

Minutes of the meeting of the  
Full Governing Body of Milverton Primary School  
Held on Wednesday 16<sup>th</sup> July 2014

Present:

Sarah Wadsworth ( <b>SW</b> )	Parent Governor (Chair)
Marianne Talbot ( <b>MT</b> )	LA Governor (Vice chair)
Emma Caplin ( <b>EC</b> )	Parent Governor
Emily Lim ( <b>EL</b> )	Parent Governor
Preeti Gupta ( <b>PG</b> )	Parent Governor
Cheryl Scott ( <b>CS</b> )	Parent Governor
Sophie Staniszewska ( <b>SS</b> )	Parent Governor
Denise Winser ( <b>DW</b> )	Co-opted Governor
Pamela Rodgers ( <b>PR</b> )	Co-opted Governor
Susan Robson ( <b>SR</b> )	Co-opted Governor
Maggie Wagstaff ( <b>MW</b> )	Co-opted Governor
Simon Nall ( <b>SN</b> )	Co-opted Governor
Rob van Schie ( <b>RvS</b> )	Co-opted Governor
Catherine Robbins ( <b>CR</b> )	Co-opted Governor
Nicole Burnet ( <b>NB</b> )	Staff Governor
Danielle Belmaga ( <b>DB</b> )	Co-opted Staff Governor
Rachel Green ( <b>RG</b> )	Co-opted Staff Governor
Ben Wilde ( <b>BW</b> )	Head Teacher

In attendance:

Joanna Bloomfield ( <b>C</b> )	Clerk
Emma Bish	Milverton Primary School Bursar

1. **Welcome and apologies**  
**SW** welcomed those present including Cheryl Scott, newly elected Parent Governor and Emma Bish, MPS Secretary and Bursar. Apologies were received from **AP**.
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 6<sup>th</sup> June 2014 were approved.

## **AOB**

**BW & DW** notified items of AOB.

## **Action Log**

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

FGBM2013-14/33: **SS** to attend School Council meeting in new school year.

FGBM2013-2014/37: the process of governors writing reports for Governors Newsletter has started, but more governors should/could write reports over the summer.

All other actions were closed.

## **Correspondence**

**SW** reported that very little correspondence had been received. Policy amendments from WCC have been distributed to the relevant committees for scrutiny/adoption.

## **Governor Attendance**

All committee meetings in the year 2013-2014 had been well attended, although not all governors could attend all meetings.

### 3. **MPS Lead – EYS**

**Nicola Burnet**: Member of the MPS Senior Leadership Team with responsibility for Maths, RE, Modern Foreign Languages & Music, and the Learning Detectives. This year the team has been involved in long term overviews of each subject with action plans for going forward in line with the New Curriculum, which have been monitored and evaluated on a termly basis. This has been shared with all MPS staff and throughout the Cluster. RE & Maths were mostly already in place but others are new. The teaching of Maths is now organized as an individual class map rather than as a Key Stage. MFL will become compulsory for all primary schools in September 2014. During the year the Reception children have been monitored in their independent learning and free play with teaching staff steering them to stretch themselves, and this has informed future plans. Governors asked about the confidence levels of teachers within MPS to teach MFLs, which is mixed but with the help of resources and planning, and any parent, or other, with languages within the school community, this will improve. The PTA has committed £750 to the Resources and Curriculum Budget for the purchasing of enhanced resources which for Maths included metre sticks, counters, fruits, cube, etc as well as problem solving games, a huge range of cards, Hit the Button and stop watches. Governors queried whether the maths software, particularly Purple Mash, will be available to the new school website through Edmodo, as it is currently accessed through Welearn365, and they are keen to continue with it. MPS can continue to pay WCC for access or it can be arranged through a number of other

routes. Governors questioned how the impact of the planning would be evaluated: in the Autumn term there will be a whole school overview, comparing outcomes with last year. Governors agreed that where it was possible to buy in resources at reasonable cost, this was a good use of MPS/PTA money in the time that was saved by teachers who would otherwise be making the items.

