

MILVERTON COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BODY MEETING

Wednesday 17 May 2017 at 19:30

DRAFT MINUTES		
	Present:	Absent:
Chair	Andy Powell	Lindsey Tawse
Headteacher	Richard Stead (RS)	
Vice Chair	Alex Wade (AW)	
	Stephen Penny (SP)	
	Ewan Robertson (ER)	
	Lindsey Waddington (LW)	
	Sheila Hummel (SH)	
	Lydia Laphorn (LL)	
	Adrian Landon (AL)	
	In Attendance:	
Clerk	Marian Barlow (MB)	
Meeting began: 19:33		

Documents circulated in advance of the meeting:

- Agenda
- Governor monitoring visit report - appraisal
- Draft Minutes of the FGB meeting on 22 March 2017
- Draft Minutes of Education Committee meeting 8 May 2017
- Draft Minutes of FPP Committee meeting 15 May 2017
- Headteacher's Report May 2017
- Governors' Skills Audit

1. Apologies for Absence

Apologies received and accepted for Lindsey Tawse

2. Welcome new Parent Governor

Anna Kyle won the recent Parent Governor election. There was a decent return from parents and both candidates garnered good support from parents and Governors commented that they were both strong candidates. AP and MB wrote to the other candidate and said that should a similar role come up over the next few months, the Board of Governors will contact them to see if they would still be interested. The candidate was thanked for putting their name forward and offering their time and services to the Board.

Signed as an accurate record of meeting Date:

Anna Kyle was unable to attend this meeting, as it was such short notice.

Governors discussed the LA Governor vacancy. MB has contacted Governor Services for an update on the situation. Governors agreed it would be better if we could fill the vacancy ourselves and get somebody with local knowledge. A Governor said they had a discussion with a possible candidate for LA Governor, however the person is still considering the commitment.

The current SEND Governor will liaise and do a handover with Anna Kyle, who will be taking on this Governor role when the current SEND Governor finishes at the end of the school year.

3. Declaration of Business Interests

None declared

4. Ofsted Inspection – Thursday 11 May 2017

Ofsted visited the school last Thursday 11 May 2017 to carry out a Section 8 inspection. This type of inspection is a monitoring assessment of a school that was graded as 'Good' at their last inspection and it is to see whether a school is still maintaining the standards required of a 'Good' rating.

RS told staff that the inspector identified three main themes to inspect based on a review of past data prior to the inspection:

- Girls' progress in Maths, especially those achieving at greater depth
- Boys' writing and those who are achieving greater depth (he felt the data showed there wasn't enough in KS1 and in last year's KS2 results)
- SEN pupils' attendance and what strategies the school has in place to tackle this.

Q: Governors asked whether he looked at previous SDP plans?

A: No, he did not look at historical plans, although his questions were around historical data, as well as 'live' data generated in-year.

- The inspector spoke at length to RS, Governors, senior leaders, SENCo, some pupils, parents and the School Education Partner, Jo Dymond. He also heard some pupils read.
- The Parentview survey was very positive, although more polarized than the parent survey recently done at school.
- The outcome is that we retain our 'GOOD' school rating, although there is an embargo on sharing this news until the final checks have been done by Ofsted. RS thinks we got the closest you could get to outstanding. There have been around 70 inspections in Somerset this year and there has been no outstanding grading. *(post meeting note: after checking, there have been 54 inspections of primary and secondary schools in Somerset under the current framework and no 'Outstanding' judgments have been recorded).*

Q: When does the report come out?

A: We are expecting a draft report in the next few days.

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- Governors and RS felt there had been a lot of congruence in what was said to the inspector reflecting the shared view of the school.

Q: Governors asked whether this judgement is final?

A: Yes.

- The Governors who spoke with the inspector have written some reflections on their experience. Governors commented that the one page SEF summary was really useful and asked RS to keep this as a live document. This document, together with the Aide Memoire, is really useful for Governors.
- The inspector had read all the recent Governor monitoring reports. It was important for him to see that the Governors were closely monitoring the SDP Priorities. Governors thanked staff for accommodating their visits.

Q: Governors asked how the staff are feeling?

A: Staff are happy; SP reported that the Senior Leaders know the school has outstanding elements, but they agree with the Good grading. On reflection, the inspection has made the SLT question what they believe is outstanding, and with the new curriculum they have had to recalibrate their feelings about certain elements. SP already feels that the SLT have learnt a lot from the inspection and are already thinking about how to improve.

- RS commented that under the old Ofsted framework, with the national system of assessment using levels, we would have been graded outstanding, but we have a different framework. The historical data that was viewed was the first year of the new SATS and has done us a slight disservice. For the teacher judgements, it was difficult for them to know where to pitch their assessments when choosing whether to award 'Greater Depth'. But we have still come out strongly; as the inspector said it is an improvement for the school to achieve 'Good' under the new inspection framework and after 5 years without an inspection.
- Governors commented that this school is an ambitious school and is not satisfied with the status quo and is always pushing for improvements.

Governors thanked the staff for all their hard work, and especially to RS.

5. Matters Arising from the Minutes of the Meeting on 22 March 2017

These minutes were circulated in advance of the meeting.

- Actions complete.
- AP updated Governors that the planning application for the Oland's land will be submitted in about a month and will include provision about school parking. AP reiterated that it has been made clear that we will remain neutral on the proposal.

Governors agreed that the minutes of the FGB meeting of 22 March 2017 are an accurate record of the meeting. The minutes were signed by the Chair.

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6. Urgent Non-Agenda Items

None

7. Child Protection

This will become a standing agenda item.

In the Ofsted inspection there was a lot of questioning around Safeguarding. At the next inspection it would be helpful to have the Safeguarding governor present for questioning. This was not possible this time as they were busy administering a SATS exam.

The Safeguarding governor said there have been many improvements made following the Safeguarding audit in November, and this remains a live issue.

Q: Governors asked whether it is an issue that we do not have a secure fence around the whole school site?

A: Governors have discussed this issue before and it is something that is felt to be unnecessary and perhaps inappropriate given the rural setting. The school buildings are secure with the fob lock system.

8. Health, Safety and Security

There were a few responses from the recent Governors' letter to parents regarding the parking issues. One of the responses was a suggestion that there should be a secure gate at the end of the path that joins Butts Way. A Governor has kindly cleared the gate from the undergrowth, but it is if the last person using the gate closes it as to whether it would secure the path. The black metal gates also do not seem to be secure. Governors discussed safer access into the school around this entrance and it was decided that AP will raise the possibility of a zebra crossing with the Parish Council and RS will organise a padlock for the metal gates.

Action 1: AP to talk to Parish Council about a zebra crossing at bottom of Butts Way

Action 2: RS to organise for a padlock for the black metal gates at Butts Way

9. Governor Training

- LW and AW attended Ofsted readiness training.
- AW will be attending the SEN Governor and SENCo conference.
- Governors are asked to book courses through MB as they now need to be booked through Support Services for Education (SSE)
- The Chair of Governors reminded the Board the importance of attending training where possible.

Skills Audit

- Governors discussed the findings of the audit which showed that we have a strong and competent Governing Body overall. In terms of areas to improve, there a lack of confidence in some of the Governors in school finance.

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- AP/MB to investigate whether training could come to the school – an ‘simple guide’ to school finance.

The Chair thanked Governors for completing audit.

Action 3: AP/MB to investigate whether training could come to school to train Governors in basic school finance.

10. Governor Monitoring Visits

This document was circulated in advance of the meeting

Governors talked about the recent monitoring visit that looked at the new appraisal system. Governors met staff and felt it was an encouraging meeting and staff said they were happy with the how the new system is working.

11. Education Committee Report

These minutes were circulated in advance of the meeting

RS talked about the key points from the report:

- The E-safety priority has not moved as far along as expected, and needs more attention.
- An interesting point was raised about the cross phase progression priority – how do the Governors know that this work is benefitting the children?

Q: Governors questioned whether they could make a visit to Kingsmead?

A: RS said he would raise this idea at the next Tone Valley Partnership (TVP) Head’s meeting, although he is not sure how Kingsmead would feel about accommodating this idea.

Q: Governors asked whether the other schools have this priority on their SDPs?

A: All the schools are involved in this and all have lead teachers taking responsibility for it – it is part of Kingsmead’s endeavour to improve their own curriculum.

Q: Governors asked about the figure of 66% of pupils will achieve ARE at the end of KS2 in Reading, Writing and Maths combined which is stated in the minutes.

A: SP explained that the combined figure will always be lower than the individual subjects as there will be differences in pupils’ abilities across the subjects. Individual subjects predictions:

Writing 77% ARE of which 17% at greater depth

Reading 77% ARE of which 38% at greater depth

Maths 78% ARE of which 31% at greater depth

Q: Governors asked about the SATS papers this year.

A: SP/RS said that the reading paper was more accessible this year, however the questions remain quite hard. The Maths was more challenging this year and the grammar paper was similar to last year.

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12. FP&P Committee Report

- The Chair of the Committee said the key thing Governors need to understand at the moment is that this year we have £42,000 carry forward which puts us in a stable financial position and will help to balance the budget next year. However, this leaves around £2,000 carry forward for the year after, which will mean we will have a £40,000 deficit in the absence of changes to funding to cover the currently unfunded additional costs. Governors discussed the forthcoming election, and the possibility that Government policy may change.
- RS said there is a TVP Head's meeting tomorrow and politician Rebecca Pow MP has been invited to attend so that the Heads can present to her the financial position of the schools.
- Work on the roof is complete!

13. Headteacher's Report

RS raised the key points from the report:

- The merger with preschool is gaining momentum. They are putting together their business plan. RS would like to rubber stamp it in the July FGB meeting. The FP&P Committee have seen the pertinent parts of the draft plan. We will hopefully receive their plan after half term, so that we can respond by end of June. The primary concern would be about the costs and any negative impact on the school's budget. The Pre-school does have a healthy contingency and RS would like to hold that in reserve so that the merger process doesn't become a drain on the school budget.

Q: Governors asked what the feeling was with parents – should there be a survey first before proceeding further?

A: Helen Jessep, the Chair of the Preschool Committee, does not see any negativity with Pre-school parents. She did fact-find and she feels there is support for the idea. Governors commented that it could become another selling point of the school – especially if it offered wraparound care for working parents, this could potentially increase numbers coming in to the school.

- Artsmark has made good progress: we now have 2 arts clubs running, there are plans for teacher workshops to improve confidence in drawing, Cat Smith has had a meeting with artists about creating an art installation with involvement from the pupils as a lasting physical statement of our commitment to the Arts.
- A new PFSA has been appointed for the TVP and a Team Around the School Co-ordinator is in the pipeline.

Q: Governors asked when do the SATS results come back?

A: At the beginning/mid-July – hopefully before the next FGB meeting.

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- RS reported that there has been quite a lot of movement in pupil numbers this term. We have had 3 join in Reception with 1 more after the half term. We have 1 more joining in Class 1 and 1 in Class 5 after half term, and expecting 1 more in September. 1 child left Reception Class. We will be losing 29 from Year 6, and gaining 22 (at the moment) in Reception in September.

Q: Governors asked whether it would be possible to get a draft of next year's SDP for the July FGB meeting?

A: RS said he has already penciled possible priorities, some from the Ofsted visit, which are:

- To focus on the transition from EYFS to Year 1 - data at the end of KS1 is not as good as expected, as at the end of EYFS the data is strong. The teachers in this phase agree with this and work has already started in tackling this.
- To improve the confidence in teachers in recognising when a child is working at greater depth. Teachers at present are a little reticent about awarding above expectation. This is because the system is very cut and dry now and teachers would not want to set up a child that could possibly make negative progress.
- To look improving the provision for more able girls in Maths – across the school the data shows that girls are not doing quite as well. Obviously this is cohort specific, for eg, the current girls in Year 6 are strong at Maths.
- To look at boys in writing – this is a national thing and something that came up in the inspection.

Other aspects that remain a priority and will require consideration as to whether to include in the SDP. Governors commented that there were too many SDP priorities this year and around 5 priorities is considered the maximum.

- Merger with preschool
- Esafety
- Artsmark

Governors commented that just because something is not on SDP, doesn't mean it will not continue to be monitored.

RS commented that Year 6 were really well prepared by LL and SP for their SATS, he felt the children did their very best. They were all present and they tried really hard. Thank you to the Year 6 team for working so hard with the children.

14. Proposed Meeting Dates for Next Year

Dates were agreed for next year – if there are any you cannot make, please let MB know.

15. Chair's Matters

Governors agreed to put some of the school's news in the Parish Magazine – SH to liaise with MB to organise this. This is because some of the community groups feel that the school is a little remote.

Signed as an accurate record of meeting Date:

Meeting Close: 21:45

Date of next FGB meeting: Weds 12 July 2017

No	ACTION
1	<i>AP to talk to Parish Council about a zebra crossing at bottom of Butts Way</i>
2	<i>RS to organise for a padlock for the metal gates at Butts Way</i>
3	<i>AP/MB to investigate whether training could come to school to train Governors in basic school finance.</i>

Education Committee	FP&P Committee	FGB MEETINGS
Monday 3 rd July	Weds 28 th June	Weds 12 th July

Signed as an accurate record of meeting Date: