

MILVERTON COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BODY MEETING

Wednesday 11 July 2018 at 17:00

DRAFT MINUTES		
	Present:	Absent:
Chair	Andy Powell (AP)	Stephen Penny
Headteacher	Richard Stead (RS)	Adrian Landon
	Ewan Robertson (ER)	Chris Mann
	Linda Burton (LB)	Anna Kyle
	Lydia Laphorn (LL)	Andy Wooller
	Lindsey Tawse (LT)	
	Lindsey Waddington (LW)	
Clerk	Marian Barlow (MB)	
In attendance	David Malcolm	
	Kate Lewis	

Documents circulated in advance of the meeting:

- Agenda
- Draft minutes of FGB meeting 16 May 2018
- Education Committee meeting report June 2018
- FPP Committee meeting report June 2018
- End of Year Headteacher's Report 2018
- Health and Safety report
- SEN report

1.0 Welcome to new Governor

The Board of Governors welcomed David Malcolm who is attending the meeting with the view to joining the Board as Co-Opted Governor from September 2018. The Governors introduced themselves.

David Malcolm was voted on to the Board of Governors as a Co-Opted Governor later in the meeting.

2.0 Apologies for absence

Apologies received and accepted for Anna Kyle, Andy Wooller, Chris Mann, Adrian Landon, Stephen Penny, Lindsey Tawse.

Signed as an accurate record of meeting Date:

3.0 Declaration of Business Interests

None declared.

4.0 SEN Report

This report was circulated in advance of the meeting

Kate Lewis, SENDCo, attended the meeting in the absence of the SEN Governor for the annual SEN report to Governors.

- Kate said wellbeing and emotional health has been a key focus for the SEND department this year. It has seen the introduction of the popular Forest School sessions with Josh Wedderkopp, as well as whole school yoga and mindfulness sessions, which will continue next year. Forest School has been for each class, but also for a small group of children in the afternoons that have social and emotional needs.
- Kate has expanded her role as SENDCO to incorporate the newly merged Pre-School. This means we can identify needs in the younger children and put interventions into place for children earlier. This has also meant that we have been able to train the Pre-School staff in relevant areas. This has made for an improved transition for the children joining the school from Pre-School.
- Kate explained the current situation with Emotional Literacy Support Assistants (ELSA). We have been very lucky to have Sam Sidney, a trained Educational Psychologist, working with the children as a Social Emotional Mental Health TA, but she is now moving on. We have a trained ELSA, Soo Egerton, who will take on Sam's ELSA hours next year.
- Kate explained to Governors all the different provisions that are in place in the school.
- Kate has recently become a primary representative of the SENDCo and Officers Forum and attends brainstorming and update meetings once per term and cascades this to the area SENDCo meetings.
- Kate reported on the various SEN training that staff have attended this year.
- Kate explained that she has worked with many outside agencies this year for support and advice such as Educational Psychologists, Autism and Communication Service, Occupational Health therapists, Speech and Language therapists and many more. This important advice from professionals has been invaluable in supporting some of the pupils at Milverton School.
- The SEN Governor reported that she has been privy to strong anecdotal feedback from both staff and SEN pupils that the pupils are happy, thriving and emotionally very well supported.

Signed as an accurate record of meeting Date:

Governors thanked Kate for her detailed report and attending the meeting. Governors commented that the SEN provision is clearly very strong in the school and they passed their appreciation to Kate and the rest of the SEN team for their valuable contribution to the pupils.

KL left the meeting at 17.30

5.0 Matters Arising from the Minutes of the FGB Meeting 16 May 2018

This document was distributed in advance of the meeting

Action carried forward: Most Governors have now signed the 'Keeping Children Safe in Education Part 1', however if you have not yet done this please sign the one held in the school office.

Action 2 carried forward: AL to look over the school website in terms of statutory regulations from checklist.

Action 3 carried forward: Please can Governors complete the Safeguarding training in the online training package. Please contact MB if you are having problems accessing this.

Governors agreed that the minutes of the FGB meeting of 16 May 2018 are an accurate record of the meeting. The minutes were signed by the Chair.

5.0 Urgent Non-Agenda Items

None

6.0 Child Protection/ Safeguarding

Nothing to report.

7.0 Health, Safety and Security

This report was circulated in advance of the meeting.

There is nothing more to add from the recent Health and Safety report distributed to Governors. There were no questions.

8.0 Governor Training

A reminder about the access to the Governor Online training. Please let MB know if you complete any parts of it.

9.0 Education Committee Report

These minutes were circulated in advance of the meeting

RS talked through the report.

- Attendance relatively static at a high level.

Signed as an accurate record of meeting Date:

- There has been half the amount of entries in to the duty room book, illustrating an improvement in behaviour. Behaviour has always been good, but this means it is even better!
- Apprenticeships – 2 posts have been advertised through Somerset Skills and Learning (S,S & L). RS is in the process of shortlisting and will be interviewing shortly.
- RS talked about the redeployment of staff as mentioned in the report section 5.0.
- RS explained that Jane Nicholls has attended training on the new PSCHE curriculum. Part of this is Relationship and Sex Education, which the Government would like schools to start earlier. Jane has revised the Policy so that it will be available on the website for parents to read, and we will make it clear to parents they are welcome to come in and talk with staff.

Q: When would this curriculum begin with the children?

A: Currently, the sexual reproduction side of the curriculum is done in Year 6, but the Government would like to move some of it down to Year 5. The purpose of this is to help children understand in the right way and at the right time. Discussions around relationships can start from Reception Class; for example talking about healthy relationships; about being kind and thoughtful to others. RS said it is important that parents are aware of when their children are being taught this curriculum, and the content, so that they are enabled to have those conversations with their children.

Q: Can an SEN update be added as a standing item to the Education Committee agenda?

A: Yes, RS will add it.

10. FP&P Committee Report

These minutes were circulated in advance of the meeting

The Chair of the Committee said the key thing is the financial situation; next year's budget was a cause for concern, however with good financial planning this situation has been alleviated. Hopefully, there will be more children in the school for the October census, when pupil numbers for 2019/20 budget will be set. Governors commented that there will always be variables, but we are on a steady course for next year. Governors congratulated the finance team on good financial management of next year's budget.

Q: Governors asked whether there should be exit interviews for staff?

A: RS said there is no current system for this, but is open to offering it to staff should they feel the need of it. This could either be done with RS or with a Governor.

RS reported that he has been in contact with the County Council about a pot of safeguarding money that he could possibly bid for in terms of the car park. This would be for a remodeling of the car park to have entrance and exit points and also for fencing and access to the site. It falls to semantics and trying to shape the bid to fit the pot of money. RS does not know whether this will be successful or not.

RS explained to Governors that AW has mocked-up some signage to mark where the drop-off point bays would be and the expectation of how they should be used. There will be another letter to parents issued in September once the signs are in force.

Signed as an accurate record of meeting Date:

12. Headteacher's End of Year Report

This report was circulated in advance of the meeting

RS talked through the report. The key points are:

- Artsmark Award work will be submitted before the end of term; we are hoping that we have been successful.
- The Key Stage leaders have included reports for the summer term which outlines what has been happening in school and the focus across the curriculum.
- The end of KS2 data has been published and RS is pleased to say that our students have done very well.

Milverton	National Average
Reading 100%	Reading 75%
Grammar, Punctuation and Spelling 93%	Grammar, Punctuation and Spelling 78%
Mathematics 83%	Mathematics 76%

- Writing is teacher assessed and 93% of our children reached Age Related Expectation (ARE); nationally it is 78%.
- Combined scores – 83% our children reached ARE in all subjects; nationally 61% of children reached ARE.
- 57% of our children reached Greater Depth in Reading, 27% reached Greater Depth in Maths.

RS commented that the Year 6 team worked very hard and this shows in these excellent set of results.

Governors congratulated the whole staff on these results, and especially SP and LL. They congratulated the Year 6 team on creating an atmosphere of purpose around the SATS, without making the children feel pressured or worried about them.

Q: When do the league tables come out?

A: These come out in December, but we can still talk about these figures.

- We are close to being full at this time, at 205 pupils (the limit being 210). RS said it is of course better not to go over 30 pupils in a class, however this is sometimes unavoidable.
- There has been one fixed term exclusion this term. This is a rare occurrence as there have only been 4 fixed term exclusions in 10 years.
- Attendance remains good.

Signed as an accurate record of meeting Date:

13. SDP Priorities for 2018/19

RS and the SLT have discussed possible SDP priorities for next academic year. The areas that have been discussed are:

- Maths. We do this well, but we could do more to improve children's fluency in Maths. Ideas discussed were engagement with parents about how Maths is taught, expectations in Maths homework, possibly having a 'Maths diary' similar to the 'reading diary'. RS explained that the timetable has been altered to make the Maths and Literacy sessions in the morning uninterrupted, by moving assemblies to the afternoon. This has been trialled this half term and has had a positive effect.
- Spelling – this has improved (KS1 got 100% in their phonics test), but more could be done around encoding. Phonics works well with decoding words and reading, but we need to do more research to find something that works for spelling in the same way.
- 3 Year Plan – there is more to do with this: vision and values work.
- 360 Safe – an online safety audit for the school. RS will involve Sarah Brown to help with him with this work.
- Greater Depth in boys' writing – there could be more work in this area.

Q: Have these priorities been discussed with Rosemary Bailey?

A: Not yet as she is due to visit at the end of this week.

Governors said it was useful to have an awareness of what staff are considering for priorities next year.

14. Chairs Matters

Governors presented a small token of appreciation to LW and thanked her for all the time and commitment she has shown to the school over her years as Governor. Governors also thanked LT in her absence. Both Governors added great value to the Board and their contribution will be missed.

The Board now has one vacancy for a Co-Opted Governor.

The Chair asked Governors to consider what roles they would like to take on in September, so that this can be decided in the first FGB meeting.

The Chair thanked all the Governors for their work this year and wished everyone a good summer break.

Meeting closed: 18:40

Next FGB Meeting: Wednesday 19 September 2018

Signed as an accurate record of meeting Date:

ACTIONS

Action carried forward: Most Governors have now signed the 'Keeping Children Safe in Education Part 1', however if you have not yet done this please sign the one held in the school office.

Action 2 carried forward: AL to look over the school website in terms of statutory regulations from checklist.

Action 3 carried forward: Please can Governors complete the Safeguarding training in the online training package. Please contact MB if you are having problems accessing this.

Dates for Governors' Meetings 2018-19

Education Committee	FP&P Committee	FGB MEETINGS
		Weds 19 th September 2018
Monday 12 th November 2018	Weds 14 th November 2018	Weds 28 th November 2018
Monday 21 st January 2019	Weds 23 rd January 2019	Weds 6 th February 2019
Monday 1 st April 2019	Wednesday 27 th March 2019	Weds 1 st May 2019
Monday 24 th June 2019	Wednesday 26 th June 2019	Weds 10 th July 2019

Signed as an accurate record of meeting Date: