

**MILVERTON COMMUNITY PRIMARY SCHOOL**  
**FULL GOVERNING BODY MEETING**

**Wednesday 10<sup>th</sup> July 2019 at 19:00**

| <b>DRAFT MINUTES</b> |                      |                    |
|----------------------|----------------------|--------------------|
|                      | <b>Present:</b>      | <b>Absent:</b>     |
| <b>Chair</b>         | Andy Powell (AP)     | Chris Mann (CM)    |
| <b>Headteacher</b>   | Richard Stead (RS)   | Adrian Landon (AL) |
|                      | Andy Wooller (AW)    |                    |
|                      | Ewan Robertson (ER)  |                    |
|                      | Linda Burton (LB)    |                    |
|                      | Lydia Laphorn (LL)   |                    |
|                      | Stephen Penny (SP)   |                    |
|                      | David Malcolm (DM)   |                    |
|                      | Anna Kyle (AK) 19:05 |                    |
| <b>Clerk</b>         | Marian Barlow (MB)   |                    |

**Documents circulated in advance of the meeting:**

- Agenda
- FGB meeting minutes 1st May 2019
- Education Committee meeting minutes June 2019
- FP&P Meeting minutes June 2019
- Headteacher's Report
- Monitoring visit report - Maths
- SEN report
- Key Stage Reports
- EYFS Profile 2019
- KS1 results data
- KS2 results data
- Headteacher's Report
- SDP priorities 2019-20

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**1.0 Apologies for absence**

Apologies received and accepted for Chris Mann and Adrian Landon.

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**2.0 Declaration of Business Interests**

None declared.

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### **3.0 Matters Arising from the minutes of the meeting 1<sup>st</sup> May 2019**

Action 2 carried forward – RS to talk to JW again about ‘Faxi’ app.

Action 5: discussed later in the meeting under section 8.

Action 7: AK will be part of E-safety 360 audit process with LL.

Action 8: The SEP report can be put on the website. (MB)

**Governors agreed the minutes of the FGB meeting of 1<sup>st</sup> May 2019 are an accurate record of the meeting. The minutes were signed by the Chair.**

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### **4.0 Urgent Non-Agenda Items**

None.

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### **5.0 Child Protection/ Safeguarding**

This document was circulated in advance of the meeting

The Safeguarding Governor reported that she met with RS and Jane Nicholls, the Deputy Designated Safeguarding Lead, to discuss any leftover actions from the Safeguarding Audit. There are a few small actions that need to be completed:

- Updating safeguarding posters around school.
- Refresher Basic Awareness child protection training for staff, to be carried out in twilight sessions.
- Investigating online recording systems for safeguarding concerns.

#### Child Protection Policy update

The policy is due for renewal and the draft version is based upon a model policy. RS has changed and amended it to fit the school. There will be a new ‘Keeping Children Safe in Education’ document coming out in September. Governors will need to read and sign Part 1. RS said at the latest safeguarding briefing it was stated that there will be a shorter model policy issued, which will reflect the new Government guidance.

### **Governors agreed the Child Protection Policy**

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### **6.0 Health, Safety and Security**

This document was circulated after the meeting

The Health and Safety Governor reported that he met with RS recently.

- He reported that the school kitchens at Kingsmead and at Milverton have been independently safety inspected, along with the processes employed to keep food warm and serve the pupils at Milverton. The schools past the inspections.
- The building maintenance programme is working well; there are only a few minor repairs to be completed.

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- RAMIS is up to date except an automatic fire detection system for the store cupboard, which will be carried out by Somerset County Council.
- Banking repairs on Butts Way are under proposal. This was discussed in the FP&P Committee meeting and decided that it is not within the school's remit to comment.
- RS and Sue Greenway completed a Premises Management course in January.
- There has been a complaint from the school's neighbour of noise on the school site in the evenings and at weekends. There was a small incident of vandalism on site. RS has spoken with the police about both of these issues.
- The only recommendation made by the Health and Safety Governor is that a health and safety acknowledgement sheet should be included in the staff induction pack. He has given a proforma to RS.

Governors commended RS and Sue Greenway for their diligence with the health and safety policies and procedures.

### **7.0 Governor Training**

MB has emailed to Governors the new Governor training programme for next year. If Governors would like to attend a course, please do so via MB.

### **8.0 Governor Monitoring**

This document was circulated in advance of the meeting

Governors met with Peter Coupe to discuss Maths, specifically looking at homework and girls' attitude towards the subject. Previous to the meeting, Governors had canvassed parents for their opinions on Maths homework and 12 parents provided feedback via messaging on social media. Governors met with 16 pupils from across the school and spent time asking them what they feel about Maths.

Governors discussed the online software 'MyMaths' that is used for homework, with pupils and Peter Coupe. Pupils were mainly positive about it and liked doing homework on a computer. Peter Coupe clarified that homework is for consolidating learning that has happened in the classroom, as well as teach children self-discipline and self-motivation.

Governors were impressed to see that the gender divide between girls and boys attainment and attitude towards Maths seems to have narrowed. They were pleased to hear positive reflections on Maths from both children and parents, as well as a range of other opinions. They felt that further discussion could take place around how to help parents feel more confident in assisting their child with Maths.

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RS said that it is important that Governors follow the formal process for parental consultation through the school, however he understands that the intention was for good purposes.

The Chair commented that the Governors have covered all the priorities this year and produced a good set of reports. The Chair thanked Governors for their time and effort taken with their monitoring visits this year.

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## **9.0 Education Committee Report**

This document was circulated in advance of the meeting

RS briefly talked through the Education Committee minutes, in which the data has now been superseded by the SATS results released this week and discussed later in the meeting in section 12.

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## **10.0 FP&P Committee Report**

This document was circulated in advance of the meeting

The Chair of the FP&P Committee reported that the key concern at the moment is around the large deficit anticipated for 2020/21, which was approximately £74,000 at the March meeting. This has been reduced to £44,468. The school has applied for some High Needs funding which will help cover this deficit, if the school is successful in its application. RS said that the school has not heard whether it has been successful yet.

Governors congratulated RS and Sue Greenway on the financial management of the school and hope that the trajectory of the reduced deficit continues downwards.

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## **11.00 SEND Report 2019**

This document was circulated in advance of the meeting

Governors firstly commented on how lucky the school is to have Kate Lewis, who is an outstanding SENDCo.

The Governors have been issued with an extensive and thorough SENDCo report for the year. This year there has been an increased number on the SEND register due to new pupils joining the school who have additional needs. There are currently 28 children on the SEND register, which is 13% of the pupils on roll.

The focus of SEND improvement will be sharing expertise across the area. As part of her role as SENDCo and Officers Forum, Kate is co-ordinating the Kingsmead Pyramid Support Programme which involved monthly peer to peer meetings sharing good practice and support.

In terms of SEND staff, we are lucky to have highly trained and experienced staff who have shown great flexibility with many changes this year.

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**Q:** The progress data of the SEND children is really good and impressive. Is that untypical?

**A:** It depends on the cohort of children. The school has been used to having high levels of progress with both SEND children and Pupil Premium children. We have had a lot of children with additional needs join us this year. Before children can progress it is often necessary to unpick what needs to be done, such as work on social skills.

There is a huge benefit of Kate Lewis overseeing the Pre-school in terms of transition and staff development. It is also invaluable for identifying children with need to prepare for their needs on arrival at school.

Governors thanked the SEND Governor and Kate Lewis for such a detailed report.

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## **12.00 Headteacher's Report**

These documents were circulated in advance of the meeting

### Key Stage Report

RS explained that this report is written by Peter Coupe and Jane Nicholls and gives a detailed picture of what has been happening in school and conveys the impact of our curriculum. This is the work that underpins the statistics and shows what the teachers and teaching assistants are doing in school.

Governors commented it is great to see the real stories behind the effort and statistics.

**Q:** Under the new Ofsted inspection framework will this detail be more scrutinized?

**A:** Yes, they will be looking in more detail at the curriculum as a whole and at certain subjects.

### End of Year Report

Key Stage 2 results are good. Children that have reached ARE:

|                                  |                      |
|----------------------------------|----------------------|
| Reading                          | 85% (73% nationally) |
| Spag                             | 88% (78% nationally) |
| Maths                            | 91% (79% nationally) |
| Reading, Writing, Maths combined | 83% (65% nationally) |

Reading is a little less than last year (which was 100%) and although Stephen Penny was disappointed at first, there are a number of factors that explain this. Firstly, every cohort of children is different. This year, he knew before the tests that this cohort would be under 90% due to particular children. Secondly, the reading paper was harder this year and the pass rate has gone down by 2% nationally. SP, RS and LL have spent a lot of time looking through the data and they are really pleased with it; Maths is brilliant! RS also said he was particularly pleased with the increases in children reaching greater depth.

SP told Governors that Year 6 writing was moderated this year. This is done every 4 years; a moderator looks through writing from throughout the year and judge whether it is being marked and evaluated correctly. SP had a good dialogue with the moderator and she was impressed with the moderation that was happening within the school. He felt it was a good two-way process.

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## Key Stage 1 Data

Governors were shown data for Key Stage 1 SATS produced through Fischer Family Trust (FFT). FFT is an independent charitable trust that provides analysis of test data. The data is analysed in different sections such as girls/ boys, pupil premium, summer born etc. RS said the data shows we are above in every section and in the top 20% of schools in England. Summer borns lag behind slightly, but teachers do what they can to level this out. Girls out-perform boys slightly in KS1, but this tends to even out in KS2.

RS said this is another fantastic set of results for KS1.

Governors said these sets of results emphasise the strength of teaching throughout the school. The strong KS1 results show that KS2 is built upon strong foundations.

## EYFS Report

RS talked through this report. EYFS is not just about the accumulation of knowledge, which is huge at the age, but also about many other factors such as social skills, communication skills and has a whole child approach.

**Q:** Do we have any children that are kept back if they are summer born?

**A:** Yes, this can happen. Last year, we had a few children start in Reception Year right at the end of the academic year and they had not been to formal school. They have caught up, but it was a shock for them, at first.

## SDP Priorities 2018-19

a) Spelling – the success of the implementation of this priority has been borne out in the SPAG results. Spelling ages across the classes have increased. GPS data at the end of Year 6 has improved. Phonics screening check data demonstrates a high standard has been maintained.

b) Children are accessing more greater depth challenges. They are producing more work and having a greater success. 75% of children are confident with the Maths for their year group and apply the approaches they have been taught without prompting to solve age-appropriate calculations with a good degree of accuracy by the end of the school year.

c) Wellbeing

Strand 1: Boys' results are improving and the gap with girls is closing.

Strand 2: Quizzes continue to be chosen to reflect strong moral values.

Strand 3: The wellbeing page of the website has been updated. Yoga has taken place for all classes this term.

Governors felt that these are tangible improvements with the priorities, and congratulated RS.

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### 13.00 SDP Priorities for 2019-20

This document was circulated in advance of the meeting

After discussion with the Senior Leadership Team, RS has settled on three priorities for 2019-10:

**a) Curriculum Provision & resources:**

- a. Review our Curriculum Plan Documents for current provision and map it out against our vision, values and drivers across the key stages. Create clear documents to communicate our intent, demonstrate implementation and show how we measure impact;
- b. Demonstrate the knowledge taught and linkage of key knowledge/concepts, along with progression of key concepts year on year;
- c. Continue to work on 'meaningful quests' – quests of worth – educate and engage with the moral dilemmas facing society – e.g. Eco-schools and link back to our vision and core values (Care, Aspire, Belong);
- d. Audit resources and purchase to fill identified gaps.
- e. Release staff to plan jointly with TVP staff

Ofsted's new framework focuses on curriculum and subject specific knowledge. RS said our curriculum offer is very good, but there is always room for improvement. With Ofsted's focus on results over the last 10 year, many schools have concentrated on Maths and Literacy at the expense of other subjects. Milverton School has kept the whole curriculum ethos and always offered a broad curriculum. This also gives an opportunity to develop curriculum with other schools in the Tone Valley Partnership (TVP) and to share subject expertise.

**b) Improve ICT/Computing Facilities:**

- a. Improve software and ICT infrastructure (i.e. the right tools for the job);
- b. Build a package of training for staff to enable them to get the most from the infrastructure.
- c. Undertake 360 Degree Safe – Somerset LA devised whole-school E-Safety programme. Links to safeguarding agenda.

It has become apparent after a recent meeting with our IT provider that Windows 7 will no longer be supported by Microsoft after January 2020 and will affect a good proportion of our computing stock. This is mainly the computers that children use for their IT lessons and it can be a frustrating experience as often there will be a number of computers that do not work or have software issues. Therefore, we are beginning to consider purchasing new equipment and alongside considering which route to go down in terms of software – such as Google Education. Some of the funding for this will come from the MSA.

Sarah Brown has already made progress with the 360 safe programme.

**c) Assessment**

- a. Transition to a new pupil tracking tool (SIMs / FFT)
- b. Purchase new tests (e.g. PIRA) to support and inform teachers regarding pupil progress.

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Our online assessment software is stopping in January and therefore we will need to find a replacement. It is probable that we will move to 2 systems; one for recording and one for analyzing the data.

**Governors agreed the priorities for 2019-20.**

**14.00 Chairs Matters**

Ofsted Readiness

The Chair said the school will be coming in to the Ofsted window from the Spring Term 2020. Reflecting on the last Ofsted inspection, the Governors went into the inspection well prepared. Therefore, it is important in the Autumn Term to do a ‘health check’ of what the Governors understand of the school and their understanding of the new Ofsted framework. By the end of the Autumn Term we should have things in place, such as an updated Governors’ ‘Aide- Memoire’, so that Governors feel ready.

In summary of the year, the Chair voiced huge congratulations to all the staff for another successful year. He also expressed thanks to the parents of the MSA for their amazing fundraising efforts this year. The Chair thanked the Governors for their dedication and hard work this year.

**15.00 AOB**

- School lunches. This requires ongoing monitoring, via the FPP Committee. RS and Governors met with Kingsmead and the lunches have been improving. The kitchen still needs to do a taster session for the parents. SG has been monitoring the quality of the food and conducting surveys.

**Meeting closed: 21:10**

**Next FGB Meeting: 7pm, Wednesday 18<sup>th</sup> September, 2019.**

**ACTIONS**

Actions carried forward:

*Action 2: RS to talk to JW again about ‘Faxi’ app.*

*Action 5: Discussed later in the meeting under section 8.*

*Action 7: AK will be part of E-safety 360 audit process with LL.*

*Action 8: The SEP report can be put on the website. (MB)*

**Meeting Dates for 2019/20**

| Education Committee                   | FP&P Committee                      | FGB MEETINGS                         |
|---------------------------------------|-------------------------------------|--------------------------------------|
|                                       |                                     | Weds 18 <sup>th</sup> September 2019 |
| Monday 11 <sup>th</sup> November 2019 | Weds 13 <sup>th</sup> November 2019 | Weds 27 <sup>th</sup> November 2019  |
| Monday 20 <sup>th</sup> January 2020  | Weds 22 <sup>nd</sup> January 2020  | Weds 5 <sup>th</sup> February 2020   |
| Monday 23 <sup>rd</sup> March 2020    | Weds 25 <sup>th</sup> March 2020    | Weds 29 <sup>th</sup> April 2020     |
| Monday 22 <sup>nd</sup> June 2020     | Weds 24 <sup>th</sup> June 2020     | Weds 8 <sup>th</sup> July 2020       |

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