

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

**Wednesday 22 March 2017 at 19:30**

DRAFT MINUTES		
	Present:	Absent:
<b>Chair</b>	Andy Powell (AP)	Joanne Pike
<b>Headteacher</b>	Richard Stead (RS)	
<b>Vice -Chair</b>	Alex Wade (AW)	
	Lydia Laphorn (LL)	
	Stephen Penny (SP)	
	Ewan Robertson (ER)	
	Lindsey Waddington (LW)	
	Lindsey Tawse (LT)	
	Sheila Hummel (SH)	
	Adrian Landon (AL)	
	In Attendance:	
<b>Clerk</b>	Marian Barlow (MB)	
<b>Meeting began: 19:32</b>		

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

- Agenda
- Draft FGB Meeting Minutes 1 Feb 2017
- Governor visits- Spelling and Artsmark
- SEP Report
- Draft FPP Meeting Minutes 25 January 2017
- Draft Education Committee Meeting Minutes 13 March 2017
- SEND Update March 2017
- Headteacher's Report March 2017
- Parent Survey results
- Draft letter to parents from Board of Governors re traffic management

Tabled in the meeting: Ofsted National Parents' Survey Results 2015

**1. Apologies for Absence**

JP has resigned from her Governor role, with immediate effect, as she feels she cannot commit to the time required to do the role successfully.

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LL's term of office has finished on 19 March 2017. LL said she would be willing to carry on as a Governor. LL left the room and was unanimously voted back on to the Board of Governors as a Co-Opted Governor.

This means the Board now has vacancies for a Parent Governor and an LA Governor. One parent has shown an interest in joining the Board. It was decided that this parent will be asked to write an introduction about themselves and the vacancy would be put in the Friday Flyer to gauge other parental interest. If more than one parent is interested, there will be a Parent Governor Election.

Governors were recently asked to fill in a skills audit, following advice from Governor Services to see whether the Board is lacking in any particular area. This is so that the Board of Governors and Governor Services can be more specific about required skills set in any future Governor appointment.

*Action 1: MB to chase the unreturned skills audit from Governors, AP to look at the results and feedback to Governors.*

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

None declared.

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## **3. Matters Arising from the Minutes of the Meeting on 1 February 2017**

These minutes were circulated in advance of the meeting.

All actions completed.

**Governors agreed that the minutes of the FGB meeting of 1<sup>st</sup> February 2017 are an accurate record of the meeting. The minutes were signed by the Chair.**

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## **4. Urgent Non-Urgent Items**

None reported.

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## **5. Health, Safety and Security**

This will be discussed in FP&P committee report section.

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## **6. Governor Training**

- Child Protection: 3 Governors have recently completed the Online Safer Recruitment training.
- The Chair reminded Governors to complete the Governor survey recently emailed to governors by Ann Adams, and report what method of training works best for them.

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## **7. Governor Monitoring Visits**

These documents were circulated in advance of the meeting

### **Spelling**

Governors reported that they met with SP to discuss the progress made towards improving pupils' attainment in spelling across the school. SP provided data from SATS and KS2 spelling age tests, examples of spelling logs and hot and cold texts. Governors visited Y5 and Y6 classrooms and did a follow-up visit to carry out pupil conferencing. Governors found that children were using dictionaries, that more time was being spent on teaching and learning spellings in class, and that the children know what to do if they are struggling to spell a word. Governors learned there had been considerable progress made and congratulated SP on all the work that he has done so far.

### **Artsmark**

Governors met with Cat Smith to discuss what progress has been made towards achieving Artsmark. CS shared examples of children's work, Arts Award portfolios, creativity wheels, as well as an analysis of pupil interviews. Achieving Artsmark is an ambitious project and takes around 2 years to achieve. Governors felt that the school has made considerable progress to date, with many activities that have already taken place and many more in the pipeline. Governors felt it was a very positive meeting, and commented it was overwhelming to see how much work has already been done.

### **Tone Valley Partnership (TVP)**

The Chair and TVP link Governor attended a recent TVP meeting for Chairs where there were high level discussions on the current initiatives across the schools. Governors felt that it would be useful to have a document listing the structure and detail of the initiatives; both current and planned. RS explained that he is attending a TVP Head's meeting this week and there will be a discussion about this and about the role of the Chairs in this structure. RS said it is still early days since the TVP charter was signed in November and the Heads are learning how to work together more closely as a partnership and not as autonomous schools. RS said partnership working will deepen and develop and become more effective at an operational level over time.

