

Milverton School – Full Governors’ Meeting

Wednesday 26 November 2014 at 19.30h

MINUTES		
	Present:	Absent:
Chair	Ewan Robertson (ER)	
Headteacher	Richard Stead (RS)	
	Alex Wade (AW)	
	Lydia Laphorn (LL)	
	Jean Ainsworth-Smith (JAS)	
	Andy Powell (AP)	
	Joanne Pike (JP)	
	John Walker (JELW)	
	Stephen Penny	
	Sheila Hummel (SH)	
	Lindsey Waddington (LW)	
Clerk	Julie Walker (JW)	

Documents made available for review on the Somerset Learning Platform in advance of the meeting

- Agenda
- Minutes of the meeting on 24/9/14
- Health Safety and Security Report
- Education Committee Report
- FP&P Committee Report
- The Somerset Primary Challenge 2013-2016
- Raise on Line 2014 Report Summary
- Head Teachers Report (sent by email)

Action

The meeting started at 19.35

1. Apologies for Absence

N/A

2. Declaration of Business Interests

None were declared.

3. Matters Arising from the Minutes of the Meeting on 24/9/2014

- Replace AW with LL as the Education Committee Clerk.
- Co-opted Governor Vacancy – nobody identified but ER knows of somebody who may be interested. ER will report back at the next FGB meeting.
- AW has delivered 2 out of the 4 medical training sessions. Dates are booked for the other 2 in January/February. The SEN policy will be put onto the website this week.

JW

4. Urgent Non-Agenda Items

JP has been approached by parents asking why children are being rushed through lunch and asked to sit on benches to finish their lunch. RS

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explained that occasionally children may be asked to move if they are the only one left at a table. Some of the very last children left in the hall eating their lunch may be asked to sit on a bench to finish off so that staff can clean the tables and the floor.

5. Reconstitution Amendment

Further to our agreement at the last FGB, County put forward a suggestion that we have 2 Parent Governors instead of 4 and that the other 2 Parent Governors become Co-opted.

A discussion took place regarding the benefits of this proposal. We will continue to maintain 4 parents as Governors but appointing a Co-opted Governor would be easier and would not require a ballot which often puts parents off applying particularly when there is more than 1 person interested in a vacancy. All agreed that our current balance works well.

ER asked Governors if they were in agreement with the proposal. All agreed provided the current balance continues.

ER recommended that AW and LL remain as nominated Parent Governors and JP/AP will now be coopted Governors. All agreed.

6. Governor Training

Our FGB training session on the use of SLP will be on Thursday 15 January at 7.00pm.

- JELW and SH - Induction training.
- LW – SLP training
- LL - Primary Curriculum training
- AP – Budget and Budget Monitoring

7. School Development Plan (SDP) and Governor Monitoring

RS has met with Rosemary Bailey since the last FGB meeting. The monitoring chart does not now fit with the new SDP following her visit.

AP and ER will be in on Tuesday 2 December to talk to Cat Smith and Charlotte Howlett.

AW asked if Governors all were happy with priorities given. She will adapt this as when necessary.

RS is not keen to add to the monitoring plan and possibly lose focus, but as there are other things to develop which have now become priorities, induction will no longer be a priority and after this monitoring visit this will not need to be continued.

8. Head Teachers Report to Include Raise on Line

RS referred Governors to some of the stand out points relating to achievement of the school on page 35 of the Raise Online Summary.

Key points:

Attainment at KS2 – the table shows an analysis of pupils’ average points scores over the last five years in the National Curriculum. It is clear to see how well the school has done. There are some gaps in the data but this is where the Government has changed what they want to measure.

Page 38 – shows progress measures value added. This is how much distance children make from where they started and shows a 3 Year trend. Progress has been good but last year was exceptional. We are in the top 3% nationally for progress and attainment.

ER congratulated RS and staff again on this achievement.

ER recommended that Governors attend the Raise Online Governor Training course.

HT report

Priorities for the Autumn Term are listed at the top of the report.

Charlotte Howlett (CH) has to have 1 year of mentoring support time as a newly qualified teacher (NQT). She is regularly observed by Jane Nicholls. CH is very open about how she feels and identifying where she needs more help.

This terms whole school Quest is ‘Showstoppers’ It has been challenging for the different phases to bring learning together under one title but many aspects have been successful

Quest work has been very successful in KS1 literacy.

Literacy works best if it is linked to Quests. Staff will become better at planning with more experience. The team aspect of planning works really well. SP felt that shared planning is very valuable.

