

MILVERTON PRIMARY COMMUNITY SCHOOL
FULL GOVERNING BODY MEETING

Wednesday 23 March 2016 at 19:30

DRAFT MINUTES		
	Present:	Absent:
Chair	Ewan Robertson (ER)	Sheila Hummel (SH)
Headteacher	Richard Stead (RS)	
	Jean Ainsworth-Smith (JAS)	
	Paul Harris (PH)	
	Lydia Laphorn (LL)	
	Stephen Penny (SPe)	Arrived 19:37
	Joanne Pike (JP)	
Vice Chair	Andy Powell (AP)	
	Alex Wade (AW)	
	Lindsey Waddington (LW)	
	In Attendance:	
Clerk	Marian Barlow (MB)	
	Adrian Landon (AL)	
Meeting began: 19:30		

Documents circulated in advance of the meeting:

- Agenda
- Draft minutes of FGB meeting 27 January 2016
- Draft minutes of FPP meeting 16 March 2016
- Draft minutes of Education Committee meeting 9 March 2016
- Headteacher's Report to Governors
- Traffic Issues document from County Council Safety Officers
- Parent Survey 2016
- Minutes of Meeting Kate Lewis and AW 1st Feb 2016
- Governor monitoring visit report - Teaching and Learning in Maths by AW and LW.
- Governor monitoring visit report - LAC and Safeguarding update by LL.
- Governor monitoring visit report – Website by AP and ER.

1. Apologies for Absence

Apologies received and accepted for Sheila Hummel.

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2. Declaration of Business Interests

None declared.

3. Election of New Governor

Adrian Landon introduced himself to Governors and explained his background. He has already been on the Board of Governors and would be willing to become involved once more. AL departed the room whilst Governors discussed his appointment and **all agreed to vote Adrian Langdon on to the Board of Governors.**

4. Matters Arising from the Minutes of the Meeting on 27 January 2016

These minutes were circulated in advance of the meeting.

Item 1: This has been resolved by the appointment of Adrian Landon to the Board of Governors.

Item 2: RS has updated the Child Protection Policy and is now on the website. However Jane Nichols recently attended a meeting that recommended **another model policy which RS will look at and modify our policy if required.**

Item 4: Funding streams. AP has spoken to the County Council about possible other funding streams. They have told him about a lottery fund 'Awards for All' for grants of between £300 and £10,000 for community activity including schools, but not for curriculum based activities. There is a lot of guidance to digest and it takes 4 months to apply. Governors discussed the current situation with the roof. RS explained that the Area Surveyor needs to put it out to tender to be able to get a price for the work. To put a roof box on without floor would cost £15,000 and we would get a skeleton of a space that would need much more work to make it usable. County's plan is still to complete this work over the summer holidays. RS felt he could not recommend a commitment to building this skeleton at present, only to build a flat roof to fix the leak problem as otherwise we could be looking at another winter without being fixed. **Governors agreed that RS should continue negotiations to get the flat roof built to fix the leak.**

Item 8: Health and Safety – to be discussed later in the meeting.

Item 9: Website- to be covered in Headteacher's report. RS explained that after the Involve visit the senior leadership team (SLT) have had meetings based around how to explain the strengths and weaknesses through thorough knowledge of the data to Ofsted inspectors. They would want immediate information through data. Ofsted want to see progress being made and the evidence of that within the data.

Q: Governors asked would it be useful for Governors to also know those strengths and weaknesses in terms of data?

A: ER explained that it would be useful for Governors to have general knowledge of progress in KS2 but they are not expected to know all the detail in the data. RS reported that it was a solidly 'good' report from the Involve inspectors and explained how they made their judgements. He felt there was general agreement between himself and the inspectors and that their findings were accurate. The data shows we have outstanding progress but Ofsted will be looking closely at cohesive evidence from SLT and Headteacher.

Q: Governors asked what are Ofsted concentrating on at the moment?

A: RS explained that that they are focusing on all the usual things but with a particular emphasis on Safeguarding and the Prevent Strategy.

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ER said that the performance of a school is down to high expectation and the quality of the staff and the all round strength of the relationships between staff, children and parents which he feels Milverton is particularly strong at.

All agreed that the minutes from the meeting of 27 January 2016 were an accurate record of the meeting. The minutes were signed by the Chair.

Action 1: RS to look at model Child Protection Policy

Action 2: RS to continue the process for the flat roof building work

Action 3: RS to share the Involve visit report with Governors

5. Non-Urgent Agenda Items

None

6. Health, Safety and Security

This report was circulated in advance of the meeting.

AP reported to Governors about the car park situation now that the report is back from the County Council safety officers. The governors discussed the report's findings. The report says that car park safety is often improved when there is a separate main entrance and exits to improve traffic flow. However this would require a significant amount of money. The report suggests an improvement where the pathway meets the car park as children were observed walking here without looking for oncoming traffic and drivers not being able to see the children until the last minute due to parked cars. The suggestion would be to put the first car park space nearest the path out of action. **Governors discussed this and decided to block the space with a physical deterrent. RS to follow up.** Governors asked if RS would like help with this and RS said he thinks this would be something that the school could organise.

