

Minutes of the meeting of the
Full Governing Body of Milverton Primary School
Held on Wednesday 27th March 2014

Present:

Sarah Wadsworth (SW)	Parent Governor (Chair)
Marianne Talbot (MT)	LA Governor (Vice chair)
Sophie Staniszewska (SS)	Parent Governor
Emma Caplin (EC)	Parent Governor
Preeti Gupta (PG)	Parent Governor
Emily Lim (EL)	Parent Governor
Anthony Potter (AP)	Parent Governor
Sophie Staniszewska (SS)	Parent Governor
Pamela Rodgers (PR)	Co-opted Governor
Maggie Wagstaff (MW)	Co-opted Governor
Denise Winser (DW)	Co-opted Governor
Simon Nall (SN)	Co-opted Governor
Rob van Schie (RvS)	Co-opted Governor
Nicole Burnet (NB)	Staff Governor
Danielle Belmega (DB)	Co-opted Staff Governor
Rachel Green (RG)	Co-opted Staff Governor
Ben Wilde (BW)	Head Teacher

In attendance:

Joanna Bloomfield (C)	Clerk
Alastair Geddes	MPS SLT Curriculum Leader

1. **Welcome and apologies**

SW welcomed those present including Alastair Geddes. Apologies were received from **PG**, **CR** and **SR**.

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 Wednesday 12th February 2014 were approved.

AOB

DW and **SW** notified items of AOB.

Action log

SW went through the action log with the following observations:

FGBM2013-14/25: **New Governor Pack**

DW and **PG** reviewed the New Governor Pack and identified a small number of items for revision. **DW** will now implement the revisions. **MT** volunteered to amend the glossary.

Correspondence

SW: There was no correspondence to report except an acknowledgement of the Governors response to the proposed extension plans.

Actions

FGBM2013-14/31: **DW** to revise New Governor Pack.

FGBM2013-14/32: **MT** to revise glossary to New Governor Pack.

3. **School Council**

A comprehensive report was submitted by Helen Clemmey and previously uploaded to WeLearn365. Governors were impressed to see the children following an agenda and asked how the Councillors were chosen. **DB** explained that they were elected by the school pupils in the autumn term. Governors also enquired whether it was possible for a Governor to attend one of the fortnightly meetings which are held on Friday lunchtimes at 12.30. It was agreed that **SS** would attend the next meeting. Governors also asked if Council could discuss the MPS Travel Plan. Governors questioned whether the Council was a good representation of the student voice and they were assured that it was as all big decision making goes back to the classes for a vote. Children came to the Council meetings prepared with bullet points and notes.

Action

FGBM2013-14/33: **SS** to attend next School Council meeting.

4. **MPS SLT Alastair Geddes**

AG talked Governors through his current role (responsibility for Geography, PE, DT & Computing) and future projects. Computing is the new name for ICT.

- SMART(specific/measured/achievable/realistic/time) Action plans have been created for each speciality and he is encouraging the standardization of evidence. A Geography Planning trawl – looking at how geography is being taught

across the school - flagged up a few gaps but nothing of significance and helped create a model for future planning.

- MPS ICT provision is currently from WES but **AG** working on a project looking at a new set-up.
- A new E-Safety policy has been written.
- Trialling Edmodo
- Planning for long term – place of Geography/PE/DT/Computing in the new curriculum.

Governors asked questions particularly about the learning platform and its possible replacement. Welearn365 is clunky and unreliable, it does not appeal to children: it is mainly used by Governors. **AG** has been trialling Edmodo (a free platform funded by Educational Publishers Pearson) and is hoping to expand its use across the school. There has been lots of enthusiasm in the initial feedback – it is simple and reliable and children think it looks like Facebook for kids but it is not. If it is taken on at MPS, **AG** is aware of the need to be careful about how it is used for learning - children and parent can share passwords. Governors questioned whether that would be welcome and whether the School Council should discuss the issue. **AG**: opinion is divided but it would help to promote good practice in Social Networking. Edmodo is not suitable for file sharing and therefore not useful for the Governing Body but a solution would be in the redesign of the MPS website. He has been in discussion with a company and the result can be seen at:

www.milvertonprimary.weebly.com/governors.html

Password Greath33d

Governors asked questions about the new Computing curriculum, how it will look when mapped across the curriculum and whether there were resource implications as well as the competence of staff – would more training be appropriate. **AG**: getting past the vocabulary is a big hurdle. There is already a lot of equipment which can be used and the Cluster is beginning to share, for example Lego We-Do. Governors asked how the more able were stretched across the four subjects. **AG**: starting with the data, action plans are put in place but as the data is updated annually, it is of limited value. Ofsted want to see the whole range challenged and there is the expectation of differentiation across the subjects.

Governors also questioned the licensing of software which currently sits with WES who have proportioned the costs and schools can pick and choose which they want for a £900 annual fee, including Microsoft updates on all computers. They wondered which other schools may be moving away and whether there was enough technical support. MPS ICT Support is working with two other schools

which have moved and discussions have already taken place about what happens if he is no longer around. It was agreed that it was possible to get more reliable support outside WES.

5. **Committee Reports**

Premises Committee. Minutes previously uploaded to WeLearn365. **EL:** the Governors response to the expansion proposals has gone forward but there is still a surveying team working in the school awaiting the decision of the cabinet meeting which takes place on the 8th May, **EL** and others will go if possible. If the Council agree to the expansion, more consultation will take place after the meeting but it would be unprecedented if the schools response was over-ruled. The LA had received an unprecedented amount of feedback from the community, other schools and parents. The FGBM agreed that the response was a well considered piece of work. **SW:** a huge amount of work went into the Governors response but she is aware that the final response was forwarded without feeding back to the FGBM and gave those wanting to argue against the response a chance to express their disagreement: no-one did. The Premises committee also looked at a number of policies including: Security (it was decided lanyards rather than stickers would be used for visitors), Letting Charges and No Smoking as well as Premises responsibilities from the SIP, noting children were being Playground Patrollers , Eco Rangers and taking part in the Collaboration Council discussing homework, assemblies and Guide Dogs.

Finance and Personnel Committee. Minutes previously uploaded to WeLearn365.com. **DW:** There had been problems with the figures supplied by WES and an extension had been granted for finalizing the budget, therefore School Budget Review would be put on the agenda for the next FGBM. An action in the SIP calls for parents to be encouraged to use the Learning Platform and **BW** had assured the committee that from September parents would be encouraged to use whatever Learning Platform the school is using. Governors discussed the issue of what happens when parents don't have access to computers at home. Solutions were being sort, including school laptops being available. Governors agreed an audit was needed to identify those children affected and offer in-school time - an after-school club has previously been offered but nobody turned up. MPS is in the fortunate position that most children have a computer at home and many have laptops or ipads but the school needs to take into account the families who make a conscious decision not have internet connection and that the computing skills of the parental body is mixed. Governors asked that the school look into the situation with

sensitivity. The committee had finalised the School Financial Value Standard and reviewed a number of policies including Appointments, Charging, and Gifts & Hospitality. Governors asked about the position of Emma Bish, the new school administrator, as there are no longer Associate Governors. It was decided that she would attend meetings as an 'invited subject matter expert' and will be invited to next FGBM as she had expressed an interest to attend.

Performance and Standards Committee. Minutes previously uploaded to WeLearn365. **MW:** the committee continued its SIP monitoring tasks. Looking at Maths across the Curriculum the committee looked for rigour (looking to see that the maths is not lost in the topic), gender issues and parental attitudes. The committee is aware that good role models are important and discussed parent workshops needing to go further than Mums & Maths but also being aware that a new cohort requires repetition of workshops. Governors questioned whether MPS was still seeing a gender difference and whether it widened as the pupils got older. Although the gap was narrowing, boys still outperform girls across the school but it is not consistent, there are more girls than boys in year 6 top group. Governors also wonder whether there were women mathematicians amongst the Warwick volunteers who could act as role models. The committee also monitored the Behaviour and Anti-Bullying Policies, hearing that lunch time reps are working, and training next term. The wish is that children become more responsible for their own belongings and tidying up after themselves ie moving children on in responsible behaviour. The Home School Agreement has been updated for September to include agreeing to the Social Media Policy, which can be viewed on the school website. The Curriculum Policy was discussed in line with the new developments in Computing and Modern Foreign Languages. As requested by **BW**, the Attendance Policy was updated to define 'exceptional circumstances'. The Governors discussed the penalties for a child missing school without permission. Permission is in the judgement of the Headteacher and Governors reminded **BW** that he could discuss individual cases with any governor, if necessary. **SW:** will attend the Governors Forum on Saturday.

6. Head Teacher's Report

Previously uploaded to WeLearn365.com. **BW:** reported that he had been crunching data ready for review meetings. His report shows the school striving to meet targets set in this year's SIP, including: TA's taking part in self-assessments, 'Blinks' giving snapshots of where the MPS (and other schools) is on specific subjects – reports of which are

sent to the school community via the newsletter, keeping parents up-to-date with what is going on at Cluster level. **DB & AG** went to Lillington School on a Reading Blink and other schools are coming to MPS focusing on TAs. It is very useful to have 'eyes' from outside the school. In January 2015 the Inset Day will focus on computing with workshops across the Cluster. Governors asked questions about the Cluster Partnership Agreement. This is not a legal document but hopes to secure a commitment from the Cluster schools, even if there is a change of head or staff, because the budget (funding the wage of the co-ordinator) relies on the Cluster remaining together – her report demonstrates the impact the Cluster has on all participating schools. PE and Sport Funding is currently a favourite Ofsted question and appendix 5 details the opportunities for children and the up-skilling of teachers and TAs. The school roll will increase by two in year 3 starting after Easter. The new music teacher, David Isles, who attends three afternoons a week, has gone down well. A TA has been given extra paid time for form-filling and engaging with parents. Governors expressed their expectation that Inclusion & Diversity would remain protected characteristics within the school.

7. **School Budget Reveiw**

Postponed to FGBM in June.

8. **Governor Training**

MW: Presented her report in accordance with MPS stars and wishes marking system. Governor Training is 'Work in Progress' – governors train and then report on it. Ofsted expectation very low but MPS governors should do their best to keep improving. Six governors are not using spreadsheet although this is a valuable record of training. Cluster Training Governors have been in communication regarding the 2014-15 programme and have provisionally agreed SEN in September, and Working with Parents & Community in January – governors can contact the speaker/trainer two weeks ahead to plan the content of the evening, tailoring them towards the needs of the attendees. Although it is only two sessions rather than the four of the current year, it is still value for money. The last two of the Cluster training sessions were an improvement. There is 20% off further training and there is a possibility of more training around F&P and budget changes. **MW** valued the link with other Training Governors and would welcome SEN Governor Cluster meetings. Looking at the impact of training, **MW** considered it sufficient but would be glad of feedback. **MW** is collating thoughts from feedback forms. Governors asked about the most suitable categories for individual training. GEL

(Governor e-learning) covers a lot of subjects and is very quick to do. Governors were reminded that there is a direct link to GEL (<http://www.elc-gel.org/home/>) from the training folder on Welearn365. Governors were also encouraged to write up training reports for those who are unable to attend. **MT** volunteered to write up the key things about the Ofsted session. **SW**: solicited questions from two schools within the Cluster which had recently undergone an Ofsted inspection and these were completely different. MPS cannot rely on Ofsted asking stock questions and she recommended the GEL module on the New Ofsted Inspection.

Action

FGBM2013-14/34: **MT** to report on The New Ofsted Inspection training session.

9. **AOB**
- NB**: Learning Detective Training will take place on 2nd April, all day. At the 9.00 am session two observers are attending from Camp Hill and Governors were welcome, too.
- SW**: The next Parent Forum is on Thursday, **DW** will be attending. An agenda item will be the problem of dangerous parking and driving around the school locality, which has escalated. It is hoped that engaging the parents in the discussion will help to ease the situation. This will then be fed back to Premises.
- DW**: proposed another named Governor Role: Travel Plan Governor. This is a major issue at MPS. **EC** is already very involved, a member of the Premises Committee and H&S Governor. **EC** agreed to take on the role.
- SW**: again raised the issue of succession planning, as she has only one meeting left as Parent Governor and therefore Chair, although she could be co-opted for last meeting. **SW** stressed her preference that this be sorted before the beginning of the summer holidays and hoped that Governors would speak to or email her to discuss stepping-up. She thanked those who had responded to previous requests to contact her. Governors discussed various options of using the current pool of expertise more efficiently, moving those experienced in finance from P&S to F&P, or advertising for more co-opted Governors with experience in this area.
- SS**: For the Governors Reports **EC** & **SS** are putting together a brief plan of key things which specific governors could write about from their own experiences eg **DW** - the school budget.

Items for exclusion

There were no items for exclusion.

10. Date of next FGBM

The date of the next FGBM is Tuesday 3rd June 2014 at 7.30pm

The meeting finished at 9.41pm

Signed:(Chair of Governors)

Date:

<u>FGBM2014-02-12</u>		
FGBM2013-14/24	C to circulate new dates for 2014 Governor Walks.	Closed
FGBM2013-14/25	DW and PG to review the New Governor Pack.	Closed
FGBM2013-14/26	C to forward Cluster Training Governor contact details to MW .	Closed
FGBM2013-14/27	MW to contact Cluster Training Governors to set up early meeting and discuss facilitation.	Closed
FGBM2013-14/28	SW to raise concern over Governor conduct at collaborative training sessions with Cluster chairs.	Closed
FGBM2013-14/29	BW to circulate Link Governors Terms of Reference and feedback template to relevant teachers.	Open
FGBM2013-14/30	BW to prepare list of dependencies for meeting with WCC.	Closed
<u>FGBM2014-03-27</u>		
FGBM2013-14/31	DW to revise New Governor Pack.	Open
FGBM2013-14/32	MT to revise glossary to New Governor Pack.	Open
FGBM2013-14/33	SS to attend next School Council meeting.	Open
FGBM2013-14/34	MT to report on New Ofsted Inspection training session.	Open