

MILVERTON PRIMARY COMMUNITY SCHOOL
FULL GOVERNING BODY MEETING

Wednesday 25 November 2015 at 7.30pm

DRAFT MINUTES		
	Present:	Absent:
Chair	Ewan Robertson (ER)	
Headteacher	Richard Stead (RS)	
	Jean Ainsworth-Smith (JAS)	
	Paul Harris (PH)	
	Lydia Laphorn (LL)	
	Stephen Penny (SPe)	
	Sheila Hummel (SH)	
	Joanne Pike (JP)	
	Andy Powell (AP)	
	Alex Wade (AW)	
	John Walker (JELW)	
	Lindsey Waddington (LW)	
	In Attendance:	
Clerk	Marian Barlow (MB)	

1. <u>Apologies for Absence</u>	Actions
None	
2. <u>Declaration of Business Interests</u>	
None declared.	
3. <u>Matters Arising from the Minutes of the Meeting on 23rd Sept 2015</u>	RS
<ul style="list-style-type: none"> • Page 3 – SEF is being updated and RS will send it to Governors when completed. • Page 6 Governor monitoring visits plan – AW has actioned. • Aide memoire - no further action required. <p>All agreed that the minutes from the meeting of 23rd Sept 2015 were an accurate record of the meeting. The minutes were signed by the Chair ER.</p>	
4. <u>Urgent Non Agenda Items</u>	MB
<ul style="list-style-type: none"> • JAS asked to make sure Friday Flyer is put on the website. MB assured that it is now being put on every week. • ER congratulated everyone about Milverton School being named in top 200 primary schools in England. We should be very proud. <p>[Stephen Penny joined the meeting 19:39]</p> <ul style="list-style-type: none"> • ER asked about press item re top 200. MB will prioritise this to go out. 	

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<p>5. Governor Training</p> <p>Governors have attended the following training:</p> <ul style="list-style-type: none"> • JAS and ER - Budgets & Budgeting • AW and LL - Tracking and -Data 10 Nov • LL – E Safety 	
<p>6. School Development Plan & Governor Monitoring</p> <p>These documents were sent out in advance of the meeting.</p> <p>RS led the discussion about the SDP. There are 6 priorities:</p> <ul style="list-style-type: none"> • Priority 1: Big Ideas • Priority 2: CPPI Language for Learning • Priority 3: ICT • Priority 4: Improve Assessment • Priority 5: Mathematics • Priority 6: Website <p>Website – MB is working on making the website compliant with statutory regulations. Policies need to be checked to make sure they are up to date. We will be looking at creating a new website as the present one is difficult to use and maintain and support for the SLP is minimal. Website companies charge IRO £1,000 to create and £400 annual charge. We need a website that is editable in house so we have control.</p> <p>AW said there is a lot in the development plan and RS explained that these are targets set over a few years and when they are achieved they will come off the plan. AW mentioned the change in the curriculums and assessments procedures has also contributed to the amount in the development plans.</p> <p>There may be blank sections on ICT priority – RS to resend.</p> <p><u>Governors Monitoring</u></p> <p>AW has forwarded a timetable to all Governors. AW talked about the Governors Monitoring agenda – these assessments can be done out of school if required. RS commented that it is incredibly valuable for Governors to come in to school so they can experience the workings of the school first hand. Governors were happy to stick with the timetable.</p> <p>Q: JAS asked that the terminology is clear - ‘Improvement’ or ‘Development’ and whether there was a difference.</p> <p>A: RS explained that schools use to a School Development Plan – which has sections of development items and improvement items. The priorities are the improvement items of that document. The development part would generally be related to premises, personnel etc. These priorities are a slimmed down version to engage Governors in what is needed to improve and what is improving, and how successfully we are meeting those priorities. It was agreed that RS name the document the School Development Plan (?) to make it clear for Governors.</p> <p>RS explained that Ofsted is keen to check curriculum – as there are many different types of schools now – Academies, Free Schools etc that can set their own curriculum. Maintained schools use the National Curriculum and RS believes this a good model to follow. The National Curriculum however is skeletal and schools will have curricula</p>	<p>MB</p> <p>RS</p>

<p>that go over and above the National Curriculum and this is something that Ofsted will be looking for.</p> <p><u>Curriculum Core Offer</u></p> <p>This document was sent out in advance of the meeting.</p> <ul style="list-style-type: none"> • RS explained this is a document the staff have been working on. It shows what curriculum we are doing and why. RS feels this is good for the teachers, good for the school community as a whole – for parents and Ofsted. Each subject leader wrote a paragraph to summarise their topic. • LL said that Art was a really good paragraph and well phrased. • RS said the document shows the diversity across all subject areas and shows a broad and balanced curriculum. The core offer shows we are addressing the needs and talents of all pupils. RS pointed out that schools are under such pressure to produce results, especially with the many changes to school business (e.g. new curriculum, removal of levels, demise of LA services) that sometimes the non-core subjects get less emphasis. AW pointed out a few minor changes – RS to amend. <p>All agreed that this document can be put on the website (once small changes are made).</p>	<p>RS</p> <p>MB</p>
<p><u>7. Headteacher’s Report including Raise on Line</u></p> <p>This document was sent out in advance of the meeting.</p> <p>RS talked about Cross Phase Progression – this has been happening on Inset days and twilight sessions.</p> <p>Q: JAS asked what is a question fan?</p> <p>A: RS explained this is card fan made up of different colours (eg purple is creative zone) that relate to different questions that can be asked of the children. This helps children identify different types and levels of questions and develop critical thinking skills. Learning is not just about knowledge of facts, but how you use it and interpret it.</p> <p>Improving teaching and learning in Computing – this is still ongoing as the curriculum has changed so much. Year 6 children are now expected to learn to program to achieve a result. There has been some training for teachers – the Wessex Curriculum in a twilight session, however staff need to be trained further in the Spring Term.</p> <p>Q: Are we anticipating the current Year 6 to have a full year of the new ICT curriculum this year?</p> <p>A: Unfortunately as it is a new curriculum the lower years will inevitably do better than the current upper years of the school.</p> <p>RS said the Government has produced new curriculums but SCC does not have the specialist teachers for training our teachers any more. We have to be realistic about where we will achieve mastery at present.</p> <p>Maths – the staff recently had training with Jo Cronin on working with reasoning skills – there is a further session January.</p> <p>RS explained that PC has introduced a way of assessing children’s progress that staff are now trialing. RS explained how this system works. SPe said he is finding this system very</p>	

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<p>useful and much more flexible than the usual assessment/planning format as it enables teachers to respond more effectively to the feedback gathered during the school week. It is easier to see which child needs stretching and which child needs more help. The pupil is also more in charge of their own learning as they can easily see their progression on the chart. More work needs to be done on this system and it is not transferable to Literacy at this time.</p> <p>ER hopes these trials can be brought to bear in a formal way. RS thinks we are on the right tracks.</p> <p><u>Raise on line</u> – Education governors have gone through this in depth – the Headteacher’s Report gives an overview. We are mostly above national average in terms of attainment and progress. There are some drops in performance so we need to work out if it’s the cohort. Gender differences, pupil premium, summer births – these are all factors.</p> <p>Q: ER asked about average point score for disadvantaged pupils as it was lower than the national average.</p> <p>A: We have a small amount of disadvantaged pupils. They were in line with the national average of disadvantaged children and only slightly lower than the national average of all pupils.</p> <p>RS said the data set is good, but of course we need to look at weak areas even if not considered weak nationally to be considered outstanding. It would be easy to explain the data on an individual basis as the cohort is small and not everything is explained by data.</p> <p>RS asked would the attendance on the Headteacher’s Report be better if it was accumulative – to include the previous reports? To go from the beginning of the academic year – this would help Governors to be able to look back over the year.</p>	RS
<p><u>8. Health, Safety and Security</u></p> <p>Health and Safety Review and Audit were sent out in advance of the meeting.</p> <p>There were no questions about the report.</p> <p>AP sent an email around highlighting the good result. RS highlighted the traffic problem – the plan is to start from scratch and observe what things are already in place and what more can be done. RS and AP are still waiting for the SCC health and safety people to visit.</p> <p>Adventure playground update- at the moment it is still dangerous for children to play on. RS explained we have had difficulty getting in contact with the person who built it. They are expected to come out next week to fix it and the payment should be minimal.</p>	
<p><u>9. Appraisal and Pay Committee Report</u></p> <p>The minutes were sent out in advance of the meeting.</p> <p>ER explained that 5 members of staff had been eligible for a pay rise; 4 were awarded the relevant increment and 1 opted to remain on Main Scale 6.</p>	

