings with input from staff members, this is a strength in terms of the quality of governance, in contrast to the experience of one Governor who also governs at another school and finds the lack of information impossible to work with.

CR also reported that there is a growing appetite for developing the North Leamington Cluster, and that all the money from the National Funding Formula has been passed on to schools as requested by the Schools Forum, but that this has left SEND underfunded at a time when there is a rising needs population.

CR commented that the Cluster Chairs meetings are a good platform to share thoughts about the current educational situation.

5. **Link Governors Reports**

The EYFS Link Governor report is in this meeting folder on the Governor Space. Due to lack of time, Governors were requested to read and email any comments or questions.

Action

FGBM2017-18/13: ALL Governors to read Link Governor reports.

7. **Headteachers Report**

CR commented that **MF** and the SLT have been under abnormal pressure this last term, with a huge amount of work that they and the curriculum leaders have put in.

CR reported that she will be attending the Governors Conference which includes sessions on dealing with complaints and exclusions.

8. **2017 – 2018 SDP**

MF has updated the SDP with school data and information and will update again following the governors monitoring meetings next term.

The updated (January 2018) SEF had previously been uploaded to the Governor Space. **CR** commented that this was a perfect document which everybody should read and should feature in every committee meeting. It is obvious from the document that Governors are integral to the school improvement plan.

Action

FGBM2017-18/14: ALL Governors to read updated SEF.

9. **Governor Training**

KLS reported that the awaited new WES training programme should be available this week but meantime she had found out the dates for Induction Training which she had circulated to the new governors.

The school undertakes e-Safety Training, which is also open to Governors, but Governor Services did not seem aware of this. **MW** had attended e-Safety and Safeguarding Training as an IT Link Governor with another school. **MF** reported that **Alastair Geddes** has nearly finished the 360 degree review.

The Cluster has another training session but this has not yet been agreed. The Cluster Training Governor is finding it difficult to co-ordinate with other governors in the

Cluster.

HS reported that she had done an e-learning module on Prevent Training and agreed to circulate her feedback.

Actions

FGBM2017-18/15: HS to forward training feedback for uploading to Governor Space.

10. **AOB**

Class grouping.

MF reported that in September 2018 the way the class groupings for Yrs 1 & 2 are decided will be slightly different, with the aim of better managing the transition from reception. Consideration will be given to academic ability and well being. Governors asked whether there had been any consultation with parents and stressed that, based on previous experience, communication with parents was key. Governors questioned whether the new arrangement allowed for better education provision for the children involved: it should provide for a slightly quieter environment for those who thrive better in that situation. **DB** pointed out that the other phase groups will continue to be mixed ability classes, and children in these classes have a lot to offer each other.

Wrap-Around Care.

The working group will report to the next FGBM.

Items for exclusion

There was one item for exclusion.

Date of next FGBM

The next Full Governing Body Meeting will be held on Tuesday 22nd May 2018 at 7.00pm in the school library.

Signed:

Dated:

Actions

FGBM2018-03-21		
FGBM2017-18/11	ALL Governors to read Complaints Policy.	Open
FGBM2017-18/12	ALL Governors to read Safeguarding overview.	Open
FGBM2017-18/13	ALL Governors to read Link Governor reports.	Open
FGBM2017-18/14	ALL Governors to read updated SEF.	Open
FGBM2017-18/15	HS to forward training feedback for uploading to Governor Space.	Open

