

MILVERTON COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BODY MEETING

Wednesday 1 February 2017 at 19:30

DRAFT MINUTES		
	Present:	Absent:
Chair	Andy Powell (AP)	Sheila Hummel (SH)
Headteacher	Richard Stead (RS)	
Vice -Chair	Alex Wade (AW)	
	Lydia Laphorn (LL)	
	Stephen Penny (SP)	
	Ewan Robertson (ER)	
	Lindsey Waddington (LW)	
	Jo Pike (JP)	
	Lindsey Tawse (LT)	
	Lindsey Waddington (LW)	
	Adrian Landon (AL)	
	In Attendance:	
Clerk	Marian Barlow (MB)	
Meeting began: 19:32		

Documents circulated in advance of the meeting:

- Agenda
- Draft FGB Meeting Minutes 23rd November 2016
- Draft FP&P Meeting Minutes Nov 2017
- Draft Education Committee Meeting Minutes Jan 2017
- Head Teacher's Report to Governors

Tabled at the meeting:

Internet provider quotes

1. Apologies for Absence

Apologies received and accepted for Sheila Hummel.

2. Declaration of Business Interests

None declared.

Signed as an accurate record of meeting Date:

3. Matters Arising from the Minutes of the Meeting on 21 September 2016

These minutes were circulated in advance of the meeting.

Action 1: The Chair has received no proposals for someone to fill the Governor vacancy. Governors will continue to research possible options.

Action 2: MB reported it was difficult to find out exactly how long a Safer Recruitment certificate lasts as it is dependent on the course provider. Two Governors are booked to do the online training with SCIL, who could not say exactly how long. RS believes it to be 5 years. It was said that it would be useful for some Governors do this course, especially any that would like to be part of an interview panel.

Action 3: Completed - this Monitoring Calendar is just a guideline at present. Governors agreed that it would be good to start the process of arranging visits to school through RS or the Senior Leadership Team.

Action 4: Completed.

Governors agreed that the minutes of the FGB meeting of 23 November 2016 are an accurate record of the meeting. The minutes were signed by the Chair.

4. Urgent Non-Urgent Items

None reported.

5. Tone Valley Partnership (TVP) Update

RS reported that the Head Teachers in the TVP have met since our last FGB meeting to sign the TVP Charter. The Chairs of the TVP schools have also met to exchange information about the schools and look at priority areas in term of the schools' development plans. The Head Teachers met last week to look at how the TVP is moving forward. The subject lead teachers of the schools will also be meeting. The Heads discussed buying into Mathstopia as a group. This is run by Jo Cronin who is an experienced Maths Advisor and will help subject leaders to work together in moderating their assessments, and provide further guidance in embedding the teaching of number fluency, problem solving and reasoning.

- The Heads also discussed buying internet provision as a group. Schools have been asked by Somerset County Council to look for their own provision and the TVP asked an advisor to put together some quotes. RS shared this information with Governors. RS said that this is not just a question about money, but also about safety, security and cloud storage. RS said that at the moment we are currently getting download speeds of 10Mbps and pay around £4,000 per year for the service. All the quotes are considerably cheaper than this, with better speeds. RS tabled a collated sheet summarizing the quotes from 3 providers and explained the relative pros and cons of them. The deadline for the decision for a group purchase at a small discount is this Friday and needs to have Governors' approval. RS recommended SWGfL as his preferred choice and explained that this represents best value. RS said that 5 of the other schools in the TVP also prefer this company.

Governors agreed that SWGfL's quote is the most suitable for Milverton School and authorized RS to pursue this contract.

Signed as an accurate record of meeting Date:

- SP has been in contact with other schools in the TVP to see how they are teaching SPAG. Bishops Lydeard has given some advice to SP, from which there has been a positive effect and the school was bought some SATS revision guides for Year 6. Governors commented that this demonstrates a good example of the continuing work with schools in the TVP.

Q: Governors asked whether the TVP Charter is on the website.

A: Not yet, MB will action this. It was agreed that this would be a good thing for the parents to see.

Action 1: MB to put the TVP Charter on the school website.

6. Education Committee Report

These minutes were circulated in advance of the meeting

- In this meeting the Governors had an in depth look at assessment, progress through the year and how we set targets. The School Pupil Tracker data demonstrates that all Year 6 pupils have made expected progress or better since September. This year the targets are high; they are aspirational but not unachievable. Targets are based on the performance of the top 5% of schools in the country. This is in line with what Rosemary Bailey has said, and RS feels this is right.
- RS reported that attendance data is similar to last year with attendance at 96.6% in the period 1/9/2016 to 31/12/16. Unauthorised absences rose with 0.7% compared to 0.4% in the same period.
- The committee looked at the Behaviour Policy and the Attendance Policy and agreed the Governor's Principle of Behaviour Statement.

7. FP&P Committee Report

These minutes were circulated in advance of the meeting

- The Committee Chair reported that there were a lot of questions coming from Governors at the last FP&P Committee meeting; which is exactly what we want. The projected uncommitted revenue balance will be £36,628. This means going into next year the school should be in a stable financial position. RS said that there will be increased costs due to LA cuts in services that the school will have to buy in. We do not know when the Fairer Funding Formula might happen; the Government has said it will be in 2018. However, schools in the South East and Devon are lobbying the Government as they look to lose a lot of funding. Governors discussed the National Funding Formula and said there is a good article explaining it in this term's Network magazine.
- Governors congratulated the finance team in getting the school into a strong position through good process and management.
- Governors reported that they had a very positive NQT induction meeting with Alice Gauntlett.

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- Car park update. Phase 1 of the work has been completed and Governors had positive feedback. The Governors felt that child safety has been improved. The 2nd phase is due to happen over the February half term.
- It was reported that the school achieved 100% in a recent cleaning inspection.
- Governors asked for a full copy of the SDP priorities from RS. RS to action this.

Q: Governors asked if there could be an executive summary of the finances at the beginning of the FP&P Committee meetings? This would help clarify and could be used as discussion point.

A: It was decided that RS and Sue Greenway could create a joint statement that would be distributed with paper work before the meeting.

Action 2: RS to email Esafety and TVP SDP priorities to Governors.

Action 3: RS to speak with Sue Greenway about creating a finance summary for FPP Committee meetings.

8. Health, Safety and Security

- RS is has a few more actions to complete the Fire Risk Assessment
- RS needs refresher premises training.

Q: Governors asked whether that had been any more out of hours visitors to the school site?

A: RS reported finding litter in the outside classroom after Christmas. This issue has come up many times before; we know that the site perimeter, though fenced, is not secure. If it becomes a problem we could research using CCTV, but that brings with it many issues.

- Roof Update: RS reported that Nicholas Bryant, County Surveyor was in school today and RS felt that he was slightly non-committal about the project. Governors said that given the significant delay and promised start dates missed previously, it would be good to put pressure on County for this project to still happen over the Easter holidays. The project manager will come out to school to meet with RS.

9. Head Teacher's Report

This document was circulated in advance of the meeting

RS talked through the Head Teacher's Report to Governors.

- The performance appraisals are currently happening. Once the new process has happened once RS is hoping to cut out some of the bureaucracy.
- Merger with Pre-School. This has been difficult to get everyone together for the first meeting; RS hopes this will now happen soon after half term.

Q: Governors asked whether there was impetus from the pre-school for the merger?

A: The pre-school is managing at the moment but the committee is close to stepping down and would like to get the merger moving forward. Governors commented that there is a

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duty of care towards the staff to offer them security and that they feel valued. RS said there is a commitment from the school.

- Artsmark Award – Cat Smith has been working hard setting up arts clubs and carried out an audit of how children feel about art in school. This has identified areas to concentrate on. Cat is also planning a whole school project with Somerset Heritage and opportunities for gifted and talented pupils to visit an artist in Watchet for a workshop.
- RS explained that teachers attended a joint Inset day at Kingsmead School on 3rd January to continue our work with other schools across phases KS2-KS3. This inset afternoon was based on the TASC (Thinking Actively in a Social Context) project planned across the TVP for the summer term.

Q: Governors asked what is the purpose of the TASC week?

A: The TASC itself is based on the question ‘Is there a design to nature?’ This is a project where schools in the TVP have the opportunity to work together. We will be working with Wiveliscombe and Cotford St Luke. At secondary stage the teaching is much more didactic and the Head Teacher at Kingsmead feels that this project will bring some enquiry based learning which is more similar to primary curriculum, which may help with transition.

- RS said that PCSO Louise Fyne visited school today to deliver an assembly to the children about staying safe online.
- SP reported that he has carried out learning walks this week which was a really useful exercise. He could see the use of dictionaries and peer editing; children helping each other without intervention from the teachers. Spelling age tests were done in January which gives us a good progress measure. Some weaknesses in certain year groups were identified that will be addressed. We are in the process of identifying needs as different children need different help. Intervention groups are being set up at the moment. SP reported that Milverton had taken part in a Spelling Bee at Wellington School last weekend. Four children from Class 4 took part and we came second.
- Governors asked RS to add to two columns showing the number of Pupil Premium children and SEN children to the Student Totals for Year Groups on page 5 in the Head Teacher’s Report. RS will action this.

Action 4: RS to add Pupil Premium and SEN children columns to the Student Totals for Year Groups in the Head Teacher’s Report.

10. Child Protection

- The updated Child Protection Policy is on the website. It is based on the latest model policy from Somerset LA. RS said that he expects another model policy to come out soon.
- Jane Nichols is attending Child Protection training this week.

Q: Governors asked about an Esafety policy?

A: The Esafety priority in the SDP will include this.

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11. Governor Training

- AW said there is an online SEND course if any Governors would like to do it, especially as she will be stepping down at the end of the year.

It was agreed that LT will be the Early Years Link Governor.

AL was put forward as an LA Governor – MB to speak with Governor Services about this.

Action 5: MB to liaise with Governor Services about the LA Governor process.

13. Governor Visit - Feedback

None to report.

Governors were asked to consult the monitoring calendar and arrange some visits to school.

Action 6: Governors to arrange monitoring visits to school.

15. Chairs Matters

Land at Olands

There have been recent discussions with the land owner who has explained his intentions of development. There would be some implications for the school and an opportunity to extend the car park. Governors discussed this and it was decided that AP and RS will put a statement together regarding the car parking issues at the school and this will be shared with Governors. Governors agreed that it was important that the school's position should remain neutral.

Complaint

The Chair explained to Governors that the new Complaints Policy has been useful in dealing with a recent complaint. The legal team at County Hall are now involved in resolving the matter.

Action 7: AP and RS will put a statement together regarding car parking issues re proposed planning at Oland's, and share with Governors.

Meeting Close: 21:11

Date of next FGB meeting: Weds 22nd March 2017

Signed as an accurate record of meeting Date:

No	ACTION
1	<i>MB to put the TVP Charter on the school website.</i>
2	<i>RS to email Esafety and TVP SDP priorities to Governors.</i>
3	<i>RS to speak with Sue Greenway about creating a finance summary for FPP Committee meetings.</i>
4	<i>RS to add Pupil Premium and SEN children columns to the Student Totals for Year Groups in the Head Teacher's Report.</i>
5	<i>MB to liaise with Governor Services about the LA governor process.</i>
6	<i>Governors to arrange monitoring visits to school.</i>
7	<i>AP and RS will put a statement together regarding car parking issues re proposed planning at Oland's, and share with Governors.</i>

Education Committee	FP&P Committee	FGB MEETINGS
Monday 13 th March	Weds 15 th March	Weds 22 nd March
Monday 8 th May	Weds 3 rd May	Weds 17 th May
Monday 3 rd July	Weds 28 th June	Weds 12 th July

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