

MILVERTON COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BODY MEETING

Wednesday 13 July at 19:30

DRAFT MINUTES		
	Present:	Absent:
Chair	Ewan Robertson (ER)	Joanne Pike
Headteacher	Richard Stead (RS)	
	Jean Ainsworth-Smith (JAS)	
	Lydia Laphorn (LL)	
	Stephen Penny (SP)	
Vice Chair	Andy Powell (AP)	
	Lindsey Waddington (LW)	
	Sheila Hummel	
	Adrian Landon arrived 20:26	
	Alex Wade arrived 20:08	
	In Attendance:	
Clerk	Marian Barlow (MB)	
	Rosemary Bailey (RB)	
Meeting began: 19:30		

Documents circulated in advance of the meeting:

- Agenda
- Draft FGB Meeting minutes 11 May 2016
- Draft Education Committee minutes 5 July 2016
- Draft FP&P Meeting minutes 29th June
- Governor Monitoring and Evaluation Calendar
- Record of Governor visit – Assessment
- Headteacher Interim Report Performance Management
- Headteacher’s Report to Governors
- SEN Report to Governors 2015-16
- SEN Flow Chart

Tabled at the meeting: RB Annual Report to Governors 13 July 2016
 Cohort Progress 2015-16: based on teacher assessment

Signed as an accurate record of meeting Date:

1. Apologies for Absence

- Apologies received and accepted for Joanne Pike.
- Alex Wade and Adrian Landon informed MB that they would be late.
- Paul Harris has resigned due to pressure of work and not being able to give sufficient time to the Board of Governors.

2. Declaration of Business Interests

None declared.

3. Rosemary Bailey

Rosemary Bailey's Governors Report 13th July 2016 was tabled at the meeting.

ER welcomed RB to the meeting.

Key Points

- The national picture of education is currently confused, challenged, in conflict and divided. There were problems with leakage of the SATS papers and the new assessment without levels has been challenging for teachers.
- The tests that were set were more demanding and the national picture is that 53% nationally have reached the appropriate standard in Reading, Writing and Maths. This means that 47% of children taking those tests will be classified as having failed. Nicky Morgan, Education Secretary, has said that this is a good start, however RB feels that shows how fundamentally flawed these tests were. Hopefully there may be some adjustments to make it a better pathway for children.

The SATS outcomes for Milverton School are good:

- In the Reading paper (which both RS and SP thought was a challenging paper for the children) 77% made the expected standard. 7 children did not make it. 2 of these children had extenuating medical or SEN issues, some children had come to us from other schools and some were surprises that were very close to achieving the standard. The national average for reading is 65%.
- Writing was teacher assessed and 80% of pupils reached the expected standard. Nationally writing was 75%.
- In Maths 80% of pupils reached the expected standard and the national average was 70%.
- In SPAG 77% reached the expected standard and the national average is 72%.
This shows that in all the results, pupils at Milverton School are achieving a good level above the national average.

SP told Governors his experience of the new curriculum and new testing regime was akin to starting on a journey that you could not predict where you would end up, as there was no information about how it would be assessed. RB said that SP and his Year 6 team should be congratulated for what they have achieved.

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- RB explained to Governors that it is comforting that Ofsted have been given advice to ignore the national assessment and to only look at teacher assessment.
- RB said that it is important to remember that wisdom, hope, living well together and integrity are all things that Milverton School does well and should continue to do well for the children.
- RB showed Governors some writing in children's books. She explained that a cold text is when a child has not yet rehearsed the task and hot texts are when the child has been taught. RB was looking at the marking, feedback, consistency of approach and participation of pupils. RB liked the interactive toolkit in the books where children can show what they have learnt. RB also showed Governors the obvious progress one child has made from the start of their book to where they are now.
- RB said that Milverton School is a high performing school and paid tribute to the staff who have managed to deliver the new curriculum and they should feel proud and secure.
- RB reported that there has been more pastoral work with families in challenge. The SENCo Kate Lewis has made an impressive start this year. RB highlighted that SENCo work can be emotionally draining and is important for her to be able to share with RS.
- RB noted in Year 6 lots of challenging teaching.
- RS reported to RB that he is concerned about assessment – trackers are limited in what they record in terms of deeper learning and children's progress.
- There have been behaviour challenges in Class 3 and the Assistant Head Peter Coupe will be teaching this cohort next year, which will have a steadying influence. RB said it is good for senior teachers to move around.
- RB said that it is important that Headteachers do not get too tied up in day to day concerns, emails and paperwork. They should ensure that they have time to be leaders and have the appropriate thinking time and have a proper system of delegation in place. They should be able to network outside of school to ensure the best resource and practice is shared and used in school. Working with the Tone Valley Partnership will bring some of these opportunities to work together.
- Schools need to develop school based self-improvement systems as this will no longer come from the Local Authority.
- RB said the work that has been done across the TVP with Bloom's Taxonomy needs embedding further so it comes from the children.
- RB said that success is about perseverance and being motivated, as Governors and leaders of the school it is about inspiring children to have persistence and a yearning to learn.

Governors thanked RB for her presentation.

RB's presentation finished at 20:30.

4. Matters Arising from the Minutes of the Meeting on 11 May 2016

These minutes were circulated in advance of the meeting.

Item 3 – RS reported to Governors that he is awaiting revision of the model Safeguarding policy based on the updated 'Keeping Children Safe in Education' document that comes into force in September.

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Q: White Rose Maths Hub – how does this compare with the Maths teaching methods from China the Government is introducing to some schools?

A: White Rose Maths Hub is one of many Maths Hubs across the country and Peter Coupe has recommended our staff use its planning as it has a wide range of resources. These are used alongside elements of both the Shanghai approach and Singapore Bar Method. RS has put £5,000 aside in the budget for possibly buying new textbooks. Tim Oates, an expert on the school curriculum, said that having seen the high quality Maths textbooks in top performing countries it shows that the use of these textbooks is key to ensuring schools in England teach the national curriculum to a standard that matches top performing countries.

Governors agreed that the minutes of the FGB meeting of 11 May 2016 are an accurate record of the meeting. The minutes were signed by the Chair.

5. Non-Urgent Agenda Items

None

6. Performance Management

This report was circulated in advance of the meeting.

RS explained to Governors that the current Performance Management arrangements need improving to become more efficient. The current cycle is due to finish on 31st October. The next cycle will be structured in a different way, with Peter Coupe and Jane Nicholls monitoring more teaching staff to free up RS to do Performance Management for the office staff and SENCo. Teaching staff will take up monitoring Teaching Assistants, which makes more sense as they are working directly with them. On one of the September INSET days teaching staff will receive training to enable this to happen.

Q: How does it work?

A: Annual objectives for teaching staff grow from the SDP. For eg, Cat Smith will be leading Artsmark and will receive Performance Management on that. Subject leaders will have their own objectives. RS said that Performance Management is not something that happens just twice a year, monitoring is ongoing and is everything that staff do in their daily work.

7. School Development Plan 2016/17 priorities

RS shared potential priorities for next year:

- For the school to achieve Artsmark Gold Award which is run by the Arts Council of England. This process takes 2 years. Jo Dymond, the School Education Partner (SEP), visited recently and was impressed with the school and said we should celebrate the enrichment that we offer. Artsmark is one way of celebrating the creative and cultural activities in school and is also a way of measuring and evaluating it.
- Work across the Tone Valley Partnership (TVP) with Bloom's Taxonomy which is a 3 year programme. We need to embed it further.

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- The TVP Charter will be developed further so it is at an operational level, for eg. shared policies across the schools, with level of accountability between the schools.
- SEN improvement in how we manage some children with social and emotional needs. The school is considering adopting the THRIVE approach, which helps prepare children for life's emotional ups and downs. If we decide to take it on it is expensive and a big training burden, but will help the whole school community.
- Pre-school has approached the school to discuss a merger.
- Safeguarding/ Computing – to do more work with the children about how to be safe online. The school is considering using 360°safe, an esafety self-review tool.
- Two other areas that require more consideration: spelling and mathematical reasoning.

Q: Do the Governors have an input into the SDP?

A: RS will send out the SDP to Governors for comment, when the priorities have been considered further. This is so the Governors can have an input, but also to offer support to RS.

Q: Do Governors need Prevent training?

A: Staff members have been trained and there is no directive from SCC Governor Services to say that Governors need this training at the moment.

Action 1: RS to email Governors SDP in September.

8. Health Safety Security

- The Health and Safety Audit actions are now closed off.
- Fire Safety Audit – a number of items need to be clarified - RS will go through these and let AP know if there are any he cannot close off.
- Adventure playground is now fixed and functional.
- Entrance to Toasties has been redesigned and work finished.
- Car park and traffic management is ongoing. To be discussed later in the meeting.

Action 2: RS to let AP know if there are any actions from the Fire Safety Audit that cannot be closed off.

10. Governor Training

- SEN conference – AW attended with Kate Lewis.
- Governors agreed that if they would like to attend the 'Embracing the Future' Governors' development programme for 2016-17. MB to organise and email the Governors dates of sessions.

Action 3: MB to organise attendance for Governors on the 'Embracing the Future' development programme.

Signed as an accurate record of meeting Date:

11. Governor Monitoring

This document was circulated in advance of the meeting

Governors discussed the Governor Monitoring calendar that was shared before the meeting. This calendar is a guideline and Governors have found it useful. RS said there is now a clear focus and link with the SDP and the reports are much more useful for monitoring and evaluating. Governors can also input what they would like to monitor. Governors agreed that each priority has a 'team leader' that takes responsibility for organising the visit and the report. AW will do an updated calendar once the SDP has been finalised in September.

Governors thanked LL and AW for their recent monitoring report on assessment/ teaching and learning in Maths.

Action 4: AW will do an updated monitoring calendar once the SDP has been finalised in September.

11. Education Committee Report

These minutes were circulated in advance of the meeting

- Medical Needs Policy was discussed and agreed, RS to amend suggested changes.
- RS shared the KS1 & 2 SATS results, as discussed earlier in this meeting.
- RS shared potential areas for the SDP, as discussed.
- Attendance is the same during the period September 2015- July 2016 as the previous year, with overall attendance at 96.4% (3.2% authorised, 0.4% unauthorised).

Q: Has the recent court case on the Isle of Wight over taking holiday leave during term time had any impact here?

A: We have not seen an increase in parents taking children out for holidays, however it is something we will monitor.

12. SEN Interim Report

This report was circulated in advance of the meeting.

- This is a comprehensive document that is a statutory requirement. Governors commended Kate Lewis for her fantastic start this year; she has a dynamic approach and shows strong dedication to the SEN pupils. The changes that she has made this year have been impressive.
- The appointment of Sam Sidney has been very beneficial and Kate aims to develop this provision further by setting up a nurture room next year.
- In the report Governors highlighted that all SEN pupils have made progress in Reading, Writing and Maths this year and demonstrates they are closing the gap. Governors congratulated Kate Lewis and her team.

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13. FP&P Committee Report

These minutes were circulated in advance of the meeting

- RS is in the process of gathering quotes for the laptops and server together. He has one from IDN of around £10,000 including a 10% reduction. RS to get another quote from TME.
- Roof – County have said that school do not need to contribute to the cost, but it will not happen until Easter 2017. RS has spoken with Nicholas Bryant, County Building Surveyor, to register the school's disappointment that it will not happen sooner. Nicholas is in a tendering process at the moment which will be complete at the end of September and RS will receive a Gantt chart of the work to be completed.
- New website is now live and MB has received positive feedback from parents.
- Changes to the car park to create new spaces and line markings are planned to happen over the summer holidays. Sue Greenway has been working on this.

14. Headteacher's Report

This document was circulated in advance of the meeting

Items already covered in meeting.

Pupil numbers: 27 in Reception

5 pupils leaving – some to private school, moving house.

2 new pupils starting in September.

Staffing:

- Selina Pointing is leaving at the end of term. ER has sent a letter to her on behalf of the Governors.
- Alice Gauntlett is starting in September in Year 5 and is spending some induction days in school this week.

15. Pre-School

RS explained to Governors that the Pre-school has approached the school for a merger. This was discussed at the FP&P Committee meeting and the committee Governors agreed that it would be positive for the school and community.

Governors discussed this and agreed for RS to commence the process.

Governors decided that a sub-committee should be set up to deal with this process. JAS is willing to take this on as Chair, despite planning to leave the Governing Board. Governors thanked JAS for taking on this role.

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16. Tone Valley Partnership

RS reported that there is no update at the moment. Governors have seen the Charter that has gone out from every school. RS has not received any feedback about it from parents.

17. Chairs Matters

Paul Harris has resigned so the Governing Board now has a vacancy for a Co-opted Governor.

Governors discussed various options. A parent, Lindsey Tawse, has expressed interest and it was agreed that she will be invited to the first meeting in September. ER said it is important to keep a balance of parent governors in the Governing Board. LL will invite Lindsey to the next meeting.

- AP to become Chair of Governors from September.
- Governors agreed that AW would take on the role of Vice-Chair for the next year.
- ER to become Chair of FP&P Committee.
- Health and Safety Governor– LW talk to AP about what is involved.

ER thanked all the Governors for all their hard work over the year.

Governors thanked ER for his commitment and diligence as Chair of Governors over the last 4 years.

School and church fete great success – it raised over £1,800 for the MSA.

Action 5: LL to invite Lindsey Tawse to next FGB meeting in September.

Meeting Close: 22:00

Date of next FGB meeting: Weds 21st September 2016

No	ACTION
1	<i>RS to email Governors SDP in September.</i>
2	<i>RS to let AP know if there are any actions from the Fire Safety Audit that cannot be closed off.</i>
3	<i>MB to organise attendance for Governors on the 'Embracing the Future' development programme.</i>
4	<i>AW will do an updated monitoring calendar once the SDP has been finalised in September.</i>
5	<i>LL to invite Lindsey Tawse to next FGB meeting in September.</i>

Education Committee	FP&P Committee	FGB MEETINGS
		Weds 21 st September
Monday 7 th November	Weds 9 th November	Weds 23 rd November
Monday 16 th January	Weds 25 th January	Weds 1 st February
Monday 13 th March	Weds 15 th March	Weds 22 nd March
Monday 8 th May	Weds 3 rd May	Weds 17 th May
Monday 3 rd July	Weds 28 th June	Weds 12 th July

Signed as an accurate record of meeting Date: