

Milverton School – Full Governors’ Meeting

Wednesday 30 January 2013 at 19.30h

MINUTES		
	Present:	Absent:
Chair	Ewan Robertson (ER)	Simeon Eyres (SE)
Vice Chair	Matt Gould (MG)	
Head Teacher	Richard Stead (RS)	
	Jean Ainsworth-Smith (JAS)	
	Lindsay Waddington (LW)	
	Arthur Whittle (AW)	
	Ann Lovell-Brown (ALB)	
	Alex Wade (AWa)	
	Gill Lumby (GL)	
	Nicola Stoddart (NS)	
	Adrian Landon (AL)	
Clerk	Julie Walker (JW)	

Action

1. **Apologies for Absence**

Apologies received from SE

2. **Declaration of Business Interests** (previously circulated)

None were declared.

3. **Matters Arising from the Minutes of the Meeting of 2/10/12**

Lindsay Waddington – attended induction training for new Governors on 10th November 2012.

The School business manager has been contacted; she no longer requires a placement at the school.

GL and LW are still having problems with e-mails but all Governors agreed to use GL and LW personal e-mail as well as school e-mail addresses when sending e-mails.

The minutes were accepted as a true record of the meeting and signed by the Chair.

4. **Urgent non-agenda items**

Angie Powell has resigned from the Governing Body (GB). She had sent a letter of resignation to ER, RS and JW. ER read Angie’s letter to the FGB which explained her reasons for resignation, the main reason being the bureaucracy involved which she has found difficult. She expressed an interest in keeping in touch with the school.

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Ewan has written back to Angie on behalf of the FGB thanking her for her contribution. ER read his letter and all agreed that it was a very good reply and thanked him.

AW asked about assessing Governors skills when recruiting new governors without them completing a skills form.

All agreed that we need an enthusiastic person. The Government has asked us to assess the skills of the GB. If after reviewing the forms, if there is an area of weakness, then some training could be arranged.

ER asked GL if she would like to take on the role of a full Governor as we now have a vacancy following Angie's resignation. GL agreed to take on the role. She was asked to leave the room whilst Governors discussed her appointment. The majority were in agreement and she was invited back into the room and was voted into the role of Community Governor.

Jean will contact a colleague to ask if she would like to come along to our next meeting with a view to becoming an associate member.

AL asked if we are getting the balance right in relation to closing the school during the snow and bad weather. RS explained the reasons behind his decision which include possible problems with staffing, clearing snow, safety of walkways leading to the school and hot meals service. RS wanted to avoid opening the school and then having close if the weather deteriorated. Safety of all those involved is paramount.

JAS suggested a phone tree for the Governors so that they could be contacted early to help with clearing snow etc. JW will provide ER with a list of Governor telephone numbers.

JW

Peter Coupe (PC) has agreed to provide Gill with a piece of Class 6 work to be published in the copy of the Parish Magazine. GL asked that PC provide the item before Monday afternoon.

JW

MG is moving house on 12 February. He would be happy to attend the next meeting or until a parent governor is appointed. He is keen to maintain contact with the school.

ER thanked Matt for all his help on behalf of the Governors and his superb contribution. ER and RS will send out a letter next week to ask if any parents are interested in becoming a Parent Governor.

5. **Policies Review System**

There have been some changes with statutory policies and the frequency of their review. ER/RS/JW will get together to go through the policy list to decide which policies the FGB will review and when. Once this list is complete, this will be circulated to sub committees before the next meetings. The delay in providing the updated list has resulted in some policies not having been reviewed, but hopefully we can address this at the next Committee meetings.

6. **Policy Reviews**

Covered in Sub Committee Reports

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7. Education Committee Report

The Committee discussed the actions taken following parental questionnaires which were completed in February last year.

