

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on Tuesday 7th October 2014

Present

Marianne Talbot (MT)	LA Governor (Chair)
Catherine Robbins (CR)	Co-opted Governor (Vice Chair)
Emma Caplin (EC)	Parent Governor
Emily Lim (EL)	Parent Governor
Preeti Gupta (PG)	Parent Governor
Cheryl Scott (CS)	Parent Governor
Sophie Staniszewska (SS)	Parent Governor
Anthony Potter (AP)	Parent Governor
Jim Mills (JM)	Co-opted Governor
Clare McNicholas (CM)	Co-opted Governor
Susan Robson (SR)	Co-opted Governor
Maggie Wagstaff (MW)	Co-opted Governor
Rob van Schie (RvS)	Co-opted Governor
Danielle Belmega (DB)	Co-opted Staff Governor
Rachel Green (RG)	Co-opted Staff Governor
Ben Wilde (BW)	Head Teacher

In attendance:

Joanna Bloomfield (**C**) Clerk

1. **Welcome and apologies**

MT welcomed those present particularly Clare McNicholas and Jim Mills, new governors who were attending their first meeting. Apologies were received from **SN** and **NB**. **MT** explained a slight change to the order of the agenda, with **BW** giving his Review of Data directly after Introduction to 'Governor Space'.

2. **Introduction to 'Governor Space'**

Alastair Geddes had hoped to attend the meeting to show governors around the 'Governor Space' on the new Milverton School website, but was unable to. In his absence the Clerk gave a very brief outline of the space although all governors had the access password and had already logged-on. Currently this is a common password and therefore should be kept confidential. Access password for editing (again a single password) will initially be circulated to Chairs of committees. As this

raises various security and access issues, the Clerk will contact **AG** to ask if individual passwords are possible.

Action

FGBM2014-15/1: **C** to contact **AG** regarding security of passwords.

3. **Head Teacher's Review of Data** including SIP development workshop and SEF review.

BW: over the last few years the first FGBM of the year has concentrated on governor involvement in SER (formerly SEF) and SIP. These forms show where the school is at, what it does well, what the strengths are and how the school should develop for improvement.

The session started with a brief look at the SATS data, which underpins the SER and the SIP. Although drilling down into the data is carried out by the P&S Committee ALL governors should be aware of headlines.

School Evaluation Report

this report is based on the four Ofsted sections: Quality of Teaching, Pupil Behaviour and Safety, Achievement and Effectiveness of Management and Leadership. Governors were asked to spend ten minutes in groups looking at extracts from the SER and to put them under the correct headings. **BW** will upload the updated version to the Governor Space.

School Improvement Plan

- although the MPS vision diagram is now five years old, it continues to hold true.
- Priority 1 for 2014-2015 is still 'Pupil Achievement'.
- The challenging targets set have been arrived at in part by looking at last years data. If the results had all been green (above expectations) then the challenges had not been hard enough, red (below expectations) is a truth point and shows that the results have not been massaged. The SLT start looking at pupils in Reception and project forward. Being part of the consortia means that SLT also has access to detailed data from the twenty-two schools involved.
- The delivery of data to parents is important and MPS has developed a standard script for teachers to inform parents where their child is compared to national expectations during Parent Review meetings, although there is still some work required on the consistency of the message.
- It was disappointing that although a lot of effort was put into the KS2 Reading test this still did not result in a Level 6. This does not reflect the standard the children have actually reached as they

have been moderated at secondary school and shown to be at that standard. Nationally 0% of children have reached level 6 reading since the test was introduced, although one or two pupils in the Leamington area have. This is particularly important as many pupils reach a good level at KS1 and Ofsted are looking for above expected progress. Governors suggested that MPS make representation to those who set the test.

- Governor involvement in the monitoring of the SIP has improved over the years. In committee groups, governors began to decide how their responsibility to monitor 'Other Areas for Improvement – Parent Engagement, New Curriculum, Assessment, SEND and Inclusion, Pupil Voice, Professional Learning Community, Behaviour & Attitudes Around the School, School Links, School Environment and PE & Sport' would be carried out through the year and to populate the monitoring column. **BW** asked that the chairs complete the task and feedback by the end of the following week including the expectation of SLT attendance at and reports to governor meetings so that a timeline can be constructed.

BW invited all governors to attend a Governor Walk either on 23rd October or 26th November. This takes about an hour and is a form of light touch monitoring of Priority 1 – a chance for governors to look at teaching. Governors to let **C** know which session they wish to attend.

Actions

FGBM2014-15/2: **BW** to upload updated SER to the Governor Space.

FGBM2014-15/3: **EL**, **SR** and **CR** to forward committee monitoring to **BW**.

FGBM2014-15/4: **C** to put sign-up sheet for Governors Walks on the Governor Space.

4. Administration

Declaration of interest

There were no declarations of interest for this meeting.

Minutes of last meeting

The minutes of the last FGBM held on Wednesday 16th July 2014 were approved.

AOB

RvS notified an item of AOB.

Action Log

MT went through the action log with the following observations:

FGBM2013-14/33: **SS** to attend School Council meeting in new school year.

FGBM2013-14/37: governor reports for the school newsletter. **EC**: looking for two or three reports to have in hand, asked that governors think about submitting a report to share the burden. **AP** volunteered to write a report which he will email to **EC**.

FGBM2013-14/38: no further nominations had been received. **CmcN** and **JM** had agreed to become co-opted governors.

All other actions were closed.

Correspondence

MT reported that no physical correspondence had been received, only emails. Warwickshire Governors Newsletter (containing articles about Ofsted inspection documents, changes to Pupil Premium, National Curriculum changes, Making Pay Decisions) has been circulated and is available on the Governor Space. All governors were reminded to read the newsletter. Emails were received from WCC relating to Pay & Conditions, Disciplinary Policy, antenatal appointments and parental leave and arrangements for strikes.

Actions

FGBM2014-15/5: **AP** to send report to **EC**.

FGBM2014-15/6: **All** governors to read the newsletter.

5. **Elections**

- Chair: **MT** was re-elected as chair.
- Vice-chair, clerk, named governors and other roles: **CR** was elected vice-chair, **JB** re-appointed clerk, **EL** was re-elected as chair of Premises Committee, **SR** elected as chair of Finance & Personnel Committee and **CR** was re-elected as chair of Performance & Standards Committee.
- Committee membership and governor responsibilities: the committee membership had been circulated via the Governor Space and was confirmed by the meeting. **RvS** asked that an additional responsibility be added to cover the Eco Rangers and Sustainability which he was happy to take on. **JM** volunteered to become the Computing Link Governor. **EL** has agreed to take on the new role of Modern Foreign Languages Link Governor. **CS** and **CR** will cover the Patch and Governor Forum meetings. Class Link

Governors had been allocated following consultation with governors. **MT** explained that Class Link Governance was about building and maintaining links with the expectation that governors will take the lead in establishing the link by contacting the teacher and getting involved at least once a term. Emails addresses for all teachers are on the new website. Terms of Reference for Class Links are in the Governor Space. **EC** volunteered to buddy-up with **CS**, **RvS** with **JM** and **EL** with **CmcN**. Governors were reminded to sign the Governor Diary when visiting the school.

Actions

2014-15/7: **C** to forward election results to LA.

2014-15/8: **C** to upload amended Governor Responsibilities to the Governor Space.

5. Annual Reviews

- Committee Terms of Reference: updated versions of the Committee Terms of References have been uploaded to the Governor Space and were agreed by the meeting.
- F&P Roles & Responsibilities: an updated version of the F&P Roles & Responsibilities has been uploaded to the Governor Space and were agreed by the meeting.
- Instrument of Government: the MPS Instrument of Government, as approved by FGBM and the LA in January 2014, was confirmed by the meeting. In answer to a question about the size of the MPS Governing Body **MT** explained that although co-option allowed a more skill based Governing Body, MPS also had a willing and capable parent volunteer base which enriched the Governing Body. But, obviously, if this ceased to be the case, the numbers of elected parent governors and/or co-opted governors can be changed.
- dbS checks: MPS Governors have previously had annual CRB checks. With the introduction of the dbS checks, the recommendation is that governors should go through the process every four years i.e. at the beginning of their term of office, and again if re-appointed. Meantime, there is an obligation on governors to inform the school of any conviction, preferably before the dbS get in touch.

- Meeting dates: these have been uploaded to the Governor Space. The F&P committee is intending to move some of the meetings to evening to allow those working to attend. The amended dates will be uploaded when confirmed. The meeting dates notice also includes the collaborative training dates – the first one on 'SEND the new code of practice' was well attended.
- Declaration of Business Interest: Governors have been asked to download and complete the Pecuniary Interest form for 2014-2015 and return them to the Clerk.
- Governor feedback to parents: governors have decided to report to parents via a half-termly item in the school newsletter, focusing on one particular item. Topics suggested so far include 'New Governors – a viewpoint' and 'Welcome from the New Chair'.

Actions

2014-15/9: **C** to confirm F&P dates with **SR** and upload amend dates to the Governor Space.

2014-15/10: **Governors** who have not yet returned the Pecuniary Interest form to leave at MPS reception for collection by **C**.

6. Committee Reports

- Chairs' Committee: the committee met on 22nd September to prepare for the year including scrutinising the policy tracker, Terms of Reference, committee memberships and governor responsibilities. The Clerk has agreed to minute all committee meetings, to provide consistency in the reports.
- Premises Committee: Minutes have been uploaded to the Governor Space. **EL** called an ad hoc meeting on 30th September to discuss the School Grounds Project which had stalled during 2013-2014 because of the WCC plans to expand MPS. It was decided to piggy-back existing events such as Parent/Teacher evenings and the Christmas Fair to enter into a dialogue with parents, particularly those new to the school since the summer of 2013, show the plans originally drawn up and look for feedback.

7. **Marle Hall update**

This will be the 11th trip to Marle Hall, taking place 17-21 November, and consisting of exciting outdoor activities. Currently only forty-three of the forty-seven year6 pupils are going. This is a lower success rate in terms of engagement than in previous years and staff have been careful to make sure that financial reasons are not a barrier. **BW** has applied to the Knowle Hill Trust for £1,900 (which is more than usual) to part or fully fund a number of children. Those children not going are not happy about being away from home but are those who would probably get the most out of the experience. Governors suggested that parents of children who have already attended speak to the reluctant parents. **BW** has sent the consent form to the LA and is expecting to hear back. Going with **BW** are Gemma Tempest (new year5/6 teacher), Jenny Hall (year3/4 teacher), Sue Jones (TA), Robbie Strong (Onside Coaching), one year6 parent and two other volunteers. The pre-visit meeting will be on the 20th October. All governors approved the visit.

8. **AOB**

RvS: already covered in Governor Responsibilities.

MT: proposed that, as evening committee meetings tend to start at 7.00pm and the staff governors and others have been working since early morning, the FGBM also starts at 7.00pm. It was agreed to trial this at the next FGBM in December.

Items for exclusion

There were no items for exclusion.

Date of next meeting

The date of the next FGBM is 9th December 2014 starting at 7.00pm.

The meeting finished at 9.40pm

Signed:

Date:

<u>FGBM2014-03-27</u>		
FGBM2013-14/33	SS to attend next School Council meeting.	Open
<u>FGBM2014-06-03</u>		
FGBM2013-14/37	ALL Governors to consider writing a report for Governors Newsletter.	Open

FGBM2014-10-07		
FGBM2014-15/1	C to contact AG regarding security of passwords.	Open
FGBM2014-15/2	BW to upload updated SER to the Governor Space.	Closed
FGBM2014-15/3	EL, SR and CR to forward committee monitoring to BW .	By 17/10
FGBM2014-15/4	C to put sign-up sheet for Governors Walks on the Governor Space.	Closed
FGBM2014-15/5	AP to send report to EC .	Open
FGBM2014-15/6	All governors to read the newsletter.	Open
FGBM2014-15/7	C to forward election results to LA.	Closed
FGBM2014-15/8	C to upload amended Governor Responsibilities to the Governor Space.	Closed
FGBM2014-15/9	C to confirm F&P dates with SR and upload amend dates to the Governor Space.	Closed
FGBM2014-15/10	Governors who have not yet returned the Pecuniary Interest form to leave at MPS reception for collection by C .	Open