

# Milverton School – Full Governors’ Meeting

Wednesday 5 February 2014 at 19.30h

<b>DRAFT MINUTES</b>		
	<b>Present:</b>	<b>Absent:</b>
<b>Chair</b>	Ewan Robertson (ER)	Joanne Pike (JP)
<b>Headteacher</b>	Richard Stead (RS)	
	Lindsey Waddington (LW)	
	Arthur Whittle (AW)	
	Alex Wade (AWa)	
	Lydia Laphorn (LL)	
	Jean Ainsworth-Smith (JAS)	
	Nicola Stoddart (NS)	
	Andy Powell (AP)	
<b>Clerk</b>	Julie Walker (JW)	

## Action

### 1. Apologies for Absence

Apologies received and accepted from JP (absence due to extreme weather conditions).

### 2. Declaration of Business Interests

None were declared.

### 3. Matters Arising from the Minutes of the Meeting of 27 November

- JW has contacted Paula Rayson to request a full Governing Body Training session in school. Paula has contacted the tutor and is still waiting for suggested dates. JW will communicate these dates to Governors as soon as they are received.
- Butts Way development – ER has written to Taunton Deane but has not yet received a response. Gwill Wren has been copied with this letter.
- ER has not had any further communication from Mr Roach regarding the planned house build/donation of land.
- Governor Code of conduct – action carried forward.
- NS has looked at the feedback received from the support staff performance management meetings. It had been a very positive exercise.

JW

- The link to the safeguarding website has been sent to Governors. It would be very useful for Governors to complete the online training as this is a requirement for anybody who sits on an appointment panel.

All

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

The minutes were agreed as an accurate account of the meeting and were signed by the Chair.

**4. Urgent Non Agenda Items**

JAS had received concern that the flower show clashes with the MSA fete. ER suggested having both events in the same place. RS will chat with Becky Hards to see if this feasible.

**RS**

**5. Resignations of Governors**

Gill Lumby and Ann Lovell-Brown have resigned from the Governing Body. ER had spoken to Gill before Christmas to discuss the number of meetings she had missed. She decided that it would be best if she resigned.

Ann's reason for resigning is due to the time consuming CPD she is undertaking at the moment. NS has been approached by another member of support staff who is interested in the Support Staff Governor role. NS will bring this to the next meeting.

**NS**

ER had circulated a copy of Gill's resignation letter to all Governors in advance of the meeting. The reasons given were mainly due to lack of IT and secretarial support.

ER asked Governors if they had any concerns over the support they had received but none were raised.

The second point Gill had raised was that she thought it would be helpful for an induction pack to be given to new Governors. As there is a vast amount of information on the Governor Services website, including a document for new Governors, all agreed that this and actions taken by the school were sufficient for induction.

**6. Appointment of New Parent Governor**

Andy Powell (AP), Father of Noah in Class was invited along to the meeting as he had expressed an interest in the Parent Governor vacancy. The background information he had provided about himself and reason for wanting to join the FGB had been circulated to Governors in advance of the meeting.

Another parent had expressed an interest in the vacancy but had not pursued this.

AP was asked if he would be happy to take on the role of Parent Governor and he agreed.

**7. Community Governor Vacancy**

At a recent Women's Institute lunch meeting, JAS had asked if anyone would be interested in this position. Sheila Hummel, who lives in the village and is very community minded, expressed an interest. LW and AW both know Sheila.

ER asked Governors if they knew of anybody else who may be interested in this vacancy. Ideally we would like somebody who is living in the community and has a good understanding of the village.

Governors agreed that Sheila Hummel should be invited to the next FGB meeting. It was suggested that an article should be placed in the Parish Magazine. This should explain the role of a Community Governor, the fact that vacancies arise from time to time and inviting anyone with an interest to contact the clerk.

RS

JW will contact Sheila to ask her some information about herself and to invite her to the next meeting

JW

## 8. Education Committee Report

The minutes from the Committee meeting on 29/01/14 were circulated in advance of the meeting.

### **Key points:**

RS had given a School Pupil Tracker Online (SPTO) demonstration and handed out secure logon and passwords. RS offered to go through SPTO with AWa as she was unable to attend the meeting.

RS/AWa

At the inset day in January staff had looked at new curriculum. They had spent time familiarising, discussing and planning it into different year groups. The time allocated for the July Inset days will be used as twilight sessions for improving the guided reading resources and for further curriculum development

During the twilight sessions staff looked at reading resources. There were various resources scattered throughout the school. These have now been sorted into sets to make it easier for TA's and Teaching staff to help make reading more efficient.

ER commented that although it is time consuming to input data into SPTO, the results are very positive and easy to understand.

## 9. Welfare Committee

The minutes from the Committee meeting on 20/01/14 were circulated in advance of the meeting.

### **Key Points:**

- The committee had looked at the absence report which showed an increase in unauthorised absences over last year. It was generally agreed that this was likely to be the result of the new regulations on holidays taken during term time. NS will amend the absence percentage to 4.4% as this was incorrect in the minutes.
- They looked at the new agreement for parents who come into school to help. It was agreed that this is working well and no changes were necessary.
- The school accessibility plan has to be published on the website. NS

NS

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has spoken to members of staff to ask them to look at the policy and get back to her with suggested additions or amendments. NS will update the policy.

- The Governors Principles of Behaviour was approved. No changes were necessary.
- The Child Looked After Policy was approved by the Committee.
- Feedback from the support staff performance management was very positive. The forms will be kept until the next round of performance management meetings in May.
- ER is happy to attend the Committee meetings when necessary to ensure that they are quorate.

**10. FP&P Committee**

The minutes from the Committee meeting on 30/01/14 were circulated in advance of the meeting.

**Key Points:**

**Finance**

- The month 9 report shows that the budget is on target.
- RS explained that thermoplastic markings are non-slip, brighter than other markings and have a much greater longevity.
- We are now using Countrywide Grounds Maintenance.
- RS is concerned about condition of the tables and chairs and therefore will be replaced throughout the school. There was a discussion over the value of the antibacterial coating. Hopefully the old furniture will be sold or recycled.
- Free school meals – there has been no further progress. RS will keep Governors updated with any developments.

**Premises**

- The leaks in the roof due to the heavy rain have been challenging. The County Surveyor will continue to pursue permanent solutions.

**Personnel**

- It has been a difficult couple of weeks covering staff sickness absence. There have also been a number of children absent due to sickness.

**11. Health Safety and Security**

- AW and RS have not met since Christmas. AW will phone to book an appointment in March.

**AW**

- A tree had been blown down in the high winds today. This happened during the morning whilst the children were in session. This had not caused any damage to buildings or fencing.
- The alarm had been set off one evening before Christmas by the motion sensors. This was due to a piece of work from one of the displays which had fallen down. JAS had been contacted by Southern Monitoring as they had an out of date contact list. JW has provided Southern Monitoring with a current list of key holders and the list has been updated.
- An updated Governor telephone tree had been distributed in advance of the meeting.

## 12. Headteachers Report

This report had been circulated in advance of the meeting and all Governors confirmed receipt.

**RS**

- Classrooms continue to be 'quest focused'. RS gave an example of an exercise Peter Coupe and Stephen Penny had done with Year 5 and 6 children which involved a parachute and an egg. The children had not been as good as expected at applying their skills when designing their parachutes. For future quests staff would like to develop how the children apply the skills they have learnt in other areas.
- Outstanding learning doesn't always happen in a lesson. It sometimes happens outside of the classroom. Ann Lovell-Brown has been delivering the ILI support programme which continues to demonstrate strong positive impact.
- Training has been provided for support staff by Stephen Penny. The focus was on effective learning support in the classroom. A 'swap around' has been planned for TAs so that they get an opportunity of working with a different range of children.
- At the time of writing the HT report RS did not have attendance data available. An updated analysis of this data was handed out before the start of the meeting. Unauthorised absences have gone from 0.1 to 0.4 which is due to unauthorised holidays. **Governors asked about fines for absence. The first stage would be a written warning and the decision to fine would be from RS not the Local Authority. This is a grey area but the decisions for unauthorised/authorised absence need to be consistent.**

## 13. Governor Training

ER recommended that Governors should attend training where possible.

JW, ER and RS will be attending the Managing the Business meeting at Dillington House on 27 March.

Vice Chairs are entitled to attend Chairs meetings.

## 14. Governor Feedback Reports

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LW and AWa had a very enjoyable visit on 4 February. The main focus was on Talk for Writing (TFW) to get a feel for hot and cold text. The Governors reported that behaviour was exemplary and that they appreciate this is not taken for granted. They did not notice any differences between girls and boys with regard to enthusiasm.

**15. Chairs Matters**

**School Categorisation**

RS had received a letter from Somerset County Council with regard to an exercise recently undertaken to monitor school performance. Milverton was categorized as above expected level of performance and in the top 30% in Somerset.

ER congratulated RS and the staff team on the achievement of this summative judgment. This will be communicated in a future Friday Flyer.

ER asked Andy Powell (AP) if he would like to join the FGB having been involved in the meeting. AP confirmed his interest in becoming a Parent Governor. He was asked to join the Welfare Committee. NS will send details of the next meeting and any relevant information to AP. JW will inform Governor Services of his appointment and will provide AP with Dates of FGB meetings.

**NS**  
**JW**

Meeting finished at 21.15h