

Minutes of the meeting of the  
Full Governing Body of Milverton Primary School  
Held on Tuesday 7<sup>th</sup> July 2015

Present

Marianne Talbot ( <b>MT</b> )	LA Governor (Chair)
Catherine Robbins ( <b>CR</b> )	Co-opted Governor (Vice Chair)
Emma Caplin ( <b>EC</b> )	Parent Governor
Preeti Gupta ( <b>PG</b> )	Parent Governor
Cheryl Scott ( <b>CS</b> )	Parent Governor
Anthony Potter ( <b>AP</b> )	Parent Governor
Emily Lim ( <b>EL</b> )	Parent Governor
Sophie Staniszewska ( <b>SS</b> )	Parent Governor
Susan Robson ( <b>SR</b> )	Co-opted Governor
Simon Nall ( <b>SN</b> )	Co-opted Governor
Jim Mills ( <b>JM</b> )	Co-opted Governor
Clare McNicholas ( <b>CM</b> )	Co-opted Governor
Maggie Wagstaff ( <b>MW</b> )	Co-opted Governor
Danielle Belmega ( <b>DB</b> )	Co-opted Staff Governor
Rachel Green ( <b>RG</b> )	Co-opted Staff Governor
Nicola Shilton ( <b>NS</b> )	Elected Staff Governor
Ben Wilde ( <b>BW</b> )	Head Teacher

In attendance:

Joanna Bloomfield (**C**) Clerk

1. **Welcome and apologies.**

**MT** welcomed those present, particularly **AP** who was attending his last FGBM as a Governor, Kay Lawrie-Stiven (**KLS**) who was attending as a visitor prior to starting as a Parent Governor in September and Alastair Geddes (**AG**), SLT teacher. **MT** reported that Rob van Schie has resigned due to differences around the Grounds Development, from immediate effect.

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 of Any Other Business for this meeting.

Minutes of last meeting. The minutes of the last FGBM held on Thursday 15<sup>th</sup> May 2015 were approved.

Action Log. **MT** went through the action log with the following comments:

- FGBM2014-15/24: Still open.

- [FGBM2014-15/30](#): **EC** to research Sponsorship Policy.
- [FGBM2014-15/32](#): Documents and links for Governors to read prior to the eFGBM on the 15<sup>th</sup> September are being loaded into the folder on Governor Space.

All other actions were closed.

#### Correspondence.

**MT** had received the following electronic correspondence:

- report from the Clerk re: Clerks Conference.
- Cluster Managers report – copied in Head Teachers report.
- Governor Forum date.
- change to date and venue of Patch meeting
- Governor Health Check report, circulated and uploaded to the Governor Space.
- WCC HR summer newsletter, passed to F&P Chair.
- 2015 Teachers Pay & Conditions – update news, passed to F&P Chair.
- 2015 model policy Grievance & Dignity at Work, passed to F&P Chair.
- Safeguarding information, passed to Safeguarding Governor.

### 3. **MPS Lead** – Computing & Learning at MPS.

**AG**: MPS has already made a big start towards introducing the new curriculum in September 2015 with processes in place to make sure everything comes together. In a large part, the new curriculum is the same as old curriculum but with the addition of programming. Computer literacy and publishing work, which children have been doing for a number of years, is still in curriculum but not such a large part – children are already quite savvy by the time they get to school.

**AG** explained the long-term plan of incorporating computing across the curriculum. In the past, e.safety has been taught at MPS as a block but this is now more integral to all lessons. Children are being encouraged to communicate and collaborate online. Programming involves thinking logically and critically and it enables children to become creators rather than simply consumers of computing, although there are some limitations in soft and hardware available.

With the long term plan in place, **AG** has created units which come with suggested resources and outcomes for teachers to use when planning lessons. Teachers also are able to add to this. **AG** may shuffle the contents of the units in response to feedback from the teachers.

Governors asked about the thinking behind teaching such young children computing, other than getting them children excited about the subject for moving to secondary school. **AG** & **NS** explained that computing teaches logical thinking – a computer will do exactly what the programmer tells it to do – and logical reasoning can transfer to other subjects. Children as young as six can create algorithms and do computing without computers. Governors wondered about opportunities to take computing further, such as constructing computers. **AG** explained about the music teacher, David Iles, who, with the children using Scratch, has created a tapestry showing musical instruments which plugs into a computer. In the past the Code Club, a not for profit after school club, has been offered at MPS and this was worth looking at again and the PTA has a link with eHB Estate Agents who are sponsoring an annual award for a MPS

child who excels at computing.

