

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on Thursday 12th February 2015

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
Jim Mills (JM)	Co-opted Governor
Clare McNicholas (CM)	Co-opted Governor
Maggie Wagstaff (MW)	Co-opted Governor
Rob van Schie (RvS)	Co-opted Governor
Danielle Belmega (DB)	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 **AP, NB, RG, SR and SN**.

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 9th December 2014 were approved.

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

FGBM2013-14/33: **SS** is in liaison with Helen Clemmey regarding dates for the School Council meetings.

FGBM2014-15/1 : Alastair Geddes has confirmed that the password for the Governor Space can be changed annually, or as often as required.

FGBM2014-15/11: **BW** and **MT** had not consulted on the WCC Schools Admissions process as only very small changes had been made. The waiting list is still cleared at end of each academic term but now parents have to contact the admissions service rather than other way around.

FGBM2014-15/12: North Leamington School has agreed to convert to Academy status but there has been no contact directly from them to MPS. Multi-academy trust. **BW** suggested a meeting within the Cluster with an independent advisor but only a few schools were interested and it proved difficult to find some-one to give an unbiased view. Currently MPS is strong within the Cluster and the Consortium but it will be interesting to watch how other schools in the area proceed.

FGBM2014-15/13: The **Clerk** will invite Emily Jackson to the next FGBM to talk about her experience of moving from A Good to An Outstanding Teacher.

FGBM2014-15/14: New guidance has been received from the WCC Safeguarding Manager regarding seeking permission from parents to photograph children and an updated form, drawing on the template from the Warwickshire Safeguarding Board which gives greater clarity, is being drafted.

FGBM2014-15/15: **EC** spoke to Emma Bish. The response to correspondence regarding trips is better now it is managed on Parent Pay. Group Call is used for one-off messages. Many items are still managed with paper replies. A new system for arranging appointments for Parents Evening via the website has been introduced. Very few parents do not have facilities to access this, although printing can be an issue. Only 10 copies of the Weekly Newsletter are now printed, rather than 100 previously. Only one person is not able to use Parent Pay.

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

- Patch meeting postponed until 26th February.
- Cluster Chairs meeting. This happens once a term with eight to

nine Chairs attending. **CR** attended this meeting and Michelle Hutton, Cluster Co-Ordinator, lead the meeting. The police spoke about travel safety plans with the emphasis on acceptable practices coming from the school to the parents via the pupils: the police do not want to have to responsibility of monitoring parent parking, etc. (**EC**: a meeting with other Primary Schools governors is being arranged just on this issue.) Initiatives in hand include Vulnerable Family Networks, Nurture groups, exclusions, letting policies and NLS going for Academy Status.

- Warwickshire Governor Newsletter which included an article on reconstitution.
- Document from County Forum.
- A letter regarding Safeguarding which has been forwarded to **CR**.
- Policy reminders: Code of Conduct/Staff Behaviour/Warwickshire Complaints Procedure.

Review of Governor Visits diary.

MT report on governor visits to the school in 2014. 205 Governor visits were made, and all made at least three visits. Two Governors made more than twenty visits each. It was particularly pleasing that the new governors made thirteen visits between them.

Instrument of Government.

MT: as a result of the article in the Warwickshire Governor Newsletter, realised that a detail had been overlooked. All Community Governors who became co-opted Governors were re-appointed on the date the Instrument of Government came into being. This means that **CR**, **RvS** and **SN** were reappointed as Governors from 1st January 2014. The Clerk was asked to update the contact and terms document and to check the end of term date for **SS**. This year, **EL**'s term finishes in May and **PG** & **AP** in the autumn term. All are Parent Governors so elections will be required.

Governor Space.

The Clerk gave a brief outline on how to access documents on the Governor Space and how they are organized into committee, training and other folders. The FGBM minutes are also published on the Milverton website. Parents have been made aware of this and that the minutes are available in the school office, although no-one has ever asked to look at them. On a scale of openness, MPS is pretty

good.

Action

FGBM2014-15/16: C to update contact and terms document, including end of term date for **SS**.

3. **Ofsted Inspection**

BW reported on the four areas where Ofsted viewed that MPS is not an outstanding school, the school's view and the school's action plan. These highlighted: 'not enough outstanding teaching to help pupils make outstanding progress', 'pupils not always directed to challenges best suited', 'numeracy skills not promoted sufficiently in different subjects' and 'presentation of pupils' work sometimes untidy'. **BW** reported that, despite the school's ability to show that much of the comments were unwarranted, the SLT has produced a response, some of which was already planned.

The school constantly strives to move teachers from good to outstanding although the recent high turnover in the teaching staff of years 5/6 has not helped. School Inset days are primarily about school improvement activities. The single incident of a more able child not been directed to more challenging work was observed during 'no limits' learning period which involves children making their own decisions about follow-on work, based on guidelines and rules. This is not yet used in every class but is growing from below after **DB** & Fung Pang attended a workshop which introduced the idea. Children learn how to make choices as part of their individual learning and it allows them to attempt work that may not have normally been assigned to their group or table. Prior to the Ofsted visit, it had been timetabled for **DB** to lead a staff meeting focusing on the 'no limits' approach to learning in January 2015, which has now taken place and will be revisited in the summer term once other staff have started to use it. So that Governors could get a greater understanding of the way the 'no limits' learning approach works, it was agreed that **DB** would present a report to the next P&S committee meeting.

The MPS SLT were aware that, although in some areas cross-curricular numeracy was very good, there were some areas where this was not consistent and this was on the action plan prior to the Ofsted visit.

Governors discussed how different discussions and outcomes could have resulted with different inspectors: no sentence mentioned

independent learning. Governors questioned how to respond to and mediate a flawed Ofsted approach and asked whether **BW** wished to appeal but agreed with his position of recognising the report and its limitations but not letting it derail the good work that goes on at MPS. Governors also discussed how to report to parents. **BW** will present the same report to Parents Forum and then upload the slides to the MPS website. Generally, parents on playground know the school and its strengths.

Governors also discussed how to mitigate the experience for the staff, who were understandably down-hearted about the report and agreed that it was the role of the Governors to show their appreciation of the staff and to congratulate them their excellent practice. **BW** recognises the confidence and support of parents and the community.

Governors agreed they have confidence that plans are in place and endorsed the school's views and actions.

Actions

FGBM2014-15/17: DB to present report on 'no limits' learning at next P&S Committee meeting.

FGBM2014-15/18: BW to present Ofsted actions report to Parents Forum.

FGBM2014-15/19: BW to upload Ofsted actions slides to the MPS website.

4. **New Governor Pack**

It was agreed that the annual review of the New Governor Pack would be undertaken by **CS, PG, CMcN** and **C**.

Action

FGBM2014-15/20: C to arrange New Governor Pack review meeting.

5. **Governor Training**

MW: the training spreadsheet, which was introduced a few years ago to track training and its relevance to the four areas of an Ofsted inspection, proved that MPS Governors attended a fair amount of training and covered the areas well. Whilst, in that sense, it gave direction it also proved difficult for some governors to manage so it was agreed that it would be held as a historical document but from

now on governors would hold a personal list of training they have undertaken and share it (preferably electronically) with the Training Governor, at least annually. The importance of keeping track of personal and collective training was stressed and it was agreed that the Training Governor would collate the information each September.

It was further agreed to continue with the Cluster training sessions as these added value in networking with other governors. Those governors who attended the last Cluster training on Parental Engagement reported that it had been a very good session. **MW** particularly appreciated the ability to access the trainer beforehand as it meant that when governors were giving up time to attend the session was tailored to their requirements, and meeting up with training governors from other schools. **BW** has received a quote from Governor Services of £600+ for 2015-16 Cluster training. He is awaiting clarification on the number of sessions.

Several governors have recently signed-up for GEL (Governor e-Learning) and it was suggested that if a governor does a module, they should then give a review or recommendation. There is a folder in the Governor Training section of the Governor Space which has contact details (<http://www.elc-gel.org/home/>) and templates. It was agreed that governors should undertake at least one training session per term. The WES training schedule is due out shortly.

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

Premises

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

- e.Safety policy: an ever-changing field so the committee reviews the policy annually. Alastair Geddes has re-written the policy, which the committee agreed.
- Policy for Supporting Pupils with a Medical Problem: the committee agreed the policy and discussed the implications of having children in school with medical needs.
- Taking Care project: **BW** reported on the second year of the project and discussions he had had with the children to understand what they got out of it.
- Collaboration Council: this has been slow to get going this year but this is due to external reasons, rather than because MPS is not keen.

- Eco-Rangers: **RvS** reported on active and confident children, well lead by Karen Hague.
- Grounds Development: waiting on specification report from WCC. The committee had agreed that paying for this professional report will give the Working Group guidance for asking for tenders. The Working Group will comprise **EL, SN**, Sarah Simon (PTA chair) and a teacher with the hope that fairly significant works will take place in the summer holidays.
- Site Inspection: **EC** undertook the Site Inspection. Plaster from the front of the building had crumbled and was cordoned off. On the positive side, the doors in the Junior School corridors were being replaced by WCC during half-term.
- School Cleaning: the school had decided to invest in a power cleaner for the Junior School corridor and the dining hall, although a decision had not yet been made on which one.
- Walk to School Week: **EC** is working on activities for the national Walk to School week.

Performance and Standards

Minutes previously uploaded to the Governor space. **CR** reported on a focused meeting which dealt with:

- Behaviour Policy: this is a good example of how MPS is outstanding. It shows the school being purposeful in dealing with behaviour. It sums up MPS and the expectations that go with that.
- Performance Data: the report focused on work with children who have not done as well as might have been expected, from Reception to Yr 6, and informs the interventions to help them catch-up. It was impressive to see intervention so early and although not all are successful they are all always reviewed.
- SEND: **BW** updated the committee on the implementation of the new Code of Practice. This is an area where MPS is ahead of the game.
- Physical Intervention Policy: This was reviewed by the committee without changes. **BW** & two TAs have undertaken Team Teaching training and the rest of the staff will be trained in November.

Finance & Personnel

Minutes previously uploaded to the Governor Space. **JM** gave the report in **SR**'s absence:

- The next WES meeting is on 26th February, in time for reporting at

the next F&P committee meeting.

- The Flexible Working Working Group will meet in the week after half term to discuss how to manage the process and start to get things in place. The FGB will to be updated every meeting. Parents are beginning to ask how this will be managed and governors should re-assure parents that a process is in place.
- Performance Management Review: **CR & MT**, with an external consultant, carried out **BW**'s Performance Management Review. It was another successful year for which he produced a dossier of evidence and agreed challenging targets for coming year. These will be reported in the Headteacher's report at the next FGBM.

7. **Link Governor Reports**

Class Link report on a visit to Jenny Hall's class was previously uploaded to the Governor Space.

PG: impressed by the commitment of the teacher and the way the children were able to self-assess (and assess their friends) and the use of 're-think in pink'. The children were engaged at carpet time, were aware of success criteria and responded to the teacher's gentle re-directing. The children were also confident to approach the teacher and were vocal and enthusiastic.

PG questioned whether parents are aware of the new methodology in mathematics, particularly the 'Bus Stop' method of long division the children had been learning and how such information was passed on.

DB: teachers notify parents of websites for more practice, there are plans to make short videos for the Milverton website and **NB** has planned Infant and Key Stage 2 parents Workshops in the next half-term. Parent Evenings are also used for teachers to give out resources.

Governors also felt that the feedback part of the homework, where parents could indicate the need for further information, also worked well.

SEND Blink report previously uploaded to the Governor Space.

MW: attended SEND Blink with Laura Nicol, particularly looking at differentiation, the planning and feedback. The report is a bullet list of strengths. **BW**: Laura Nicol has hit the floor running.

8. **Self-Evaluation Form**

BW: the SEF is on the agenda for the SLT next half-term and he will report back to the FGBM after that.

9. **AOB**

Items for exclusion

There were no items for exclusion from this meeting.

10. **Date of next FGBM** – Wednesday 25th March 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.	Closed
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	Closed
FGBM2014-15/12	BW/MT to arrange Academy Conversion meeting with advisor.	Closed
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.	Closed

FGBM2014-15/15	EC to consult Emma Bish on electronic correspondence.	Closed
FGBM2015-02-12		
FGBM2014-15/16	C to update contact and terms document.	Open
FGBM2014-15/17	DB to present report on 'no limits' learning at next P&S Committee meeting.	Open
FGBM2014-15/18	BW to present Ofsted actions report to Parent's Forum.	Open
FGBM2014-15/19	BW to upload Ofsted actions slides to the MPS website.	Open