

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on Wednesday 25th March 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
Anthony Potter (AP)	Parent Governor
Susan Robson (SR)	Co-opted 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
Rachel Green (RG)	Co-opted Staff Governor
Nicola Shilton (NS)	Elected Staff Governor
Ben Wilde (BW)	Head Teacher

In attendance:

Joanna Bloomfield (**C**) Clerk

1. **Welcome and apologies.**

MT welcomed those present including Emily Jackson (**EJ**), a year 5/6 MPS teacher. Apologies were received from Simon Nall (**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 Thursday 12th February 2015 were approved.

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

FGBM2013-14/33: **SS** has attended a School Council meeting and will circulate a report.

All other actions were closed.

Correspondence.

MT had received the following electronic correspondence:

- Patch – notification of re-organization
- County Forum – notice of postponement
- Schools Finance Newsletter
- Human Resources Business Partners – advice about e.cigarettes to pick up at next FGBM via Premises Committee report
- Code of Practice for TU Representation
- New WES Training Programme
- Invitation for nominations to School Forum
- Letter from parents in Keys Stage I regarding support for their child and class, which had been previously resolved.

Action

FGBM2014-15/20: Premises Committee to add e.cigarette advice to No Smoking policy.

3. **Moving from ‘Good’ to ‘Outstanding’ teaching – Emily Jackson.**

Emily Jackson, year 5/6 teacher, reported on a course she is attending with other Cluster teachers on moving from ‘good’ to ‘outstanding’ teaching, run by Roy Blatchford, Director of the National Education Trust. Cluster heads and deputy heads had previously attended two challenging sessions with him. He is a strong advocate for correct standard English being spoken at all times, children's work being celebrated with excellent work displayed as inspiration and no learning opportunity being wasted.

The course has covered a number of questions: What makes an

outstanding teacher, what is an outstanding classroom and what makes outstanding classroom support. As well as discussing these questions as a group, the teachers have had the opportunity to observe other schools in the area, as well as National Education Trust advocacy schools in Birmingham and London, both of which Roy Blatchford has worked with.

In Leamington, **EJ** observed at St. Peter's and St. Paul's and the group reformed the same afternoon for feedback. Michelle Hutton then put all the feedback into newsletter form. The teachers who came to MPS loved the journals.

Grove School in Birmingham and St. Joseph's in Covent Garden both have amazingly high expectations of their pupils, regardless of where they start. What was particularly impressive about both schools was the use of the outdoors and how much teaching time was spent in the various outside areas including, in Birmingham in the forest school and in London in public places. As a result of these visits, Emily and **DB** took much of the maths learning out to the playground for week and aim to take more MPS learning outside.

TAs are also benefiting from the course, re-enforcing the effectiveness of their support role in the classroom.

Governors asked **EJ** about her experience of the course and the other schools including whether she had identified something different from what is already in place at MPS or did it confirm the key areas of teaching within MPS and whether the expectation of every child working to their full potential on every day was rather too idealistic. **EJ**: there are so many areas but Master Teacher standard was seen at MPS and at Grove, although neither school is Ofsted 'outstanding'. Every day is different – children come in in different moods but an outstanding teacher can interact with the changing mode, respond positively and move the lesson on. **BW** agreed that the ability to adapt is a part of what makes an outstanding teacher.

Governors questioned the notion of just displaying excellent work. **EJ** explained that work that is excellent for a particular child should be display, not just the best in class, to encourage them to keep on.

Governors also asked whether attending the course had made her feel that outstanding is in the grasp of all teachers, and whether it would have an impact on MPS as a whole. Since starting the course, **EJ** thought on the question a lot and felt that, although a teacher can learn to be very, very good, outstanding is something a person just is. She would be sharing everything with other teachers at MPS, and the work that Michelle Hutton is doing in collating feedback means that there will be something at the end that can be looked back to.

EJ concluded that she was finding the course extremely helpful and had found methods and experiences at all the other schools to bring make to MPS.

Report now on the Governor Space (FGBM folder).

4. **School Budget review.**

Slides previously uploaded to the Governor Space.

SR reported on the three year budget position. She explained that the budget never ends up where the three year prediction indicates because other forces come into play meanwhile. Although an additional £43,000 came from the fairer funding agreement, teachers NI contribution has increase three-fold.

Governors questioned why the other income was reducing after year one: this is due to the ending of payment from the North Leamington Cluster for **BW**'s time, a reduction in income from Puddleducks and SEND funding and the end of the Schools Sports Premium.

They also questioned the occupancy cost, which is £10,000 more for 2015-2016 than for later years. **BW** explained that for 2015-2016 only the F&P Committee has agreed to £10,000 for maintenance work. The other £30,000+ from the fairer funding agreement has mainly been taken up by CPD and intervention expenses. **BW** also explained that in the year that he works part-time, the school will be £4-5,000 better off.

Governors asked who oversaw the MPS budget and finances, apart from the Finance & Personnel Committee. **BW** explained that it is the responsibility of the WES Finance Service to oversee LA schools and a Local Finance Officer – in this case Clare Morris – meets with the school bursar and the F&P committee to go through the budget. Emma Bish

also has a direct line with the LFO if she requires information or guidance.

The Governors unanimously AGREED the proposed budget.

5. **Committee Reports** including outcomes and impact on SIP priorities
Finance & Personnel Committee

Minutes previously uploaded to the Governor Space.

SR reported on headlines of the meeting:

- SIPOA01 – Parental Engagement: the office piloted an on-line booking service for the recent Learning Review Meetings and Alastair Geddes will provide feedback from this in the school newsletter.
SIPOA02 – Workshops for Parent and Parent Volunteers: **NS** is holding a maths workshop for parents tomorrow.
- SIPOA12 – School Links: One World being driven by Karen Hague & Jenny Hall and this year is being covered cross-curriculum over a number of weeks, linked to the Eco Rangers.
- The Flexible Working Working Group has met. Two members of the SLT have expressed an interest in TLR3 position and interviews will take place in early April. Details of this and the Recruitment Working Party appeared in the MPS newsletter on the 6th March.
- F&P recommend the adoption of the Teacher Pay Policy.
- No great change in teaching staff for 2015-16, although there is a small increase in hours for office staff. **BW**: £10,000 is included for additional TA hours claimed over contracted hours. This is an increase on the £5,000 budgeted last year.

Premises Committee

Minutes previously uploaded to the Governor Space.

EL reported:

- The Lettings & Charges Policy had been reviewed.
- Fire Inspection Report – this happened every three years and was a great opportunity to have an expert inspection of the fire safety procedures of the school, and expert advice on improvements.
- Decorating of the school will hopefully begin in the next half-term
- SIPOA07 - Eco-Rangers: unstoppable this year, helping to embed the ethos throughout the school community.
- SIPOA13 - Grounds Redevelopment: this has been most frustrating. **BW** met with Chris Quinn, LA Building Surveyor, yesterday. He is

providing specifications on each part of the scheme which can be used when seeking tenders. MPS can buy the specification for £200 and arrange the tender process and project or the LA, for a % fee, will arrange for tenders from their preferred contractors and oversee the project. Chris Quinn has said that he would work with the school to support with funds from LA funds, if possible. The Grounds Redevelopment Working Group is still looking for teacher to join.

It will be good to re-engage with school community again when the specification report is received.

Performance & Standards Committee

Minutes previously uploaded to the Governor Space.

CR reported:

- An interesting meeting at which DB reported on 'No Limits Learning', which is an exciting method to develop children's responsibility and the development so far on the new assessment framework.
- Physical Intervention – several teachers have received training and the rest will be trained in July and November. The need for physical intervention does not happen often, but there is a current need in school, hence the training.
- The Collective Worship and SEND policies are being updated and will be signed-off at the next meeting.
- It was agreed to review the Curriculum policy in one year due to changes being made.

6. **Link Governor Reports**

- Patch feedback

Report previously uploaded to the Governor Space.

CS: reported that at a Patch meeting, Governors from local the area discuss current governing matters. The meeting held on 26th February covered 'Closing the Gap', 'Warwickshire Music Hub' – formerly County Music Service, Governing Body Reconstitution, desk top Health Check for Governing Bodies and the Ofsted focus on 'British Values'.

- Eco Rangers

RvS: reported on the excellent work of the Eco Rangers. Last week they held an Environmental Day with information during assembly and Junior School children taking part in workshops including the

up-cycling of Ribena cartons into wallets. The children wrote a press-release for the newspapers and sent it, with photographs, to the Courier who published it. The whole school was involved in the collection of textiles and small electrical items for re-cycling.

Governors related their own experiences of how the message is getting through, with little children asking whether the cups used at the school disco were recyclable.

Report now on the Governor Space.

7. Individual Training Reports

MW: The WES training subscription runs March to March and the new training programme has been circulated and uploaded to the Training Folder on the Governor Space. The GEL subscription is £30 on top and MPS subscribes to this too. It was agreed that all Governors should do one GEL module, of their own choice, a term and if anyone wishes for guidance, then ask. Instructions to enrol with GEL are in the Training Folder. If a Governor has not used GEL for a while, a new password may be required. It was also agreed that all Governors will feedback on their individual training record at the July FGBM.

MW: currently looking at priorities amongst the cluster for joint training sessions. Cluster priorities are: Assessment Data, Quality of Teaching and Effective Classroom Visits, which should include assessment and MPS priorities are Headteacher Recruitment, Assessment and Academies.

BW: Head teachers were invited to an event about academies but only community schools attended. MPS must prioritise finding a new head teacher but also needs to be involved if local schools are discussing moving to academy status. A multi-academy trust, growing in north of the county, is moving south approaching like minded head teachers.

Governors suggested that WES should supply assessment criteria for Governors.

MW: all Governors are encouraged to go on any course – all are covered by the MPS subscription. WES offer a free 'desk top' audit of Governor training which would highlight any weak areas.

Actions

FGBM2014-15/21: ALL governors to do one GEL module a term.

FGBM2014-15/22: ALL governors to report individual training at July FGBM.

8. **Headteacher's Report**

Report previously uploaded to the Governor Space.

BW went through the highlights of the Spring Term Report to Governors, including Cluster and Consortia projects. Since the report was written, the 2015 offer for places has resulted in a waiting list of twenty-five with three families where siblings have not been offered places.

Governors questioned how the Headteachers Performance Management review process was managed: an external consultant (these days independent of the LA) sat in on the review, offering advice when required.

9. **AOB**

CS, CmN and **GP** met to review MPS Governor Handbook. A number of updates had been identified, and once these had been changed, it will be uploaded to the Governor Space. **BW** was asked to provide a link to the MPS page of the Fischer Family Dashboard.

CR & MT are meeting Friday to discuss the process of recruiting a new headteacher.

Items for exclusion

There were no items for exclusion.

Action

2014-15/23: BW to send link for Fischer Family Dashboard to Clerk.

10. **Date of next FGBM**

The date of the next FGBM is Thursday 21st May at 7.00pm

<u>FGBM2015-03-12</u>		
FGBM2014-15/20	Premises Committee to add e.cigarette advice to No Smoking policy.	Open
FGBM2014-15/21	ALL governors to do one GEL module a term.	Open
FGBM2014-15/22	ALL governors to report individual training at July FGBM.	Open
FGBM2014-15/23	BW to send link for Fischer Family Dashboard to Clerk.	Open