

Milverton School – Full Governors’ Meeting

Wednesday 27 November 2013 at 19.30h

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

Action

1. Apologies for Absence

Apologies received from GL.

2. Declaration of Business Interests

None were declared.

3. Matters Arising from the Minutes of the Meeting of

- There were no responses to the request for a Parent Governor. A paragraph will be added to the Friday Flyer to advise Parents that there were no applicants and to ask for any interested parents to contact the school if they would like to consider this role.
- Governor training – JW had not received any suggestions for Full Governing Body (FGB) training. Governors agreed that training on Ofsted expectations/requirements would be preferable. It is unlikely that we will have another full inspection until 2017. JW will contact Governors to agree a suitable date for the training session.
- The Pay Policy will be circulated to Governors.

JW

RS/JW

4. Urgent Non Agenda Items

(Public Consultation for future development in Milverton - top of Butts Way)

ER gave Governors some background on the development. Concerns had been raised on the safe access for children as there is no footpath to the school from the proposed site. The request for a path had been raised several years ago but the cost was prohibitive. ER will write to Taunton Deane to say that we would welcome a footpath and will also mention that it may be necessary to replace our current buildings if it is likely that the number of children attending the school may increase due to the build. The development is not planned for the near future.

There was a discussion over the ownership of the land and the possible problem with neighbour's who may have maintained this over the past 20 years. RS will contact the legal department to look at the plans. ER was under the impression that there was a covenant for the land. The FGB agreed that ER should proceed.

Mr Roach had written to ER again with regard to donating land for the possible extension of the car park. ER will respond to Mr Roach to say that if he gets planning permission, we would be happy to have the land although we do not have funds to carry out the work.

5. Governor Code of Conduct

JAS commented on the wording of point 3 of this document. It was agreed that the FGB would review this before issuing the document next year. JW will contact Governors for suggested wording. Signed copies of the document were given to JW.

JW

6. Governor Training

ER reiterated the benefits of attending the Governor training we have available and encouraged all to make use of this service. ER recently attended Part 2 of the Chairs training. Governors found it useful to share information following a training session.

7. School Development Plan (SDP) & Governor Monitoring

RS was asked about the difference between the SDP and School Improvement Plan (SIP). The SIP is the most important part of the SDP and will be referred to as the SIP in the future.

The Senior Management Team (SMT) had recently reviewed and updated the SIP. RS highlighted the key focus points and informed the Governors that the SIP had been discussed at the staff meeting on Tuesday. Peter Coupe had raised the main focus with all staff and discussed the importance of using School Pupil Tracker (SPT). The latest assessments should be on SPT by the end of the week. Teachers should look at the data to see what the children are achieving and adjust their planning accordingly.

Governors were asked if they had any questions relating to the SIP. One of the questions raised was about the use of the word "coaching". Sarah Parsons is a coach, not a teacher. She shares her coaching skills with teachers so that they can improve their teaching in PE. There was concern that we should be using the word "teaching" in the long term. NS reiterated that it is a very good opportunity for teachers to improve their skills.

AW and JP had recently attended for a monitoring visit. AW was very impressed with what he had seen. The Governors are concerned about the future of PE once the 2 year funding ends.

JP and LL had circulated a copy of their recent visit report in advance of the meeting. They had been welcomed by Jane Nicholls (JN) and Kate Lewis (KL). They reported that the children were very enthusiastic. The focus of their visit was to see how the Quests were working. They had seen lots of numeracy links and the children were engaged. ER congratulated JP and LL on the good quality feedback. It was apparent that JN and KL work well as a team and it was obvious to see where the

children fitted in each of the groups. Differentiation has been a very strong focus all the way through. The children are working in parallel.

8. Head Teachers Report

The report had been circulated in advance of the meeting.

RS reported that progress is being made in terms of curriculum priorities and shared some of the outcomes of the Quests.

- Linking Quests to Talk for Writing is easier at KS1. This needs to be tailored to the age of the children so is not as easy to link this in KS2.
- The Class R/1 WOW opener was very successful. A magician had been into school to entertain the children. JN and KL were very grateful to the MSA for their contribution.
- Class 4 had reinvented the Tudors as their Quest. As an “exit” they had invited parents into school for a Tudor afternoon. Assemblies have been linked to Quests.
- Class 3 has a working wall with different focuses. There has been a lot of interaction between children and teachers. The children have been fascinated with the military and they wanted to make shields.

The inset day in January will be a structured day using Chris Quigley materials. RS has an idea of how he wants to run the day. Governor involvement would be useful and RS asked that anybody interested in attending should contact him.

RS gave an explanation for the authorised absences.

One child has left to be home schooled. RS had discussed this with the parents but they did not feel that the school suits the child’s needs.

9. Health Safety and Security

RS and AW had been on a walkabout this week. The annual review of risk assessments and climbing wall risk assessment is in hand.

The area surveyor had informed RS that the problem relating to the leak in the roof (as detailed in the minutes from the last meeting) had been resolved but we are still experiencing problems. Before taking more costly measures to fix the leak, we have a roofing company coming in to try to manage this better by having monthly inspections.

10. Appraisal and Pay Committee

Confidential item removed

11. Education Committee

Minutes were circulated in advance of the meeting. Key points from the meeting:

- Raiseonline document had been circulated in advance of the meeting. Page 4 of the document provides useful information for Governors and the “G” in the top right hand indicates this. This is a fantastic achievement across the whole school.

12. Welfare Committee

Minutes were circulated in advance of the meeting. Key points from the meeting:

- Discussion over performance management (PM) cycles for support

Signed as an accurate record of meeting Date:

- staff.
- Recent changes from the Department for Education relating to absence.
- New information from Children's Social Care in Somerset.
- Re defined terms of reference.

ER asked for feedback from the support staff on how they thought the PM process had gone at the next FGB meeting.

NS/ALB

RS reiterated that Governors should contact teachers directly to arrange monitoring visits. RS would be happy to advise which teacher to contact but coordinating dates is more difficult

13. FP&P Committee

Minutes were circulated in advance of the meeting. Key points from the meeting:

- We need to buy more laptops than we had anticipated.
- Worked through the Lettings Policy and Finance Policy.
- There is more budget carry over than expected.
- Discussion over the leaking roof.

14. School Governance Regulations 2013

For information only:

New regulations were introduced on 1 September 2013. All previous regulations have been revoked.

The key changes are:

- To ensure that the vision, ethos and strategic directions of the school are clearly defined.
- To ensure that the Headteacher performs their responsibilities for the educational performance of the school
- To ensure the sound, proper and effective use of the school's financial resources.
- The regulations strengthen the role of Clerk
- Term of office, the Governing Body is free to set the term of office of the Chair and Vice Chair.
- Delegations of functions – ER had sent out a document entitled Governing Body Scheme of Delegation. ER will sign the document as it stands and it will be put onto the SLP.
- Collaboration between Governing bodies is a consideration. ER did not feel that there is a need to set up a panel, we can create as and when needed.

15. Approve Annual Safeguarding Report

RS recommended that all Governors attend training on safeguarding so that they have an awareness of how this works. LL has recently completed the training. RS encouraged Governors to complete the online safer recruitment training. RS will share the link with Governors.

RS

The number of children who have been referred can be a mixture of one or more children.

16. Parent Governor Vacancy

There had been no response to our vacancy for a Parent Governor. ER

asked Governors to keep eyes and ears open for a suitable person to fill this role. Parents will be informed that we are still looking for a suitable candidate with the required skills via the Friday Flyer. If a suitable person is not found, the vacancy will remain open.

17. Chairs Matters

At a recent Chairs meeting it had been suggested that FGB meetings should take place every month and would replace the committee meetings which take place before a FGB meeting. ER asked Governors for their thoughts:

- Shyer member may be less likely to contribute in a FGB meeting. This is currently being trialed Holyrood School so we will wait to see how well this works before we consider it.
- The Pay committee would still have to meet outside of the FGB meeting. There was a short discussion over the positives and negatives.

Meeting closed at 21.20h.