

# Milverton School – Full Governors’ Meeting

Wednesday 28 January 2015 at 19.30h

MINUTES		
	Present:	Absent:
Chair	Ewan Robertson (ER)	Jean Ainsworth-Smith (JAS)
Headteacher	Richard Stead (RS)	
	Alex Wade (AW)	
	Lydia Laphorn (LL)	
	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
- Draft Minutes – FGB Meeting 26/11/14
- Head Teachers Report
- Draft Minutes – FP & P Committee Meeting
- Draft Minutes – Education Committee Meeting
- Varied Instrument of Governance

The meeting started at 19.30

**Action**

1. **Apologies for Absence**  
Apologies accepted from JAS.
2. **Declaration of Business Interests**  
None were declared.
3. **Matters Arising from the Minutes of the Meeting on 26/11/14**  
SP arrived at 19.35. No business interests.

All actions complete.

There were no comments or questions arising from the minutes of the meeting on 26/11/14 and all agreed they were an accurate record of the meeting.

4. **Urgent Non-Agenda Items**  
ER has had a meeting with the person he had mentioned at a previous meeting who may be interested in our Governor vacancy. This person has a lot of relevant experience and has worked at schools in Devon. Before committing to joining our FGB he wants to confirm that his current

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employer would be happy for him to take time off when needed to attend Governor meetings/monitoring etc. ER will ask him to send in an email giving details about himself and why he wants to before a Governor. This information will be circulated to Governors, any comments should be sent to ER. He will then be invited to attend the next FGB meeting in March.

ER

ALL

**5. Reconstitution Amendment**

A copy of the new reconstitution document had been circulated to Governors in advance of the meeting.

**6. New School Admission/Exclusion Guidance**

RS referred Governors to the DFE exclusion from maintained schools statutory guidance for those with legal responsibilities in relation to exclusion which gives greater clarity on exclusion criteria. This was updated in January 2015.

RS would not seek to exclude a pupil lightly. There have been times in the past where this has been necessary.

RS can exclude a child for up to 5 days in one period without the need to contact the governing body. He would consult ER but the FGB would not be required to meet to discuss this although there may be occasions where this may be necessary.

School staff are trying to manage a child we have currently who has special needs. Staff are trying to manage this child's education and well-being but the well-being of the staff is also important.

We would seek to put in a lot of support for a child who is not in control of his actions but if this child's behaviour is putting himself or others in danger, or disrupting their education, then it may be necessary to exclude this pupil.

**Q: Does the document give guidance if a child was excluded: what would happen after this?**

**A: Yes. Longer fixed term exclusions would require the GB in conjunction with the HT and the local authority to continue the child's education. There are lots of different provisions available for children if excluded. The role of the GB is not to look at RS decision to exclude – it is to decide whether the correct procedure/process has been exercised.**

**ER may not be involved in an appeal at the start in case he is needed later on in the appeal process. This would only be a problem if parents objected to decisions.**

**Q: Is the guidance a substantial to change to what is currently in place, if so do policies need to be changed to accommodate this.**

**A: No this is not necessary. Policies refer to guidance of actions that staff should take. This is compatible with our existing policies. Fundamentally they are quite similar. The HT exclusion criteria is now simplified and there is less recourse to undermine decisions. There is still the opportunity to appeal. Rules need to be applied fairly and reasonably.**

**Q: Does the document also refer to parents.**

**A: As site manager RS can exclude a parent as necessary – if behaviour is detrimental to students. Police will be involved where necessary.**

**7. Education Committee Report**

RS apologised for the late circulation of the minutes and thanked SP and JW for their help in producing the minutes.

**Key points:**

- The Committee looked at progress reports for each year group. Pupils are by and large making good progress. RS had been actioned to investigate progress of children in receipt of Free School Meals (FSM) and Pupil Premium (PP) in Year 2. Children in receipt of PP funding fall into a class of Ever Six. Ever Six children may not be in receipt of FSM at the moment but may have been in the past.
- The Committee discussed the actions that are being taken by teachers in the class to help children reach their targets.
- Cognitive Ability Tests (CATs) have been taken in Year 5 for the first time. They are a set of tests which test skills of children not done through SATs. This is a benchmarking exercise for children in Year 5. The Committee had discussed how the CATs report data can be used to support teaching and learning in Yrs 5 and 6, and then beyond into KS3. CATs have been started as a Learning Partnership initiative.
- The Committee discussed the realignment of the Senior Leadership Team (SLT) and the rewriting of the School Development Plan (SDP). The SDP has been rewritten to focus on learning and to improve teaching to get from good to outstanding. We are working with other schools to ensure good transition so that children continue to reach their full potential.
- The Behaviour Statement was approved and the date will be amended. For clarification, the Behaviour Statement is what we as governors expect the behaviour of children to be. This is a starting point for the behaviour policy
- Mandy Brightman (MB) has produced an audit for all children who are taking part in interventions.
- The SENCO role will be advertised internally. RS will advertise as a fixed term to ensure that it is working for the person and the school. The fixed term will run until December 2016.

**Q: How long does the SEN award take?**

**A: It usually takes about a year. As a school we would support the appointed person with this learning. RS will make it clear in the interview process that they would be expected to remain in this position after completing the training.**

**Q: How does the fixed term contract work?**

**A: The contract would either be renewed or ended. This works both ways. There would be no need to re-advertise the position if it is being renewed.**

AW commented on how well respected MB is amongst healthcare professionals and that we are very lucky to have an SEN manager.

## **8. FP&P Committee Report**

### **Key Points:**

AP reported back to the FGB in the absence of JAS.

- Teaching assistant costs are more than anticipated due to 2 children in the Reception Class who have needed extra support. An application for funding to support the child with long term needs has been submitted.
- The pay award for support staff was not as expected. The increase was higher but awarded over a shorter period of time so the net effect was not very different to the anticipated cost.
- The supply staff budget is overspent which is largely due to training and partly due to HLTA sickness. There have been lots of changes to the curriculum. This has involved lots of staff training. HLTAs provide Planning and Preparation (PPA) time for staff. The insurance policy does not come into effect for support staff until the 6<sup>th</sup> day of absence.
- The grounds maintenance contract has been renewed and there is a slight rise in costs.
- The Asset Register is up to date and LL and SG have performed a stock take.
- Virements were agreed and signed off.
- ER had commented on the increased number of PP children – this is likely to be due to parents being asked to provide their National Insurance Number when applying for Universal Infant Free School Meals.
- There has been an external audit of the unofficial school fund.
- The Committee discussed the production of the Christmas DVD.
- ER has sent a reminder email to County with regard to the land Mr Roach is planning to donate to the school.
- As a result of the previous problems with the leaking roof the Area Surveyor, Nicholas Bryant (NB) has suggested placing a new roof over the existing roof. This would result in us gaining more roof space which could be converted in to loft room. As the idea came from NB we have been asked for a commitment of £600 for drawings and a further cost of £5000. RS has committed to spend this money if this project is viable.
- Support staff sickness. RS is thinking about putting a system in place (Bradford Score) for assessing staff sickness. RS is still working on

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the policy – he has spoken to HR and has been sent a policy. RS will need to bring this to the attention of staff.

- There has been no interest in the Toasties vacancy. We will possibly re-advertise this position. We may need to advertise this position with more hours.

**9. Health Safety & Security**

RS and AP met on Monday. They had a tour around the building and chatted about school closure. AP now has a better understanding of reasons determining school closure. We have a policy in place. The decision would be made on safety grounds.

Some of the points they discussed are covered in the Head Teacher Report. There are a number of issues that have been addressed and fixed.

AP will produce an annual report on H&S.

**10. Head Teachers Report**

The SDP has been rewritten to focus on learning.

SP has introduced hot and cold text books.

RS asked Governors if they had any questions about the SDP.

**Q: Point 5 – If JN and PC are taken away from the class, how will this fit in with their job?**

**A: PC and JN have already had input from Rosemary Bailey. Some release time has already been taken. Leadership time has already been built in to their timetables. More release time could be requested and is likely to be granted. RS would be looking to minimize the effect on the classroom.**

**Q: Thinking about the extra work for JN & PC as well as the effect to the pupils - planning should be provided for staff covering their class.**

**A: This is an ongoing situation. Planning is provided.**

**Q: Tracking of Progress – point 2, second paragraph. What interventions will take place for those children not achieving?**

**A: It is difficult to talk about individual interventions. JELW and LL will be looking at this to see the effectiveness of interventions.**

**Q: Are staff aware of the data at Pupil Progress meetings?**

**A: Sometimes progress does not show up in books etc. MB, RS and the class teacher would have a discussion on how to move progress forward.**

There has been a fault with the fire alarm sensor on the Toasties building. Repairs have now been done and hopefully this recurring problem has

now been solved.

The problem with the boiler pump has now been repaired.

Finance – there is small carry forward of about £7,000. RS expects that the budget will be very near to £15,000 as predicted.

Training – there has been a lot of changes to the curriculum. There was a discussion regarding Ofsted and the changes with inspections.

Migration report - attendance is down slightly but it is still above average.

**11. Staffing**

Already discussed previously in the meeting.

**12. Governor Training**

ER encouraged Governors to sign up for training.

LW has found it very useful to get hands on experience at the SLP training session.

**13. Governor Visits – Feedback**

AW thanked Governors who had provided feedback on the calendar.

Priority 4 will be taken on by LL and AW who will meet to discuss this.

AW/LL

SP is happy to take on Priority 5 but not in March – this would be better later on in the year.

SP

LL talked about governors getting involved in questioning. PC/JN have been visiting classes during quest learning time – with the removal of levels this is how teachers will gauge learning.

RS – Governors could come in and observe monitoring and then to look at notes. Governors could look at learning objectives. AW and LL will get together to discuss how to take this forward. LL would like to look later in the year at marking etc.

AW/LL

All Governors were happy with progress of the calendar.

AP and ER met with Cat and Charlotte in December. They were both very happy with their professional development and the way they had been received into the school. It was clear that they were happy with all aspects of the school.

**14. Chairs Matters**

No matters to be discussed.

**Date of next meeting**

The next meeting will take place on Wednesday 25 March 2015.

The meeting finished at 20.55h.

FGB meeting dates for 2014/2015			
<b>Meeting 1</b>	Wednesday 24 September	<b>Meeting 2</b>	Wednesday 26 November
<b>Meeting 3</b>	Wednesday 28 January	<b>Meeting 4</b>	Wednesday 25 March

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<b>Meeting 5</b>	Wednesday 6 May	<b>Meeting 6</b>	Wednesday 8 July
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