4. **Review of Year – SIP and SEF**

**BW:** started by showing the 2014 SATs data which, for the first time, was available to the last FGBM of the year. Governors were given the chance to interrogate the data which generally showed a good outcome for MPS but highlighted the challenge of three levels progress where achievement at the end of Key Stage 1 is strong. The main session was the review of the 'Other Areas of Improvement' section of the School Improvement Plan which covered the New Curriculum, Parental Engagement, Behaviours and Attitudes Around the School, School Links, School Environment, Professional Learning Community, P.E. & Sports and Pupil Voice and for governors to understand what MPS had put in place to achieve improvements, where the evidence was for outcomes and how this can inform future planning. In groups, governors looked at the SIP and thought of evidence that showed that the actions decided at the beginning of the year had been implemented. Governors were able to point to many activities that had taken place, including those that governors had been involved in and how they had been reported back to the FGBM.



These were then compared with the results which the Senior Leadership Team had come up with, and mostly the two agreed. Parental Engagement, Pupil Voice and Behaviour and Attitudes Around the School, although making good progress, had not yet achieved their Impact Criteria. Governors discussed why this may be and questioned the impact of some of the activities including, in terms of Parental Engagement, low attendance at parent workshop meetings (power points of all the workshops are available to those parents who could not attend) and the patchy impact of the Class Reps but also highlighted where they thought the engagement had worked well and not been mentioned by the SLT as in the recent election of a parent governor. The Taking Care Project, which was initiated this year as part of Behaviour and Attitudes around the School, will be followed up with the children next year.



In terms of the School Environment, it was agreed that the consultation around the LA proposed expansion of MPS reflected well on the school and now that that was over, the play ground development which started in summer 2013 with a trial play ground change-over could start in earnest. Governors also highlighted the work of the Eco-rangers and the improved use of the allotment. Governors appreciated the effectiveness of the Cluster, especially for the exchange of expertise and the presentations that MPS Lead teachers have given to the FGMB on the work towards implementing the New Curriculum. One of the issues

questioned by Ofsted in recent inspections was how the extra funding for sports had been spent and whether it could be shown as value for money. The model developed to deliver new and improved ideas for P.E. & Sport teaching throughout MPS and the Cluster has proved a good template for further development of other subjects and a Computing Cluster INSET day along these lines is being planned for next year.



In terms of Pupil Voice, a governor said that the time she spent with the Learning Detectives was one of the most exciting hours of her life.

**SW:** thanked **BW** for the high quality leadership within MPS which was evident in the amount of impact criteria that had been achieved.

## 5. Headteacher's Report

The report was previously uploaded to Welearn365. **SW:** as ever, the Headteacher's Report is very comprehensive. Governors asked about the two incidences, which included an exclusion for the first time in five years, and whether anything could be learnt. **BW** outlined the cases and assured governors that the correct processes had been followed, the teacher and the TA in the class have been doing a fantastic job including the individual and making sure other children are not affected. **BW** looking at TA deployment for next year and improving Team Teach training in the Autumn term. This was a very rare occurrence. Since writing the report an e-safety issue had occurred arising from film

footage taken at Marle Hall and put out on YouTube. This has been successfully resolved and staff will rethink what digital items can be allowed at Marle Hall.

## 6. **LINK feedback**

### **ICT report**

**RvS:** Report previously uploaded to Welearn365. Computing is completely integrated throughout the curriculum, a major achievement. Computing is in the good hands of competent and enthusiastic Alastair Geddes who, together with Chris Homer (IT Support), is hoping to have the new Milverton site based on Edmodo set up by September. There has been lots of progress in the last two years, and computing is a positive learning experience. Governors asked about the cost of acquiring 30 new laptops, which is £20,000. The money is in place, the PTA having donated £12,000 and £8,000 is from capital expenditure. **SW:** explained that in these constrained capital funding times there has been a change in what is asked from the PTA, it is no longer merely 'nice to have' items. There has been positive feedback from the PTA as the investment will have an impact on every single child in the school now. The school is also looking at raising £6,000 for core resources through local business sponsorship. Governors suggested a 'sign in/sign out' system for the ipads to ensure they are always available when required.

### **SEN report**

**MW:** Report previously uploaded to Welearn365. On the whole, MPS already incorporating much of the new Code of Practice, working on the principal of what is good for one is good for all. Communications with the nine families receiving support from the SEN TA have improved significantly. There are currently forty-three children on the register but with the new system some will be re-categorized, but there is always a fluctuation in numbers. The new Code of Practice concentrates on children who are not progressing and behaviour in school will no longer be part of the SEN remit but come under Social, Mental and Emotional Health.

### **Safeguarding Committee Report**

See P&S committee report below

## 7. **Committee Reports**

**Performance & Standards.** Report previously uploaded to Welearn365.

**CR:** the response to RSE seems light years away from a few years ago, although noticeable that girls dealing with it in a more mature way than boys. Annual Safe Guarding report: designated Safe Guarding training is in place, including for governors. Outreach work undertaken by **RG** this year means families are more willing to work with MPS and

encourage other families to do the same. The Single Central Register is an increasingly important legal document in schools: **CR** to make it a priority to view. **CR** will update the MPS Safe Guarding policy to reflect new government guidance. It is a requirement for everybody working in schools to read the eight page summary, either in hard copy or on-line, which emphasizes the personal responsibility of every individual for the Safe Guarding of children.

Premises. Report previously uploaded to Welearn365. **EL: BW** & Terry Heard (Site Manager) looking at MPS/ CCTV compliance. The committee is working through an Impact Assessment form which came out of **RvS**'s very thorough site inspection. Terry Heard has been welcomed into the MPS community and attended the Premises meeting, which was appreciated by the committee.

Finance & Personnel. Report previously uploaded to Welearn 365. **DW**: model policies coming from LA are difficult to keep on top of if continuously having to cross reference new items with an MPS specific policy so the committee agreed to adopt the model policies with the addition of an appendix to make them MPS specific.

## 8. AOB

**BW**: A position for a new co-opted governor has arisen. He gave as examples the names of three parents, two of whom had previously put their names forward for Parent Governor elections and one from the 2014 intake and suggested that the governors give consideration to other prospective governors who may be approached. Details of those who wish to be considered should be passed on the **C** or **MT**, with a decision being taken at the first FGBM in the autumn. **SW** is standing down this evening and, as no other governor has volunteered, **MT** has agreed to step up to Chair. This proposal was nominated by **DW**, seconded by **SS** and agreed by the FGBM.

The two governors leaving the FGB at this meeting were presented with gifts and flowers. **DW** asked leave to give a valedictory. Her first point was that the teaching and learning at MPS is absolutely brilliant but she saw areas for improvement in governors meetings where there is too much use of jargon and initials - it took three meetings for her to understand much of what was being said. She asked governors to talk as if they are talking to parents in the playground and new governors should say if they don't understand - ideally chairs should remind governors of this at the beginning of each meeting. In terms of MPS premises, disability access for the children is really good but for adults at different times of the day it is quite hard and this should be taken into account in the development of the grounds. In the last six years she has

had a marvellous time, the staff and quality of governors are excellent and it been such fun. **SW**: also said farewell, thanking governors for all their hard work and happy to be leaving MPS with this year's magnificent SATs results. **MT** informed the meeting that this was the 250<sup>th</sup> MPS governor meeting that **SW** had attended.

Action

FGBM2013-14/38: **ALL** governors to consider nominations to FGB.

**Items for exclusion**

There were no items for exclusion.

**Date of next meeting**

The date of the next FGBM is Tuesday 7<sup>th</sup> October 2014 at 7.30pm

The meeting finished at 9.40pm

Signed: .....

Date: .....

<b><u>FGBM2014-03-27</u></b>		
FGBM2013-14/31	<b>DW</b> to revise New Governor Pack.	Closed
FGBM2013-14/32	<b>MT</b> to revise glossary to New Governor Pack.	Closed
FGBM2013-14/33	<b>SS</b> to attend next School Council meeting.	Open
FGBM2013-14/34	<b>MT</b> to report on New Ofsted Inspection training session.	Closed
<b><u>FGBM2014-06-03</u></b>		
FGBM2013-14/35	<b>C</b> to amend 140327 minutes for publication.	Closed
FGBM2013-14/36	<b>SW</b> to respond to Funding Scheme Consultation.	Closed
FGBM2013-14/37	<b>ALL</b> Governors to consider writing a report for Governors Newsletter.	Open
<b><u>FGBM2014-07-16</u></b>		
FGBM2013-14/38	<b>ALL</b> governors to consider nominations for co-option to FGB	Open