

MILVERTON COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BODY MEETING

Wednesday 12 July 2017 at 19:30

DRAFT MINUTES		
	Present:	Absent:
Chair	Andy Powell	Sheila Hummel (SH)
Headteacher	Richard Stead (RS) arrived 20:45	
Vice Chair	Alex Wade (AW) arrived 20:00	
	Stephen Penny (SP)	
	Ewan Robertson (ER)	
	Lindsey Waddington (LW)	
	Lydia Laphorn (LL) arrived 19:50	
	Lindsey Tawse (LT)	
	Anna Kyle (AK)	
	Jean Ainsworth-Smith (JAS)	
	Adrian Landon (AL)	
	In Attendance:	
Clerk	Marian Barlow (MB)	
Meeting began: 19:33		

Documents circulated in advance of the meeting:

- Agenda
- Draft FGB meeting minutes 17th May 2017
- Draft FP&P Committee meeting minutes 28th June 2017
- Draft Education Committee meeting minutes 3rd July 2017
- Governor Monitoring Calendar 2016/17
- SEND Report to Governors 2016-17
- Headteacher's Report
- Rosemary Bailey's End of Year Report to Governors 2016-17

1. Apologies for Absence

Apologies received and accepted for Sheila Hummel
 Late arrivals were notified and agreed in advance
 AK was welcomed to the Board.

2. Declaration of Business Interests

None declared

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3. Pre-School Merger

The Pre-school link Governor explained that there have been meetings between the school and the pre-school in regards to a possible merger in January 2018. This would offer continuity from 2-11 for the children, and the opportunity for wrap-around care. The Pre-school have produced a business plan that RS, Sue Greenway and Kate Lewis are looking at closely. There are slight issues with funding as the Pre-school staff salary costs would have an additional 25% oncosts when they are transferred over from the school. SG/RS are looking at the preschool data to see how they could increase capacity, which is currently running at 60%. The pre-school link Governor said this is a good opportunity and feels it could work and that everyone involved is very positive about it. Charlotte Pringle-Kosikowsky is in the process of canvassing parents about the merger and wrap-around care. In September the Government will be offering 30 hours free childcare to 3 and 4 year olds. Kate Lewis is very involved and positive about what the merger could offer children. The school will now put a business plan together to present to the pre-school and Governors.

Q: Who is assessing the cost to parents with the additional costs of the transfer of staff to the school?

A: The pre-school have a part-time administrator and SG/RS will also be involved.

Governors commented that the pre-school cannot increase capacity in terms of the number of children it can take, but can increase the amount of hours that it is open to parents.

It was decided that LT will take on the Pre-school Governor link role, once the merger has taken place.

Governors said they would like some assurance that the financial sustainability is being thoroughly considered. It was decided that this should be reported through the FP&P Committee.

JAS left the meeting 19:50

3. Matters Arising from the Minutes of the Meeting of the 17th May 2017

This document was distributed in advance of the meeting

Action 1: AP will attend a Parish Council meeting in September to bring up the idea of a zebra crossing at the bottom of Butts Way. He will also discuss the parking issues that was previously raised with them.

Action 2: Complete

Action 3: Action carried forward – MB to investigate in-house finance training for Governors.

Governors agreed that the minutes of the FGB meeting of 17th May 2017 are an accurate record of the meeting. The minutes were signed by the Chair.

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4. Urgent Non-Agenda items

These minutes were circulated in advance of the meeting.

LA Governor role – a candidate has been put forward and Governors agreed that this candidate should apply for the role of LA Governor. She will be invited to the September FGB meeting.

Action 1: MB to contact candidate and progress the application

5. Health, Safety and Security

Nothing to report.

Action 2: LW to produce a one page Health and Safety summary of the last year at the start of the next school year

6. Governor Training

None reported

7. FP&P Committee Report

This document was distributed in advance of the meeting

The Chair of the FP&P Committee reported that this financial year is fairly healthy due to the planned carry forward, however next year the school is looking at a £54,873 deficit. This is based on 199 children on roll for the October census 2017. School budgets are funded per pupil, and these numbers for next year are taken from the October census. The main budget spend is on staff costs, therefore unfortunately the most effective way to reduce a deficit is to cut staffing. The Government position on school funding is still unclear, and this is something that could change over next year. RS/ SG have already cut 31 hours of TA time in September, by not replacing hours of an HLTA that has left and some voluntary reduction in hours. Staff are aware of the financial position. We hope to continue to attract new pupils.

Sarah Brown is starting in September in Class 4 as maternity cover for Alice Gauntlett.

8. Education Committee Report

This document was distributed in advance of the meeting

SP talked through the report. The meeting was held on the day before the KS2 SATS results were published.

- Early years data - 78.6% achieved a good level of development. The projection was 85% but there have been 3 new children recently joined who were living abroad and have not been taught this curriculum.

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- Phonics data shows 97% of the children achieved a pass mark of 32/40, which represents just one child who achieved lower.
- Year 2 Teacher assessments – reading 87% reached expected standard, 26% achieved greater depth. For writing this data is 77% as expected, with 20% exceeding. Maths is 77% achieving expected standard and 26% exceeding.
- The rest of the report covered progress and outcomes of this year’s SDP and planning for 2017-18 SDP.
- Behaviour and attendance similar to this time last year.

10. Child Protection

Nothing to report

Governors commented that Safeguarding was a big focus in the Ofsted inspection, so the work done by the Safeguarding Governor with the Safeguarding leads at the school has been invaluable.

11. Governor Monitoring

This document was distributed in advance of the meeting

It was agreed that AK and LL will take on responsibility for the Governor Monitoring calendar next year.

12. SEN Interim Report

AK and AW met with Kate Lewis to discuss the report.

- Governors commented on the impressive amount of staff training that has happened this year.
- There are some exciting plans to introduce Forest School from September, for all classes and individuals. There are also plans to build a sensory garden.
- There are 17 children on the SEND register currently, with 25 also being monitored.
- The data showing progress for SEND children is good.

AK will be taking on the role as SEND governor from September.

13. Rosemary Bailey’s report

RS met with RB today. The first thing to say is that the end of year data is good, especially KS2. RS said a huge commendation to the pupils and to the Year 6 team, and also to the teachers and TAs who have worked with the current Year 6s in their journey through the school. RS explained that 100 is the scaled score (SS) the Government has set as the standard children need to reach, the top scaled score is 120

2016-17 End of Key Stage 2 Data

	Milverton Year 6 % attaining SS100+ in SATs	National Ave. Year 6 % attaining SS100+ in SATs	Difference	Milverton Year 6 % achieving SS110+ in SATs	National Year 6 % achieving SS110+ in SATs	Difference
Reading	93%	71%	+22%	41%	19%	+22%
SPaG	93%	77%	+16%	41%	23%	+18%
Maths	83%	75%	+8%	31%	17%	+14%

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Writing (Teacher Assessment) percentage of pupils achieving the expected standard = 86%. The national average was 76% and the local authority was 73.8%. Writing (TA) percentage of pupils reaching greater depth= 34%. Then national average for greater depth was 15%.

Overall, the test results show that children attained significantly above the national averages in all core areas. There is a significant rise in children who have attained a greater depth of understanding, and this group is larger than the national average. These outcomes would not have been possible without the high quality teaching throughout the key stage. The preparation for the SATS was exemplary.

Governors congratulated the pupils and staff on the results.

Q: Governors asked whether the school will be celebrating this achievement?

A: RS said we will be celebrating these great results, and will be doing a press release to the local press as well as putting it in the Friday Flyer and parish magazine.

KS1 Data

All children are making the expected level of progress between the end of the EYFS and the end of Key Stage 1. There has been exceptional improvement in the rate of progress, and therefore value added, in reading from the end of the EYFS to the end of Key Stage 1. More children are now exceeding the standard than at the end of the EYFS. This is slightly less marked in Maths and writing.

This data is very specific to cohorts. This cohort has a high percentage of pupil premium and SEN children. This data indicates they have made exceptional progress from where they started.

Q: Will there be additional help with transition for this cohort?

A: Yes, we will do as much as we can, and is something we are mindful of.

Q: Will TAs that have worked with this year move up with them?

A: Not in this instance, TAs are often part time so it can be difficult to achieve consistency in this regard, but RS tries hard to contribute to this in timetabling.

Q: Governors asked about Year 4 data as the percentages are lower.

A: This is cohort specific, it has always been a large class. The cohort has gelled well this year and will be going up to Year 5 with Peter Coupe and the same TA.

Q: Are there any other issues with this class?

A: Yes, there are pupils on the SEN concern list but not on the register. There are also some pupils with social and emotional issues, and who can present with difficult behaviour. Peter Coupe has engaged with those children so that they can progress. He knows the children really well and will be able to do what is necessary.

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RS reported that the data of attainment in groups shows that as groups, girls and Pupil Premium pupils are reaching, or are very close to, the challenging attainment of 85%. Boys tend to accelerate in Years 5 & 6, however overall they underperform when compared with the girls in the three core subject areas. RS said he will be looking at how to make boys' progress better.

Q: The Ofsted inspection highlighted that girls' progress in Maths needs attention, however does this data shows something different?

A: RS said the inspector was looking at old data, and didn't have a chance to have a thorough look at books. This data shows that it doesn't seem to be a concern.

Governors congratulated the school for the results in the report and thanked staff for their work.

13. Headteacher's Report

RS reported on the progress made on the priorities for this year. The work has progressed well over the year.

- Pre-school merger – the school is in the process of writing a business plan. This was covered earlier in the meeting.
- Artsmark has progressed well and we hope to achieve Artsmark Gold status by 2018. Cat Smith has delivered training to staff, work on the art installation will begin in Sept and the children have already put in their design ideas, and we now run 2 after school arts clubs.
- TASC week – feedback from teachers was that it was fun and a different style of learning, but not always easy. RS said there was clearly much to be gained from sharing learning in this way and it will aid our future collaboration to know what was successful and what was less so.

Governors commented it would be useful to know how the other schools evaluated the week.

- Tone Valley Partnership – there is a meeting this week to push forward work on Team Around the School collaboration. There will be 3 PFSAs for the whole partnership with a Co-Ordinator.
- Improve the progress in SPaG across the school – 93% of children in Year 6 attained the Government's standard in the SPaG test this year, an increase from 77% last year.

Governors discussed this year's marking of the spelling, grammar and punctuation tests. They often marked in a very strict way, for eg if a comma is slightly lower or higher. This has been in the national press this week. One of the Governors, who marks SATS, explained some of the reasoning behind the marking decisions.

RS explained that we are expecting 22 pupils in Reception in Sept, and 29 pupils leaving in Year 6. There are also a small number of children leaving across the school, and a small number of children starting. How much money we receive will depend on how many children are on the census in October, therefore we expect slightly less than last year.

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14: School Development Plans for 2017-18

RS talked through the priorities planned for next year:

- a) Smoothing the Transition Dip i.e. EYFS to Yr 1, Yr 2 to Yr 3, Yr 6 to Yr 7 (via TVP CPPI initiative third year)
 - b) Secure Assessment: recognising ARE and GD in all year groups in RE, WR and MA
 - c) Promoting Greater Depth for Girls in Maths & Boys in Writing
 - d) Progress Artsmark– e.g. progression in skills
 - e) Year 1 of the School Strategic Plan for Well-Being
 - I. Strand 1 = Standards (link to priorities a, b, and c)
 - II. Strand 2 = Quests of worth, to make them more cross curricular.
 - III. Strand 3 = Well-being (Josh Wedderkop’s work, TVP Pupil Premium bid, Emotion Coaching Inset)
- RS said the biggest challenge is the move from Reception Class to Year 1. The KS1 team has been looking at this closely. Possibly keep the EYFS learning style for the first half term of Year 1.
 - Assessment – staff being able to recognise ARE earlier in the year and being able to recognise greater depth. Staff have been attending moderating training but more will be necessary to secure this in the coming year.
 - Arts mark - ongoing
 - Year 1 of 3 year strategic plan for well-being. SLT will be working together on the 3 strands.

Q: Is the 3 year plan a Government initiative?

A: No. This has come from training that RS, AP and MB attended and it was suggested that it is a good practice to have a 3 year plan. Ofsted asks where the school will be in 5 years’ time, so it makes sense for an organisation to plan ahead. RS said the standards agenda will always be there, the 2nd strand is do with improving the Quests to make sure they mean something and the 3rd strand is for social/emotional health and wellbeing for both the children and the staff.

Q: Are Governors happy with these priorities?

A: Yes.

RS said there are still other ongoing things on the development plan such as the TVP and Pre-school merger.

Q: Does the 3 year plan add more on to the priorities (as there are 3 strands)?

A: Yes, we are already committed to some of the priorities and the SLT discussed these fully. There are things that need to be addressed, and there are reasons for all of them. Some of them will be ongoing such as strand 3.

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15. Chair's Matters

- Complaint – AP gave an update of the complaint. All investigations by the relevant organisations have found no case to answer. Somerset County Council's legal team has put in place an injunction against the complainant.
- Olands – a planning application has gone in for the proposed development for 4 bungalows with space for parking for the school as a mitigation/community benefit. The Chair said the Governors had previously agreed we would remain neutral about the application and we will continue with this but we can share our problems with parking. AP to email the link to find it on the planning portal.

The Chair thanked the Governors for their support and work over the last year. He also thanked RS and staff for their hard work this year.

RS thanked the Chair for his support and help during the year.

The Governors thanked AW for all her support, time and work over the years as a Parent Governor and is now stepping down from this role.

Action 3: AP to email Governors the planning application link on the Taunton Deane council website.

Meeting Close: 9:45pm

Date of next FGB meeting: Weds 20th Sept at 7.30pm

No	ACTION
<i>Action carried forward: MB to investigate in-house finance training for Governors.</i>	
1	<i>MB to contact candidate and progress the application for LA Governor</i>
2	<i>LW to produce a one page Health and Safety summary of the year</i>
3	<i>AP to email Governors the planning application link on the Taunton Deane council website.</i>

Dates for Governors' Meetings 2017-18

Education Committee	FP&P Committee	FGB Meetings
		Weds 20 th Sept 2017
Monday 6 th Nov 2017	Weds 8 th Nov 2017	Weds 22 nd Nov 2017
Monday 22 nd Jan 2018	Weds 17 th Jan 2018	Weds 31 st Jan 2018
Monday 5 th March 2018	Weds 7 th March 2018	Weds 14 th March 2018
Monday 30 th April 2018	Weds 2 nd May 2018	Weds 16 th May 2018
Monday 2 nd July 2018	Weds 27 th June 2018	Thurs 12th July 2018

Signed as an accurate record of meeting Date: