

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on Tuesday 9th December 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
Anthony Potter (AP)	Parent Governor
Simon Nall (SN)	Co-opted 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
Nicola Burnet (NB)	Elected Staff 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. Apologies had been received from **SS**.
MT congratulated the staff present for surviving Ofsted.

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

Tuesday 7th October 2014 were approved. **MT** asked whether Governor Buddies had met (they had), and whether any Link Governors had met with their staff counterparts. Reports from the Computer Link Governor and the Sustainability Link Governor featured in the minutes of committee meetings. Although Governor Training was not on the agenda for this meeting, it would be on the agenda for the February FGBM.

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

FGBM2013-14/37: **JM**'s report from first F&P Committee Meeting appeared in the school newsletter. It was agreed that 'report for the newsletter' should appear as a standing agenda item for all Committees.

FGBM2014-15/1: the **clerk** is still to contact Alastair Geddes regarding the new Milverton School website and the list of questions has extended.

FGBM2014-15/6: refers to Warwickshire Governor Newsletter – this action will be left open as there is so much useful information in the Newsletter.

Correspondence. **MT:** all correspondence had been received by email.

- WCC consultation on 2016-17 Schools Admissions
- the finalised WCC Disciplinary Policy
- the finalised WCC Health & Safety Policy
- a record of visit on 21st October by a representative from the Learning Improvement Team. **BW:** this was a half day visit going through data – a return visit is scheduled for January 2015.
- four presentations from the autumn Patch meeting, which are now in the Patch folder in the Governor Space. **CR:** the role of the LA is changing again, reverting to supporting schools in a way they have not in the last few years.
- **MT**, representing **BW**, attended a meeting at NLS to discuss potential academy conversion. She suggested that it would be useful to discuss further next term with an independent advisor the proactively help the discussion. This would need to take place in addition to the FGB meetings.

Action

FGBM2014-15/11: **BW/MT** to consult re 2016-17 Schools Admissions

FGBM2014-15/12: **BW/MT** to arrange Academy Conversion meeting with advisor.

3. **Headteacher's Report** including pupil exclusion information.

Previously uploaded to the Governor Space. **BW** highlighted the following points:

- whilst reporting on how well the new staff have settled in, **BW** omitted to report that Jill Manley (Inclusion Leader) will be leaving MPS at the end of term having secured a place at Sydenham School, where she will also be working as an Inclusion Leader for the Leamington Federation and Lighthorne Heath. She has done a fantastic job at MPS over the last fifteen years, supported latterly by **RG** and the Ofsted report reflects this. Laura Nicol will become Inclusion Leader until July 2015 and has spent most of the half-term going through the documents with Jill. **CR**: Safeguarding training is booked for the February INSET day. Governors expressed their congratulations to Jill Manley and added their sincere thanks for all the work she has done, particularly in her role as Inclusion Leader.
- The report contains SIP Priority 1 – Achievement Data which was looked at during the October P&S but if any Governor wishes to discuss these further, they can contact **BW**.
- Governors questioned which year group was shown in appendix 2: this was a year 3 – 4 class.
- The list of Staff Meetings showed the range of areas covered in these meetings, driving improvement within the school but leaving little time for administration.
- The North Leamington Consortia had submitted their Action Plan covering three priorities to the School Improvement Board and as a result have been given £25,000 (£5,000 for leading/£20,000 submit action plan) to see these put in action. Emily Jackson had been identified as the MPS 'Good/Outstanding' teacher and will report to the FGBM next term. In answer to a query from the Governors, **BW** explained that there is one joint meeting of the North Leamington Cluster/Consortia and the heads from the senior schools involved in the Cluster leave, allowing the junior school heads to discuss Consortia items. The Nurture Project gives emotional and social support to pupils. MPS has nurture groups in all year groups and the Cluster bid will help develop skill and expertise in all schools. This is being lead by North

Leamington School, with **RG** at MPS.

