

MILVERTON COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BODY MEETING

Wednesday 1st May 2019 at 19:00

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

Documents circulated in advance of the meeting:

- Agenda
- FGB meeting minutes 6th February 2019
- Education Committee meeting minutes April 2019
- FP&P Meeting minutes March 2019
- Headteacher's Report
- Parent Survey Results 2019
- SEP report

1.0 Apologies for absence

Apologies received and accepted for Anna Kyle and Andy Wooller.

2.0 Declaration of Business Interests

None declared.

3.0 Matters Arising from the minutes of the meeting 6th February 2019

Action 1: AP, RS, AK met with Rob Bedwell, catering manager. Kitchen staff were receptive to the meeting and open to discussion. They are now trialing a more 'child friendly' menu and the orders have gone up. They plan to arrange some taster sessions for parents. Governors to arrange some lunchtime monitoring visits. If you are interested in this, please let MB know.

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Action 2: SG is waiting for a response from Somerset County Council about the unused path. RS said it is still in our interests to pursue it. This action will remain open.

Action 3: Parking working group – no Governors contacted MB to express interest in joining. Governors commented that the situation still remains the same. The possible remedies that have already been put in place – the crossing and the double parking bays, have had a positive effect. However, parents are still choosing to park in unsuitable places, which can cause risks to the children. Josh Wedderkopp has approached RS with information about a car-pooling app called Faxi, which may incentivize parents to car-share to school. RS will look into this. RS reported that the car parking situation will probably get worse, as the majority of the new September intake do not live in the village. Some Governors have tried to approach parents at peak-times, but they often receive an aggressive reaction. Governors agreed that this situation needs monitoring and to think about the possibility of getting some involvement from the police.

Action 4: carry forward.

Action 5: RS has contacted Jo Cronin about Maths concepts videos. The main issue is adding to teachers' workload. Peter Coupe has sourced some videos on another school's website that cover the concepts. RS says it depends on what we are trying to achieve. The main purpose of the videos is to help parents understand how different Maths concepts are being taught to their children. RS will continue discussion with Peter Coupe about this and which classes to trial.

Q: Can we use these videos as a starting point?

A: Yes, we could refer parents to this website in the first instance and also we could then gauge how useful parents feel they are.

Action 6: Completed.

Action 1: Governors to contact MB if they wish to be involved in lunch monitoring

Action 2 still open: SG to chase SCC re unused path

Action 3: RS to research the app 'Faxi'

Action 4 carried forward: Governor training – MB to check who has not completed online training.

Action 5 still open: RS to talk with Peter Coupe about Maths videos link

Governors agreed the minutes of the FGB meeting of 6th February 2019 are an accurate record of the meeting. The minutes were signed by the Chair.

4.0 Urgent Non-Agenda Items

None.

5.0 Education Committee Report April 2019

This document was circulated in advance of the meeting

5.1 SATS preparation

Year 6 will be sitting their SATS exams from Monday 13th May. SP and LL have been prepping them well. It is predicted that this cohort will not be as strong as last year. We already know that three children will not be able reach the age related expectation, and one of these will not be able to sit

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the English exams; therefore we will not reach 100% in Reading like last year. SP said that they have been doing practice papers and using it as learning device. He will talk through the questions and get the children familiar with the way questions are phrased. Year 6 has practiced in the hall; this helps them be more at ease in the environment. They have applied for some extra time for some pupils. For this to be approved, strict criteria need to be met and evidence shown. SP feels that the class will do well compared to the national average.

5.2 TVP

RS explained that Ofsted will be focusing more on the design of the curriculum rather than outcomes of assessment. With this in mind, the Tone Valley Partnership (TVP) Headteachers feel there is a good opportunity to create a curriculum plan that covers a child's educational journey from early years to GCSE. This is a complicated process and the Headteachers have designed a skeleton plan and will ask teachers to help flesh it out. There will still be room for schools to keep their individual character and utilise their local environments as they always have.

6.0 Finance, Premises and Personnel Report March 2019

This document was circulated in advance of the meeting

In broad terms, the budget plan for 2019-20 shows an in-year deficit of £39,064 supported by an uncommitted carry forward of £39,134. We are in a better position than anticipated a year ago. However, for 2020-21 there is an anticipated in-year deficit of £74,713. This is much larger than the school has faced in previous years. This is down to numerous increases in costs due to increase in staff costs and pension costs amongst others.

Governors commented that this is a nationwide problem and is the reality of the school funding system. The TVP Heads have sent a letter to parents explaining the financially bleak outlook for the schools, and urged parents to contact their local MPs. The government is beginning to recognise the problem, however they still maintain that more money is being put in to schools than ever before. This may well be true, however this does not take in to account that costs to school have risen sharply. The per-pupil rate has not changed and remains at £2,747 per child. The 2019-20 budget plan will be closely monitoring by RS and Sue Greenway. A staffing review will take place early 2019/20.

Q: When will there be a government spending review?

A: It will be in the Autumn Statement. The DfE have said they will fund the pension gap, but this is based on pupil numbers on roll. We may receive around £9,000. However, this only goes part way to fill the gap.

RS said that when he sets the budget with Sue Greenway they always err on the side of caution. He hopes that they will be able to find around £30,000 in carry forward. We are expecting some high needs funding to arrive, however there will still need to be some hard thinking.

Q: Are we in the time frame for starting redundancy procedures, if that is what is required?

A: Yes, this would not be looked at until October. Some support staff have suggested that they might want to reduce their hours.

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The numbers for Reception Class in September 2019 is currently at 26. 33 students are moving up to secondary school. This means we could be down by 7 students. We usually have children that join us in the summer term, so we hope that gap diminishes. We are expecting a new Reception Class child to start after the May half term.

7.0 Health, Safety and Security

This document was circulated in advance of the meeting

Nothing to report at this time. DM and RS to meet in May.

Action 6: DM to meet with RS re Health and Safety

8.0 Headteacher's Report May 2019

This document was circulated in advance of the meeting

8.1 Improve Spelling

SP carried out an audit two years ago in to what we were doing at the time, and had some recommendations from it. It has taken a little while for these to embed. SP feels these are now working well. There are consistent spelling displays, homework expectations, taught lessons focusing on phonics or spelling and also progress of expectations increasing appropriately year on year.

The online phonics tracker tool in KS1 and partly into KS2 is working well and teachers are using it to track pupils and help them identify and fill gaps. The transition from Year 2 to Year 3 KS2 can be difficult for less able children and this is something we still need to address.

SP has been looking at various online programs that might help, similar to My Maths but for spelling. SP explained to Governors that he did some research with his own class to see if changing the way they did the traditional weekly spellings would help with retention. Instead of giving words to the children, he asked them to choose words (as giving children choice can help them with motivation in their own learning). He found it was quite difficult to assess the children with this method. After trialing this way, he asked the children what they preferred and they said they liked to be given the spellings. SP said with an online program the children would have options to select words to learn, and it would track their individual spelling patterns. He will continue to research it and possibly trial a different year group.

8.2 Maths

RS talked through the data in the report. He said that usually in the summer term the children show more progress in the Maths curriculum. These projections are on judgements made in March and will therefore change.

RS commented that the Year 6 projections are based on practice SATS tests. The data shows that this is gap between the girls and boys, in favour of the boys. This is down to this particular cohort and that there are 14 girls and 19 boys in the class. SP reports that the girls have better problem solving and reasoning skills than last year.

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8.3 Improve E-Safety

Sarah Brown has made a start on 360 Degree Safe, an e-safety audit. There will need to be Governor support for this project. LL is already involved, but we should have one more. Please contact LL or MB if you would like to be part of this.

The promethean boards are being put into Year R, Year 2 and Year 6 at the end of May.

Governors commented that it was good to see the high amount of staff training.

Q: Do staff comment on the standard of training?

A: It is rare that staff say that it was bad.

Action 7: Please contact LL or MB if you would like to be part of E-safety audit process.

9.0 SEP Report

This document was circulated in advance of the meeting

RS reported that Judith Barrett is now our School Education Partner. She is a very experienced Headteacher, spending many years as at a school in Yeovil and more recently temporarily stepping in at Oake, Bradford and Nynehead. She is also experienced in consultancy work. Judith spent a day visiting RS and the school.

Governors commented that it is a glowing report of the school. The report states "The school certainly has the capacity to be judged as OUTSTANDING by the next inspection", which indicates confidence in the school and is useful for Ofsted evidence.

Q: Did RS get something out of the visit?

A: This report is generally for the Local Authority. It can be useful to have some challenge, although it is not as useful to RS as Rosemary Bailey's visits. RS would describe it more like an audit. It is satisfying to see the positive comments and it reflects the school's achievements well. Some of the recommendations will be useful, such as digitizing safeguarding reports and concerns, and that RS should visit an Outstanding school.

Q: Will Ofsted see this report?

A: Yes

Q: Does the SEP report go on the school website?

A: No, not usually. RS could enquire about this and it might be nice for parents to see the key findings in the report.

Governors congratulated the staff on such a good report.

Action 8: RS to find out whether the SEP report can be put on the school website.

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10.0 Tone Valley Partnership (TVP) Update

All the Headteachers in the TVP are currently looking for a suitable replacement for School Pupil Tracker Online. They have been considering the assessment side of SIMS, which is already the schools' information management system.

11.00 Governor Training

No recent training to report.

The Governors' termly bulletin was not distributed in the Spring Term. One is due out soon and it will include training information for the next academic year. Venues and timings may be subject to change.

12.00 Child Protection

There are still some small actions to complete on the Safeguarding Audit.

RS said he will investigate centralized safeguarding record keeping software such as CPOMS or My Concern.

13.00 Governor Monitoring

The Chair thanked Governors for recent school monitoring visits. Governors commented that they found the visits very useful. The Early Years Governor commented that they had an impressive meeting with the Early Years team. The monitoring calendar is up to date.

14.00 Parent Survey

This document was circulated in advance of the meeting

This was another positive parent survey; there were a lot of affirmative comments and praise. We were not surprised to see the few negative comments regarding the school lunches. The percentages in the 'Strongly Agree' columns are higher this year. To get an accurate reflection of the SEN figures, the 'Not Applicable' percentages should be taken into account.

Governors commented that everyone involved with the school should feel delighted with this endorsement. Parental satisfaction has been good for years and seems to be getting stronger.

Q: Do Ofsted pay any attention to parental views?

A: Yes. They have their own survey at the time of inspection and also talk to parents in the playground. RS would also show the parent survey results for the past few years.

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15.00 Proposed Meeting Dates for Next Year

Governors agreed the meeting dates for 2019-20.

16.00 Chairs Matters

The Chair and RS have heard from the landowner of the land adjacent to the school carpark at Olands via email. The Chair will contact him to clarify his intentions regarding the land.

Meeting closed: 20:58

Next FGB Meeting: 7pm, Wednesday 10th July 2019

ACTIONS

1	<i>Governors to contact MB if they wish to be involved in lunch monitoring visits</i>
2	<i>SG to chase SCC re unused path</i>
3	<i>RS to research the app 'Faxi'</i>
4	<i>Governor training – MB to check who has not completed online training.</i>
5	<i>RS to talk with Peter Coupe about Maths videos link</i>
6	<i>DM to meet with RS re Health and Safety</i>
7	<i>Please contact LL or MB if you would like to be part of E-safety audit process 360 Safe</i>
8	<i>RS to find out whether the SEP report can be put on the school website</i>

Dates for Governors' Meetings 2018-19

Education Committee 6pm start	FP&P Committee 6pm start	FGB MEETINGS 7pm start
Monday 24 th June 2019	Wednesday 26 th June 2019	Weds 10 th July 2019

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