

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

**Wednesday 21 March 2018 at 19:30**

DRAFT MINUTES		
	Present:	Absent:
<b>Chair</b>	Andy Powell (AP)	
<b>Headteacher</b>	Richard Stead (RS)	
<b>Vice Chair</b>	Adrian Landon (AL)	
	Stephen Penny (SP)	
	Ewan Robertson (ER)	
	Linda Burton (LB)	
	Lindsey Waddington (LW)	
	Lydia Laphorn (LL)	
	Anna Kyle (AK)	
	Lindsey Tawse (LT)	
	Andy Wooller (AW)	
	<b>In Attendance:</b>	
	Chris Mann (CM)	
	Jean Ainsworth-Smith (JAS)	
<b>Clerk</b>	Marian Barlow (MB)	
<b>Meeting began: 19:32</b>		

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

- Agenda
- Draft minutes of FGB meeting 31 January 2018
- Education Committee meeting minutes March 2018
- FPP Committee meeting minutes March 2018
- Health and Safety Report
- SEP Report
- Headteacher's Report March 2018
- Governor Monitoring Reports x 6
- Parent Survey Results

**1. Thank you to Jean Ainsworth-Smith**

The Governors thanked Jean for her hard work and commitment to the school during her many years as Governor; Jean has been the Chair of Governors and Chair of the FP&P Committee during her time on the Board and has been involved with the Pre-School merger as an Associate Member.

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The Chair and RS thanked Jean for her advice and help over the years and Jean commented what a privilege it has been to watch the development of the school throughout her time on the Board.

JAS left the meeting at 7.40pm

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## **2. Apologies for absence**

None received.

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## **3. Co-Opted Governor**

Chris Mann joined the Board recently as an Associate Member, and Governors agreed for Chris to become a full member of the Board as a Co-Opted Governor.

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## **4. Declaration of Business Interests**

None declared

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## **5. Matters Arising from the Minutes of the FGB Meeting 31 January 2018**

This document was distributed in advance of the meeting

Action 1: Online Governor training discussed under 12.Child Protection

Action 2: ER and AL will be meeting with SG early in the Summer Term to discuss the SFVS.

Other actions completed.

**Governors agreed that the minutes of the FGB meeting of 31 January 2018 are an accurate record of the meeting. The minutes were signed by the Chair.**

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## **6. Urgent Non-Agenda Items**

None

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## **7. Education Committee Report**

These minutes were circulated in advance of the meeting

**Q:** Governors asked RS to clarify the difference between the SEP and the SIP, for new Governors.

**A:** The SEP is the Somerset Education Partner, who is Jo Dymond. She is employed by Somerset County Council to come in to school to talk to RS and Senior Leadership staff to evaluate the school's own review of performance in relation to overall effectiveness, attainment and achievement, agree challenges for the leadership and management and identify any external support and reports back to the LA. The SIP is the School Improvement Partner, who is Rosemary Bailey, and is employed by the Governors. Rosemary offers support, guidance and challenge to RS and the SLT. She sets RS's performance management targets with the Pay and Appraisal Committee, and consequently for the whole school. She looks at how the school can continue to improve.

RS talked through the Education Committee minutes explaining the key discussions.

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## 8. FP&P Committee Report

These minutes were circulated in advance of the meeting

The Chair of the FP&P Committee said that at the last FGB meeting, there was a gloomy prediction for 2019/20 and there was a discussion about starting redundancy procedures.

The FP&P Committee meeting in March was held shortly after the arrival of the budget allocation and the good news is that there is more money than had been anticipated. This is due to some funding for scores below 78 for children aged 5 and 6 and low attaining children in years 1 to 4. The figure for this allocation last year was £17,000 and this year is for £42,326. This means that the school is now in a position that it does not need to currently start the redundancy procedure. This is a situation that needs to be closely monitored. This brings a situation of reasonable stability, but still requires sensible hands-on forward thinking. RS explained that a lot of school funding has a proviso and is very pupil dependent; for example, if we had 10 more pupils it could be approximately £20,000 more, equally if 10 pupils left there would be an equivalent reduction. RS said that his expectation is that the school might, to some degree, gain from the new national funding formula in the future as the 'cap on gains' is removed.

**Q:** Do these extra pots of money come with strings attached?

**A:** Yes. Funding can be committed to various things such as pupil premium and sports premium, which are ring-fenced.

**Q:** Governors asked whether the school gets funded for RS's work at Lydeard St Lawrence School this term?

**A:** Yes, the school received £5,000 and he is due to finish at the end of this term.

**Q:** Is the school still going to implement the redundancy procedures?

**A:** This process has been halted for this year, but there may be downward pressure on TA hours in 2019/20 to ensure our financial position remains stable.

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## 9. Health, Safety and Security

This report were circulated in advance of the meeting

LW reported no further information other than the recent Health and Safety report sent to Governors.

Governors commented on the recent school closures due to adverse weather conditions. They felt that the communication to parents and wider community had worked well.

Governors thanked LW for report.

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## 10. SEP Report

This report were circulated in advance of the meeting

The Chair said the SEP report was positive throughout, with some specific targeted areas to work on. The report states that the school's capacity for sustained improvement is extremely secure. Rising attainment, improved progress that is consistently above national averages, with a securely

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Good Ofsted inspection in May 2017, means the school is well placed towards Outstanding and to additionally support other schools. The report also states that governance is strong and challenging.

RS said that Jo Dymond was impressed with School Development Plan priorities, as they were not only about raising academic standards but about pupil well-being as well. RS said with pressure to perform in league tables, schools often feel they have to concentrate on getting children ready for end of key stage tests. RS feels that it is important that the school offers a broad curriculum and puts value into all subjects.

**Q:** Why does the data show that within the reception cohort currently no pupils are on track to attain at the exceeding level?

**A:** The data was collected when the children joined and then in December. Teachers would observe more progress this term. Data is being updated this week and RS expects that after Easter there will be some percentage of children at the exceeding level.

**Q:** What is the ASP?

**A:** This Analyse School Performance. RS explained that Analyse School Performance is a new service, still under development, that gives access to detailed school performance data that was previously available on Raise Online.

The report highlighted the positive impact of the SIP, Rosemary Bailey's visits.

RS said that Jo Dymond has always been an advocate of the school; she was very useful in the run up to the Ofsted inspection last year and very supportive of the school when Ofsted spoke with her because of the good work that we do.

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## 11. Headteacher's Report to Governors

This document was circulated in advance of the meeting

RS talked through the Headteacher's Report.

- Pupil progress meetings have been progressing well. These meetings are a chance for staff to meet with RS and Kate Lewis to talk about the progress of children, where Kate can give ideas for provision, if required.
- SP and PC have been carrying out a survey of attitudes to writing and Maths. The conclusions were the ones that they had expected; that able children generally enjoy their work. There did not seem to be a difference between genders.

**Q:** What is SPTO?

**A:** School Pupil Tracker Online is an achievement tracking tool that the school uses. This is a useful online tool that teachers use to track pupils and can compare progress and attainment of different groups of pupils and with national data.

- Artsmark Award. Cat Smith is preparing our application to go in by the end of the school year. She is considering applying for Platinum status, which is the highest. This has stringent criteria. RS is pleased how the arts agenda has been pushed at this school, especially compared with other schools.

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- Strategic plan – Wellbeing strand: The yoga sessions have been a benefit to the children and the MSA are keen to fund this opportunity next year. Forest School continues to be well received. This may be backed up with data from the duty room book which continues to be significantly lower than this time last year.

**Q:** How much is on the website about the wellbeing strand?

**A:** There is a Forest School section and there is a weekly write-up in the Friday Flyer, which are also on the website. Governors discussed a wellbeing page on the website and RS and MB agreed that this would be good. Governors said that it is important that we can differentiate our school and consider how we attract new pupils. They feel the wellbeing work in school is rather unique and can be used as a selling point.

- RS congratulated Katy Smith and the Eco Committee for their work to achieve the 7th Green Flag for the school. This means we have been an eco-school for 15 years. Governors congratulated the eco team for their achievement.
- RS said that the school has a strong commitment to staff CPD, as shown by the range of courses staff have attended over the term. He stated that our staff have good reputations across the region and their expertise can be called upon; for e.g. Cat Smith has recently spoken at an art conference.
- Attendance figures are decent and remain static.

*Action 1: MB to add 'Wellbeing' page to website.*

## **12. Child Protection**

The Safeguarding Audit is due for submission and almost complete. The Safeguarding Governor emailed 'Keeping Children Safe in Education Part 1' document to Governors. There is a hard copy being kept in the office for Governors to sign once they have read it; 6 governors signed this at the end of the meeting.

The Chair said the school has recently purchased the online training package for Governors and asks all Governors to complete the Safeguarding section, certainly within the next 6 months. MB will email the access details to Governors.

RS talked about the Prevent agenda. This is the government strategy to prevent radicalisation, to recognise the signs to prevent any form of hate crime. Radicalisation can be any form of extreme ideas. RS said it would be useful for Governors to complete this training as well. RS will email the link to Governors.

**Q:** Is it relevant to our school?

**A:** This agenda covers the whole range of extreme views, and although we live in an area that lacks cultural diversity, this can sometimes contribute to radicalised views. This can happen anywhere.

**Q:** Was there any feedback from the Safeguarding audit last year?

**A:** No, they will only really look at schools that have extreme results.

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RS will bring the Safeguarding dartboard to the next FGB meeting.

*Action 2: Governors to sign the hard copy of the 'Keeping Children Safe in Education part 1' kept in the school office.*

*Action 3: All Governors to complete the Safeguarding section of the online training package – MB to organise.*

*Action 4: Governors to complete the Prevent online training. RS to email the Prevent online training link to Governors.*

*Action 5: RS to bring the Safeguarding dartboard to the next FGB meeting.*

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### **13. Pre-School Update**

- RS feels the merger has worked very smoothly and the Pre-school is feeling part of the school now.
- Two members of staff have left due to personal reasons, and interviews are being held for a Level 3 Practitioner this Friday.
- The Pre-school children are now eating their lunch in the school hall, just before Reception Class come in and this has worked really well.
- The new play equipment is a great success.
- The Pre-school children's induction in to the school will be smooth because of the integration in to the school that is already happening.

**Q:** What is the percentage of children that do not come from our Pre-school?

**A:** Milverton Pre-School is the biggest feeder, although there is a number of different nurseries that also feed into the school. Parents often start/ move their children to Milverton once they have found out about school places. The Reception teachers visit all the nurseries to meet the children, and there are a number of transition sessions.

**Q:** Is it the intention that the Pre-school will extend its hours?

**A:** Yes, this is still being considered. RS said that they would like to make sure it is the right provision. Governors commented that longer hours will be very useful in attracting more parents. RS said that there is not a timescale for this yet, however the beginning of June or from September would be ideal.

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### **14. Governor Training**

AL and ER attended the recent GDPR for Governors. AL and RS to meet to discuss.

The school has purchased the online governor training package, as mentioned previously. MB will contact Governors in regard to accessing the training and Governors are reminded to consider the list of what is available and are encouraged to participate in the training.

*Action 6: RS and AL to meet to discuss GDPR*

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## 15. Governor Monitoring Visits

These reports were circulated in advance of the meeting

Governors have been very busy recently visiting the teachers. Six monitoring reports have been circulated so far and all have been positive and can see progress in relation to the School Development Plan priorities.

The Chair asked LL and AK to update the monitoring calendar and email to Governors.

The Chair thanked all the Governors that have done visits.

*Action 7: LL and AK to update the monitoring calendar and email to Governors*

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## 16. Parent Survey

This document was circulated in advance of the meeting

The analysis of the parent survey replies is very positive. Parents of 123 children filled in the questionnaire and it was felt that this is the strongest response yet – the positive comments have been stronger and there were much less individual suggestions for improvement. RS will follow up the findings in the Friday Flyer.

RS thanked the Governors who were present at parents' evening to encourage parents to complete the surveys.

Governors said RS and all the staff should be congratulated on such a positive response.

**Q:** Why did only parents of 123 children fill in the survey?

**A:** Sometimes parents do not indicate that they have more than one child on the form and some parents did not come to the parents' evenings. There were more completed forms than last year. RS said it was great to see that 100% of parents say their children are feeling safe and happy at school, and also 100% of parents would recommend the school to another parent.

**Q:** What do we take from the responses about communications?

**A:** It was useful to see how many parents read the Friday Flyer – 91% say they do, which was more than we imagined. There was a small amount of interest for the school to use Twitter, however RS commented he is not sure if we have capacity for that as well as the other forms of communication we use; Parentmail, website and Friday Flyer. Governors commented that Twitter and Facebook can open up a space for comments that should not be shared publically.

The possible use of Twitter can be kept in mind for the future.

Governors commented that the school provides a good range of communication to parents; emails, website, newsletter.

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## 17. Chairs Matters

### Olands update

The landowner still seems keen to progress some development and is in discussion with the planning authority. The school's position will not change in regard to this.

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**Meeting closed: 9:20pm**

**Next FGB Meeting: Wednesday 2<sup>nd</sup> May 2018**

### **ACTIONS**

<b>1</b>	<i>MB to add 'Wellbeing' page to website.</i>
<b>2</b>	<i>Governors to sign the hard copy of the 'Keeping Children Safe in Education part 1' kept in the school office.</i>
<b>3</b>	<i>All Governors to complete the Safeguarding section of the online training package – MB to organise.</i>
<b>4</b>	<i>All Governors to complete Prevent training – RS to email link to Governors.</i>
<b>5</b>	<i>RS to bring the Safeguarding dartboard to the next FGB meeting.</i>
<b>6</b>	<i>RS and AL to meet to discuss GDPR.</i>
<b>7</b>	<i>LL and AK to update the monitoring calendar and email to Governors.</i>

### **Dates for Governors' Meetings 2017-18**

<b>Education Committee</b>	<b>FP&amp;P Committee</b>	<b>FGB Meetings</b>
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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