Governors also asked how well computing across the curriculum was being received by MPS staff. **AG**: initially a fifty-fifty split love/hate. But after an INSET day and further input which has included a visit from Colin Talbot, the staff have grown in confidence. **DB**: all staff want to feel confident, and **AG**'s support in giving pre-lessons to teachers which has enabled them to be confident in passing on knowledge to the children has been brilliant. **BW**: explained that when asked what PPA cover the various year phases wanted, years 3-4 had asked for more computing.

Governors questioned whether MPS had the resources required to meet the demands of teaching the curriculum, as at the last FGBM the Computing Governor Link reported the need for more ipads or tablets. **AG**: currently there are not enough ipads to go around and it would be a massive plus for the whole class to have either an ipad or a tablet, although using the same device would be ideal. Governors agreed to return to the issue of resources for more ipads in the autumn.

#### 4. **Safeguarding Report.**

Report previously uploaded to the Governor Space. **CR** reported that:

- she had checked with **BW** about when and how Safeguarding Training was introduced and updated at MPS. All staff had taken part in Protective Behaviours training during the Summer Term 2013 as part of the Taking Care Project and new staff underwent Safeguarding Training as part of their induction process.
- as some schools were not keeping the Single Central Register as it should be, the LA has asked Learning Improvement Officers to scrutinise these as part of their routine. Susan Blakemore, MPS LIO, has identified a few areas for action but these are simply fine tuning. MPS needs to document that where coaches have external db checks, the records shows that visual identity checks have been made. WCC Senior Learning Improvement Officer, Graham Pert, has circulated a model SCR and precise instructions on identity checks on all staff and volunteers before they start work in school.
- the revised Safeguarding Guidance (March 2015) will be presented to staff in September.
- the school works hard at and is able to remove many barriers to learning. **CR** named Rachel Green (**RG**) for her excellent work, which often crosses over with social work, gaining the trust of parents and pupils, who then extend that trust to the school. MPS is an inclusive school in action.

Governors echoed their thanks for the work undertaken by **RG**, recognising the complexity of many of the situations.

#### 5. **Committee Reports.**

*As this meeting had a very full agenda, Governors had been asked to read all the Committee reports and attend with questions ready. Chairs were asked to limit their reports to highlights.*

##### Premises Committee

Minutes previously uploaded to the Governor Space. **EL** reported:

- as cleaning in the school had been judged not to be of a high enough standard, a Cleaning Trainer is working with the cleaning staff to improve the quality. It is hoped this will fill the gap and negate the need for further funds. The Cleaning

Trainer has been well received so far.

- **SN** undertook the Site inspection and noted that over the last two years there has been a good step change in the quality of the buildings maintenance. This will improve again over summer with work in place.
- OA07: this year Eco Rangers have been outstanding and their influence has been felt across the school. Thanks due to Karen Hague and Rob van Schie.
- OA09: this year the Collaboration Council has not been as focused as in previous years but a 'Francais dans le monde' week was held at MPS and will feature in next week's Looking at Learning.
- OA13: the Grounds Redevelopment Working Group feeds into Premises. Terms of Reference for the group have been circulated, and subject to a few minor changes, have been adopted. The Group had held robust discussions around the awarding of the contracts as well as raising further funds.
  - **BW** showed a slide which gave the costings for the work, including those areas which would not be done this summer due to budget restrictions. Three quotes had been received from contractors and the GDWG had decided to offer the work to Hartwells, who are LA preferred contractors.
  - a cheque for £20,000 had been received from the PTA and a further £10,000 was pledged from money raised during 2015-16. The LA was contributing £10,000 and £7,000 was coming from the School Fund (feed-in tariff, photographs, etc) and the School Capital Fund.

The FGB agreed to the money from the School Funds to be spent on the Schools Grounds Development.

The FGBM thanked the PTA for their generous donation to the project.

Governors asked whether there was anything that could be planted over the summer, as bare earth may come as a shock to parents returning in September. **EL**: the GRWG has sought advice from the parent body and she and Sarah Simon (PTA Chair) are meeting with two parents to discuss timings, etc. It is important not to make decisions now which may be regretted later. It has also been suggested that pupils create artwork to fill the raised beds before they can be planted up.

Governors also asked how this would be communicated to parents. **EL**: every GDWG and Premises agenda includes an item for the school newsletter and any updates are communicated via this means. **BW** will be at school for much of the summer and will up-date parents via a Blog on the school website.

- Three of the toilets will be refurbished over the summer holidays, although this does not include the boys' toilets which have caused such offence in the past. Terry Heard has managed to reduce the smell considerably.

#### Performance & Standards Committee

Minutes previously uploaded to the Governor Space. **CR** reported:

- that the new curriculum was getting imbedded at MPS.
- that social/community awareness was leading to enterprising activities at the end of the school year.
- that MPS will be using the familiar Classroom Monitor for the new assessments. There is a huge amount of work going on regarding moderation, both within the school and the cluster. There will be lots of different things for parents and

governors to assimilate.

- that the annual attendance audit by the LAs Attendance Compliance Enforcement Service (ACE) made various recommendations, some of which (for example the use of rewards to classes with the best attendance rates) have been rejected as not MPS. MPS has bought into a year with ACE in order to refine the system of creating a proper paper trail in the unlikely scenario that they may be asked to intervene in a particularly case.

#### Finance & Personnel Committee

Minutes previously uploaded to the Governor Space. **SR** reported:

- that the Schools Financial Value Standards form, basically self assessing competence in financial skills within the FGB and F&P, has been completed and sent to the LA. There were no remedial actions required.
- the committee completed an audit of its SIP responsibilities, most of which had been completed with just a few parts of OA02 – Parental Engagement being postponed until next term.
- on the movement of staff following the resignation of Helen Clemmey and the appointment of Frances Nolan on a full-time fixed term contract. Although an NQT teacher, Frances Nolan has been working at MPS as a TA for the last year because the school she had originally worked at reduced her hours and did not support her through her probationary year. She will be supported at MPS by Karen Hague, as was Sarah Falconer, who had had a similar experience and has now been appointed to MPS on a full-time permanent basis. **BW** has raised the issue of schools not supporting NQTs with Susan Blakemore, MPS LIO.
- a revised Budget balance indicating the reduction in staff costs for 2015-16 onwards and the commitment of £10,000 towards the cost of refurbishing some of the school toilets. Additional support will be required for the appointment of a new TA.

Governors queried the idea of an NQT teaching in three different classes (both reception classes and 3-4HN), as shown in the Headteachers report. **BW** agreed it was not ideal but that, because of the MPS system of team teaching, she would be supported by both the Year 3-4 team and the Reception team, whereas many NQTs find themselves fully responsible for a whole class from day one.

#### Cluster Chairs Committee

**MT** previously uploaded a report from the Cluster Chairs Committee to the Governor Space.

### 6. **Headteacher's Report**

Report previously uploaded to the Governor Space.

**BW** highlighted a few of the items in the report including: the school's performance data, which will be looked at in detail in at the autumn FGBM; the post Ofsted actions which will be leading into the 2015-16 SIP and the work of the Cluster and Consortium. The school roll for 2015-16 is 316. Refurbishment work is taking place inside and the hard landscaping for the School Ground project is taking place outside the school during the summer holidays.

Governors asked if a new chair for the North Leamington Cluster had been appointed: Derek Fance, headteacher at Lillington, has taken up the position.

Governors also asked whether it was possible for the timetable for the extra-curricular clubs to be available before the start of the new term for parents who need to arrange child care. **BW:** Aymo Ryan may be on top of it. Talking to coaches who work at other schools, the flow of information to MPS parents is unsurpassed.

Governors queried the racial incident in the report. **BW:** this was a matter of friends falling out, but given the language used, required intervention and reporting to parents and governors. The children have now resolved their differences.

## 7. **Link Governor Reports**

Reports previously uploaded to the Governor Space.

- Numeracy. **SN** met with Nicola Shilton and reported on the big focus on the new curriculum. The Ofsted comment on cross-curricular numeracy was considered harsh, including by other cluster schools, but was not being ignored.
- EYFS. **PG** met with Nicola Shilton and reported on exciting work, including Dough Disco which helps children be ready to write. She approved of the new beige walls which make the space much brighter. She concluded that the EYFS team were a credit to the school.

## 8. **Review of Training report**

**MW:** Cluster in-house training for 2015-16 has now been confirmed as:

- Quality of Teaching at Milverton on November 12<sup>th</sup> and
- Closing the Gap at Telford Junior School on the 2<sup>nd</sup> March.

Telford Infant School is hosting an Academy event to which cluster schools are being invited and **MW** will circulate details.

An audit of the training undertaken by MPS Governors in the last few years shows a wide range of areas covered, including the four key Ofsted judgements. Governors were reminded of their commitment to choose their own training that will either extend their personal roles, develop expertise or match MPS SIP priorities; recording what training they do and letting **MW** know at the end of the training calendar (ie April 2016) and that this should include at least one GEL module per term. Pro forma documents are available in the Training Folder on the Governor Space for Governors to share their training experiences.

The question for the next year is that if more training is undertaken, what will be the benefits and how will they be demonstrated.

It was apparent at the Patch meeting that Governor Support Services were looking again at the training offered, due to poorer than usual take-up.

## 9. **SIP** – end of year review.

The 2015-2016 SIP Other Areas had been previously circulated, with the request that Governors think about the outcomes to feedback to FGB. Governors split into their Committees to discuss and agree the areas that they had been assigned, evaluating them as either green (completed), amber (on-going) or green (requires further work). The conclusions were read out to the meeting. (see attached document)

**BW** expressed his appreciation of the way Governors interact with the SIP, and the robust evaluation. Four years ago, Governor engagement in SIP was almost non-existent but now SIP responsibilities appear on the agenda of all committee meetings, showing the engagement of Governors in all areas.

#### 10. **End of Year Review**

- **MT** reported that Governor attendance for 2014-15 had been very good with many Governors having 100% attendance.
- **MT** reported that the draft committee memberships and responsibilities for 2015-16 have been uploaded to the Governors Space. Governors should view these over the summer holidays and let her know if they wished to volunteer for different committees or responsibilities, in particular Eco Rangers Link Governor.
- **MT** reported that the dates for 2015-2016 have been drafted and uploaded to the Governor Space. These included the eFGBM on the 15<sup>th</sup> September, and will be confirmed by the beginning of next term.

#### Action

FGBM2014-15/33: **ALL** Governors to consider the committee memberships and responsibilities and contact **MT** if they wish to volunteer for different committees or responsibilities.

#### 11. **Recruitment Working Party report.**

Minutes previously uploaded to the Governor Space. **CR** reported:

- **JM** researched advertising and the Working Party has been looking at which aspect of the Milverton vision to highlight.
- **DB** will be working with pupils and staff in September.
- F&P and the Working Group have been looking at pay scales. The FGB needs to approve the pay scale agreed at the meeting on the 15<sup>th</sup> September.

Governors were reminded that appointing a Headteacher is the single most important thing for governors to do. A folder for the eFGBM has been opened on the Governor Space and all relevant documents are being uploaded including the '18 questions' which are intended to help create a picture of who MPS is looking for. Governors should come prepared to the meeting on the 15<sup>th</sup> September. The next HTRWG is on the 7<sup>th</sup> September when they will be discussing sample job and person specifications in order to begin the process of writing these documents, but input will be looked for from the FGBM as well.

Governors discussed other ways of looking at the issue, such as a list of characteristics that, if absent, could cause problems.

#### 12. **AOB**

**MT** reported that an Open Morning for prospective parents is being held on Wednesday 30<sup>th</sup> September and Governor volunteers are needed to talk to this particular cohort as their children will be starting at MPS after **BW** has left the school.

**MT** thanked **AP** for his commitment to MPS Governors over the last four years. **AP**

replied that as a Governor he has realised how fortunate MPS is to have a committed and professional board of governors and that he really appreciated how good the staff were at discharging their responsibility to teach whilst coping with the required administration.

**Items for exclusion**

There were no items for exclusion.

Action

FGBM2014-15/34: **ALL** Governors to consider volunteering to meet prospective parents at the Open Morning 30<sup>th</sup> September.

13. **Date of next FGBM**

The date of the next FGBM is Tuesday 6<sup>th</sup> October at 7.00pm

The meeting finished at 9.08pm

Signed: .....

Date: .....

<b>FGBM2015-03-12</b>		
FGBM2014-15/20	<b>Premises Committee</b> to add e.cigarette advice to No Smoking policy.	Closed
FGBM2014-15/21	<b>ALL</b> governors to do one GEL module a term.	Open
FGBM2014-15/22	<b>ALL</b> governors to report individual training at July FGBM.	Closed
FGBM2014-15/23	<b>BW</b> to send link for Fischer Family Dashboard to Clerk.	Closed
<b>FGBM2015-05-21</b>		
FGBM2014-15/24	<b>BW</b> to circulate updated Safeguarding Guidance to all employed at MPS.	Open
FGBM2014-15/25	<b>CR</b> to update Safeguarding Policy and report at July FGBM.	Closed
FGBM2014-15/26	<b>ALL</b> Governors to consider responding to Juliet Carter's request.	Closed
FGBM2014-15/27	Governors to forward training details not on circulated Training Report to <b>MT</b> by 29 <sup>th</sup> May.	Closed
FGBM2014-15/28	Governors to contact <b>MT</b> if GEL module is out of date.	Closed
FGBM2014-15/29	<b>ALL</b> Governors to forward individual training records to <b>MW</b> before July FGBM.	Closed
FGBM2014-15/30	<b>EC</b> to investigate Sponsorship policy.	Open
FGBM2014-15/31	<b>CR:</b> to arrange date for training in September and circulate	



	information.	Closed
FGBM2014-15/32	<b>ALL</b> Governors to read recommended reading prior to September eFGBM.	Open
<b>FGBM2015-07-07</b>		
FGBM2014-15/33	<b>ALL</b> Governors to consider the committee memberships and responsibilities and contact <b>MT</b> if they wish to volunteer for different committees or responsibilities.	Open
FGBM2014-15/34	<b>ALL</b> Governors to consider volunteering to meet prospective parents at the Open Morning 30 <sup>th</sup> September.	Open