

Milverton School – Full Governors’ Meeting

Wednesday 23 September 2015 at 19.30h

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

Documents made available to Governors for review in advance of the meeting:

- Agenda
- Draft Minutes – FGB Meeting of 8 July 2015
- Head Teachers Report
- Code of Conduct
- Register of Business Interest
- Aide Memoire
- Standing Orders
- School Organisation Document

The meeting started at 19.35

Action

1. **Apologies for Absence**
None – all Governors Present.
2. **Declaration of Business Interests**
Governors were asked by the Chair if they had any business interests. None were declared. Signed forms were returned to JW.
3. **Matters Arising from the Minutes of the Meeting on 8th July 2015**
Governors were asked if they had any questions arising from the minutes of the meeting on 8 July 2015. None were raised and all agreed they were an accurate record of the meeting. The minutes were signed by the Chair.
4. **Election of Chair and Vice Chair**
ER’s term of office as a governor is close to expiry. ER stated that he

Signed as an accurate record of meeting Date:

would be happy to continue as a governor if the GB was happy to co-opt him for another term. ER left the room whilst a discussion took place. The decision was unanimous co-opt him back into this position for another term.

We are looking to elect a new parent Governor as AW's term of office has come to an end. This vacancy needs to be advertised and all parents will be given the opportunity to apply. This will be done via the Friday Flyer. RS explained the process for an election to the Governors.

ER agreed to stand as Chair for another year if Governors were happy to elect him back into this position. ER left the room whilst a discussion took place. The decision was unanimous to re-elect him. He was invited back into the room and congratulated on his re-election into the position of Chair for a further year.

ER has mentioned in the past that he is keen to have a succession plan in place. AP had approached ER before this meeting and has kindly agreed to stand as Vice Chair. ER asked Governors to think about next year and the position of Vice Chair.

AP left the room whilst Governors voted. The decision was unanimous to elect him into the position of Vice Chair. AP was invited back into the room and congratulated on his election into the position of Vice Chair.

5. Establish Sub Committees

ER asked Governors if they were happy to remain on their current committees. All agreed. Details below:

- Pay Committee – Chair - ER, Clerk - LW
- Finance Committee – Chair – JAS, Clerk (JW's replacement)
- Education Committee – Chair – RS, Clerk - LL

All agreed to maintain the status of these committees.

ER reminded Governors that each committee need to go through the Committee Terms of Reference and approve them at their first meeting.

Dates of committee meetings to be agreed at the end of this meeting.

6. Urgent Non-Agenda Items

None

7. Governor Training

ER recently attended the Ofsted training.

Key points from the training are:

- There is a new regime for new inspections. We will be given half a day's notice for a 1 day inspection. If we remain good – Ofsted will come back in 3 years. If we are given a rating of better than good, the inspector would call in two further inspectors and it will continue for another day.
- It was suggested that an Aide Memoire be created - we already have this in place.
- Governors need to be familiar with the SEF – created in July 2014. The SDP is the document we use to establish goals. The SEF has

to be updated annually. This document contains a number of different pieces of information ie results and health and safety. RS tries to align it with the Ofsted framework.

Q: AP asked if this is a document that can be shared.

A: RS didn't think that this would be useful to all but could certainly be shared with Governors. Once this has been updated RS will provide Governors with a copy.

RS

Section 2 of this document gives details of our assessment procedures but this has changed. Levels are no longer used as they don't fit with the new curriculum. Children are now working towards age related expectations.

An Assessment without levels document has been produced by Ofsted.

Governors need to be aware of the data dashboards – targets and achievements are set out in this document. Targets are stretching the children's ability.

- Big on the national scene is PREVENT to stop extremism in schools. There is a big push by the Government to ensure that this doesn't happen again. We need to take this seriously and to be aware of this.

Q: Do we need to have a Prevent Policy?

A: Yes this will need to be done.

Q: Does this also include online issues.

A: Yes but staff can influence children's online welfare and safety.

ER commented on how lucky we are to have a full team of Governors.

8. Agree Standing Orders

The document was sent to Governors in advance of the meeting. ER asked if anybody had any comments.

- New appointments will need to be included.
- Pay Committee needs to be added to section 2.2 and 3.1.
- Section 3.5.2. – Governors recommended changing the wording to say "48 hours in advance of the meeting."

ER went through the document to clarify the points that we have selected.

All agreed the standing orders.

JW to update and to provide Governors with an updated copy.

9. Delegation of Authority of External Visits

All agreed that this should be delegated to RS.

10. County Fraud Audit

County came in to perform an audit in July. The good news is that there is no evidence of fraud.

There is a report from the meeting and there are a number of small things that were raised. For example:

- We need to demonstrate that the committees and FGB have agreed terms of reference.
- RS/SG are planning to go through the audit with the FP&P Committee. There are some very small things which can be easily addressed. Governors can view this document if they would like to.

Governors congratulated SG on her contribution to this audit.

11. School Organisation Options

This document was sent out in advance of the meeting.

ER asked if Governors has any questions after having read the document.

JAS thought that a lot of this did not apply to us as we didn't fit into the categories.

RS gave a brief update to Governors as to where we are at the moment:

- There is a big push from the Government encouraging that all schools become academies.
- The Department for Education does not like orphan academies. In the first round of schools converting, they converted by themselves and received lots of funding. However they do not like these anymore and want schools to join chains and become multi academy trusts.
- RS has discussed options with ER as to what would work best for us. In RB report she talked about viable units (1000 pupils). We need to think about how this will help our pupils. ER and RS are in accord that we need to have all the information at our fingertips.
- Most of our children feed into Kingsmead and it makes sense to join up with Kingsmead. RS had a meeting in early September with the TVP. Kingsmead have been approached by the DFE and have recommended that they join with other schools.
- Trustees will be legally responsible for academies but finding people to do this may be tricky. It may not be necessary to have head teachers in each school.
- The devil is in the detail. If we do this we would want to write our own terms of reference. We need to preserve our own identity.
- ER would want to ensure that each school maintains and establishes its own pay structure.
- At the moment there is no pressure to convert to an academy but we do need to explore all our options and the impact on the school. We need to embrace this.
- We need to be clear on the benefits for the children.
- Transition would not be a problem if the curriculum was developed.

ER asked Governors for their thoughts on this system –

JELW –The larger the organisation the less the accountability. Values that we have now may be lost.

ER – knows of multiacademy chains that still have a Headteacher. Again details would have to be written in.

AW – would be keen for Milverton to be part of the development.

ER asked if all were happy for RS to explore this avenue of interest. RS may look to involve a Governor with this process as a conduit of information back to the FGB. There are no plans in place and this is purely a discussion of the possibilities at the moment.

12. **Health Safety & Security**

RS and AP have not met this term. There is a H&S audit tomorrow. Details of this audit will be reported by at the next FP&P meeting and then to the FGB meeting. AP has provided the auditor with notes of all his visits.

AP is happy to continue in the role of H&S Governor.

13. **Headteachers Report to Include SDP**

This document was sent out in advance of the meeting.

RS will send through the more detailed part of the SDP to Governors.

- AW asked about the first point and is keen to know how this can be evaluated. RS referred back to the previous meeting. Our school has a distinctive character and ethos. We need to look at why we are different and how Milverton children are identifiable.
- RS shared the diagram which was created several years ago on our Positive Contribution.
- Monitoring this is more difficult but this can be done by talking to the children.

Q: When is RS hoping to have the core offer available?

A: Each teacher has a core subject they will be writing about and this should be available soon.

Q: Point 6 – who is taking the lead for this.

A: This will be given priority. The new Secretary will be responsible for this and will hopefully be updated by December.

- Easter 2016 is the date for the roof repairs.
- Governors asked about class sizes. The largest class is 33 children in KS2.
- Attendance is good.
- JW last official day is on Friday 25 September. She will hopefully be staying on for another couple of weeks. Governors thanked JW for all that she has done for the school and wished her all the best for the future.

- There were a good number of candidates for the secretarial vacancy. The interview panel will be RS/ER/SG. Interviews are taking place on Friday.

14. Annual return of Racist Incidents

Nil Return.

15. Governor Visits Plan

Alex will add more detail when she has a full SDP.

ER thanked AW for putting together the plan and for the success of the visits and reports. AW would appreciate if Governors would email her with their preference for priority area on the monitoring calendar.

ALL

16. Confirm Full Governing Body Meeting Dates for the Year

Dates have already been circulated and are shown at the bottom of these minutes.

17. •

18. Governing Body Code of Conduct

The code of conduct was circulated in advance of the meeting. Governors returned their signed copies to JW for filing.

19. Aide Memoire

RS had sent out an updated version.

It is important for Governors to be aware of the Sports Premium Grant Expenditure. RS handed out a document during the meeting giving details.

During and Ofsted inspection, if Governors have concerns about being able to answer questions, then they do not need to be involved. Ofsted want to know that Governors have a grip on what is going on in the school.

This is a developing document. Governors were asked to share information that they feel would be useful to include.

ALL

20. Chairs Matters

None

Date of Next Meeting

The next meeting will be on Wednesday 25 November 2015'

Meeting finished at 9.25pm.

FGB meeting dates for 2015/2016			
Meeting 1	Wednesday 23 Sept 2015	Meeting 2	Wednesday 25 Nov 2015
Meeting 3	Wednesday 27 Jan 2016	Meeting 4	Wednesday 23 Mar 2016
Meeting 5	Wednesday 11 May 2016	Meeting 6	Wednesday 6 July 2016

Committee Meeting Dates Agreed:

Finance - 18 November at 6.00pm

Finance - 20 January at 6.00pm

Finance - 16 March at 6.00pm

Finance - 4 May at 6.00pm

Finance - 29 June at 6.00

Education - 11 November at 6.00pm.