

**MILVERTON COMMUNITY PRIMARY SCHOOL**  
**FULL GOVERNING BODY MEETING**

**Wednesday 22 November 2017 at 19:30**

DRAFT MINUTES		
	Present:	Absent:
<b>Chair</b>	Andy Powell	Lindsey Tawse (LT)
<b>Headteacher</b>	Richard Stead (RS)	
	Stephen Penny (SP)	
	Ewan Robertson (ER)	
	Linda Burton (LB)	
	Lindsey Waddington (LW)	
	Lydia Laphorn (LL)	
	Anna Kyle (AK)	
	Sheila Hummel (SH)	
	Adrian Landon (AL)	
	<b>In Attendance:</b>	
<b>Clerk</b>	Marian Barlow (MB)	
<b>Meeting began: 19:34</b>		

**Documents circulated in advance of the meeting:**

- Agenda
- Draft minutes of FGB meeting 20 September 2017
- Governor monitoring calendar
- Committees' Terms of References
- Headteacher's Report
- Health and Safety Annual Review 2016-17
- Education Committee meeting minutes October 2017
- FPP Committee meeting minutes October 2017

**1. Apologies for Absence**

Apologies received and accepted for Lindsey Tawse.

**2. Declaration of Business Interests**

None declared.

Signed as an accurate record of meeting ..... Date: .....

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### 3. Matters Arising from the Minutes of the FGB Meeting 20 September 2017

This document was distributed in advance of the meeting

Action 1 – will be discussed later in this meeting.

*Action 2 carried forward: Aide Memoir* – RS said he wants to involve the SLT in this document as well, so it is taking slightly longer to produce than previous years. The best outcome is when the SLT and Governors are saying the same thing.

**Governors agreed that the minutes of the FGB meeting of 20 September 2017 are an accurate record of the meeting. The minutes were signed by the Chair.**

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### 4. Urgent Non-Agenda Items

None

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### 5. Parent Governor Vacancy

The Chair explained that we currently have a Parent Governor vacancy. As we had a very recent election, Governor Services recommended that we open the vacancy to all new parents whose child started this year. In the last election we had a good candidate who is willing to stand again. From the new parents, one has come forward to stand for election. This means we will have to run another parent election, which MB will organise over the next few weeks.

The Chair also reported that we have had interest to become a Governor from a community member, who will join the Board as an Associate Member, with a view to becoming a Co-Opted Governor when a vacancy arises. They have been invited to the January FGB meeting.

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### 6. Governor Training

Governors recently attended an in-house Schools Finance training. Governors commented that they found this training useful, and that the trainer was knowledgeable. The Chair commented that he thought it demystified some of the processes in school finance and helped him have a better understanding of it. He said he may create a school finance aide memoir for new Governors, from his notes.

**Q:** In January the school census takes information about how many children are taking UIFSM. Does the school do anything particular to encourage children to have lunch on this day?

**A:** The menu is designed to encourage children to want to eat a hot lunch on that day. There is usually a good take up of UIFSM generally.

The Chair said that at the last Chairs' briefing it was mentioned that online training is now available, but at a cost. MB to check whether this is available.

LB and AK attended New Governor training and said they found it very useful.

AK will be attending the SEN Governor course in January.

*Action 1: MB to find out about online Governor training.*

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## 7. Governor Monitoring

This document was circulated in advance of the meeting

Governors discussed the Governor monitoring calendar and were happy with their allocations to the School Development Plan priorities.

Governors were asked to arrange visits to the school via MB.

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## 8. Committees' Terms of Reference

These documents were circulated in advance of the meeting

The Chair explained that at the last Chairs' briefing, information from an audit highlighted that the full Board should have an overview of each committee's Terms of Reference. The Chair suggested that the committees set their Terms of Reference and include as an item at the FGB. If there have been any suggested changes, these can be discussed and formally agreed at the FGB.

Education Committee Terms of Reference – RS pointed out that it states there is a link Governor that serves on both the Education and FP&P committees. This is no longer the case and it is not a statutory requirement.

Pay and Appraisal Committee – minor amendment to 3 meetings per year.

**The Governors agreed the committees' Terms of References.**

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## 9. Headteacher's Report to Governors

This document was circulated in advance of the meeting

RS said that the elements of the School Development Plan are progressing well.

Priority a) smoothing the transition dip: KL and JN are visiting Shepton Mallet Infants School which has a nursery judged to be 'Outstanding' by Ofsted in 2016/17. They will be finding out about how they manage the transition and how it organises the curriculum in the EYFS and KS1. RS spoke to the Head of this school today, to ask some advice about the pre-school merger. The Head was very forthcoming about tomorrow's visit, so RS is hopeful it will be a successful trip.

**Q:** It states that in Year 1 the curriculum has been 'slowed' to enable the children secure their learning. How does a 'slowing' help this?

**A:** RS explained that the 2014 curriculum is very demanding. This is the third year and it has taken a while to be able to find the right pace for it. The Government will be realigning the EYFS stage to sort out the gap between Reception and Year 1. Isabel Calnon in Year 1, has a long way to take the children to enable them to reach age related expectation by the end of Year 1. If children haven't completed EYFS, they will struggle in the first term of Year 1. 'Slowing' the curriculum just means that there is a more deliberate pace with numbers and phonics; this is to concrete this learning. Numeracy and phonics are the bedrock for much learning that comes after.

Governors asked SP about the course on greater depth he attended with JN. Unfortunately, the trainer was taken ill so could not deliver the training they were expecting. RS said that as a school, it was disappointing. SP said there was an opportunity to talk to other teachers, which was useful.

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## 10. Pre-School Merger

RS said that the Pre-School merger is continuing; they are following a roadmap of what needs to be done.

- Pre-School held an EGM and the parents overwhelmingly voted for the merger.
- Pre-school staff seem to be pleased with the merger; there will be a staff consultation held in the next few weeks. This is to help them understand what the merger would mean for them. This will be carried out by the Chair of the Committee and LA Early Years Officer.
- RS is in contact with SCC's HR department to make sure things are done correctly. He has been informed that staff can stay on their existing contracts under TUPE arrangements.
- It is still planned to open as a merged entity on 9<sup>th</sup> January 2018, although the official merger date will be on Monday 1<sup>st</sup> January 2018.
- Nicki Difford attended the last Pre-School merger meeting. She is a County Council Early Years Officer whose job it is to make sure there is sufficient preschool education in the County.
- RS reported that the finance still looks strong; the historical accounts show that the business is solvent.
- In the conversation that RS had with the Head of Shepton Mallet, she advised that the Pre-School should have a separate cost centre, so that it is able to be clearly shown that it is not a drain on the school budget.
- RS said that there is some early years funding that comes from the Government for a certain amount of hours, and parents pay on top of this if they require more. The early years funding is not high. Pre-School numbers are healthy at the moment.
- One of the main benefits of the merger is that there will be more influence over the educational journey. Kate Lewis and Katy Smith will be able to help and encourage the educational direction. Charlotte Pringle-Kosikowsky will continue to manage the Pre-School and is looking forward to working with the school.
- The Pre-School will come under the Board of Governors' remit.

**Q:** How realistic is it that it will merge in January?

**A:** There are certain statutory procedures that need to happen, such as the staff consultation has to happen 28 days before the merger. If these things go to plan RS is confident of the time frame. If for any reason this cannot be reached, then it could fall back to Easter.

**Q:** Will the opening hours remain the same?

**A:** At the start, they will remain the same. This will be reconsidered once we have merged. It would be good to increase the hours to 8am to 4.30pm, if not 5.45pm, depending on parental demand. RS would like to be able to increase Toasties provision; KS1 children could be looked after in the Pre-School side, creating more spaces for KS2 in the Toasties side. Once we have merged, we can take stock and see how things work and make informed changes.

**Q:** Will there be an official transfer document?

**A:** This has not been discussed yet. The procedure is a well-trodden path; many schools have taken over Pre-Schools.

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Governors commented that as there is a pot of money potentially coming across to the school, it would be sensible to have something on paper to document this. RS agreed that this is a good idea and will discuss this at the next Pre-School Committee merger meeting.

**Q:** Can school cope with the additional admin?

**A:** The Pre-School already runs its own admin. They employ a part-time administrator for 1 day a week on a casual contract. SG is happy to be involved. Once the merger has happened, the day to day operations can be looked at. RS said that the Pre-School Committee members will still be accessible, as many are now parents of children at the school.

**Q:** Would the Committee members like to have an ongoing involvement?

**A:** RS does not get the impression that this would be the case. As they are school parents, they could be involved as Governors, should vacancies arise.

**Q:** Will the bank signatories be sorted out? Is there an admin checklist?

**A:** There is a due diligence form that is being followed. SG has been liaising between payroll at County and the Pre-School: the most important thing is that staff get paid !

*Action 2: RS to check bank signatories at the next Pre-School merger meeting*

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## **11. Health, Safety and Security**

This document was circulated in advance of the meeting

The Health and Safety Governor has produced an annual Health and Safety Report for 2016 to 17. They attended a recent Parish Council and County Council meeting about the possibility of a crossing at the bottom of Butts Way. The Council said that they would not put a crossing there, as there hasn't been many reported accidents at the site.

Governors discussed the gate at the end of the path that meets Butts Way.

**Q:** Would it be worth having a crossing patrol?

**A:** The school used to have a crossing patrol person many years ago. RS has advertised for it in the past, without much luck. There would be a cost implication to the school.

The Health and Safety Governor said that the Parish Council complained about the school path; it was covered with leaves and debris and should be cleared. In Autumn, this can be a problem as we have so many trees on site. The canopy above that path has been cut back in the past. The school grounds company Countrywide will be clearing the path – they have done as far as the tennis court. At this time of year it is a constant job.

**Q:** Has RS completed the RAMIS yet?

**A:** It is 75% complete.

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## 12. Pay and Appraisal Committee Report

Staff appraisals have been completed recently. The Committee met with RS, who said 5 teachers were eligible for to go up a level in their pay. It has been the Committee's default position that unless there is a good reason not to, then they would agree to pay increments. These rises have been included in the budget. They will be back dated to September 2017.

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## 13. Education Committee Report

This document was circulated in advance of the meeting

RS reported that KS1 national data came out this week for July 2017. We can now see that the school is sitting in the top 20% of schools nationally for KS1 data. We are also in a high position with children meeting greater depth standard.

The Committee discussed the KS2 results. 76% of pupils achieved the expected standard in Reading, Writing, and Mathematics combined which was above the national average of 61%. The average score for Reading and Maths was 108, which was significantly above the national average of 104.1. (100 represents the benchmark). The Fischer Family Trust rank the school in the top 9% of schools nationally for attainment and the top 11% of schools for progress based on Reading and Maths.

Governors congratulated staff on the excellent results, especially the Year 6 team.

**Q:** Why do the rank scores go down when writing is included?

**A:** Progress in writing takes longer to develop and is teacher assessed. The assessment guidelines up to this year, have been very stringent and there has also been more variance across England. This year they are bringing in more scope and letting teachers use their discretion more. RS said that writing has definitely improved.

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## 14. FP&P Committee Report

This document was circulated in advance of the meeting

The Chair of this Committee reported that the school is in a strong financial position this year. However, we are looking at deficit budget for next year. When the budget was set, there was a predicted deficit for 2018/19 of £54,873. We are currently showing an underspend of £20,527, which includes a Committed balance of £10,831 and Uncommitted of £9,696. Therefore, the current predicted uncommitted carry forward will not cover this deficit. This is due to rising costs that the school that have not been funded and has to burden such as the apprentice levy; there is simply not enough finance to cover the costs.

It is possible to put in a deficit budget, however, you need to give plans of how you will tackle it and its ongoing effects. There is no indication in the Chancellor's budget today that schools will receive any extra funding.

The FPP Committee discussed this position at length. It was decided that RS and Sue Greenway should put together a plan to tackle the forecast deficit.

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Governors commented that the majority of the budget is on staffing costs. Any significant savings would mean cutting staff, which is the last resort. RS said that he will work with SG to identify some smaller savings and have a deep analysis of the budget; they will look at assumptions to see if there are any savings that can be made in services etc. RS said the Month 9 budget will give us a clearer picture. RS will also start a 'Gateway Report' which begins the process of redundancy and cutting hours. Firstly, staff would be approached for any voluntary redundancies or reduction in hours.

RS said there is a lot of rhetoric about the fairer funding formula; it looks like we would get slightly more, but in reality this increase is eradicated by additional costs which would have not been funded.

Governors commented that this is something that schools across the country will be having. RS said that other local schools have already restructured; we have been lucky to be in a good position this year.

RS and SG will bring the plan to the next FP&P Committee meeting in January 2018. It is also about thinking creatively about new and different funding streams, not just cost cutting. RS said that the school will look to back date charges to Toasties for utilities, which it has not done. It will also look at what it has been charging the Pre-School to ensure it covers costs going forward.

Governors commented that this school has been in this position before. We have come through it through careful management. If anyone has any ideas about potential funding avenues, please pass them to RS. Governors said that if we impact the staff, this will impact the effectiveness of the school.

**Q:** When is the right time to advertise for Reception children next year?

**A:** Now. MB has put adverts in the local press for 2 school tours run by RS. MB has advertised these tours at 11 local nurseries.

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## **15. Annual Safeguarding Audit**

There has been a technical hitch with the audit and the deadline has been extended to 30<sup>th</sup> January 2018. It is a time consuming form, however it does help the LA to be reassured that schools are tackling the issue of Safeguarding. It was a useful process to complete last year.

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## **16. Chairs Matters**

Olands - the planning application is still in process.

Governors commented that the telephone box that was to be located at the school by the Parish Council is still in Preston Bowyer.

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**Meeting closed: 21:03**

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## ACTIONS

<b>1</b>	<i>MB to find out about online Governor training.</i>
<b>2</b>	<i>RS to check bank signatories at the next Pre-School merger meeting.</i>
<b>3</b>	<i>Action 2 carried forward from Sept meeting: Aide Memoir</i>

## Dates for Governors' Meetings 2017-18

<b>Education Committee</b>	<b>FP&amp;P Committee</b>	<b>FGB Meetings</b>
Monday 22 <sup>nd</sup> Jan 2018	Weds 17 <sup>th</sup> Jan 2018	Weds 31 <sup>st</sup> Jan 2018
Monday 5 <sup>th</sup> March 2018	Weds 7 <sup>th</sup> March 2018	Weds 14 <sup>th</sup> March 2018
Monday 30 <sup>th</sup> April 2018	Weds 2 <sup>nd</sup> May 2018	Weds 16 <sup>th</sup> May 2018
Monday 2 <sup>nd</sup> July 2018	Weds 27 <sup>th</sup> June 2018	Thurs 12 <sup>th</sup> July 2018

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