

MILVERTON COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BODY MEETING

Wednesday 11 May 2016 at 19:30

DRAFT MINUTES		
	Present:	Absent:
Chair	Ewan Robertson (ER)	Jo Pike (JP)
Headteacher	Richard Stead (RS)	Adrian Landon (AL)
	Jean Ainsworth-Smith (JAS)	Lindsey Waddington (LW)
	Paul Harris (PH)	
	Lydia Laphorn (LL)	
	Stephen Penny (SPe)	
	Sheila Hummel (SH)	
Vice Chair	Andy Powell (AP)	
	Alex Wade (AW)	
	In Attendance:	
Clerk	Marian Barlow (MB)	
Meeting began: 19:34		

Documents circulated in advance of the meeting:

- Agenda
- Draft minutes FGB Meeting 23rd March 2016
- Draft minutes FP&P Committee meeting 4th May 2016
- Draft minutes Education Committee meeting 9th May 2016
- Draft 2: Charter for collaboration between schools in the TVP
- Headteacher's Report.

1. Apologies for Absence

Apologies received and accepted for Adrian Landon, Jo Pike and Lindsey Waddington.

2. Declaration of Business Interests

None declared.

3. Matters Arising from the Minutes of the Meeting on 23rd March 2016

These minutes were circulated in advance of the meeting.

Action 1: RS reported that the model child protection policy on iPost is dated 2014 and on the Somerset Local Safeguarding Children's Board website the link to the policy does not work. RS understands there is a new model policy in the pipeline that includes safeguarding procedures to

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protect children and adults from Female Genital Mutilation (FGM) and once this has been posted he can incorporate it into our existing policy.

Q: Governors asked whether e-safety was included in our current policy?

A: Yes. E-safety is a live topic and being referred to frequently in the school curriculum.

Action 2: Flat roof building work process is ongoing.

Action 3: RS has shared the Involve visit report with Governors.

Action 4: This will be discussed under the FP&P Committee report.

Governors agreed that the minutes of the FGB meeting of the 23 March 2016 are an accurate record of the meeting. The minutes were signed by the Chair.

4. Non-Urgent Agenda Items

None

5. Health, Safety and Security

This report was circulated in advance of the meeting.

- RS reported that he has completed the risk assessments outlined in the health and safety audit.
- RS reported to Governors there has recently been a security breach of the school grounds. A neighbour of the school informed RS that he had seen some youths climbing on the school roof over the bank holiday weekend. RS and Sue Greenway have reported the incident to the police. Historically the Governors have taken a tolerant attitude to the public using the school grounds out of school hours, such as people using the car park for their children to learn to ride bikes. RS feels that as long as the space is being used responsibly then it is a good thing that people are around.

Q: Governors asked if there was an accident would the school be liable?

A: No, there are plenty of no entry signs on the perimeter fences warning about trespass. However, people climbing on the roof is different to people using the space sensibly. RS feels that the use of cctv brings a host of problems with it. Governors discussed other options such as taller fences, but it was felt these could be scaled as well. RS to monitor security and feedback to AP.

- RS reported that more finger shields are to be installed on doors and some of the existing ones repaired, as a child recently caught their finger in a door.

6. Governor Training

- ER will be attending Headteacher assessment/ appraisal training this week.

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7. Governor Monitoring Visits

- None to report.
- Governors discussed the monitoring schedule. It was commented that it is slightly behind schedule. Governors were asked to look at the monitoring schedule to see what they are down to do.

8. Education Committee Report

These minutes were circulated in advance of the meeting

- RS reported that Year 6 are in the middle of key stage 2 SATS week now and feels that the children have coped with it very well. RS said that he shared the 2016 Reading Paper from SATS with Education Committee Governors and said he felt this paper was challenging. RS felt that the children have been well prepared by SPe and LL.

Q: Governors asked have the Year 6 pupils felt any stress?

A: Yes, of course there has been some, but the pupils have managed really well.

Governors congratulated SPe and LL on the preparation of the children and keeping them calm, confident and happy.

- Attendance has slightly improved compared with data from this time last year.
- The incidents of negative behavior has decreased compared with the same period last year.
- New website: MB reported that she is receiving training for the content management system tomorrow for the new website. Once she has made a few changes and added more content then the website can go live, hopefully within the next fortnight.

9. FP&P Committee Report

These minutes were circulated in advance of the meeting

JAS talked through the main points of the FP&P committee meeting:

- £34,286 carry forward this year. RS explained that £22,000 of this carry forward is needed to support next year's budget plan for teaching and support staff.
- SG is compiling quotes for hall floor sanding.
- RS is compiling quotes for new laptops.
- Appointment of Alice Gauntlett as KS2 Class Teacher for September 2016.
- FP&P Governors agreed the privacy notices.
- Thanks to Governors for their support of 'The Great Clear Up'.
- Sue Greenway is in contact with SCC about a tree on school premises that came down across the road.
- A new Chair of the FP&P Committee and new health and safety governor are required for September.

Governors reported that the Creedwell housing application has been withdrawn – for the time being.

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Q: Governors asked is it likely the school will need a new server?

A: RS said that yes, this is likely but not budgeted for at present. There are ways to get around the storage issues quite cheaply, but there are other technical issues to consider.

Q: Governors asked should we be considering cloud services?

A: We can, but this does bring with it data protection concerns.

10. Headteacher's Report to Governors

This report was circulated in advance of the meeting.

Item 1: The Core Offer is being serialised in the Friday Flyer and there are curriculum documents summarising key learning on the website. Quest information and Key Instant Recall Facts (KIRFS) are sent home and are also on the website to help parents with their child's learning. This information will be kept up to date and current. RS feels this priority is now complete.

Item 2: RS explained to Governors that staff attended a recent twilight Inset hosted by Kingsmead School. This meeting included discussion and distribution of a new keyword flash card based on Bloom's Taxonomy. This is based on a colour wheel that is already in use but the flash cards will pull the vocabulary out and draw the child's attention to it. This has been developed by leading teachers in the Tone Valley Partnership (TVP). This is a 3 year project and RS feels that we will not see the full effects of it, in term of raised exam results, until then. RS explained that teachers were also presented with the second draft of the TVP charter for school-to-school collaboration. This charter has been emailed to Governors and a paper copy was also handed out.

RS explained that this charter has been through the different TVP Boards of Governors. RS talked about the main points in the document. The Government has recently made a u-turn on its announcement for compulsory academisation for all schools. This document reflects the intention that the schools to work collaboratively together, but not become a multi-academy trust at the moment. The Government would still like to force underperforming schools in to academies, which could affect some of the schools in the TVP. This document would protect them and the TVP from erosion. RS feels that the government will press ahead with its plan at some point so it is worthwhile to shape a collaboration. Governors discussed how the recent political announcements have made it difficult to make decisions when the ground is changing constantly.

Q: Governors asked would this school be expected to look after the weaker schools in the TVP?

A: RS said yes we would, it is in our interest to have stronger schools in the TVP. ER said that situations can change quickly and although we are in a strong position at the moment, we may not be in a few years' time and we may need support from other schools. It is a two way process. ER also said our Board of Governors could support another board if asked.

Q: Governors asked about sharing this charter with parents?

A: The timeline of this process is that staff and Governors across the TVP are digesting the document at the moment and we are looking towards finalising the charter in September, and it will then be possible to draw more detail into it. We would possibly share the ideas within it with parents later in the summer term. Governors agreed that it is best to let the dust settle from the academisation announcement and u-turn first, before any announcements.

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Item 4: Staff are using Maths planning from the White Rose Maths hub which gives teachers planning to improve children’s problem solving, reasoning skills and develop mastery.

Q: Governors asked for more detail on Key Instant Recall Facts (KIRFS).

A: These are for parents to help with how to test their child on recalling facts such as times tables and to help with number fluency. The teachers are not specifically monitoring the KIRFs.

Item 5: Improving methods of assessment to enable us to track children’s progress towards Age related Expectation (ARE) and mastery - The teachers have found the transition from the old levelling system difficult. This has meant it has been more difficult to assess and to make the data flow on to the tracking system the school uses. RS feels the Government is presenting a dichotomy – on the one hand they are asking for shallow level learning such as SATS and the instant recall of facts but they are also looking for deep level learning with mastery of concepts. Headteachers and teachers in the TVP have planned to meet to discuss the assessment of progress further and compare their current assessments in an effort to develop good shared working practices. It is likely that this will remain an SDP priority into 2016-17.

Numbers on roll at May 2016 is 208.

11. Proposed dates for meetings next year

These were circulate in advance of the meeting

Governors looked at the meeting dates for next year.

12. Chairs Matters

ER reminded Governors of the Main Event next Saturday 14th May to support the MSA.

13. Academisation

Covered in item 10.

ER has emailed Governors the letter that he was planning to send on behalf of the Board of Governors to the local Conservative MP Rebecca Pow about academisation. ER is not sending this now due to the Government u-turn.

14. Creedwell Orchard

ER has sent a letter to Taunton Deane Council on behalf of the Governors in relation to the Creedwell application. ER has emailed Governors this letter. Governors said that we should not offer an opinion whether the planning goes ahead, but we should certainly ask for any financial benefit for the school in terms of being able to accommodate more pupils.

As mentioned in Item 9; Governors have found out today that the current Creedwell application has been withdrawn, for the time being.

15. Appointment of Chair and Vice Chair for next year

ER asked Governors to consider the roles of Vice Chair, Health and Safety Governor and Chair of the FP&P Committee that will become vacant in September. Please express interest at the next meeting on Weds 13 July. ER to email Governors about the vacancies.

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Meeting Close: 21:10

Next meeting: Weds 13th July 2016

No	ACTION
1	<i>RS to incorporate model Child Protection Policy into ours when it has been released.</i>
2	<i>ER to email Governors about roles of vice chair, health and safety governor and chair of the FP&P committee.</i>

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