

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

**Wednesday 27<sup>th</sup> November 2019 at 19:00**

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

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

- Agenda
- FGB meeting minutes November 2019
- FP&P Committee meeting minutes November 2019
- Education Committee meeting minutes November 2019
- Pay and Appraisal Committee meeting minutes November 2019
- Governors' Aide Memoire
- Health and Safety Report
- Governors' Monitoring Calendar 2019-20
- Headteacher's Report
- SEND Policy 2019
- Medical Needs Policy 2019

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**1.0 Apologies for absence**

None

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**2.0 Declaration of Business Interests**

None declared.

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### **3.0 Matters Arising from the Minutes of the Meeting 18<sup>th</sup> September 2019**

This document was circulated in advance of the meeting

Action 2: AP has been in touch with Faxi. It is mainly used for business and commuters in urban areas. There aren't any case studies of schools. Governors discussed whether it could be worth canvassing parents. AP said the app would need to be run through school administration and raised concern that it may be too onerous on school staff. AP to find out whether the app is something that can be set up by parents will liaise with MB.

Action 5: AP will be co-ordinating the monitoring calendar.

**Governors agreed the minutes of the FGB meeting of 18<sup>th</sup> September 2019 are an accurate record of the meeting. The minutes were signed by the Chair of Governors.**

*Action 1: AP to find out whether Faxi app is something that can be set up by parents will liaise with MB.*

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### **4.0 Urgent Non-Agenda Items**

The Chair has been approached by the MSA to ask for volunteers to organise the Governors' raffle for the MSA Christmas Fair on Friday 6<sup>th</sup> December. It was agreed that Governors will donate £5 to AK and she will organise items for the raffle.

RS said he will be able to help with the raffle for part of the evening, AK can do a later part. If any Governors are able to help sell raffle tickets on the evening, it would be greatly appreciated.

*Action 2: Governors to donate £5 to the raffle via AK.*

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### **5.0 Election of Co-Opted Governor**

- AW has resigned as Parent Governor now that he is no longer a parent of a child at this school.
- AW left the room and was elected on to the Board as a Co-Opted Governor. This now leaves a Parent Governor vacancy (discussed later)

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### **6.0 Governor Training**

- Health and Safety training - DM
- Chairs' Area Meeting - AL
- New Chairs' training - AL
- Autism training – AK

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## 7.0 Governor Monitoring

This document was circulated in advance of the meeting

- AP has produced a monitoring calendar with the SDP priorities, which Governors are monitoring which priority and when the visits should take place.
- AP recommended that Governors use the questions that are already in the SDP priorities and to investigate the outcomes set out in the document.
- AP suggested that as the E-safety priority has a group with Governor in-input already, then that Governor can cover the monitoring through their participation in the group.
- Governors suggested one lead Governor for each priority to co-ordinate the visits:  
Priority A – LB  
Priority B – AW  
Priority C – CM (until LL returns)

*Post meeting note: When making monitoring visits to the school, please can these be arranged through MB, as opposed to directly with staff. This helps with the tracking of the visits, which Ofsted will be keen to see. Governors can obtain monitoring visit report pro-formas from MB, if required.*

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## 8.0 Governors' Aide Memoire

This document was circulated in advance of the meeting

The Chair explained that this is a very useful refresher document and contains the information that Ofsted will expect Governors to know. It's an informative document and the Chair asks for all Governors to become familiar with it. The role of the Governors is to hold the school and Headteacher to account, and this document provides the evidence for this.

RS talked through the document. He explained where it says 'evidence', these are the points that Governors should question.

*Action 3: All Governors to read the Aide Memoire*

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## 9.0 Health, Safety and Security

This document was circulated in advance of the meeting

DM explained that he has changed the format of the Health and Safety report. This is now an operational document with actions to be marked off when complete;

DM talked through the report:

- RAMIS up-to-date: ongoing
- Issue around Pre-school security resolved
- Remedial work on Butt's Way bank completed
- Class 2 has a new door

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- Partition installed in the Den to create separate working areas – this has been a really useful addition.
- Some of the parking signage has come down. Parking issues persist – involvement of Year 5 Mini-police. *AP and AW to organise a time to meet with the Mini-police to discuss their parking survey findings.*
- The school now uses AIS Cleaning Services. There seems to be a high turnover of cleaning staff at the moment, but it is hoped this will settle down.

**Q:** Are AIS staff DBS cleared?

**A:** Yes

- Kingsmead catering manager has resigned. RS may be able to find out more about the situation at a Tone Valley Partnership's (TVP) Heads' meeting tomorrow.
- Work will be carried out next week to replace the hall and office side of the school lighting to LED lights.
- Tennis court- DM reported that he is meeting members of the community about the possibility of raising funds to get the courts recommissioned.

*Action 4: AP and AW to organise a time to meet with the Mini-police to discuss their parking survey findings.*

## **10.0 Education Committee Report**

RS said there has now been three years' worth of assessment data for the new testing regime so there is more comparison data available. Milverton School is in a strong position, being in the top 20% nationally.

The committee looked at the Fischer Family Trust (FFT) Aspire assessment tracker, which teachers are now using. Teachers can use it for planning and for assessment tracker. RS said that like any system, the more data it holds the richer the experience. Therefore, the advantages of FFT will grow as it is populated with our assessment data.

In the Committee meeting, Governors reviewed and agreed the British Statement of British Values and Governors' Principles of Behaviour.

There were no questions.

## **11.0 FP&P Committee Report**

The Chair of the FP&P Committee said that the school is in a better position in terms of its anticipated deficit for 2020-21 than at the last FGB meeting.

The Government has fully funded the teachers' pay grant and the request for High Needs Funding has been successful.

Governors thanked Kate Lewis for her hard work in attaining this funding; Governors recognise that it takes a lot of time and effort to achieve this.

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Governors said that we will have a better idea at the February FGB meeting as we will know what party will be in Government. All parties have said they will pledge an increase in school funding, however these are election promises only at the moment. Politicians seem to have a better awareness that there is a serious problem with school funding. This may mean an increase in per pupil funding. RS said to be aware that the headline figure may not be the same as the actual amount a school receives.

**Q:** Do you expect any more significant amounts of money to come to the school this financial year?

**A:** No. We are at Month 7 and if there will be anything from the new Government it is likely that it would be targeted at 2020-21.

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### **12.00 Pay and Appraisal Committee Report**

The Committee reviewed and agreed recommendations for pay uplift for some teaching staff.

In terms of the national pay award, it was agreed that all teachers should get a 2.75% pay increase, in line with Somerset's recommendations.

The Chair of the committee said the school and staff are performing really well and everyone should be proud.

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### **13.00 Set up of new Headteacher's Performance Review Panel**

AL suggested that there should be a split of the Pay and Appraisal Committee to create a separate Headteacher's Performance Review Panel. This is seen as best practice by Ofsted and it would show a demonstrable separation between the two committees. This would mean two committees of 3 Governors, with 1 Governor in both, and it would be to provide transparency.

RS explained the process of his review: Rosemary Bailey, the School Improvement Partner, spends a morning questioning him and gathering information and evidence. Governors meet with Rosemary without RS to discuss her findings. RS joins them to answer questions. The Governors make decisions based on their conclusions. Rosemary does not make any recommendations concerning pay.

In terms of staff pay, RS makes recommendations to the Committee with evidence from staff appraisals and the Committee decides whether or not to approve.

The Board discussed the pros and cons of separation of the Committee and questioned why it would be good, as well as other ideas such as a way of separating the Pay and Appraisal agenda. After this discussion, Governors concluded that it is better to remain with one Pay and Appraisal Committee. With Rosemary Bailey's involvement in the Headteacher's appraisal process, Governors feel this offers good transparency and there is association of an outside party. Sometimes, it is good to have a change of advisor. However, Rosemary has such incisive observations and recommendations, which make her input invaluable.

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Governors also commented that we have a School Evaluation Partner (SEP) that comes in to monitor the school, from the County Council. Their observations have been consistently in line with Rosemary's. The SEP also has a conversation with the Chair of Governors as part of their visit.

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#### **14.00 Headteacher's Report**

This document was circulated in advance of the meeting

RS talked through the report:

#### **SDP Priorities:**

##### Curriculum

As we are working with other schools in the TVP to design a curriculum (or 'intent'), progress is slower than doing it within one school. The plan is to generate key concepts across the curriculum. The SLT have been auditing and rationalising the current curriculum documents, with the aim of making one. RS foresees this is a job that will take most of this year.

##### ICT

Sarah Brown is working hard on this at the moment – there will be more progress to report later in the year.

##### Assessment

We are now using FFT and not SIMS. Staff are happier with this as it is more user-friendly and intuitive. SP/ PC have set up bespoke tracking sheets and teachers have received training.

Attendance is slightly up on this time last year, which is surprising as there has been a lot of illness.

Governors commented that it was great to read the information in the report written by Jane Nicholls and Peter Coupe, as it gives a clear indication of the breadth of curriculum that is being delivered to the children.

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#### **15.00 Annual Safeguarding Audit – update**

The audit is not open until January 2020. LB is now the Safeguarding Governor and has met with RS to discuss safeguarding.

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#### **16.00 Policies**

##### **Governors agreed the SEND Policy and Medical Needs Policy**

Kate Lewis was present at the meeting to talk through the SEND Information Report with Governors. This report is required to have input from parents, staff, pupils and Governors. Kate explained that she and Jane Nicholls have held a parents' forum in which they invited parents of SEN children as well as parents they would like to engage further. This was a useful exercise and

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there were some valuable suggestions made. Kate and Jane are planning to hold further parents' forums through the year.

Kate explained that instead of a straight forward report, the information would be more 'user-friendly' by being in a PowerPoint. This will be uploaded on to the website.

Kate talked through the Powerpoint and took minor improvement suggestions from Governors.

Once these amendments have been made, the PowerPoint will be highlighted to parents.

### **Governors agreed the SEND Information Report.**

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#### **17.00 Clerk's Matters**

- MB will let parents know there is a Parent Governor election and hold an election, depending on interest.
- At Clerk's Briefing, it was stated that Boards should consider re-instating subject specific Governors due to the new Ofsted framework.
- Governors are reminded to sign 'Keeping Children Safe in Education' once they have read it.

*Action 5: MB to organise Parent Governor process*

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#### **18.00 Chair's Matters**

Nothing to report.

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**Meeting closed: 21:00**

**Next FGB Meeting: Wednesday 5<sup>th</sup> February, 2019**

#### **ACTIONS**

<i>Action 1: AP to find out whether Faxi app is something that can be set up by parents will liaise with MB</i>
<i>Action 2: Governors to donate £5 to the raffle via AK.</i>
<i>Action 3: All Governors to read the Aide Memoire</i>
<i>Action 4: AP and AW to organise a time to meet with the Mini-police to discuss their parking survey findings.</i>
<i>Action 5: MB to organise Parent Governor process</i>

#### **Meeting Dates for 2019/20**

<b>Education Committee</b>	<b>FP&amp;P Committee</b>	<b>FGB MEETINGS</b>
Monday 20 <sup>th</sup> January 2020	Weds 22 <sup>nd</sup> January 2020	Weds 5 <sup>th</sup> February 2020
Monday 23 <sup>rd</sup> March 2020	Weds 25 <sup>th</sup> March 2020	Weds 29 <sup>th</sup> April 2020
Monday 22 <sup>nd</sup> June 2020	Weds 24 <sup>th</sup> June 2020	Weds 8 <sup>th</sup> July 2020

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