- There has been wonderful feedback on the new Milverton website from the Marle Hall blog.
- Exclusions: the ten fixed term exclusions have all related to one child in year 3 who has challenging behaviour. In consultation with an outside psychologist a support plan has been put in place. There are two TAs who work with the child on a one-to-one basis which means an increase in the number of TAs in the 3 – 4 year groups. There has been some success but there is still a long way to go. Staff are beginning to recognise the danger times, such as the end of a long morning and MPS is also supporting the family. The child's mother is supportive of MPS. Governors asked what is hoped to achieve by exclusion: basically guaranteeing safety of the child and other children. All staff need to be fully trained staff, two are being trained in February and the rest in autumn 2015 (see *F&P minutes*).
- Racial incidents: Governors asked about the two incidents and questioned whether these showed a trend. They were two separate incidents, both one-offs and successfully resolved.

Governors asked about the policy on publishing photographs of pupils on the Milverton website, particularly in relation to the Marle Hall blog which is open to all viewers and whether it was necessary to have this on a protected part of the website, accessed by parents only. Parents sign to say that their child's photograph can be included and can withhold permission by not signing the form. **BW** was asked to update the information given to parents, reminding them that they can opt-out. Governors also agreed that although MPS must be aware of risk, a risk free environment is unreal and a sense of proportional risk should prevail, particularly with the Nativity Play when every parent will be wanting to take pictures of their children.

Actions

FGBM2014-15/13: **C** to invite Emily Jackson to FGBM in Spring Term.

FGBM2014-15/14: **BW** to update parents on consent for use of photographs of children on school material.

4. **Committee Reports** including outcomes and impact on SIP priorities

Premises Committee

Minutes previously uploaded to the Governor Space. **EL** highlighted the specific areas covered:

- a Site Inspection has been undertaken but it was impossible to inspect the field and shed as it was dark. The areas of concern include the boys toilets where a fixture needs replacing and the floor tiles in the Hall. The full report will be uploaded to the Governor Space.
- Policies discussed were CCTV in School (an addendum to the Security Policy) and the Health & Safety policy.
- Eco Rangers have gathered momentum this term.
- **EL** & Jenny Hall are to meet to discuss Modern Foreign Languages at MPS and in the Cluster.
- A working group has been set up to progress the School Grounds Project as there is not enough time in committee meetings to address this.
- A recent audit by the LA of the cleaning hours has shown a shortfall for the size and layout of the buildings.
- The committee discussed the case of a Reception child who was in need of medical support, and the plans which are being put in place.

Performance & Standards (including detailed update on performance data and associated targets for coming year).

Minutes previously uploaded to the Governor Space. **CR**: the two policies reviewed were:

- Behaviour. This was formed part of the September INSET day and information gather from this will be included in the policy update which will be ready for the January committee meeting.
- Safeguarding. A huge statutory change has taken place since April 2014 and this massive policy covers everything. The meeting between **CR** and Jill Manley was re-assuring and showed that MPS is well placed. The Ofsted report has specifically praised the Safeguarding at MPS. It has a high profile amongst staff with regular updates and displays.
- The committee discussed the RAISEonline data and were pleased to see plans for improvement were well underway. 'MPS expected level is more than expected'. Although the official figures for the phonics test were disappointing, children who took test days later did really well. It was particularly pleasing to see progress in writing, a testament to the huge amount of work which has gone into improving this. The progress

of a small number of disadvantaged pupils are mainly good or outstanding.

- The next P&S meeting will look further at progress and attainment.

Finance & Personnel.

Minutes previously uploaded to the Governor Space. **SR** thanked the new members of the committee for their excellent start:

- SIP update. OA1 - Alastair Geddes gave a presentation on the committee on the new Milverton website, particularly in relation to compliance with dfe guidance, usage and parental feedback. **MT** reported that she had had the first contact through the 'contact a governor' button, from a student teacher in the school. **DB** is creating mini videos to help extend comprehension, among other subjects. OA14 - PE funding – FGBM folder – planning, running and coaching.
- Several policies were recommended for adoption: Whistleblowing, Stress Management, Complaints and Teacher's Pay. A capability matrix was completed to inform necessary training.
- School Fund: Governors asked how new parents were informed about the School Fund: this forms part of the welcome pack. Governors were also interested in finding out whether parents pay the first year and then fall-off or establish good habits.
- Budget update: committee members met with WES. As a result of the Dedicated Schools Fund, MPS will receive an additional £43,000 for the next three years. **BW** has asked that some of this be used for updates and decoration around the school site and this will be discussed next term.
- Staffing: all the new starters have settled well. Jill Manley will be leaving at the end of term and two TAs are on maternity leave.

Confidential Staffing matter. At this point all staff governors left the meeting. **PG** also left the meeting.

MT reported to the Governors that **BW** had indicated in October that this would be his last year as the full-time headteacher at MPS. He had requested that he may have a year or two as a part-time headteacher so that he could consider his future plans. **MT** outlined the meetings that have been held to date with the Chairs and the F&P Committee and stressed that throughout the discussions the bottom line has always been the impact on the pupils, staff and

parents. The Chairs and **BW** have created a model of a one year managed transition to a new headteacher which they are comfortable with and put to the Full Governing Body for discussion. This includes **BW** working for three days a week, rebalancing **DBs** time to three days for leadership and two days for teaching and boosting the SLT to take on some of **BW's** responsibilities.

Governors discussed the transition plan in detail, questioning how this would be managed and the effect it may have on pupils and other members of staff. Governors agreed that **BW** has instigated a strong model of leadership within the school; that all members of the SLT are capable of stepping up to further responsibilities and that **DB** and the SLT were a strong team already. The Governors were concerned how to monitor the transition to make sure that there is no adverse effect on pupils and staff, and that **BW**, whilst being clear about his obligation to MPS, does not do five days work in three. It was suggested that this could be a standing agenda item for F&P meetings. It was also suggested that a sub-group of Governors could manage the transition, including undertaking a formal review of roles and responsibilities, and another sub-group of Governors manage the recruitment process for a new headteacher. Governors recognised that having a year to attract the right headteacher was a luxury.

Governors agreed to accept **BW's** proposal.

MT: BW will meet with staff tomorrow and a letter from **MT**, as Chair of Governors will be included in the newsletter on Friday, which will point parents to the contact page on the website, if they wish to discuss it. Governors agreed that their response to parents should be that this is the Governors responsibility and that a process is in place to manage the situation. From the point of view of the parents and pupils there should not be much day-to-day difference if managed correctly.

5. **Any Other Business**

EC: as the school now runs a paperless office, is there any difference, are parents engaging in the same way. Some letters that have been sent electronically have not elicited a response and have been re-issued as paper versions. One issue in the past was that it was not always clear that a reply could be sent electronically. **MT** suggested that **EC** asks Emma Bish if there is any evidence of changing behaviour. Governors also confirmed that all is education free and this should be communicated to parents: all parents at MPS are now

signed up to Parent Pay, and when parents are asked for contributions, the request contains a reminder that these are voluntary.

MW: meeting with Jill Manley in the coming week and will give her a 'sorry you are leaving' card from the governors.

MT: the next Collaborative Training is on 21st January at Lillington Primary School, entitled 'Working with Parents and the Wider Community'.

SR: Thanked **MT** for all the time and effort that has gone into the consultation surrounding the future leadership of MPS.

Action

FGBM2014-15/14: **EC** to consult Emma Bish on electronic correspondence.

Items for exclusion

There were not items for exclusion from this meeting.

6. Date of next meeting – 12th February 2015 at 7.00pm

FGBM2014-03-27		
FGBM2013-14/33	SS to attend next School Council meeting.	Open
FGBM2014-06-03		
FGBM2013-14/37	ALL Governors to consider writing a report for Governors Newsletter.	Closed
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 .	Closed
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 .	Closed
FGBM2014-15/6	All governors to read the newsletter.	Closed
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
FGBM2014-12-09		
FGBM2014-15/11	BW/MT to consult re WCC Schools Admissions	Open
FGBM2014-15/12	BW/MT to arrange Academy Conversion meeting with advisor.	Open
FGBM2014-15/13	C to invite Emily Jackson to FGBM in Spring Term.	Open
FGBM2014-15/14	BW to update parents on consent for use of photographs of children on school material.	Open
FGBM2014-15/15	EC to consult Emma Bish on electronic correspondence.	Open