Action 4: RS to organise for car parking space to be out of action.

7. Governor Training

AP – Self learning about external funding.

Governors discussed that Governor training is going to change from September 2016. Instead of the school being allocated a number of training sessions, governors will need to book courses and online training and the school will be charged on an individual course basis. Governors also commented that this may be a better system as recently courses have been cancelled or not up to scratch.

8. Governor Monitoring Visits

- Safeguarding- LL
- Maths monitoring – LW and AW.
- Website – MB, AP and ER.
- Computing – AP, PH and RS.

ER said well done to Governors for these useful visits and he hoped the staff were reassured that it was a positive process.

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9. Staffing

RS explained to Governors that Selina Pointing has recently accepted another job in Andover to start in September 2016. RS reported that she has done very well as an NQT. RS will be advertising soon to appoint at the end of April.

Q: Governors asked whether RS would prefer another NQT or a teacher with more experience?

A: RS said that ideally someone in their 2nd or 3rd year of teaching. We can advertise for what we are prepared to spend and he is hopeful that there should be a strong field of applicants due to the time of year. He has not decided yet whether to advertise for a KS1 or KS2 teacher as this is dependent on the staffing structure next year which has not been finalised.

10. Education Committee Report

These minutes were circulated in advance of the meeting

RS commented on the recent parents' survey. The school received really strong feedback (see results of the survey circulated to all governors by ER prior to the meeting).

RS explained about item 5 in the minutes; the School Performance Profile Pack from the School and Tone Valley Partnership. This is data from the local authority based on EYFS data, KS1 and KS2 SATS from 2015. Milverton is performing well compared to national and local schools and particularly compared to the schools of a similar size. It is useful to compare our data with schools from our learning partnership as much can be gained from working together and learning from each other.

11. FP&P Committee Report

These minutes were circulated in advance of the meeting

JAS outlined the main points of the minutes:

- Governors approved the proposed 2016/17 budget.
- Benchmarking – Milverton School is shown to do well in benchmarking against other schools both in Somerset and nationally of the same size and age of building and similar pupil numbers.
- Governors agreed the Business Continuity Plan.
This is a contingency plan for emergencies and the possible aftermath.

Governors congratulated RS and Sue Greenway for ensuring that the school does not face a shortfall in the budget for next year.

JAS asked Governors to help with the 'Big Clear Up' of school grounds planned for Saturday 16th April.

12. Headteacher's Report to Governors

This report was circulated in advance of the meeting.

RS talked through the main points from the report:

- Currently working on a curriculum document that schools are required to publish online which includes details of the curriculum the children will study over the year.

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- In January teachers across the Tone Valley Partnership (TVP) met at Kingsmead for cross-phase discussions (KS2-3) about raising attainment. Groups discussed how they were embedding Bloom's vocabulary into their teaching; how to communicate more clearly with children as all individuals receive information differently. On the back of this meeting, more are planned. Headteachers have established an assessment 'flight path' to enable evaluation of the work on this project. There are CAT scores in Year 5, 7 & 9 as well as SATS in Year 6 to sort children in terms of attainment and potential.

Q: Governors asked how the school is levelling children in the light of the recent change in assessment criteria?

A: SATS scores give standardised national scores. The school is at present using a quick colour coded method for teacher assessment using RAG rating against Age Related Expectation (ARE).

- Improving teaching and learning in Computing - RS reported that all staff have undertaken a recent audit of their confidence in different areas of computing. The results will be used to focus staff training. There is also a focus on e-safety. LL went on recent course and explained to Governors about booklets on social media security aimed at children from age 10/11 years that sets out good clear advice on how to stay safe online. RS has ordered some to give to Year 5 & 6.
- Maths – Peter Coupe has continued to work with TVP Math's leaders on a project that will exemplify ARE across the TVP. They also met with children to explore their attitude to Maths and mathematical language. Peter is also continuing to share plans to help teachers deliver the new Maths curriculum.
- Website – MB reported on the process of sourcing a website company for the new website. She spoke with four companies and looked at their Content Management Systems. This was narrowed down to 2 companies and RS chose a design that would be suitable for the school. This is with a company called Schudio who also worked out to be the cheapest option over 3 years. The website will be easy to navigate for parents and photo based. MB reported she has been sent the first draft. Governors thanked MB for her work on this. RS shared that the school has recently bought some new class cameras and an office camera. This will be useful for the new website and Friday Flyers and there is now a general expectation from parents for the school to share in this way.
- Recent fire risk assessment was positive.
- In the new budget RS has set aside £5,000 for new teaching resources. This is a provision for helping teachers teach the new 2014 curriculum by providing new textbooks.
- The report says we have 204 pupils on roll, in fact we have 206 pupils on roll at present.
- The school had 96.7% attendance from September 2015 and the unauthorised absences have gone down slightly.

13. Interim SEN Report

These documents were circulate in advance of the meeting

AW reported she had a recent update from Kate Lewis. AW is impressed with what Kate has achieved since she took on the role; she is enthusiastic and has an excellent understanding of what the children require.

- Kate reported that Sam Sidney is working with pupils with emotional needs and she has been working with Parent Family Support Advisors (PFSA) to provide support to families.

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- There is an alternative lunch club running 4 days a week for children identified as needing more social help.
- There are currently 21 pupils on the SEN register which is a slight increase as pupils have been identified who need more help with phonics.
- Kate has been carrying out 'learning walks' through the classes and has made some recommendations to class teachers to improve their provision for children on the SEN register or SEN concern list.
- She is also working closely with pre-school and Kingsmead for transitions.

RS commented that this has been a challenging year with some pupils and Kate has had to instigate procedures the school has not done before. RS agreed that Kate is very proactive and doing very well in her post.

14. Parent Questionnaires

This document was circulated in advance of the meeting

There was the highest return of parent surveys this time with parents of 142 children responding. ER commented that they were generally very positive and he did not detect any responses that he would not have expected. RS will address the suggestions for improvement in the Friday Flyer. Governors said it was pleasing to see that parents find the staff approachable and friendly.

Q: Governors asked is there a similar questionnaire for pupils?

A: There is more of a general wellbeing and attitude questionnaire.

15. Academisation

The Governors discussed the Government's recent announcement that it wishes to make all schools academies by 2020. ER explained to the Board that the decision to become part of a multi-academy trust has been taken from us with the Government's new proposal. The Government has also said that academies will no longer have a requirement for Parent Governors on their Boards. ER feels that we should still have Parent Governors and believes that the balance of Parent Governors we have at the moment should be maintained.

Q: Governors asked what do we need to do to prepare for academisation?

A: ER explained that nothing would happen to the make-up of our Board. RS reported to the Board that the Tone Valley Partnership (TVP) of schools have been collaborating and at present is a loose federation which would be strengthened to become a multi-academy trust (MAT). These schools are Kingsmead, Milverton, Wiveliscombe, Cotford St Luke, Oake and Bradford, Lydeard St Lawrence and Dulverton. RS cannot see an outstanding benefit for becoming an academy but as we have to, then working with the TVP and Kingsmead rather than a MAT elsewhere would be beneficial. There would be a Chief Executive and Board of Trustees and each school in the trust would be equal. As we are a feeder school to Kingsmead it makes sense to go in this direction; it would be good for transition and working smoothly between the Key Stages. We know the teachers from the different schools and can build links. The Heads of the schools have met to discuss various models and the present model keeps each school retaining their individual character and ethos. RS said Milverton School has worked hard to have a distinctive character and it is important to keep it. Headteachers will be kept in each school. RS asked Governors are they content with this model?

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Q: Governors asked what does it mean in terms of who makes decisions and keeping the school's autonomy?

A: RS would like to continue to make key decisions, but of course there would be some compromise with a CEO and Board in place. Staff would be transferred to the Trust. The school would be able to set its own budget. ER stated that one of the strengths of our Board has been its appointment of excellent staff and would not like someone else to do the appointing for Milverton School.

Q: Governors asked what is the time frame?

A: Mark Griffin, Head at Kingsmead, would like to complete the process by July 2016.

Q: Governors asked would we have to do what the Trust says we have to do?

A: At the moment the idea for the structure of the Trust would be that each school keeps its Board of Governors and would have representation on the Trust Board.

RS does not have answers to questions on detail as yet because the document is currently being drafted. Headteachers are meeting at Milverton School on 13th April to share the document with Chairs and Vice Chairs and we have until the 6th May 2016 to respond.

Q: Governors asked who is the Chief Executive of the Kingsmead Academy?

A: Currently they have a Chair of Governors and Headteacher structure as they are a lone academy, but moving to a multi-academy trust there would need to be a Chief Executive .

Governors shared reservations about academy trusts, one Board member has experience of working within an academy trust and they saw schools lose local decision making especially on financial decisions. However all Governors recognise that this is likely to be a Government directive. ER feels that we should go into this process positively as we would be creating a Trust with good people. There is an option not to do anything, but with that the risk we would be left behind and not have any say in the structure of the Trust. RS is part of the team who is writing the document and it is important that we have some influence in it.

All Governors agreed that RS should continue working through the process of becoming part of a multi-academy trust with schools in the TVP.

In the light of this process the Governors agreed to hold an EGM for further discussion on Tuesday 19th April at 5.45pm.

Meeting close: 21:40

EGM: Tuesday 15th April 2016 at 5.45pm

No	ACTION
1	RS to look at model Child Protection Policy
2	RS to continue the process for the flat roof building work
3	RS to share the Involve visit report with Governors
4	RS to organise for car parking space to be out of action.

FGB Meetings 2015-16	
Meeting 5	Wednesday 11 May 2016
Meeting 6	Wednesday 13 July 2016

Signed as an accurate record of meeting Date: