

# Milverton School – Full Governors’ Meeting

Wednesday 25 September 2013 at 19.30h

MINUTES		
	Present:	Absent:
Chair	Ewan Robertson (ER)	Gill Lumby (GL)
Headteacher	Richard Stead (RS)	Nicola Stoddart (NS)
	Lindsay Waddington (LW)	Ann Lovell Brown(ALB)
	Arthur Whittle (AW)	
	Alex Wade (AWa)	
	Lydia Laphorn (LL)	
	Joanne Pike (JP)	
	Jean Ainsworth Smith	
Clerk	Julie Walker (JW)	

## Action

### 1. Apologies for Absence

Apologies received from GL, ALB and NS.

AWa was absent for the start of the meeting and had given her apologies in advance of the meeting.

### 2. Declaration of Business Interests

None were declared. Absent Governors should declare if they have any business interests in this meeting.

JW

### 3. Matters Arising from the Minutes of the Meeting of 10/07/13

ER commented on the unfortunate absence of governors at the first Full Governing Body (FGB) Meeting of the new school year. Meeting dates are promulgated well in advance and he appealed to all governors to try and prioritise attendance whenever possible.

Terms of reference still need updating and should be added to the agenda of each of the subcommittees at their first meeting in advance of the next FGB Meeting.

Reference to the School Development Plan is still to be communicated to parents via the Friday Flyer. RS/JW

A new parent governor will need to be sought. RS/ER plan to do this RS/ER/JW during this half term.

Following the governing body self-assessment it was agreed that the new parent governor would ideally be somebody who has public relations, marketing and financial experience. Although it would be ideal to have somebody with these skills, this is not a requirement.

### 4. Election of Chair and Vice Chair

ER asked all governors if they would like to be considered for the position of Chair. JAS suggested that ER should be re-elected and AW seconded

this. ER was in agreement to continue in the role of Chair and he left the room whilst Governors voted. All were in favour to re-elect ER as Chair and he was invited back into the room and congratulated on his re-election.

Although it was not necessary to re-elect the Vice Chair at this meeting, all agreed it would be a good idea to go through this process so that the election of the term of office for the Chair and Vice Chair coincide.

As AWa was absent at this point it was agreed that this process would take place when she arrived.

**5. Establish Sub Committees**

The following subcommittee members were agreed:

<b><u>FP&amp;P</u></b>	Chair	Jean Ainsworth-Smith
	Clerk	Julie Walker
		Arthur Whittle
		Richard Stead
		(Vacancy)
<b><u>Welfare</u></b>	Chair	Nicola Stoddart
	Clerk	Ann Lovell-Brown
		Lindsay Waddington
		Lydia Laphorn
		Gill Lumby
<b><u>Education</u></b>	Chair	Richard Stead
	Clerk	Alex Wade
		Jo Pike
		Lydia Laphorn
<b>Ewan Robertson will attend subcommittee meetings where possible.</b>		

JW will send copies of terms of reference to each of the subcommittee chairs. ER recommended that subcommittees review and update policies as detailed in the policy review chart available on the SLP (e-mail sent by JW on 9 may).

The Pay and Appraisal Committee will update the Performance Management and Appraisal policy.

Although updates or new policies do not need to be approved by the FGB, RS will circulate to the committees so that Governors are aware of the changes etc.

**RS**

**6. Urgent Non-Agenda Items**

None.

**7. Governor Training**

ER referred to the interesting articles in the recent Network magazine and recommended that Governors have a look at the training courses available and make use of them.

JAS and ER attended the pay policy training on 24/9/13.

Governor In-House Training – JAS suggested some in-house training. JW will e-mail Governors for suggestions on the training they would like. JW

will then contact Governor Services to arrange.

AWa joined the meeting at 20.00h.

The meeting referred back to item 4 on the agenda to re-elect the Vice Chair.

AWa was in agreement to continue in the role of Vice Chair. She left the room whilst Governors voted. All were in favour to re-elect AWa as the Vice Chair and she was invited back into the room and congratulated on her re-election.

**8. Approve Annual Safeguarding Report**

This will be carried forward to the next FGB meeting. RS will meet with LL to discuss the policy and to update her on safeguarding issues. RS/LL

**9. Agree Standing Orders**

Copies of the Standing Orders (SO) were handed out. Governors were asked to read through the document outside of the meeting. JW will update the Committee members and Chairs. ER asked Governors to notify JW with any other changes. **ALL**

**10. Delegation of Authority of External Visits**

ER asked Governors if they had any objections to delegating authority of external visits to RS. All agreed to delegate authority to RS.

**11. Health Safety and Security (HS&S)**

Currently there are no immediate issues with HS&S.

