

Minutes of the meeting of the  
Full Governing Body of Milverton Primary School  
Held on Thursday 10<sup>th</sup> December 2013

Present:

Sarah Wadsworth ( <b>SW</b> )	Parent Governor (Chair)
Denise Winser ( <b>DW</b> )	Community Governor
Simon Nall ( <b>SN</b> )	Community Governor
Rob van Schie ( <b>RvS</b> )	Community Governor
Catherine Robbins ( <b>CR</b> )	Community Governor
Emma Caplin ( <b>EC</b> )	Parent Governor
Preeti Gupta ( <b>PG</b> )	Parent Governor
Emily Lim ( <b>EL</b> )	Parent Governor
Marianne Talbot ( <b>MT</b> )	LA Governor
Susan Robson ( <b>SR</b> )	LA Governor
Maggie Wagstaff ( <b>MW</b> )	LA Governor
Danielle Belmega ( <b>DB</b> )	Staff Governor
Nicole Burnet ( <b>NB</b> )	Staff Governor
Rachel Green ( <b>RG</b> )	Staff Governor
Ben Wilde ( <b>BW</b> )	Head Teacher

In attendance:

Joanna Bloomfield (**C**) Clerk

1. **Welcome and apologies**

**SW** welcomed those present. Apologies were received from **SS**, **AP** and **PR**.

2. **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 Tuesday 10<sup>th</sup> October were approved. **SW**: Safer Recruitment training is valid for five years, not three as stated at the meeting.

**AOB**

There were no items of AOB.

### **Action log**

**SW** went through the action log with the following observations:

2013-14/3: Governors to fill training spreadsheet, contact **MW** if there are any problems

2013-14/9: **PR** not at meeting, to hold over to next FGBM

2013-14/12: **SW** still to upload Patch report.

2013-14/14: **BW** to supply new dates for 2014 Governor Walks. Staff Governors could also go on Staff Walks, or even lead them. Formal feedback forms to be loaded to WeLearn365.

2013-14/15: A governor did contact **SW**, and is hopefully now more enlightened than before.

### **Correspondence**

There was no correspondence of note since the last meeting.

### Actions

FGBM2013-14/16: **BW** to supply new dates for 2014 Governor Walks.

FGBM2013-14/17: **MT** to upload Governor Walk feedback forms to WeLearn365.

## 3. **Feedback on Terms of Reference**

- Full Governing Body Meeting. Terms of Reference.
- Finance & Personnel. Roles & Responsibilities and Terms of Reference. A slight change has been made adding transfer between different areas and change to management of budget.
- Premises. Terms of Reference. The committee decided that a quorum would mean three committee members plus the head teacher. With the LA expansion plans for MPS it was considered important that every committee meeting should have governors representing different parts of the governing body, not just staff governors.

All the Terms of Reference and F&P Roles and Responsibilities were approved by the FGBM.

### Action

FGBM2013-2014/18: **C** to upload current Terms of Reference and Roles and Responsibilities to WeLearn365.

## 4. **Committee Reports**

Premises Committee. The report of the meeting held on 19<sup>th</sup> November 2013 had been previously uploaded to WeLearn365. **EL** highlighted several areas:

- Governors were looking at data contained in the Accident Register to see if any lessons can be learnt from patterns or hotspots, **EC** will analyse the data which will be discussed in the New Year.
- **SN** will undertake the next site inspection, including the pavilion on the school field, taking the last inspection with him.
- After repeated attempts to create a communication path, including a one-to-one meeting between Peter Spears and **SR** who set out how MPS would like the consultation process to progress, a response from WCC had finally been received this afternoon (10/12/ 2013) with a meeting date for this Wednesday. Governors discussed a leaflet which had been distributed in the local area from a Local Authority Councillor indicating the expansion as a given and a showcase even before the consultation period had started. Parents and the local community are to have a chance to view and respond to the plans.

Finance and Personnel Committee. The report from the meeting on 6<sup>th</sup> December not yet on WeLearn365. **DW** reported on the meeting for FGBM:

- Terms of Reference and Roles and Responsibilities approved, see above.
- **BW** leading the North Leamington Consortium, as well as continuing to work with North Leamington Cluster.
- Jenny Hall (NQT) is being monitored by Karen Hague.
- School Fund. Money donated in previous years already spent so letters to be sent to parents. Following a comment in the feedback, Annette Hart to amend Parent Pay so parents can see when a donation has been paid. In the past, communication about the School Fund has been made at only one point in the year and could then be easily forgotten. Governors also discussed that it should be made clear that parents can pay more, or less, than the suggested amount.
- **BW** has been undertaking performance reviews using the new Performance Management Policy – three teachers moving through thresholds. **BW** provided a comprehensive report back, review done significantly and comprehensively and there will be further feedback about progress at next meeting.
- The Head Teacher's Performance Review which would normally be on agenda for autumn will now happen later, probably at next FGBM, as the external consultant necessary for the review was unexpectedly not continuing, so now scheduled for January.

- North Leamington Collaboration: TA's attending the next tranche of meetings, rather than teachers.

Performance and Standards Committee. (see below)

Governor Forum Meeting. Report from the meeting held on 30<sup>th</sup> November. **SR**: this was the first meeting of the year, it was good to hear different views from around the county, passionate people talking about things.

- The large part of the morning concentrated on Sats results, across the county and country. Take away message – important for governing body to track impact of Pupil Premium spending, particularly on teaching standards. The data shows the effect of quality teaching and how it impacts on pupils not doing so well. **SR** will upload powerpoint presentation when she receives it.
- Peter Spears who was presenting 'Provision of School Places in Warwickshire within the New Education Context' was absent from the meeting.
- Pat Tate spoke on Primary Inclusion. Following a pilot scheme a memorandum of understanding had been published and governors were asked to comment.
- Simon Edwards and Colin Talbot spoke on Computing in Schools including the need to plan and budget for software and hardware. A new National Curriculum programme for Computing at KS1 and KS2 is being introduced, Alastair Geddes (ICT Lead, MPS) has attended Heads meeting on the subject, including e.safety. **MW**: really exciting major changes about how ICT delivered and received in schools. MPS well-placed to move forward with new curriculum including more training across the curriculum. Most schools will experience a 25% reduction in Broadband costs, but will be charged for storage so schools are being encouraged to have a clear-out.
- Most of the existing Steering Group were re-elected with Simon Edwards replacing John Parmiter.

#### Action

FGBM2013-14/19: **SR** to upload Governor Forum powerpoint presentation when available.

#### 5. **Link Governors - Numeracy Report**

The Numeracy Report had been previously uploaded to Welearn365.

**DW**: met with Nicola Burnet (Numeracy Lead, MPS), highlighted the fact that a new curriculum was being introduced September 2014 which will require lots of work to implement. As a mathematician, she expressed her interest in the joy that Pure Maths can bring to some

children who may struggle with times-tables. She found difficulty in evaluating SIP priorities and targets against outcomes which seemed to be aimed at the end of year. **SW:** Reporting in the first term has its problems but Governors should be looking at how the SIP priorities, targets and challenges are being addressed, rather than waiting until the end of the year when no changes could be made and progress could not be monitored in action. If Governors challenge what activities are happening it will give teacher a chance to show off their achievements and should not be seen as a negative experience. **SW** undertook to look at how the Link meetings are timed and see if an improvement can be made.

**SW:** Following a discussion about inconsistent Link Governor Reports at the last Chair's Meeting, a Link Governor Report feedback template has been uploaded to WeLearn365 in the MPS Governors Documents folder. It is not necessary to fill in all sections but it brings out SIP points/timing. Teachers will also benefit from the more structured approach to the meetings the feedback form provides. Staff Governors were asked to circulate the feedback form to other Link teachers so that they can prepare for the meeting. **MT:** will review the Link Governors Terms of Reference and report back to the next FGBM.

**SW:** governors were reminded to sign the log book kept by the office when they come in to school. In 2013 governors had visited school for 34 committee meetings, 7 class reps, 4 school trips, 8 governor walks, 6 Link Governor meetings, 6 classroom helpers, 5 assemblies, 1 workshop and 33 other reasons including interviews, short listing, etc. This showed the huge range of Governors involvement in MPS.

#### Action

FGBM2013-14/20: **SW** to look at timing of Link Governor reports.

FGBM2013-14/21: **Staff Governors** to circulate feedback form amongst other Link Teachers.

FGBM2013-14/22: **MT** to review Governors Terms of Reference, and report back to next FGBM.

6. **Head Teachers' Report** *(including pupil exclusion information)*  
The Head Teachers' Report had been previously uploaded to WeLearn365. **BW:** apologised for the length of the report, the longest ever at 23 pages.
- Governors questioned the impact that the Leamington Consortium would have on the established North Leamington

Cluster. **BW**: explained that members of the North Leamington Cluster which includes Trinity and North Leamington senior schools wish to continue but without LA financial contribution, there was some legacy from the Community Cluster, but schools would have to commit more money. **BW** and Michelle Hutton (NLC Co-ordinator) were attempting to make both groups work. The Consortia model, whilst introduced by the LA, is a response to the LA all but disappearing, with local schools coming together but with a line back to the LA, who still have a statutory role. Leamington has two consortium (South Leamington and North Leamington), the Chairs of which sit with other Chairs and one or two LA representatives on the School Improvement Board, maybe 18 or 20 people in all. Although there has been some frustration expressed by the Heads about the lack of leadership, one advantage is that whereas previously there was limited head teacher and community involvement, member schools should be able to see what talent is available in the Consortium and use this across all schools. It makes all schools more outward facing. This model does not mix senior schools and primary schools but more primary schools are included. MPS has benefited from being part of a strong cluster, this is not always the case and therefore others schools may gain greater additional benefit than Milverton. Governors also questioned the Consortia Constitution which appeared as Appendix 3, finding it light on parental views and wondered whether Governors would be asked to look at the model and feedback.

- Governors discussed Blink, an evaluation/reporting vehicle where teachers visit other schools and give feedback. **DB & BW** had visited Cubbington School and **DB & Alastair Geddes** will visit Lillington next term. It also gives an opportunity to benchmark MPS against other local schools, an important benefit since the School Improvement Partner, who was able to give an external view, benching marking all the time, no longer exists. Blink visits will be reported to Governors.

**SW**: emphasised the challenge to governors to understand about collaboration in all its forms particularly in relation to the time spent and funding required as well as challenging what MPS gets out of it. The F&P committee had already had a long and detailed discussion. **BW**'s report shows tangible benefits. **MW**: coming into MPS to Blink more able children. Blink visits match schools with similar focus to give support to each other.

- PE & Sport Funding. Richard Siviter (Head Teacher, Telford Junior School) visited MPS having recently been through an Ofsted

inspection when how the PE and Sports Fund was being spent was questioned. MPS focussed on employing services of a Leamington Gym Coach to up-skill teachers including a joint 'Fit To Teach' inset morning with other Cluster schools.

- Governors pointed out that the training undertaken by the new caretaker Terry Heard was not included in the list of courses, although he had attended a number, as well as lead some.

## 7. **Performance & Standards Report**

*Including performance data and associated targets for coming year.* The report from the meeting held on 6<sup>th</sup> December had been previously uploaded to WeLearn365. **CR:** the P&S Committee and **SW & MT** (Chair and vice-Chair) looked at the performance data for summer 2014.

- A considerable amount of time was spent on EYFS attainment as this was entirely new to all and there were many questions about what figures mean. Inadequate guidance to success criteria and moderation had been given to teachers giving rise to a huge range in achievement of between 73% - 24% across the cluster and LA, figures which call into question how judgements are being made. In response, the Cluster has set up a meeting for all EYFS staff to look at the data, giving them an opportunity to ask questions and employing someone who can answer in order to get sense of where they are and where they are going. MPS positively meeting 'Expected' or 'Exceeding' Early Learning Goals with the exception of Writing, Numbers and Expressive Arts and Design.
- The committee challenged the Phonics test results. It was reviewed and the cohort of children had produced different results than previous cohorts. This was felt to be particular to this particular cohort and not a reflection of an underlying issue. The teacher was felt to be 'outstanding'. Children who had not done well were picked up and are re-sitting the test at the end of year 2.
- Key Stage 1: Reading, Writing & Mathematics all on rising trend but may well decrease over next few years because of cohort moving through the school but the results are still above LA levels. Level 3 results highest in Cluster. FFT Dashboard predictions for Key Stage 2 show a dip in 2015 so the meeting discussed the priorities for improvement the school has already agreed.
- Key Stage 2: results in line with expectation in most cases although it was felt that four children who should have gained

level 6 (equivalent to GCSE grade 'C') in reading did not. Governors agreed that reaching level 6 in Mathematics required less maturity than reaching level 6 in Reading. Moderation at MPS praised by trained teachers from Nuneaton. Questions arose about how much evidence was being presented and even whether enough evidence was available. Concern about spelling has resulted in a whole school initiative with **DB** leading an INSET session. The committee senses that the bar has been raised in whole school community.

- The meeting also looked at Pupil Premium children and their achievement via tracking forms and intervention records.

The committee looked at evidence and RAISE-online – no blue (indicating school performance significantly below national Value Added figure) this year. They also looked at the 'Narrowing The Gap' agenda, noting the impact of extra resources in a school such as Lillington where there are a large number of PP children.

**BW**: took Governors through highlights from the recently released RAISE-online data. **SW**: RAISE-online now uploaded to WeLearn365. Pages marked 'G' (good read/governor) particularly highlighted. Can be a dry read on its own but **BW** has given sensible introduction. Governors should delve in and become comfortable with the data. FFT Dashboard also uploaded to WeLearn365. This says slightly different things, looks at trends overtime, backwards and forwards, and can be read alongside RAISE-online but Ofsted inspectors do not look at it. The FFT shows actual vs estimated results over a three year period, where the estimation is based on KS1 scores, revealing relative Strengths and Weaknesses. Governors questioned whether the school felt confident in the projection which showed a high level of average points score for KS2 in 2017. There can always be some difference between teacher assessment and performance in a test situation – the data should act as prompts to governors to ask questions, know the story. Relative Weaknesses highlighted in the area of SEN both in School Action (within school) and School Action + (includes professionals from outside) over the three year period. The school is working very hard with families who are vulnerable and the data for 2013 shows an improvement. It was suggested that Governors watch the FFT video (on YouTube) but to bear in mind it is a bit of a sales pitch.

## 8. **Instrument of Government**

A consultation paper had been previously uploaded to WeLearn365. **SW**: the main reason behind the move was ensure a strong succession plan, to co-opt governors who in the opinion of the governing body have the skills required to complement the existing structure and bridge any specific skills gaps. In practice most LA and Community Governors have been co-opted in recent years but LA has, and may again, imposed political appointees. There was no legal imperative to change, but if change are made the new rules have to be followed. At the previous 'Chairs meeting' it was thought to be important to keep a strong parent (Parent Governors would still be elected by the school population) and staff voice, maintaining the same balance overall. The make-up of the FGBM would not be different initially but there would be flexibility around co-opting governors should need the need arise. **SW** proposed that the FGBM accept the proposal and this was agreed by a show of hands). Governors discussed the largely positive impact of past LA/Community governors from outside the school population. Whilst acknowledging the importance of external governors, those that tended to stay had previously been parents of MPS pupils. People without a vested interest tended to fade away.

### Action

FGBM2013-14/22: **C** to forward new Instrument of Government to LA for ratification, with implementation from 1<sup>st</sup> January 2014.

## 9. **Any Other Business**

**EC** and **SS** improving the Governor Newsletter, including pictures, would appreciate governor contributions. It was suggested that it could also be display on the board (outside the office) alongside the school newsletter.

**EC**: suggested that a list be kept of parents who previously stood for Parent Governor, noting their skills.

### **Items for exclusion**

There were no Items for Exclusion.

## 10. **Date of next FGBM**

The date of the next FGBM is Wednesday 12<sup>th</sup> February 2014 at 7.30pm

The meeting finished at 9.43pm

Signed: .....(Chair of Governors)

Date: .....

<b>FGBM2013-10-10</b>		
FGBM2013-14/1	<b>All</b> to return annual pecuniary interest form to <b>C</b> asap.	Open
FGBM2013-14/2	<b>C</b> to amend 130717 minutes and upload to WeLearn.	Closed
FGBM2013-14/3	<b>All</b> to update Governor Training spreadsheet before next FGBM.	Open
FGBM2013-14/4	<b>Governors</b> wishing to attend Collaborative Training to inform <b>C</b> .	Closed
FGBM2013-14/5	<b>C</b> to forward training information to new Staff Governors.	Closed
FGBM2013-14/6	<b>BW</b> to let teachers know which Link Governor to expect.	Closed
FGBM2013-14/7	<b>SW</b> to collate comments for FGBM Terms of Reference.	Closed
FGBM2013-14/8	<b>SW</b> to circulate suggestions for change to Instrument of Government, if required.	Close
FGBM2013-14/9	<b>PR</b> to compare present MPS Complaints Policy with new model and report back.	Open
FGBM2013-14/10	<b>BW</b> to circulate Milverton page of FFT Dashboard.	Close
FGBM2013-14/11	<b>SW, MT</b> and <b>PR</b> to look at FFT Dashboard and report back to next FGBM.	Close
FGBM2013-14/12	<b>SW</b> to upload Patch meeting report to WeLearn when available.	Open
FGBM2013-14/13	<b>Committee Chairs</b> to email <b>BW</b> with monitoring column data.	Close
FGBM2013-14/14	<b>ALL</b> , especially <b>new</b> , governors to let Clerk know which Governors Walk they wish to attend.	Close
FGBM2013-14/15	<b>ALL</b> 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.	Close

<b>FGBM2013-12-10</b>		
FGBM2013-14/16	<b>BW</b> to supply new dates for 2014 Governor Walks.	Open
FGBM2013-14/17	<b>MT</b> to upload Governor Walk feedback forms to WeLearn365.	Open
FGBM2013-14/18	<b>C</b> to upload current Terms of Reference and Roles and Responsibilities to WeLearn365.	Open
FGBM2013-14/19	<b>SR</b> to upload Governor Forum powerpoint presentation when available.	Open
FGBM2013-14/20	<b>SW</b> to look at timing of Link Governor reports.	Open
FGBM2013-14/21	<b>Staff Governors</b> to circulate feedback form amongst other Link Teachers.	Open
FGBM2013-14/22	<b>MT</b> to review Governors Terms of Reference, and report back to next FGBM.	Open
FGBM2013-14/23	<b>C</b> to forward new Instrument of Government to LA for ratification, with implementation from 1 <sup>st</sup> January 2014.	Open