

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

**Wednesday 21 September 2016 at 19:30**

DRAFT MINUTES		
	Present:	Absent:
<b>Chair</b>	Ewan Robertson (ER)	Jo Pike (JP)
<b>Headteacher</b>	Richard Stead (RS)	Adrian Landon (AL)
	Lydia Laphorn (LL)	
	Stephen Penny (SP)	
<b>Vice Chair</b>	Andy Powell (AP)	
	Lindsey Waddington (LW)	
	Sheila Hummel (SH)	
	Alex Wade (AW)	
	In Attendance:	
<b>Clerk</b>	Marian Barlow (MB)	
	Lindsey Tawse (LT)	
<b>Meeting began: 19:35</b>		

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

- Agenda
- Minutes of the FGB meeting on 13 July 2016
- Standing Orders
- School Development Plan Priorities 1 & 2
- Governors Code of Conduct
- Aide Memoir

**Tabled at the meeting:** Headteacher's Report  
School Development Plan Priority 3  
Governors Register of Business Interests

**1. Apologies for Absence**

Apologies received and accepted for Jo Pike. Post meeting apology received from Adrian Landon.

Governors welcomed Lindsey Tawse to the meeting and thanked her for attending.

Signed as an accurate record of meeting ..... Date: .....

The Chair explained to Governors that Jean Ainsworth-Smith will become an associate member and will deal with the pre-school merger. As a result the Governing Board now has a vacancy for a Co-Opted governor.

---

## **2. Declaration of Business Interests**

Governors were asked by the Chair if they had any business interests and none were declared. Governors individually signed the annual Governors' Register of Business Interests and were returned to MB.

---

## **3. Matters Arising from the Minutes of the Meeting on 13 July 2016**

These minutes were circulated in advance of the meeting.

Item 8

- The Fire Safety Audit has some ongoing actions, but nothing urgent. RS will meet with LW as the new Health and Safety Governor.
- The changes to the car park did not happen over the holidays – to be discussed later in the meeting.

**Governors agreed that the minutes of the FGB meeting of 13 July 2016 are an accurate record of the meeting. The minutes were signed by the Chair.**

---

## **4. Election of Chair and Vice Chair**

AP indicated that he would be happy to take on the role of Chair as Governors as ER is stepping down as Chair. AP left the room and he was unanimously voted to be Chair. Governors welcomed AP to the position of Chair, and thanked ER for all the work he has done as Chair over the last 4 years. Governors also thanked JAS for her work on the Governing Board.

ER handed the chairing of the meeting to AP.

AW stated that she would be happy to be Vice Chair for the next year. AW left the room and was unanimously voted to be Vice Chair.

---

## **5. Appointment of Co-Opted Governor**

Governors thanked Lindsey Tawse for expressing an interest in becoming a Governor. Further to her introduction that was emailed to Governors, LT explained about her background in education as a teacher and her work in community governance.

LT left the room and was voted on to the Governing Board as a Co-Opted Governor. Governors welcomed LT to the Board and all agreed that she would bring valuable experience to the Board.

---

Signed as an accurate record of meeting ..... Date: .....

## 6. Establish Sub Committees

The following committees and personnel were agreed:

Pay and Appraisal Committee – LW, AP, ER.

FP&P Committee – LW, ER- Chair, AL, LL, RS, LT, LW. MB to Clerk.

Education Committee – RS, JP, AW, SP, LL, SH – LL to Clerk.

**Post Meeting Note: Governors are reminded that each committee needs to go through their Terms of Reference and approve them at their first meeting please.**

Governors were reminded that being a member of a particular committee does not restrict them in the visits they make as Governors to school.

Governors were asked if they know of any candidates to take up the Governor vacancy. Governors were asked to consider this and get back to the Chair with any thoughts.

*Action 1: Governors to consider possible candidates to become a Co-Opted Governor and let AP know.*

---

## 7. Urgent Non- Agenda Items

As mentioned earlier in the meeting – JAS will become an Associate Member of the Governing Board.

---

## 8. Governor Training

Governors were reminded of the ‘Embracing the Future’ training programme and to let MB know of which sessions they would like to attend. MB to email Governors the up to date programme of events.

RS explained the difference between this training and Governor Services training. The Taunton Teaching Alliance is an alliance of Teaching Schools. The Teaching Schools model is part of the Government’s move to give outstanding schools a leading role in the training and development of teachers and support staff. This Alliance is delivering a programme of excellence as they thought that Governor training was a little parochial. This programme has speakers from around the country to give Governors a fresh look at the bigger picture.

Alongside the ‘Embracing the Future’ training the Alliance is also running ‘Inspiring Leadership’ sessions which are free for Governors to attend. MB has emailed Governors this information. To book a place on the ‘Inspiring Leadership’ sessions please email [info@tauntonteachingalliance.co.uk](mailto:info@tauntonteachingalliance.co.uk) and also let MB know please.