The Wizard of Oz production was entertaining and inspiring for the children. The MSA funded this production.

Following feedback from recent TA performance management meetings, the majority felt that their involvement in the Quest planning was very positive and helped them feel more part of the team. TAs will be invited to attend the morning session of the next Inset day on 5 January. This will involve a cost implication.

Moving learning from Good to Outstanding – teachers have used tracking data to identify intervention groups and plan effectively for their intervention. RS has met with each class teacher and Mandy Brightman to see where the children are and the profile of each class.

Marking strategies appear to be working well. Children are now used to responding to staff marking. Verbal feedback is also important.

Q: Do staff timetable time to talk to children about the comments in books and to monitor and look back on previous comments?

A: Feedback is important to help children improve. This is easier with older children as they are able to read comments in books. Verbal feedback can be as important. Timetables are very tight but where possible this is done.

Somerset leveling project – There has been a change to the assessment scheme. Levels will continue to be measured only in Years 2 and 6. We have not adopted the Somerset model as this does not fit with our current

tracking scheme which RS feels is a much better system.

Q: How do we know if progress has been made with the new curriculum and Quests as assessment is the tool of measurement?

A: The accuracy of the pupil tracker system is reflected in the SATs results. Teachers are very accurate in their assessment of children. We will continue to use school pupil tracker. Extra time will be given to help staff moderate their judgements against DfE descriptors.

CG has taken on an extra afternoon per week and is focusing on pupils who are eligible for pupil premium

Attendance is still very good.

9. Health Safety & Security

AP has taken on the role of H&S officer. He has completed an online course and has looked at advice from DFE to help him in understanding the role and responsibilities of this position.

AP has been on a walk around with RS to find out a bit more about the school. AP will meet again with RS in January.

10. Appraisal and Pay Committee Report

Increments this year are linked with performance. In most cases staff are at the top of their pay scale. New targets have been set for RS. The Committee agreed with pay recommendations made by RS.

11. Education Committee Report

Key points:

- Minutes of the Education Committee Meeting set out the highlights from the Raise Online summary.
- The Committee also looked at the Fisher Family Trust school dashboard which uses average point scores. RS will provide JW with a copy of this document to put onto the Governor SLP page.
- SDP – new priorities – there is more emphasis on schools working together. It is a relatively new concept that children are responsible for their learning not only here but when they move into Year 7. There is an agreement in place but now needs more ‘meat to be put on the bones.’ Children need to understand how to improve where their learning is going. This will need to be added to the SDP – RS will keep Governors updated.
- The Committee agreed the SEN policy.

RS

12. FP&P Committee Report

Key points:

- Tables and chairs have been paid for from the DFCCG budget.
- Change for Life programme – RS explained that this is a club aimed at children who are less likely to be active and to encourage them to see the benefits of sport and games.
- RS is aiming to increase the amount of carry forward.
- There are a number of competing priorities at the moment including

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maintaining the level of the TA support in Year 2. RS has asked a parent who was interested in a TA role to help in the reception class.

- The ILL Programme will continue in January.

13. Approve Annual Safeguarding Children Report

The report had been sent to LL and ER who have approved the document on behalf of the FGB. Safeguarding is key and LL meets regularly with RS to discuss issues arising. ER will sign the report and RS will return it.

RS

14. Extra Land – Car Park

ER explained the history of the extra land to new Governors. Last week Mr Roach wrote to ER to say that he wanted to donate the land, as previously discussed, to the school (no strings attached) County are going to liaise directly with Mr Roach. If and when this happens, further discussion will be needed on the use of this land.

15. Phone Box

We have been offered an old BT telephone box which is currently located in Preston Bowyer. The Parish Council would like Milverton School to keep the phone box. They would be responsible for maintaining it. There was a suggestion that this could be used for a book exchange. Further details to follow.

16. Chairs Matters

RS alerted Governors to P3 of the Primary Challenge Document. ER congratulated RS on his contribution to raise attainment throughout Somerset as the Chair of SAPHTO. All Governors congratulated RS on this achievement.

The next FGB meeting will be on Wednesday 28 January 2015 at 7.30pm.

JAS sends her apologies for this meeting.

It was agreed to remove the Governor minutes from board outside on the infant playground.

The meeting finished at 9.20

FGB meeting dates for 2014/2015			
Meeting 1	Wednesday 24 September	Meeting 2	Wednesday 26 November
Meeting 3	Wednesday 28 January	Meeting 4	Wednesday 25 March
Meeting 5	Wednesday 6 May	Meeting 6	Wednesday 8 July