- A pest control company has been employed to eradicate the problems we have recently encountered in the Pre-school/Toasties huts.
- All new play equipment is currently in use but we are waiting for an inspection from County.
- There is an annual cycle of risk assessments which Jane Downs is responsible for updating.
- There is evidence that there has been some unauthorised access to the site. No damage has been reported.
- Premises** – there has been a leak in the roof just outside Class 6 during the holidays. RS needs to contact the area surveyor as this has occurred in the same area that had previously been repaired.
- There has been some damage to several fencing panels in the parents car park caused by a new parent driving into the chain across the car park during the summer break. Governors recommended we replace the chain with a reflective one.

**RS**

**12. Headteacher's Report to Include SDP**

The report was circulated in advance of the meeting.

There is still a focus on curriculum development and RS commented on the shift from teaching to learning. Ofsted are more interested in what is being learnt by children instead of teaching styles. It is important to talk to the children about their work to assess their engagement in their learning RS explained the concept of curriculum quests. Staff are encouraged to plan new quests in line with Curriculum 2014. Quests will allow children to steer the way their learning is going.

AWa asked about deadline for the marking policy. Teaching staff have

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

had the opportunity to review the policy and this will be discussed at a future staff meeting. It was suggested that once agreed, the new symbols for marking should be communicated to parents. RS will refer this to the website.

The Department for Education (DfE) has changed the rules for authorising holidays in term time. Headteachers cannot now authorise holidays unless for exceptional circumstances.

**13. Appoint Headteacher Performance Management Reviewers**

ER, JAS and LW will form this committee. The committee needs to complete the Pay Policy and adopt it as soon as possible. Once this is complete it will be circulated to all Governors. The policy is based on the Somerset Model. It will be reviewed annually.

ER recommended that Governors attend relevant training in case they are needed for future appeal panels.

RS explained that there are very clear teacher standards nationally and he has worked with teaching staff to look at expectations. There is a strong element of discussion and negotiation in target setting and opportunities for RS to feedback about performance during the performance management cycle.

Outstanding teachers have a lot to gain from this system.

**14. Annual Return on Racist Incidents**

1 incident has been recorded and reported to the Local Authority. RS gave details of this incident.

**15. Governor Visits Plan**

AWa gave an update based on the information provided in the Head Teachers Report.

Based on HTs recent report there are now 4 priorities. AWA asked about School Pupil Tracker (SPTO) – RS can provide Governors with access to SPTO but it is not necessary for monitoring.

AWa referred to the article in Network magazine regarding linking into the school development plan and suggested ‘pairing’ for each priority.

AWa asked if governors were happy to continue with current system we have in place or if they would prefer to pair up. Governors will feedback at FGB meetings following monitoring visits.

All agreed to try pairing across the four areas for Governor monitoring. See pairings below:

- Development of topic based learning – JP and LL
- Talk for writing – LW and AWA
- Moving learning from good to outstanding – AWA and JAS
- Sport – JP, AW

ER is available to join any pairing as necessary.

When planning monitoring visits, Governors should liaise directly with RS

with the exception of TFW – where Governors should liaise directly with NS.

RS is planning on visiting an outstanding school near Glastonbury before December. In the first instance, RS suggested a teacher visit and possibly a Governor visit after this

RS handed out a copy of the school development plan draft. He has tried to tie in performance management targets with the local schools' learning partnership (WLP).

ER suggested that we could open up our training to other governors from local schools.

**16. Establishment of Pay & Appraisal Committee**

See item 13 above.

**17. Confirm Full Governing Body Meeting Dates for this Year**

Dates for the FGB meetings had been circulated in advance of this meeting (dates below).

FGB meeting dates for 2013/2014			
<b>Meeting 1</b>	Wed 25/9/13	<b>Meeting 2</b>	Wed 27/11/13
<b>Meeting 3</b>	Wed 5/2/14	<b>Meeting 4</b>	Wed 26/3/14
<b>Meeting 5</b>	Wed 7/5/14	<b>Meeting 6</b>	Wed 9/7/14

**18. Governing Body Code of Conduct**

This document was distributed in advance of the meeting. All agreed this should be adopted.

**19. Report Back from Governor Self Evaluation Report**

Following a meeting of ER and the sub-committee chairs, they assessed the level of knowledge on our FGB as being highly effective. They identified the following objectives:

- Create a strategic plan.
- Review and update Committee Terms of Reference.
- Governor training linked to the school improvement plan.

This evaluation will be repeated annually.

**20. Chairs Matters**

ER suggested establishing a Governor absence list. JW will input this information onto the calendar on SLP. JW asked Governors to email with these dates. **ALL/JW**

Meeting closed at 21.55h.