

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

**Wednesday 23<sup>rd</sup> September, 2020 at 7pm**  
**(Microsoft Teams meeting)**

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

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

- Agenda
- FGB Meeting minutes 8<sup>th</sup> July, 2020.
- Standing Orders
- FFT EYFS overview
- FFT KS1 data
- FFT KS2 data
- Medical Needs Policy
- SEND Policy
- Safeguarding Policy
- SEND Information Report 2020-21

For signing by Governors:

- Code of Conduct
- Acceptable Use Policy
- Register of Business Interests

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**1.0 Apologies for absence**

Apologies were received and accepted for AK.

Non-attendance EW and AW. Apologies received for both on 24<sup>th</sup> September, 2020.

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## 2.0 Declaration of Business Interests

None declared

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## 3.0 Agree Standing Orders

(This document was circulated in advance of the meeting)

Governors agreed the Standing Orders

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## 4.0 Delegation of External visits

The Board of Governors delegated responsibility of external visits to the Headteacher and staff.

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## 5.0 Matters arising from the minutes of the FGB meeting 8 July 2020

Actions completed

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## 6.0 Election of Chair and Vice Chair

AL said he is happy to stay on as Chair for this year. Governors unanimously agreed to AL to stay as Chair of Governors.

LB agreed to carry on as Vice Chair.

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## 7.0 Establish Sub-Committees

Education Committee: LL, LB, AP, AK, SP.

FP&P Committee: EW, AW, CM, ER, DM.

Pay & Appraisal Committee: ER, LB, AL.

Health & Safety Governor – DM

SEND Governor – AK

EYFS and Preschool Governor – LB

Safeguarding Governor - EW

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## 8.0 Urgent Non-Agenda Items

AL informed governors that he has been dealing with a parental complaint. There may be a chance that a complaints panel may be required. DM, AP, LB, CM offered. ER offered an advisory role from his experience of this type of panel.

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## 9.0 Child Protection/ Safeguarding Audit

RS explained that the last academic year's Safeguarding Audit was 84% compliant. There were a few areas that were not compliant; two of which are impossible to complete due to the types of questions and that we do not have the technology to block 4G signals on site. An action to be completed is to get job descriptions for the Designated Safeguarding Lead and Deputies – RS is working on this. RS has not received any follow up calls from the LA about the audit, so he believes it is satisfactory.

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## 10.0 Health, Safety and Security

- RS reported that all staff are back in school. A few staff have expressed concern about themselves or family members, but all are back working well with the new systems in place.

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- Children are largely back in. The LA recently said our attendance was at 91.5%. Across the country, attendance is reducing due to the usual coughs and colds of this season starting to circulate mixed with the precautions around protection from Coronavirus. The school does have viruses circulating at present. [Post meeting note: Reception Class were sent home to self-isolate on 24 September for 14 days; 30 children plus 6 staff, due to a positive Covid test].
- RS said that the procedures the SLT have put in place are working well. In fact, drop-off and pick-up are much better than normal. The problems around the turning circle and car park capacity seem to have lessened with the longer arrival times in the morning and the split collections in the afternoon.
- Parent Governors commented the system is working well.
- Staff that were present commented that the systems are working well. The procedures can cut into the curriculum time, such increased handwashing and getting the children ready to leave earlier. Staff also commented that from a personal point of view, the new restrictions mean that there are fewer opportunities to meet all the staff across the school as before.

### Security

- RS reported that there was some small incursions of the school grounds over the summer period. Some people have been using the car park for skate boarding (which is usually tolerated), but some chairs had been taken from site and one was broken. They had also left litter.
- Health and Safety Governor commented that CCTV could cost between £500 to £800, in his experience of the basic CCTV requirements for businesses. AW had been looking into this before lockdown.
- The spend on CCTV could potentially come from DFCG.

Action 1: AW/RS to research CCTV options.

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## **11.0 School Development Plan Priorities 2020-21**

### 11.1 Assessment Data Review 2019-20

(These documents were circulated in advance of the meeting)

RS explained the Fischer Family Trust (FFT) Analysis.

- EYFS - this analysis shows that the cohort has very good development in reading. RS said this is exactly what we want, as children can access so much more in their learning once they are reading well. The bar charts show that the girls do slightly better than boys. This is a national pattern and something that the school has been working on. It is still better than the national average. The summer borns are doing slightly worse than the national average, therefore this is something we need to keep an eye on.

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- KS1 – RS explained that it was difficult for staff to make very accurate assessments at the end of the year for obvious reasons. There was no government guidance about the assessments in light of the children not attending school in person since March. FFT offered a voluntary analysis for teacher assessments and around 5,000 schools inputted data. This data has not been moderated. Our assessments were based on where the children were in March and judged with the feedback the Year 2 teacher received through the home learning period. The analysis shows that we were closer to the national average than usual. With their return, Year 3 seem to be at a good level.

**Q:** Maths has seen a big drop in progress in the assessments. Has the Class 3 teacher seen evidence of this?

**A:** It is too early to say. RS said that some schools have done a battery of tests as soon as the children were back at school. He felt it was better for the children to be settled back at school before testing them. He feels it will be a case of filling gaps as opposed to a large amount of catch-up.

Governors commented that the percentages at the higher standard is high.

- KS2 – SP explained that he did have some contact with those children during the end of the summer term. The big focus was on gelling the group together again. SP said he usually does test papers with Year 6, however this was not possible. He did have some evidence from before March. With this and knowing what curriculum the children had been accessing over lockdown, he could make judgements. It is slightly more average than other years. Pupil Premium children stand out as slightly lower performing than usual.
- RS said that it is better to have these assessments to be able to have something to work on, as opposed to not having them.

**Q:** The scores are closer to average. When will we know whether these are an anomaly?

**A:** We track the children all the way through their school journey. We know what kinds of learners they are and look at what they are able to do with where we expect them to be. These next 4 weeks we will begin to get to grips with where the children are. There will be teacher assessments before half term. All the teachers are aspirational for the children and it is a matter of finding out where the gaps are.

### 11.2 School Development Plan Priorities 2020-21

These will be the same as last year:

#### **A/ Curriculum**

- Staff worked during lockdown on Tone Valley Partnership (TVPO curriculum plans. This will be considered in more detail in the next Education Committee meeting.

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

## **B/ Computing and Facilities**

- 360 Online safety audit is continuing, led by Sarah Brown. We held an Inset Day on online safety for all staff. ER attended and reported that it was a useful session and he felt personally reassured that the school is putting policies and training in place to help keep pupils safe online.
- Facilities – some of the equipment is getting old, especially for the pupils. Many of the HLTAs do not have access to laptops. RS researched a deal on Chromebooks – he will forward this to FP&P Governors for approval. This will be funded through MSA funds already received and DFCG.

## **C/ Assessment**

- FFT has brought out some more functionality and is improving all the time.

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## **12.0 Policies for Review**

(These documents were circulated in advance of the meeting)

Medical Needs Policy and SEND Policy were agreed and approved by Governors.

Safeguarding Policy with Covid Addendum was agreed and approved by Governors, with minor amendments suggested by LL and page referencing at the contents page.

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## **13.0 Governor Monitoring Visits**

RS said that physical visits can be made to school, but Governors will need to wear masks and gloves. Currently, we only have workmen visiting the site. Meetings can also take place over Microsoft Teams.

LL offered to co-ordinate the Monitoring Calendar. Governors will remain on the same priorities as last year.

*Action 2: LL to email the Monitoring Calendar to Governors*

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## **14.0 Clerk's Matters**

(These documents were circulated in advance of the meeting)

The Clerk reminded Governors to sign and return:

- Acceptable Use Policy
- Business Interests Form
- Governors Code of Conduct

Governors are asked to read Keeping Children Safe in Education, Sept 2020 on MyConcern (online Safeguarding software) and mark as read.

*Action 3 : Governors to return forms to MB and read Keeping Children Safe in Education, Parts 1 & 2 (signed off on MyConcern)*

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

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## 15.0 Chair's Matters

- The Chair commented that the Teams meetings seem to work well.
- The Chair thanked RS and the staff team for all their hard work over the last 6 months putting new practices in place. RS commented that it is a whole team effort.
- RS reported that Sue Greenway will be leaving at October half term.

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**Meeting closed: 8.37pm**

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**Next Meeting: Wednesday 25<sup>th</sup> November, 2020 7pm on Teams**

**Actions:**

*Action 1: AW/RS to research CCTV options.*

*Action 2: LL to email the Monitoring Calendar to Governors*

*Action 3: Governors to return forms to MB and read Keeping Children Safe in Education, Parts 1 & 2 (signed off on MyConcern)*

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