

MILVERTON COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BODY MEETING

Wednesday 18th September 2019 at 19:00

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

Documents circulated in advance of the meeting:

- Agenda
- FGB meeting minutes July 2019
- Standing Orders
- Governors Code of Conduct
- Acceptable Use Policy
- Declaration of Interests Form
- Keeping Children Safe in Education Sept 2019
- School Development Plan Priorities 2019-20

1.0 Apologies for absence

Apologies received and accepted for Anna Kyle and Chris Mann.

After discussion, it was agreed that LL could take a 'sabbatical' from Governor duties until January 2020 for personal reasons.

It was discussed whether AW could move Governor category from Parent to Co-opted, to free up a Parent Governor role. MB to get advice from Governor services.

Action 1: MB to get advice re change of category for AW.

Signed as an accurate record of meeting Date:

2.0 Annual Consent Forms

These documents were circulated in advance of the meeting

Governors read and signed:

Declaration of Business Interests

Acceptable Use Policy

3.0 Governing Board Code of Conduct

This document was circulated in advance of the meeting

Governors agreed and signed the Governors Code of Conduct.

4.0 Agree Standing Orders

This document was circulated in advance of the meeting

Governors agreed the Standing Orders. The Chair signed a hard copy.

5.0 Delegation of External Visits

RS explained to Governors that the overall responsibility of the education of the children at Milverton School rests with them, but they delegate the operational duties of running a school to the Headteacher and the staff. This includes the delegation of external visits, residential or local trips, to the Headteacher and staff.

5.0 Keeping Children Safe in Education Sept 2019

This document was circulated in advance of the meeting

Governors are asked to read the updated Keeping Children Safe in Education September 2019, and sign the hard copy. MB will bring the hard copy to the next meeting as well.

Action 2: Governors to read the updated Keeping Children Safe in Education September 2019 and sign hard copy.

6.0 Matters Arising from the minutes of the meeting 10th July 2019

This document was circulated in advance of the meeting

Action 1: AP agreed to look into 'Faxi' car sharing app. RS to forward email details to AP.

Action 5: Governors discussed how Peter Coupe had sourced Maths videos from a different school and informed parents a number of times and received limited feedback about their usefulness. The school already uses MyMaths software for homework, which has comprehensive lessons that parents can access should they need help with their child's homework. Governors agreed that Maths videos are a good idea in theory, however the practicality of having the time to produce them is key. They agreed to keep the idea 'on the shelf' for the time being.

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Action 7: 360 Degree Safe needs Governor involvement, in the previous meeting AK said she was willing to be involved.

Action 8: The SEP Report 2018 is on the school website.

Action 3: RS to forward Faxi email details to AP.

Governors agreed the minutes of the FGB meeting of 10TH July 2019 are an accurate record of the meeting. The minutes were signed by the AP, as the Chair of the July 10th meeting.

7.0 Election of Chair and Vice Chair

- AP said he has done 3 years as Chair and would like to step aside and asked Governors if anyone would like to step forward. AL said he would be willing to step in this year. His term of office finishes in March, but he would be willing to do the role until July. AL left the room and Governors unanimously voted him to the position of Chair of Governors for 2019-20.
- Ideally, the Vice-Chair role is taken on with idea that they would then become Chair in the future. This is a good for succession planning. LB said she can take on Vice-Chair role, but cannot commit to stepping into the Chair role next year.
- Governors welcomed AL and LB to their new roles.
- Governors thanked AP for his tremendous work as Chair over the last 3 years. Governors appreciate his hard work and commitment throughout his tenure as Chair and recognised that, at times, it has been a challenging role.
- AP and ER, both as previous Chairs, offered their support to AL, if and when he requires it.

8.0 Establish Sub-Committees

- ER to continue to Chair the FPP Committee
- RS to continue to Chair the Education Committee
- ER to Chair the Pay and Appraisal Committee
- AP will sit on the Education Committee.

Action 4: MB to email AL the membership of the Committees.

9.0 Urgent Non-Agenda Items

None

11.0 Governor Training

MB reminded Governors of the new Governor training programme emailed to Governors recently If Governors would like to attend training, please contact MB.

So far this term Governors are attending:

- Governing the Pay in your School - ER
- New Chairs – AL
- Headteacher Performance Management – AL and LB

Signed as an accurate record of meeting Date:

12.00 Child Protection

- There has been a new Safeguarding model policy released. Our recent one will be updated and will come back to Governors for approval.
- The annual Safeguarding audit will be live soon. A discussion followed about the Safeguarding Governor role and who should take this on in LL's absence.

13.00 Health, Safety and Security

- DM to continue as Health and Safety Governor. He said there is nothing new to report since the July meeting.
- RS explained that there has been some minor issues with people using the car park over the summer. It is fine for it to be used for skate boarding or similar, however furniture from outside Class 4 was taken to the car park and lots of rubbish was found, including drug taking paraphernalia such as aerosols. PCSO Louise Fyne has been informed.
- DM asked RS to keep him informed of any further issues.

14.00 SDP Priorities for 2019-20

This document was circulated in advance of the meeting

RS talked through the 3 School Development Plan priorities:

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 years, 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 which has grown organically, however this is not represented in a specific document and therefore this will be an action. This would include social, emotional and moral/character education as well. Headteachers and teachers have generally welcomed the shift in focus, however Ofsted is keen to see both strong results and broad curriculum. RS said that although Milverton has been able to do both, this does give us an opportunity to look at it and re-evaluate it.

B/ Improve E-Safety and Computing Facilities

- a. Improve software and ICT infrastructure.
- b. Build a package of training for staff to enable them to get the most from the infrastructure.

Signed as an accurate record of meeting Date:

- c. Undertake 360 Degree Safe – Somerset LA devised whole-school E-Safety programme. Links to Safeguarding agenda.

RS explained the reasons behind needing to upgrade computing facilities, such as Microsoft withdrawing support for Windows 7 in 2020 and the computers in the IT suite run on this operating system. There is a potential risk in security with this and it is important to make sure that the IT equipment is fit for purpose.

Q: What system will the school use?

A: Windows 10

Q: In terms of things such as fake news, is this taught as part of the curriculum?

A: Currently, this would be addressed in assemblies and we can use videos produced by Espresso which have information about fake news for children.

RS said this priority will involve a big spend, however this is being supported by MSA funds as they managed to raise a large amount last year.

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.

Our online assessment software is stopping in January 2020 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. We also need to consider how to assess some of the other foundation subjects; humanities, PE etc. RS said that he also wants to simplify the process of assessment in terms of the amounts of 'statements' that a teacher needs to complete on a child.

Q: How is SIMS compared to Pupil tracker?

A: It feels like a small step backwards as Pupil Tracker worked well for us, and it doesn't have the same functionality in terms of data analysis. SIMS is also our Information Management System so it would be good if it works. It serves a purpose, although it is not as user friendly. Teachers across the TVP primary schools have had training on the assessment side of SIMS this week.

Q: Are there other options?

A: Fischer Family Trust is bringing out a system, however they do not know when. They are trying to bring out a common currency for assessment for all schools to be working in the same language. SP and RS are attending training in October.

Q: Is this a co-ordinated response across the Tone Valley Partnership?

A: Yes. Kingsmead uses SIMS already and the other schools will do so.

14.00 Governor Monitoring Visits

LL was taking on the monitoring calendar responsibility. AL to see if AK would be willing to take on this role.

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Governors need to use the priorities to complete the calendar and are reminded not to fix all the visits around a particular time, but to spread them out during the year.

Action 5: AL to ask if AK would be willing to take on the governor monitoring calendar.

15.00 Chairs Matters

- **School Funding**
RS said that the Government have made some big promises in terms of school funding. However, there are many unknowns with this as to when and if schools will actually see this funding. RS feels that politicians seem more aware that there is a funding crisis in schools.
- **SEND Funding**
RS updated Governors on the position of some expected SEND funding, which is still in the process of being allocated by the County Council.

Meeting closed: 20:49

Next FGB Meeting: Wednesday 27th November, 2019

ACTIONS

<i>Action 1: MB to get advice re change of category for AW.</i>
<i>Action 2: Governors to read the updated Keeping Children Safe in Education September 2019 and sign hard copy</i>
<i>Action 3: RS to forward Faxi email details to AP.</i>
<i>Action 4: MB to email AL the membership of the Committees.</i>
<i>Action 5: AL to ask AK if she would be willing to take on the Governor Monitoring Calendar.</i>

Meeting Dates for 2019/20

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

Signed as an accurate record of meeting Date: