

# Milverton School – Full Governors’ Meeting

Wednesday 26 March 2014 at 19.30h

MINUTES		
	Present:	Absent:
Chair	Ewan Robertson (ER)	Nicola Stoddart (NS)
Headteacher	Richard Stead (RS)	
	Lindsey Waddington (LW)	
	Arthur Whittle (AW)	
	Alex Wade (AWa)	
	Lydia Laphorn (LL)	
	Jean Ainsworth-Smith (JAS)	
	Andy Powell (AP)	
	Joanne Pike (JP)	
Visitor	Sheila Hummel	
Clerk	Julie Walker (JW)	

## Action

### 1. Apologies for Absence

Apologies received from NS.

ER welcomed Sheila Hummel who had been invited to the meeting as she is interested in our vacancy for a Community Governor.

### 2. Declaration of Business Interests

None were declared.

### 3. Matters Arising from the Minutes of the Meeting of 5 February 2014

- Butts Way development – ER has received email acknowledgement from Taunton Deane of his recent letter.
- ER, LL and AWa have completed the Safer Recruiting in Education. Online training course.
- The suggestion to have the flower show and MSA fete in the same place was raised at the last MSA meeting. Becky Hards was going to look into this. **RS** will follow this up.
- There have been no volunteers from the support staff to take on the role of Support Staff Governor.
- As NS was absent from this meeting the following actions will be carried forward to the next FGB meeting:
  - NS to amend the absence report percentage to 4.4%.
  - School Accessibility Plan – this was not discussed at the recent Welfare Committee Meeting. **RS** will follow this up with NS.

All agreed that minutes were an accurate record of the meeting and were signed by the Chair.

### 4. Urgent Non Agenda Items

- ***JAS asked if Governors were required to help out at the Easter Happy Hour.***

***RS said that Governors would be more than welcome but as the event is only an hour, it is not essential.***

- **Creedwell Development** – Notaro are planning to have an exhibition at the Methodist Church next week. Notaro have not yet contacted the school regarding the possible increase in pupils if the build goes ahead. RS will keep the Governors informed of any communication with them.

**RS**

**5. Health, Safety and Security**

AW met with RS at the beginning of March. They looked through the COSHH data sheets. On the whole the sheets are being completed regularly but RS clarified that Robin updates the sheets a week behind. They went on a walkabout but there were no significant issues.

***AW asked if any Governors had questions. None were raised.***

**6. 2014/2015 Budget**

Funding is down by £41,000 on last year. The reason for this is that our pupil numbers were lower at the time of the October Census. Further funding has been received for Pupil Premium and PE. We have had to make trimmings and find savings in this financial year to allow more to carry forward next year.

We are hoping that pupil numbers will increase in the September intake.

The biggest cost in the budget is staffing but there are no planned redundancies. With the introduction of the 2014 curriculum the priority is for teachers to attend relevant training and also to receive professional development to support school improvement priorities.

The FP&P committee looked at the budget in detail. We will not have anything to carry forward into the next year if pupil numbers do not rise. If the national formula comes into operation this may also affect the budget. The Government has not yet provided any information.

The budget plan for 2014/15 (funding £673,565) was approved.

**7. SFVS Statement**

This document has been circulated and Governors were asked to read this in advance of the meeting. This document has to be signed as a record that we are doing what we should be with regard to financial management.

***AP asked for clarification of Question 15 “Does the school maintain its premises and other assets to an adequate standard to avoid future urgent need for replacement.”***

***RS explained that we buy into the BMIS scheme. As part of this service, the area building surveyor visits regularly to look and assess what needs to be done to maintain the buildings to a good standard.***

**8. Governor Training**

- RS, JW and ER will be attending training on Managing the Business tomorrow. It is a requirement of this course that the Headteacher,

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- Chair of Governors and Clerk attend together.
- AP has attended Induction Training (2 sessions)
  - FGB training – JW has requested availability from Governors. JW will pass this information to Governor Services and will inform Governors once a date has been agreed. Once again, ER recommended that all Governors make use of Governor Training offered.

JW

9. **Governor Monitoring Visits**

ER thanked JAS and AWa for their excellent visit report. The focus of the visit was moving learning from good to outstanding. They reviewed literacy work from Years 5&6 and both now have a much better understanding. They noted that comments were clear and constructive from teachers. Pupils had also commented and some had adjusted their work based on the feedback from the teacher. They also met with some pupils from Year 5. They found the children open, chatty and positive. The children gave useful comments on how they have found their Year 5 experience. They also commented that they enjoy receiving feedback. AWa and JAS would like to have a look at different year group books for consistency. Overall they were very pleased with pupil progress.

RS clarified the comment about not marking every book. If children are working to a toolkit, they will mark their work with a peer. The teacher will then look at the work afterwards, mark the children's self-assessment and it will be given back to pupils. Teachers will often do guided group work and will give verbal feedback. It is not necessary to mark every book in depth, after every piece of work, in order to give good feedback and secure good progress.

10. **Staffing**

We currently have two positions to be filled. Some of the Year 6 children had created an advert for a teacher which had been put onto the website. One of the candidates had responded to the posters. There have been 53 applicants for the two vacancies. Four candidates have been shortlisted for interview. Isabel Calnon (IC) has been invited for interview. She would like to be considered for both jobs. Interviews will take place on Tuesday 1 April and Wednesday 2 April.

The majority of applications were from NQTs. More than 12 applications were from existing teachers. RS had shown interested teachers around the school on 19 and 20 March after school. If IC is not successful on the first interview day, then she would be considered for the second day.

***Governors asked if IC is appointed, would we re-advertise to cover her part time position.***

***RS said that was likely and also that it is possible that we may have a candidate who we could consider for the part time position.***

***LL asked about the cover for Year 2 when NS leaves.***

***RS would look to book long term supply cover. Hopefully this will be somebody who is well known to the children and the school to ensure continuity.***

***ER asked if Governors had any further questions – none were raised.***

## 11. Education Committee Report

The minutes from the Committee meeting on 19/03/14 were circulated in advance of the meeting.

### **Key Points:**

The committee spent the majority of their time looking at reports and progress data. The outcome was that progress is good. Feedback from the parental survey was that there is a high level of satisfaction but some parents had referred to end of year reports with suggestions that reports could be more personal. RS had remodeled a report, which included a photograph and a concise comment about learning and handed out copies as an example. RS does not want to 'shy away' from including attainment with the national average.

All agreed that this format was an improvement for parents and this would cut down on the amount of work for teachers.

## 12. Welfare Committee Report

The minutes from the Committee meeting on 13/03/14 were circulated in advance of the meeting.

### **Key Points:**

The issue of DBS for Governors was raised. The online course on safeguarding had stated that DBS is needed. The Government have changed the rules relating to DBS and RS had been persuaded at the meeting he attended today, that Governors should go through a DBS check.

They had looked at the duty room book and noted that the numbers were quite high already this year. The following questions were asked:

- ***What is the duty room?***
- ***Does RS look at trends?***
- ***How many different children does it represent?***

***RS explained that it is similar to a detention. There is a system in place for those children who have been in the duty room more than 3 times.***

The committee looked at parental questionnaires and thought that some of the general feedback should be added to the FF. All agreed this would be a good idea and there is already an intention to do this.

Performance management mid-year reviews for Teaching Assistants have been arranged.

## 13. FP& P Committee Report

The minutes from the Committee meeting on 12/03/14 were circulated in advance of the meeting.

### **Key Points:**

The Committee is still looking at replacing chairs and tables. A sample chair was available for governors to view. The cost to replace chairs and

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tables is approximately £8000.

RS reported on his trip to Meare Primary School. It was a very worthwhile visit and it was good to share ideas with the management team and then the staff.

The Committee looked at the Business Continuity Plan. It was agreed that there would be a 'grab bag' kept in the office which will contain essential information in the case of an emergency. JAS has a copy of the plan if Governors would like to have a look.

The Committee also looked at whistleblowing policy. JAS mentioned that we are short of FP&P Governors. ER would need to attend the next meeting to make it quorate.

***JAS asked for any questions. None were raised.***

#### **14. Headteachers Report**

RS apologised for the lateness of report.

RS wanted to highlight curriculum quests. He is seeing some really excellent learning opportunities.

AWa thanked staff for Year 5&6 quest evening. A tremendous effort had been put into arranging the evening and it was a great opportunity for the children to share their work and to see how this linked in with their work.

RS thanked AWa for her feedback which he will pass on to the staff.

***AWa asked who would lead on literacy when NS leaves.***

***This will depend on who is appointed.***

Claire Goodman and Mandy Brightman have looked at how effective intervention groups are across the school. The short sharp interventions work best. Teaching staff need to be very clear with TAs who run the groups, of their expectations. Staff were asked to consider this when planning interventions.

Implementation of extra sports coaching – Arsenal Soccer Schools have been asked to cover sport until the end of the year. The money already set aside will be used for this.

The scheme for funding sport will go on until 2020.

Finance and premises has been covered earlier in the meeting.

Pupil attendance has improved.

RS asked Governors for questions.

***JAS asked if absence is due to holidays.***

***The vast majority of holiday requests have not been approved, but some holiday has been approved and RS gave an example of an exceptional circumstance.***

**15. Interim SEN Report**

The SEN Governor meets regularly with MB and CG. This report circulated in advance of the meeting was written by MB. We have 20 special needs children. With the new funding system we have 1 child on 'high needs' which has rolled over to 2015. It is important that the Governors are aware that the budget is very tight. A local school has had 3 SEN children but had not been given funding.

***AWa asked if there is a contingency.***

***There is nothing in place at the moment due to lack of funding in this area – this is a County-wide problem.***

Intervention groups have been running for nearly a year. ALB runs the ILI programme for 10 week periods. This has been successful and results have been good. TAs have responsibility for delivering the Wave 2 interventions. Mandy and Claire will look at this and work with the teachers to ensure consistency.

IDFS is ongoing. Claire will provide further training for the new teachers once they have been appointed.

MB has produced the following policies:

- Looked after children
- Children with medical conditions

MB has updated the following policies:

- SEN
- Critical incident

AWa and MB will be attending a course on the medicines policy.

**16. Advert for Community Governor**

An advert has been placed in the April Parish Magazine for anybody who is interested in the vacancy for a Community Governor at Milverton School. ER read the advert to the Governors. We are looking for dynamic people who are interested in pushing the school forward. Interested people should contact JW.

ER thanked AP for his suggestion of advertising for this position.

**17. Free School Meals (FSM)**

There is a Government initiative to provide FSM to all KS1 children from September. We currently provide at least 30 meals but this is likely to increase to 90. Millennium Catering are making the commitment to continue with providing meals for £2.30. We will need some extra equipment to accommodate the additional provision of meals. We will need a new dishwasher and cutlery. The Managing director of Millennium Catering will meet with RS to discuss their requirements.

RS had sent out questionnaires to parents relating to FSM and the figures indicated that the majority of parents would take up this offer. Patterns will change after initial take up. It is likely to take until Christmas before we have a true picture. Millennium will provide a meal for £2.30.

***There was a discussion over the quality and choice of meals.***

We are in a lucky position that we will be able to provide this service. It will have an impact on the timings for the lunches and we may need to change the school day to accommodate this.

**18. Parent Questionnaires**

Results from the questionnaires are pretty much the same as last year. The results from the survey had been circulated in advance of the meeting. ER felt that it was a great achievement. 7.5% of parents disagreed with the question "The report format helps me understand my child's progress". RS has already started working on improving the format. The positives do not come as a surprise.

***ER asked if Governors for comments.***

***AP asked if this information will be shared this with the parents.***

***The larger numbers will be published in the Friday Flyer and it will be communicated that we have listened to the negatives.***

JAS commented that it is interesting that there are no complaints about sports and arts. We are much better at communication than we have been in the past and the Friday Flyer is helping with this.

**19. Chairs Matters**

There were none.

**20. Date of Next Meeting**

Wednesday 7 May 2014 at 19.30h.