<p><u>10. Education Committee Report</u></p> <p>The minutes were sent out in advance of the meeting.</p> <p>There were no questions raised.</p> <p>RS – the meetings could be held in different parts of the school. Will be looking at the children’s books next time.</p>	
<p><u>11. FP & P Committee Report</u></p> <p>The minutes were sent out in advance of the meeting.</p> <p>There were no questions about the minutes.</p> <p>JAS explained the details of the minutes- there have been significant savings made in the budget and this was not easy. JAS congratulates RS and SG for this. The Government Autumn Statement says there will be a new funding formula for schools in 2017– we shall wait and see what that means for us.</p>	
<p><u>12. Approve Annual Safeguarding Children Report</u></p> <p>This document was sent out in advance of the meeting.</p> <p>RS explained this document is a report to Governors about safeguarding practice in the school. Safeguarding knowledge is part of staff induction and all staff have received a briefing in this area. We have an ethos of corporate responsibility in this school – that it is everyone’s job to be aware.</p> <p>Q: (JAS) What happens when a child tells an adult something but asks them not to tell anyone? Is there a confidentiality question?</p> <p>A: (RS) Everyone in school is trained to say to a child that they have to pass the information on. The staff are trained to write the facts down and pass it on to the safeguarding lead (reference was made to the poster in the staffroom that is also in every classroom).</p> <p>We need to rewrite the Equality and Diversity policy.</p> <p>RS went to Prevent training last week which will be cascaded to staff. It is important to remember this is not just about Islamic extremism but about anything that becomes extreme, be it religious, cultural or other. ER says in this county we need to be aware of racism and hatred for immigrants.</p> <p>LL said this is a good report – no further questions were raised.</p> <p>Other policies that need updating – child protection policy – RS and LL to meet to discuss.</p> <p>All agreed to approve the Safeguarding Report.</p>	<p>RS /LL</p>
<p><u>13. Approve Annual updated Standing Orders</u></p> <p>This document was sent out in advance of the meeting.</p> <p>ER said the new Standing Orders is a clearer document than previous.</p> <p>All agreed to approve the Standing Orders.</p>	

<p><u>14. Approve Terms of Reference for Committees</u> These documents were sent out in advance of the meeting.</p> <p>All Terms of Reference have been approved by relevant committees.</p> <p>ER pointed out that in Pay and Appraisal Committee Terms of Reference 1 meeting per year needs to be change to 3 times per year – MB to amend.</p> <p>All agreed to approve the sub committees Terms of References (with amendment to Pay and Appraisal)</p>	MB
<p><u>15. School Organisation</u> ER attended a meeting at Oake with local Heads and Chairs and explained to the Board: Ann Adams from Governor Services explained the options. This was a general meeting around school organisation.</p> <ul style="list-style-type: none"> • The most popular idea amongst schools is a Trust that falls short of being an Academy chain. Mark Griffin Head of Kingsmead has been told to look for other schools to join as Kingsmead is a lone Academy. ER felt that people are keen to have a greater collaboration and share resources and teachers but not necessarily formally. There could be opportunities for financial savings perhaps – purchasing for example. • ER is not wholly convinced that this is a direction that Milverton School should follow at the moment. The key questions are – how would it be better for the school and what would it do for our children? ER is open to listening to a persuasive argument, but he has not been presented with one yet. • AP asked whether the school would be criticised for not partnering? The LA is becoming skeletal with government cuts so maybe this is why the DfE are pushing for schools to become Academies. The Government at present has no conclusive evidence that Academies perform better. <p>This will be an ongoing matter.</p>	
<p><u>16. Chairs Matters</u> ER mentioned the Government’s change of policy on schools’ funding formula for 2017. Let’s hope that it makes a difference for us because Somerset is a poorly funded authority.</p>	
<p>Meeting Close 21:30</p>	

FGB Meetings 2015-16	
Meeting 1	Weds 23 September 2015
Meeting 2	Weds 25 November 2015
Meeting 3	Weds 27 January 2015
Meeting 4	Weds 23 March 2016
Meeting 5	Weds 11 May 2016
Meeting 6	Weds 6 July 2016

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