Signed as an accurate record of meeting ..... Date: .....

- RS, AP and MB will be attending the Heads, Chairs and Clerks training in November.
- ER is planning to go on the Finance training.

*Action 2: MB to email Governors updated 'Embracing the Future' programme.*

*Action 3: Governors to let MB know attendance of 'Embracing the Future' programme or any other training.*

## **9. Agree Standing Orders**

This document was circulated in advance of the meeting

**Governors agreed the Standing Orders. The Chair signed the Standing Orders for 2016-17.**

## **10. Delegation of Authority of External Visits**

All Governors agreed that this should be delegated to RS.

## **11. Pre-School Update**

RS explained to Governors that the Pre-school have expressed an interest in merging with the school and RS has met with Carol Morris, the Lead Practitioner and Helen Jessep, the Chair of the Pre-school committee.

RS would like a committee to be set up to look in to this merger. The suggested members are JAS, RS, Kate Lewis, Helen Jessep, Carol Morris and James Wade.

**Q:** RS asked Governors if they were happy to constitute the committee?

**A:** Governors agreed to this committee being constituted. RS explained the idea would be that JAS will report back the committee's progress to the Governing Board, and Helen would report back to the pre-school committee. Kate Lewis and RS will do some fact finding from other settings who have recently merged to find out about the possible pitfalls and positives of merging.

**Q:** Governors asked whether outstanding nurseries would be looked at?

**A:** RS explained that what would be key is to look at an outstanding merger and also to contact settings that do not mind being questioned about it. The pre-school advisors at the County Council can also help. At the moment the pre-school is rented and the LA need to understand that after the merger with the school, they would be liable for the setting and the staff.

**Q:** Governors asked what is the timeline?

**A:** A year, possibly longer. There are some complexities that would take time to sort out, such as staffing contracts and changing Ofsted registration. We should know more at the next FGB meeting.

*Action 4: RS to set up Pre-school Committee*

Signed as an accurate record of meeting ..... Date: .....

---

## 12. Health, Safety and Security

### Health and Safety Governor

- LW kindly offered to take on the role of Health and Safety Governor.
- AP and LW have had a handover discussion. AP will complete this year's annual report and then hand over to LW.

### Security

RS reported to Governors that there was a problem with the intruder alarm this week, which he believes was linked to a power surge. A technician has been out and hopefully has fixed the issue.

Over the summer holidays there were some visitors to the school grounds who broke some of the play equipment and dismantled the football goals.

At the beginning of the summer there had been a report of some teenagers sunbathing on the roof. However as this was posted on social media they were easily identified and RS spoke with parents.

RS reported that Michelle Martin from Property Services visited today and she said there is a possibility that the tennis court could be resurfaced. A wall on Butts Way is crumbling and Property Services will be shoring this up.

### Car Park

The work on the car park has not been completed over the summer holidays due to bureaucracy and paperwork. Michelle Martin had some comments on the proposed plan which RS shared with Governors. She suggested that people would not necessarily use the proposed middle pathway and crossing and suggested a chicane on the existing pathway to stop children running, and to hatch off the nearest parking space to improve visibility. Governors felt that this does not address the safety issues and that as Governors they have a duty of care to the children. Governors agreed that risk avoidance should be their priority consideration and have a duty to follow the safest possible outcome.

Governors decided to stay with the original plan and RS/ SG will talk to Property Services about the next step.

Governors suggested that when the work is complete they could be in the car park wearing hi-vis jackets and show parents the changes.

RS reported that SG has gathered 3 quotes from companies for the gravel and fence replacement: Blue Swan £6,309, Adrian Morris £4,800 and Hartnell £2,907. We do not yet know the costings for the line markings.

*Action 5: RS/SG to talk to Property Services about the plan for the car park.*

Signed as an accurate record of meeting ..... Date: .....

---

### 13. Headteacher's Report

RS outlined the proposed School Development Plan priorities for this year;

1. Improve appraisal system
2. Merger with pre-school
3. Arts Mark Award
4. Continue working with schools - Blooms language for learning
5. Online Safety
6. Tone Valley Partnership (TVP)

#### TVP

RS explained that working closer across the TVP may mean changing some of our policies to be in line with the other schools in the Partnership; such as attendance, term time leave etc. There are no proposals yet about a joint Governing Board, but could this could possibly happen in the future.

#### Online Safety

RS explained that when Amy Brittan (IT advisor) came to school she said that it is hard to be able to keep track of all new social media sites, apps etc, that young people are now using. But what you can do is improve education around the use of the internet and improve what you teach children. RS would like the school to be involved in a whole school programme called 360 Degree Safe [www.360safe.org.uk](http://www.360safe.org.uk). This will involve children and staff.

#### Arts Mark Award

RS talked to Governors about Arts Mark Award and said that to be involved in achieving this award is good for the children and good for staff development as well – there are other things apart from maths and literacy! The MSA are providing the school with £1,400 to buy new art materials for the classes and have also agreed to help towards new musical instruments. Isabel Calnon is meeting with the Milverton Concert Society to see if there would be any available funding..

**Q:** Governors asked whether RS is happy that last year's priorities are completed?

**A:** Yes, he feels that they have been completed. There are of course ongoing areas that need some improvement, such as whole school spelling. SP spoke about the work he is doing as Literacy Co-Ordinator in developing systems in children's written work such as the use of hot and cold texts across the school to help measure how children are achieving.

**Q:** RS asked whether the Governors feel happy about the priorities he has identified?

**A:** Governors questioned whether the priorities would allow the Governors to monitor the priorities with school visits. RS explained that with the priorities such as Arts Mark and ESafety, Governors will be able to speak with children about them.

**Q:** Governors asked whether it would be possible to expand the monitoring so that it does not just cover the priorities outlined, but also include things like spelling and areas of the maths curriculum?

**A:** Governors agreed that it was important to be able to visit school and talk to the children about these other areas. It was agreed that these areas will be included in the monitoring calendar. RS said he would invite 'speakers' from the staff to Governor meetings, so that that area specialists can inform Governors directly. Governors agreed this would be good.

Signed as an accurate record of meeting ..... Date: .....

RS talked through the rest of the Headteacher's Report and there were no questions raised.

---

#### **14. School Development Plan**

As discussed under item 13. Headteacher's Report.

---

#### **15. Annual Return on Racist incidents**

Nil return – there have been no racist incidents.

---

#### **16. Governor Visits Plan**

As discussed under Headteacher's Report.

*Action 6: AW to work on monitoring visits plan now that the SDP has been finalised and will email all Governors.*

---

#### **17. Confirm FGB and Committee Meeting Dates for this year**

Already circulated to the Board

Governors confirmed the meeting dates for this year.

Education & FPP Committee meetings start at 6pm.

Pay and appraisal committee – to be sorted out between Governors on the committee.

---

#### **18. Board of Governors Code of Conduct**

This document was circulated in advance of the meeting

Governors returned signed copies of the Code of Conduct to MB.

Governors were reminded that it is now a statutory requirement for Governors to have DBS clearance. There are only 2 Governors that need this; MB to organise with SG.

*Action 7: MB to organise DBS clearance for two Governors.*

---

#### **19. Aide Memoir to Governors**

This document was circulated in advance of the meeting

The Governors were reminded to read this updated Aide Memoir. This is important if we are expecting an Ofsted visit.

Signed as an accurate record of meeting ..... Date: .....

---

## 20. Chair's Matters

Governors were reminded to read Section 2 of the 'Keeping Children Safe in Education' Guidelines that MB has emailed out.

Governors were also reminded that Ofsted are keen to know what training Governors have had and how it has helped their effectiveness as Governors. Governors said that this does not just apply to training undertaken as Governors, but also training that Governors may have received in their own work.

Governors were reminded about the Safer Recruiting online training – MB to look in to this and email information to Governors.

The Chair thanked all the Governors for taking on new responsibilities for this year and all Governors thanked ER once again for all the work and time he has given to Milverton School over the last four years.

*Action 8: MB to email out information about Safer Recruiting training.*

---

**Meeting Close: 21:28**

**Date of next FGB meeting: Weds 23<sup>rd</sup> November 2016**

---

No	ACTION
1	Governors to email AP with thoughts of any potential Co-Opted Governors.
2	MB to email Governors updated 'Embracing the Future' programme.
3	Governors to let MB know attendance of 'Embracing the Future' programme.
4	RS to set up pre-school committee
5	RS/SG to talk to Property Services about the plan for the car park.
6	AW to work on monitoring visits plan now that the SDP has been finalised and will email all Governors.
7	MB to organise DBS clearance for two Governors.
8	MB to email Governors information about Safer Recruitment training.

Education Committee	FP&P Committee	FGB MEETINGS
Monday 7 <sup>th</sup> November	Weds 9 <sup>th</sup> November	Weds 23 <sup>rd</sup> November
Monday 16 <sup>th</sup> January	Weds 25 <sup>th</sup> January	Weds 1 <sup>st</sup> February
Monday 13 <sup>th</sup> March	Weds 15 <sup>th</sup> March	Weds 22 <sup>nd</sup> March
Monday 8 <sup>th</sup> May	Weds 3 <sup>rd</sup> May	Weds 17 <sup>th</sup> May
Monday 3 <sup>rd</sup> July	Weds 28 <sup>th</sup> June	Weds 12 <sup>th</sup> July

Signed as an accurate record of meeting ..... Date: .....