

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

**Wednesday 6<sup>th</sup> February 2019 at 19:00**

DRAFT MINUTES		
	Present:	Absent:
<b>Chair</b>	Andy Powell (AP)	Chris Mann (CM)
<b>Headteacher</b>	Richard Stead (RS)	
	Adrian Landon (AL)	
	Ewan Robertson (ER)	
	Linda Burton (LB)	
	Lydia Laphorn (LL)	
	Andy Wooller (AW)	
	Stephen Penny (SP)	
	David Malcolm (DM)	
	Anna Kyle (AK)	
<b>Clerk</b>	Marian Barlow (MB)	

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

- Agenda
- FGB meeting minutes 28<sup>th</sup> Nov 2018
- Education Committee meeting minutes January 2019
- FP&P Meeting minutes January 2019
- Headteacher's Report
- Health and Safety Report January 2019
- Governor monitoring calendar

**Tabled at the meeting:** Governors' Safeguarding Audit outcomes

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**1.0 Apologies for absence**

Apologies received and accepted for Chris Mann.

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**2.0 Declaration of Business Interests**

None declared.

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### 3.0 Matters Arising from the minutes of the meeting 28<sup>th</sup> November 2018

Action 5/6: RS spoke to the Headteacher at another local school for corroboration, as they also receive meals from Kingsmead. SG has been monitoring the food daily and she has found some issues that add up to inconsistent quality. She will continue to monitor it. RS said the food is usually good, just on occasion the quality dips. RS said meals that staff have had at Kingsmead have been of a good quality. RS and SG have had conversations with Rob Bedwell, the Catering Manager.

*Action 1: AP, AK and RS to meet with Rob Bedwell. Governors will then make some monitoring visits at lunchtimes.*

**Governors agreed the minutes of the FGB meeting of 28 November 2019 are an accurate record of the meeting. The minutes were signed by the Chair.**

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### 4.0 Urgent Non-Agenda Items

None.

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### 5.0 Education Committee Report January 2019

This document was circulated in advance of the meeting

#### School Pupil Tracker Online (SPTO)

RS reported that the online progress tracking software the school uses, SPTO, will cease to operate from January 2020, and our contract ends with them in December 2019.

**Q:** Why is this happening?

**A:** The Department for Education (DfE) is making some fundamental changes to the way they collect assessment data from schools. They are establishing a new Early Years Foundation Stage (EYFS) baseline and they will gather data when children exit Key Stage 2 with the formal SATS assessments. Ofsted are also changing their focus from assessment to curriculum and will no longer be interested in in-year data. These changes mean that SPTO would have to make big changes to their software, which would not be financially viable. RS said that the school will need to find other software that fits our needs. This is frustrating as it has taken a long time to imbed SPTO in to working practices. There has been training of staff across the Tone Valley Partnership (TVP) to ensure similar methods of recording data. However, RS says SPTO can be onerous for teachers to use and we should view this as an opportunity. He would like to find software that could keep all the data in one place and produce the reports and data comparison that we need.

**Q:** Will it create a big workload for teachers to transfer relevant data to a new system?

**A:** It depends on the new software. It is possible to transfer data from SPTO, however it would depend if a new system is compatible.

**Q:** What do Kingsmead use and will any new software be used across the TVP?

**A:** Kingsmead use software called SIMS, which is an information management system that is in all Somerset schools. SIMS has an assessment element that some schools use. In the past, it has had limitations but the SIMS team will present an updated version at the Headteacher's briefing next week. RS said primary schools have different requirements for recording assessment data to secondary schools. There are plenty of alternatives available, it will be important to research properly and find something that works well for us and the TVP. It would be sensible to go with a mature software system that is well reviewed.

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### Pupil Premium

The number of pupil premium children has increased this year and the school is accountable for the pupil premium expenditure. This money goes towards increasing support staff, 1:1, Emotional Literacy Support Assistant (ELSA) sessions for pupils, funding extra-curricular activities and educational visits, PFSA, Forest School and additional lunchtime provision. Pupil premium children are making good progress in line with the rest of the school.

**Q:** How many staff are trained ELSAs?

**A:** Currently we have one ELSA, but the rest of the staff have received emotional literacy training.

- Attendance remains consistent with same dates last year at 96.6%.
- There has been a small increase in duty room incidents in the period from Sept-Dec 2019 compared with same time last year.

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### **6.0 Finance, Premises and Personnel Report January 2019**

This document was circulated in advance of the meeting

The school is currently predicting a total under-spend of £31,620. Looking ahead, the children on roll increased to 203 children at the time of the October 2018 census, which together with the under-spend means that next year's budget should be balanced. The County Council will release the indicative figures in March. The budget is monitored very closely and if the prediction changes for any reason, SG and RS are quick to respond with solutions.

A large Year 6 cohort of 33 will be leaving in July, so it would be ideal to get a good number into Reception Class. The initial first round estimated numbers are 23 first place and 20 second place. There is confidence that this should go up. The school will also continue to get in-year applications, especially after Easter.

**Q:** Has there been any progress in regards to the unused path from Butts Way which has an extension built upon it?

**A:** RS has not heard of any response from the County Council regarding this. He will ask SG to follow this up.

*Action 2: RS to ask SG to follow up progress re unused path to Butts Way.*

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### **7.0 Health and Safety Report January 2019**

This document was circulated in advance of the meeting

The Health and Safety Governor reported that he has met with RS recently and produced a report that has been distributed to Governors. The County Council has recently carried out an extensive Health and Safety audit of the school, covering 57 questions. The school scored highly at 96.51%. The Council carries out these audits every few years. The Health and Safety Governor reported he

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was content that RS and SG were on top of everything and they are part of a diligent and responsible team.

Governors commented that one of the no parking signs in the car park appears to be ripped off. Parents are ignoring the signs and still parking where they choose, often in very inappropriate places. Governors discussed this issue. It was decided that a small Governors working group should be set up to tackle this issue. Governors were asked to inform MB if they wish to be part of this group.

*Action 3: Governors to inform MB if they would like to part of the parking working group.*

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## **8.0 Headteacher's Report January 2019**

This document was circulated in advance of the meeting

RS talked through the Headteacher's Report.

### Spelling

RS explained the school has an aspirational target of 75% of children spelling 75% of the common exception words for their class. There are a lot of these words in the English language; for example there are 46 to learn in Year 1 and 60 in Year 2. These words can be difficult for children to learn how to spell phonetically; such as 'beautiful'. SLT will analyse spelling tests across the school to work out what are the best next steps.

SP said he has been researching some long term spelling strategies and some online tools. There are many online spelling tools, but he would like to make sure of their value and how they would work alongside what is already in place. He believes it would be detrimental to undo what the school is already doing. Milverton School did well in the SPAG test nationally, but there is still some room for improvement.

**Q:** Would this be something that the pupils would do at school or at home?

**A:** This is what needs to be measured – how effective it would be, what its longevity is and what value would it add.

**Q:** To what degree is there a reduction in the ability to spell with the rise of 'textspeak' with the increased use of mobile devices in the young?

**A:** This is something that we are fighting against, and it would be a national problem. The Government decided that spelling is something that is really important and put more emphasis on it with the SPAG SATS test. RS, SP and Governors commented that it is really important that children know how to spell, as it can affect their life chances. It is important that children learn the difference between real spelling and textspeak.

### Maths

RS said the teachers are implementing the training they received from Jo Cronin in September, which emphasized the manipulation of physical resources to help children visualise mathematical problems. These methods are usually not used in upper KS2 classes, however they have a great benefit. On the whole, Class 6 would use the resources or map out problems pictorially.

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Teachers report that bar modelling is embedding with the children across the school. This allows pupils to draw and visualize mathematical concepts to solve problems.

Governors commented that at a recent monitoring visit they were impressed with the range of pictorial calculations they could see in Year 5 books.

### Attendance

**Q:** Why does the total number of pupils in the attendance reports not match the actual total?

**A:** This is because the percentages do not include the Reception Class children who are not yet 5 years old.

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## **9.0 Child Protection**

Safeguarding Audit document was tabled at the meeting

The Safeguarding Governor explained the document regarding the Governors' Safeguarding Audit. It shows that the school meets 85% on the standards. The red areas on the graph relate to the questions in the audit that either have not been able to be answered or are an action. The red areas relate to things for example like the induction pack for new staff not being complete as the Child Protection Policy is currently being updated. This does not mean we are not compliant and do not have a policy, just that is being updated. Some of the questions are not relevant to this setting.

The Safeguarding Governor is satisfied with this outcome and small actions that have come from it. Governors commented it is useful to see the summary pie-chart as it shows clearly how the school is meeting the standards.

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## **10.0 Governor Training**

Governors are reminded to complete the Prevent online training and the Safeguarding online training. MB will email Governors that have not yet completed these.

*Action 4: MB to email governors who have not completed the safeguarding and prevent online training. Governors are asked to complete the training.*

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## **11. Governor Monitoring**

This document was circulated in advance of the meeting

Governors completed a monitoring visit for SDP Priority B – Improving Progress in Maths and met with Peter Coupe, Maths Coordinator.

- Governors felt it was an excellent meeting and commented that they could see that a lot of work was being put into the strategy.
- Governors stated a concern about the replacement for SPTO (discussed earlier).
- Part of the discussion was focused on improving parental support for Maths; to help give enthusiastic parents the means to help their children with the subject, and also encourage and motivate other parents who are less involved.

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- One idea would be to either create or source videos of primary Maths concepts that could be viewed by parents and children. This has been discussed within the staff previously, but needs to be investigated further. Governors were mindful of adding to teachers' workloads.

*Action 5: RS/ Peter Coupe to contact Jo Cronin for advice re possible Maths concepts videos.*

## 12. Annual Safeguarding Audit Update

This document was tabled at the meeting

As discussed in section 9.

## 13. Chairs Matters

- Olands

AP reported that he has written to David Roach to request confirmation that he is still intending to sign over the land. AP has requested that the exact area is marked on a detailed map and the name of the solicitor dealing with it.

- Governor Link with Milverton Parish Council

James Wade is now a Parish Councillor and would like to link with the younger generation in the parish and one way would be to have a link with the Governing Board of the school.

AL said he would become the parish council link Governor.

- Co-Opted Governor Vacancy

The Chair said that there is still have vacancy for a Co-Opted Governor on the Board and asked Governors to think about anyone that may be interested.

*Action 6: MB to let James Wade know that AL is the Governor link with Parish Council.*

**Meeting closed: 20:55**

**Next FGB Meeting: 7pm, Wednesday 1<sup>st</sup> May 2019**

### ACTIONS

1	<i>AP, AK and RS to meet with Rob Bedwell, Catering Manager. Governors will then make some monitoring visits at lunchtimes.</i>
2	<i>RS to ask SG to follow up progress re unused path to Butts Way.</i>
3	<i>Governors to inform MB if they would like to part of the parking issue working group.</i>
4	<i>MB to email governors who have not completed the safeguarding and prevent online training. Governors are asked to complete the training.</i>
5	<i>RS/ Peter Coupe to contact Jo Cronin for advice re possible Maths concepts videos.</i>
6	<i>MB to let James Wade know that AL is the Governor link with Parish Council.</i>

### Dates for Governors' Meetings 2018-19

Education Committee 6pm start	FP&P Committee 6pm start	FGB MEETINGS 7pm start
Monday 1 <sup>st</sup> April 2019	Wednesday 27 <sup>th</sup> March 2019	Weds 1 <sup>st</sup> May 2019
Monday 24 <sup>th</sup> June 2019	Wednesday 26 <sup>th</sup> June 2019	Weds 10 <sup>th</sup> July 2019

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