Parents requested more art and different or 'better' PE. The following actions were taken:

- More artwork is now sent home, especially in the Early Years
- More displays around the school include artwork
- Sarah Parsons is a qualified sports coach. In addition to her LSA role, she covers teacher PPA time in KS2 where she teaches sport, focusing on improving children's generic sporting skills including agility, balance and co-ordination.
- The school is represented at the Taunton Area Central Venue Sports Leagues for football, rounders and 'kwik cricket'

The boy's football team has taken part in the central venue leagues, were runners – up in the Taunton Cup and represented Taunton schools in the Somerset schools tournament where they came 5th in the County. Governors felt that this is a success that should be shared with the whole school community. RS will write about it in the next newsletter.

RS

The Committee discussed the use of the SLP for more improved communication between school and home.

They also looked at pupil progress data to determine where we are with reading writing and mathematics compared to the national average. The data is very positive and above average. Strategies that have been put in place are beginning to work. Improvements in writing have also been seen. It was suggested that these successes are shared with parents in the next newsletter.

The inset training day with Rosemary Bailey went well and the Governors who attended found it very useful and it helped them to gain a better understanding of the new curriculum.

Pupil attendance has improved to 95.12%.

8. Welfare Committee Report

The Committee discussed the whole staff Team Teach training. The majority of staff have attended both training sessions.

They have reviewed the complaints policy but it needs to go to staff before it can be approved.

The **Behaviour Policy** has been approved by staff and Welfare Committee pending the addition of an appendix on adult behavior, which will also be part of the Home/School Agreement. NS asked for the Behaviour Policy to be approved by the FGB. All Governors were in agreement and the policy was approved.

The committee looked at the draft policy for Parent Helpers in School. They are happy with the content and will take to a staff meeting for approval. However, it was felt that the issue of difficult and unacceptable behaviour towards staff may be better incorporated in the Home/School Agreement.

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Governors would like all policies to be loaded onto the SLP. The policies that are relevant to parents will be put onto the web.

9. **FP&P Committee Report**

SG presented the Month 9 report from the budget. The estimated balance carried forward is £51,571 of which £340 is committed, £50,953 uncommitted and £278 DFCG.

Virements were signed off.
82% of the budget is spent on staffing.

The Government has asked that FGB complete a self-assessment, Schools Financial Value Standard (SFVS), to ensure that we are doing what we should and adhering to best practice.

Governors approved the first draft of the SFVS. SG and RS will continue to gather evidence to support statements and submit by 31 March 2013.

Signage: we have had 3 quotes. It has been agreed to go with the quotation from "Signs for Schools". The cost will be approx. £1,500 which will include installation. RS will take this to the next parish council meeting and will send proofs to Gwil Wren. GL mentioned the entrance to the school is listed and may cause a problem with the erection of the signs.

Some of the flooring through the school is to be replaced. After lots of research a decision has been made to use Flotex carpet as it hardwearing and easy to keep clean. 3 quotes have been received and a decision has been made to use Les Marsh carpets to provide and lay the carpet.

RS is proposing to change the use of music room as the school needs more group work areas. Some local builders have been contacted to provide quotes for the conversion which Peter Coupe is coordinating.

Risk assessments have been updated.

Trim Trail – the installation of this is dependent on the weather but SE is hoping to have this installed by March.

RS is very pleased with the progress of the EYFS - well done to staff

10. **Health, Safety and Security**

There has not been a meeting this term.

RS has received a copy of the Food Safety Report. It has improved since the last visit. We have been given 3 action items 2 of which relate to Millennium Catering and 1 requiring a replacement of the eco-friendly sanitizer we are currently using to wipe the tables. RS has placed an order for a sanitizer to comply.

11. **Head Teachers Report**

The training provided by Rosemary Bailey on the inset day has helped to move planning of new curriculum units forward.
Teacher assessments of children's writing show rapid progress in attainment across

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the school. The gap between attainment in writing and the other subjects is narrowing at a faster pace than ever before. JAS asked how RS measures the teacher assessments. RS explained that he looks through the data entered onto School Pupil Tracker Online and will then look at a sample of children's books and discuss with staff

Inclusive Dyslexia Friendly Status (IDFS) – CG has delivered more training. RS is currently involved with observations using the IDFS checklist. RS said that after two rounds of observations he has found that staff are using IDFS strategies consistently across the school.

Trim Trail – RS is expecting SE to make the play area available for use by the end of March.

Budget – there has been a lot of money invested in staff development and training in order to push forward school improvement aims.

Migration report – the numbers of children are going up. We currently have 201 children at the school.

12. **Somerset Learning Platform**

JW has populated the SLP with documents relating to the Governing body. JW asked for Governors to pass any information they would like to share with other Governors to be forwarded to her so that she can add it to the SLP.

13. **Governor Attendance**

ER asked that Governors try to ensure that when sub-committee meeting dates are arranged, that they are convenient for the majority as there are lots of implications if a meeting has to be cancelled due to the meeting not being quorate.

JW asked to be copied me in with any dates set for committee meetings so that this can be published on the SLP.

14. **Written Statement of Behaviour Principles**

ER had distributed information to all Governors in advance of the meeting. The Government have made this a statutory requirement.

It is expected that Governors tell the school about what they expect (see document on behaviour and discipline).

The Welfare Committee have agreed the document following the addition of an extra bullet point.

Following training from Team Teach the Physical Intervention policy was reviewed. It now fits with all recommendations from the training. An appendix will be added to include a positive handling policy.

Some strategies will work well with some children and not with others. The policy talks about debriefing – following an event. Debriefing will address behaviours which led up to the event with the child. It also includes guidance to talk to and debrief and reassure staff and to discuss ways in which the situation can be avoided in the future.

The reason for raising this is to help ensure that the school is a safe place to be. RS asked if there were any objections to what had been presented, as RS asked the Governors agree to approve the policy.

Staff need to know that the governing body is supportive. Governors felt that a paragraph should be included to state when parents are to be involved and approved the policy subject to that addition?

Once the policy has been approved it will be added to the web.

Majority of staff have had training.

15. **Governing Body Self-Review**

MG had circulated documents in advance of the meeting. They related to the key characteristics that all governors should aspire to and as expected by Ofsted. The FGB should have something in place to ensure that they are performing effectively. It is logical to go through process in July.

ER encouraged Governors for any suggestions before July.

16. **Skills Audit**

ER asked that all Governors complete a skills audit and return to JW.

All

17. **Governor Training**

ER recommended Governors attended training where possible.

Ewan is planning to attend and area Chair of Governor meeting and also Raise on Line.

ALB completed her safeguarding training.

Lindsay has not received a copy of Network 42. JW will contact Marianne Sealey to arrange this.

JW

18. **Governor Visits – Feedback**

AWa is waiting to hear dates from Richard re IDFS
LW will attend on Friday 8 Feb (after 10.00) to observe talk for writing. LW will confirm this arrangement.

RS

19. **Land at Olands**

NS left at 9.30.

ER asked for an extension to the meeting – all agreed.

Some Governors met with Mr Roach who has 2 pieces of land to sell.

ER handed out a plan to show the land for sale.

Mr Roach plans to put two houses on one piece of land and possibly donate the other to the school.

Governors discussed the possibility of extending the parent car park and also extending the school into the current staff car park, and the new land to become the staff car park if we needed to extend the school due to increased number of pupils.

JAS felt that Mr Roach needed positive support for his application for 2 houses. Some Governors felt uncomfortable with the consistency of Mr Roach’s answers to the questions they had asked him.

A discussion took place but ER does not feel it is our place to support his application. He asked if Governors were happy for him to attend the meeting and if asked, will say that Milverton School is happy to accept. ER will not volunteer to speak. If Mr Roach is to donate land to the school then this would have to be a formal written agreement.

20. **Infant Playground**

Discussed earlier in the meeting.

21. **Ten Governor Support Website**

ER informed Governors of a free trial being offered on the Ten website, which is specifically for school Governors. JW will send an e-mail to Governors inviting them to join. ER asked for feedback relating to this site as a subscription would be cost £500.00.

JW

Date of next meeting: **Wednesday 20 March 2013**January

Meeting closed at 22.00h