### **Pre-School**

RS reported the first meeting had taken place, and the next is due this week. It became clear at the meeting that the Pre-School wanted to undertake some research and consider options before committing to a merger. They have since come back to RS to say that they do want a merger. An LA representative, Sarah Love, will be present at the next meeting to start working out a business plan.

Governors said it would be useful to speak with other schools which have recently completed a merger or are in the process, such as Lydeard St Lawrence.

### **Performance Appraisals**

Governors to organise a monitoring visit to discuss with the SLT the new Performance Appraisal structure.

*Action 2: Governors to organise a monitoring visit to discuss with the SLT the new Performance Appraisal structure*

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## 8. Staffing

Alice Gauntlett is expecting a baby in August and will finish working in July. RS said we will be advertising for maternity cover until April 2018.

Carolyn Yon has said she may be moving abroad, and it will be a big loss to the school. RS said he is not sure yet if all her hours will be replaced, due to pressure on the school budget.

Governors asked if they will be needed to assist with interviews – RS will let them know dates closer to the time.

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## 9. Education Committee Report

These minutes were circulated in advance of the meeting

RS reported that the SIP, Rosemary Bailey, has visited the school twice. At the Chairs/Heads/Clerks training in November it was suggested that schools should have a 3 year strategic plan, and this is something that Milverton did not have. Rosemary has been in to work with RS on this. They worked together on the school's vision statement to tease out where the school should be in 3 years. This work will be put into a formalised document in July. This will firstly require the SLT to have some input, and in October Rosemary and RS will jointly lead an INSET day for all the staff.

**Q:** Governors asked whether this will inform the SDP?

**A:** Yes, although one strand of this element will not be formalised until October. RS is expecting that there will be fewer priorities next year to allow each to have greater depth of treatment. Governors said it would be good to get an idea of next year's priorities in July.

The Year 6 residential trip to the Isle of Wight last weekend was a great success. SP reported that the children's behaviour was exemplary and they represented the school really well.

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## 10. FP&P Committee Report

These minutes were circulated in advance of the meeting

### 2017-18 Proposed budget

The Chair of the Committee explained to Governors how difficult it has been for SG and RS to set a proposed budget for 2017-18. This is due to the fairer funding formula and whether it will be implemented. The problem is not just that all schools should receive a fair slice of the cake, but that the cake isn't big enough to go around! Budgets have basically been frozen and do not take into account all the new costs. SG has come up with a 'worse-case scenario' budget to err on the side of caution. We have sufficient funds to carry forward this year, but after that, it is impossible to predict accurately. If we are looking at a deficit budget, then cuts will have to be considered.

**Q:** Governors asked whether the Pre-School merger would affect the budget?

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**A:** This is a possibility and something to keep in mind. If the merger can be self-funding (the biggest costs being the staff costs) then we can consider going ahead, but if there are extra costs, there would be no room for this in the school's budget.

RS said the best projection of the fairer funding formula would be that Milverton will get 2.2% increase. However, there may also be a 2.2% increase in costs. Governors discussed that this formula is likely to change as it is very political.

### **Meals**

Millenium Catering has stopped trading and Kingsmead is taking over the meal provision, as a cost neutral business. RS feels positive that the quality of the food will improve.

### **Car Park and Traffic Management**

The Health and Safety Governor visited the car park at peak time to see if the recent changes have had an effect. Governors feel that the changes have been positive and have helped with the safety of the children.

However, there are still issues that need to be addressed. Governors discussed the draft letter from them to appeal directly to parents over traffic issues. Governors had some small alterations and were asked to email AL with any changes they would like to be made so this could be amended and sent out to parents.

The Chair of Governors reported that he shared the school's parking and traffic concerns with the Parish Council. He has subsequently shared this with the architect/agent for the landowner at Olands. It has been made clear that the school will remain neutral on any the planning application for development at Olands.

Governors discussed the turning circle –whether it should be in use or whether to close it off. Do waiting cars encourage other parents to park there? RS said that the purpose of the turning circle pick-ups are to help alleviate the fact that our car park is not big enough, and if the system is not abused, that this should help the traffic run smoothly.

Governors commented that the school has completed all the adjustments to the car park that can be done at present, and we will see whether there is an improvement and what the reaction will be to the parent letter. This should also be circulated to Pre-School parents as well.

*Action 3: Governors to email AL any comments on the letter to parents re traffic*

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## **11. Headteacher's Report**

RS asked Governors whether the revised format of the Headteacher's Report is useful. Governors agreed that it is, and suggested the additional data could be termly and not twice termly.

**Q:** Governors asked about the predicted numbers for Reception Class in September?

**A:** It looks healthy, our initial figures are first choice 23, second choice 16 and third choice 6. RS estimates around 26-29. We will receive the proper figures in April.

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RS reported that our teachers met with Cotford St Luke and Wiveliscombe to discuss and develop plans for the TASC week in June which will encourage greater use of Bloom's Taxonomy and deeper thinking.

RS explained that the TVP schools are working on setting up a system of 'team around the school' to support vulnerable families. This would mean making sure there is a team of professionals – PFSAs, police, social workers, housing, health visitors etc that would work closely together to support families. This would include the creation of a new post to co-ordinate the teams and the PFSAs. One of the PFSAs is leaving, so this post will be advertised as well.

Governors asked about the recent Subject Access Request. RS said this is being compiled at present. Governors discussed the issue and the Chair reported that the legal team at County are also involved.

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## 12. SEP Report

The SEP, Jo Dymond, visited the school. Jo is the eyes and ears of the LA in school and RS reported that these meetings are really useful.

RS reported that Jo advised about 'Ofsted readiness'. By this, she means that all the documents and data that Ofsted would want to look at should be easily accessible in one place. RS has created a file to sit in the office with documents and where to find them electronically. RS said he is expecting Ofsted will call before July.

**Q:** Governors asked why there were lower predictions for end of year 2017 Y3 pupils in writing and maths?

**A:** RS said this is mainly to do with the new way of assessing and the flow of data. It is also a small cohort, so every child affects the figures more. This data is about to change as the next assessments are due now and RS expects it to have improved, so it does not currently reflect a live picture, although performance in class 3 is certainly an aspect that RS and the SLT will be monitoring.

**Q:** Governors asked SP if he felt Y3 is behind?

**A:** SP felt that in spelling Y3 are ok and that he has put some phonics interventions in place.

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## 13. Interim SEN Report

This document was circulated in advance of the meeting

The SEN Governor met with Kate Lewis for an update. The key thing to note is that there are currently 13 children on the SEND register, but an additional 29 children that require interventions and need to be supported and monitored.

The report shows that the school is providing a wide range of provisions and Governors feel confident that children are being supported and their needs are being met. Recently, Kate Lewis and Anne Lovell-Brown held a parents' workshop for parents with children with SEND needs which was well received and another workshop is planned for next term.

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## 14. Parent Survey

The recent parent survey was very positive and encouraging.

**Q:** Governors asked whether it compared favourably with other years?

**A:** In previous years there have been more negative comments, and this year there were a wide range of positive comments.

Governors discussed some of the negative comments, in particular the demand for more after school clubs. RS explained that we are in the process of adding more clubs (art clubs) for the summer term. We are limited to numbers in Toasties due to the space and also the age range of children. This is something that is being constantly considered as we would ideally like to be able to meet the demand. Governors questioned whether there is a better way for the after school clubs forms to be distributed, as there is such a rush to get them returned. It was explained that the only way to make it fair is for it to be first come, first served which means that, unfortunately, the rush to get the forms in is difficult to avoid. MB explained that the school is looking at possibly making the whole process an online procedure through Parentmail, however we do not want to exclude families that do not have that access.

Governors agreed that this was a very positive parent survey and thanked all the staff for their hard work.

For comparison, RS passed around a copy of the Ofsted National Parents' Survey Results 2015-16.

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## 15. Ofsted Readiness

As outlined in SEP Report discussion, RS explained that there is now an Ofsted file in the office, should they telephone when he is not on site.

**Q:** Governors asked whether the one page summary of the Self Evaluation Report could be shared with all Governors?

**A:** Yes

*Action 4: RS to circulate school summary to Governors*

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## 16. Chairs Matters

The Chair asked Governors if anyone would be available to attend a Parish Council meeting on 12 April at 7pm. He attended the last one and it was a meeting that brought all the associations together. It is useful and important for the school to be represented. Please email the Chair if you are available to attend.

Governors commented that from the paperwork and discussions from this meeting alone, it is obvious that there is a huge range and depth of effort being put into this school which is impressive. Governors congratulated RS and all the staff.

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**Meeting Close: 21:31**

**Date of next FGB meeting: Weds 17<sup>th</sup> May 2017**

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<b>No</b>	<b>ACTION</b>
<b>1</b>	<i>MB to chase the unreturned skills audit from Governors, AP to look at the results and feedback to Governors.</i>
<b>2</b>	<i>Governors to organise a monitoring visit to discuss with the SLT the new Performance Appraisal structure</i>
<b>3</b>	<i>Governors to email AL any comments on the letter to parents re traffic</i>
<b>4</b>	<i>RS to circulate school summary to Governors</i>

<b>Education Committee</b>	<b>FP&amp;P Committee</b>	<b>FGB MEETINGS</b>
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

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