

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on Thursday 10th October 2013

Present:

Sarah Wadsworth (SW)	Parent Governor (Chair)
Denise Winser (DW)	Community Governor
Simon Nall (SN)	Community Governor
Sophie Staniszewska (SS)	Parent Governor
Emma Caplin (EC)	Parent Governor
Anthony Potter (AP)	Parent Governor
Preeti Gupta (PG)	Parent Governor
Emily Lim (EL)	Parent Governor
Marianne Talbot (MT)	LA Governor
Pamela Rodgers (PR)	LA Governor
Susan Robson (SR)	LA Governor
Maggie Wagstaff (MW)	LA Governor
Danielle Belmega (DB)	Staff Governor
Nicole Burnet (NB)	Staff Governor
Rachel Green (RG)	Staff Governor
Ben Wilde (BW)	Headteacher

In attendance:

Joanna Bloomfield (**C**) Clerk

1. **Welcome and apologies**

SW welcomed all those present including the five new governors (Nicole Burnet, Rachel Green, Simon Nall, Pamela Rodgers and Susan Robson), asking each to introduce themselves. Apologies were received from Catherine Robbins (**CR**) and Rob van Schie (**RvS**).

2. **Administration**

i. **Declaration of interest**

There were no declarations of interest for this meeting. Governors were reminded that the annual declaration of interest, circulated prior to the meeting, should be filled in, signed and returned to the Clerk

asap.

ii. **Minutes of last meeting**

Subject to two amendments/additional wording:

- Headteacher's Report 'The SIP is generally monitored by the governing body through **BW**, other members of staff and governors reporting at FGBM and P&S'
- **AOB 'SW: thanked **KD, MF and KG** for their commitment to the MPS Governing Body over a number of years and presented them with gifts and best wishes for their future'.**

the minutes of the FGBM held on 17th July 2013 were approved.

iii. **AOB**

There were no items of AOB.

iv. **Action Log**

SW went through the action log with the following observations:

2012-13/26: **SS** reported that Warwick University has been developing a public engagement strategy with a central individual to engage with. At the end of this month the University is holding a festival for staff, after which communication with the University on the issue of engagement will be easier.

2012-13/28: No comments had been received from governors, although the originators still felt it was quite clunky and would still welcome any comments.

2012-13/29: **SW** wrote to governor services and spoke directly to Nigel Mills, Governor Services Manager, on the question of Safer Recruitment Training coming under the training subscription. Safer Recruitment is a mandated course but not covered by the subscription paid to Governor Services, Nigel agreed to talk to the relevant departments. **MW**: asked that governors update their training spreadsheet pages (as there are still some pages without any data) before the next FGBM. If Governors are finding the recording of training difficult, then in may need to be re-discussed. The next Collaborative Training Session 'An Introduction to Governance' is Wednesday 16th October and it is strongly recommended as the collaborative training focuses on local, similar schools with the opportunity to meet other governors and hear updated messages. The training is open to all - new, staff and seasoned governors – governors attending to email Clerk so the host school can know numbers. **SW**: Safer Recruitment training is valid for 3 years, **DW, SR** and **MT** volunteered to attend the Warwick session in January. The clerk was asked to forward training details to staff governors.

13/30: postponed until December FGBM.

13/31: closed

v. **Correspondence**

SW: since the last FGBM the following correspondence had been received:

- Patch Dates.
- Sickness & Pay Policy forwarded to **DW**.
- Industrial Action Briefing.
- Schools Funding Formula consultation – did not respond.
- E-Safety training to **RvS**.
- Parent Governor Forum election information. Parent Governors are able to stand for election to the Warwickshire Forum. Any Parent Governor wishing to put their name forward should refer to email circulated by the clerk.
- Kenilworth Road liaison group.
- A letter of complaint from a parent. This had been dealt with through the correct channel of teacher and **BW** but not gone so far as to trigger use of the complaints policy.
- A letter from a parent who had been concerned over class allocation at the start of the year to say their child had finished the school year on a high.

Actions

FGBM2013-14/1: **All** to return annual pecuniary interest form to **C** asap.

FGBM2013-14/2: **C** to amend 130717 minutes and upload to WeLearn.

FGBM2013-14/3: **All** to update Governor Training spreadsheet before next FGBM.

FGBM2013-14/4: **Governors** wishing to attend Collaborative Training to inform **C**.

FGBM2013-14/5: **C** to forward training information to new Staff Governors.

3. **Elections**

- Chair: **SW** was re-elected as chair.
- Vice-chair, clerk, named governors and other roles:
MT was elected vice-chair, **JB** re-elected clerk, **EL** was elected as chair of Premises Committee, **DW** elected as chair of Finance & Personnel Committee and **CR** was re-elected as chair of Performance & Standards Committee.

- Committee membership: this had been circulated via WeLearn and confirmed by the meeting. **SR** volunteered to be Patch Representative. Class Link Governors had been allocated by **SW**, allowing for preferences, and uploaded to WeLearn. **BW** to let teachers know which governor to expect. Governors asked about Learning Walks, **BW** indicated this would be discussed later in the meeting.
- Committee Terms of Reference: Premises and Finance & Personnel are being re-written to take into account the new committee arrangement and new guidelines and are to be signed-off by the end of half-term. Performance & Standards have been agreed but could still be tweaked. **SW**: will collate comments for Full Governors and resubmit to next FGBM. Committees write and propose their Terms of Reference and the FGBM need to them sign-off.
- Instrument of Government: **SW**: chairs will discuss at the next Chairs Meeting whether they want to propose changes to the Instrument of Government and, if so, will circulate a proposal before the next FGBM.

Actions

FGBM2013-14/6: **BW** to let teachers know which Link Governor to expect.

FGBM2013-14/7: **SW** to collate comments for FGBM Terms of Reference and amend accordingly.

FGBM2013-14/8: **SW** to circulate proposal for change to Instrument of Government, if required.

4. Committee Reports

- Finance & Personnel: Report previously uploaded to WeLearn365. **DW**: the Pay Policy is delegated to F&P, and the new policy had now been adopted. This will come into force at the end of this academic year.
- Patch: **SW**: Nigel Mills, a Governor Services Manager, gave a presentation on the new model Complaints Policy for Schools. The new model guides are not meant to be followed slavishly. **PR** volunteered to compare and contrast the current MPS Complaints Policy with the new model and report back to the next FGBM/P&S. The meeting also looked at the Fischer Family Trust (FFT) Governor Dashboard including how to read the data

which is tracked over three years. **BW**: MPS buy-in through the LA, the data is more readily available earlier in the year than the Ofsted Dashboard but will not take over from it or from Raise-on-line which is Ofsted led. **BW** to circulate the Milverton page. Ofsted do not look at it, but it is good governance to be aware of the data and use the information in a meaningful way. **SW/MT/PR** to form a sub-group to look at the FFT Dashboard and report back to next FGBM. Data can be misinterpreted so Governors should bring questions to the meeting. The updated Raise-on-line should also be on line by then. **SW**: Patch make the meeting information available electronically once all the local meetings have taken place, and these will be uploaded to WeLearn365.

Actions

FGBM2013-14/9: **PR** to compare present MPS Complaints Policy with new model and report back.

FGBM2013-14/10: **BW** to circulate Milverton page of FFT Dashboard.

FGBM2013-14/11: **SW, MT** and **PR** to look at FFT Dashboard and report back to next FGBM.

FGBM2013-14/12: **SW** to upload Patch meeting report to WeLearn when available.

5. **Headteacher's Review of Data** including SIP workshop

BW: introduced the workshop on 'how' governors will fulfil their role in monitoring the School Improvement Plan, particularly focusing on activities linked to Committees.

BW: shared with Governors the data from the end of the academic year 2012-13 from Early Years to Key Stage 2.

- Governors questioned whether it would be helpful to have the EYFS results split into three columns of 'Emergent', 'Expected' and 'Exceeding' in order to show progress.
- Key Stage 2 data showed up the difference in successive cohorts. Governors questioned whether good planning could smooth out differences in cohorts. Two levels of progress expected, drilling down can expose three levels of progress. Closing the Gap is a key Ofsted agenda. FSM6 attract extra funding and in the last yr6 there were 10 pupils in this group, almost 50% of the school FSM6 children.
- Governors asked whether it was known what would happen to

funding when every child gets free school meals. This has not yet been disseminated.

- Governors questioned whether the Ofsted Dashboard helped in planning. **BW**: internal tracking with the added knowledge of context is the best way of informing planning decisions.

The two priority areas for improvement identified for 2013-14 are:

1. **Pupil Achievement** (Whole school)
2. **Spelling**

In committee groups governors looked at the draft SIP for 2013-14 and discussed the content of the SIP, the targets and the measures. A discussion was held on the targets for achievement and how the year groups had been differentiated and agreed.

The groups then reviewed how the school's progress against the identified priorities and Other Areas for Improvement could be monitored, including how the information is to be gathered, how and at which committee it is to be presented and what actions are required to ensure monitoring takes place.

BW: asked Chairs (**SS** deputising for **CR**) to report back by email on the discussions, indicating decisions reached and how items in the monitoring column are to be shown on committee agenda and minutes (ie report from X on P1/P2/OA12). These will then be added to the SIP and result in the Governors holding the school to account in a more focused way.

BW: understanding the SIP is easier if Governors understand what the school 'looks like' during the day. The next two Governor Walks have been arranged for Thursday 24th October and Thursday 5th December. Governors wishing to attend should let the Clerk know. It is also important for governors to understand the attainment and achievement targets, levels and points score. Any governor who would like to discuss this further should contact **BW** or **SW**.

Governors discussed how the SIP could be shared with parents: the Governor Report in the weekly newsletter and on the website following each FGBM will show how the Governors interrogate the document and **BW** will share headline data at the Parent Forums. The

SIP is a working document which parents would expect the teaching staff/governors to be familiar with rather than having to work through themselves.

Governors also questioned whether pupils knew the level at which they were working: MPS is currently trialling a 'no limits learning' where pupils are not labelled as working to the set level, but encouraged to work as well as they are able.

Actions

FGBM2013-14/13: **DW/SS/EL** to email **BW** with monitoring column data.

FGBM2013-14/14: **ALL**, especially **new**, governors to let Clerk know which Governors Walk they wish to attend.

FGBM2013-14/15: **ALL** governors to make sure they understand the achievement and attainment targets, levels and points score and contact either SW or BW if they have any queries.

6. Marle Hall

BW: MPS about to make tenth visit to Marle Hall on 11–15th November. Hopefully every child will attend although currently one child undecided. A similar programme to past years will be followed with five members of staff, one parent and one Onside coach in attendance. The visit was unanimously approved.

7i. AOB

- **BW**: The PTA AGM meeting held on 9th October was the largest for a number of years, with thirty-odd parents attending in contrast to the disappointing turn out for the recent Parents' Forum. Parent Governors should encourage other parents to attend.
- **BW**: outlined the School Expansion Plan, as announced in the press during the summer holidays. **BW** and a small number of governors met with a single representative from the LA to discuss preliminary plans. The finance for expansion is part of a bid by the LA for expansion throughout Warwickshire and is tied to the school. It is not yet a done deal, extensive consultation on the proposal of increasing reception intake from 45 to 60 starting autumn 2015 will need to take place with all stakeholders. **SW**: asked that the FGB does not get diverted from the important current work in the school - the Premises Committee will lead this

activity and will report back to FGBM.

ii. **Items for exclusion**

There were no items for exclusion.

8. **Date of next FGBM**

The next FGBM is to be held on Tuesday 10th December 2013.

SW: drew Governors attention to the revised dates on WeLearn365 – the changed dates highlighted in yellow.

The meeting finished at 9.40pm

Signed:(Chair of Governors)

Date:

<u>FGBM2013-07-10</u>		
FGBM2012-13/28	ALL to read Milverton Dashboard report and comment via email.	Closed
FGBM2012-13/29	SW & CR: to write to the Governor Forum requesting that they put on special Safer Recruitment Training sessions for larger groups at a reduced cost per head.	Closed
FGBM2012-13/30	Clerk to put New School Structure on the agenda for October FGBM, allowing 15 minutes for discussion.	Open
FGBM2012-13/31	SW to circulate Collaboration Training Dates when received	Closed
<u>FGBM2013-10-10</u>		
FGBM2013-14/1	All to return annual pecuniary interest form to C asap.	Open
FGBM2013-14/2	C to amend 130717 minutes and upload to WeLearn.	Open
FGBM2013-14/3	All to update Governor Training spreadsheet	

	before next FGBM.	Open
FGBM2013-14/4	Governors wishing to attend Collaborative Training to inform C .	Open
FGBM2013-14/5	C to forward training information to new Staff Governors.	Open
FGBM2013-14/6	BW to let teachers know which Link Governor to expect.	Open
FGBM2013-14/7	SW to collate comments for FGBM Terms of Reference.	Open
FGBM2013-14/8	SW to circulate suggestions for change to Instrument of Government, if required.	Open
FGBM2013-14/9	PR to compare present MPS Complaints Policy with new model and report back.	Open
FGBM2013-14/10	BW to circulate Milverton page of FFT Dashboard.	Open
FGBM2013-14/11	SW, MT and PR to look at FFT Dashboard and report back to next FGBM.	Open
FGBM2013-14/12	SW to upload Patch meeting report to WeLearn when available.	Open
FGBM2013-14/13	Committee Chairs to email BW with monitoring column data.	Open
FGBM2013-14/14	ALL , especially new , governors to let Clerk know which Governors Walk they wish to attend.	Open
FGBM2013-14/15	ALL governors to make sure they understand the achievement and attainment targets, levels and points score and contact either SW or BW if they have any queries.	Open