

MILVERTON COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BODY MEETING

Wednesday 16 May 2018 at 19:30

DRAFT MINUTES		
	Present:	Absent:
Chair	Andy Powell (AP)	Lindsey Waddington (LW)
Headteacher	Richard Stead (RS)	
Vice Chair	Adrian Landon (AL)	
	Stephen Penny (SP)	
	Ewan Robertson (ER)	
	Linda Burton (LB)	
	Lydia Laphorn (LL)	
	Anna Kyle (AK)	
	Lindsey Tawse (LT)	
	Andy Wooller (AW)	
	Chris Mann (CM)	
Clerk	Marian Barlow (MB)	
Meeting began: 19:34		

Documents circulated in advance of the meeting:

- Agenda
- Draft minutes of FGB meeting 21 March 2018
- Education Committee meeting report April 2018
- FPP Committee meeting report May 2018
- Safeguarding Audit Dashboard
- Headteacher's Report May 2018

1.0 Apologies for absence

Apologies received and accepted for Lindsey Waddington.

2.0 Declaration of Business Interests

None declared.

3.0 Agree Change of School Name

There needs to be a new Instrument of Government with the addition of the pre-school, now that the school has merged with the pre-school. This requires the Governors to agree a change of school

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name to include pre-school. The Governors agreed to the change of school name to 'Milverton Community Primary School and Pre-School'. MB will organise a new Instrument of Government.

Action 1: MB will organise a new Instrument of Government.

4.0 Matters Arising from the Minutes of the FGB Meeting 21 March 2018

This document was distributed in advance of the meeting

Action 1: The Wellbeing page is now live on the website [here](#).

Action 2 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 3: RS has emailed Governors the link for online Prevent Training. Please email or print the completion certificate and give to MB.

Action 6: AL and RS will meet next week to discuss the GDPR.

Action 7 completed : The Chair thanked Governors for their reports and visits to school.

Governors agreed that the minutes of the FGB meeting of 21 March 2018 are an accurate record of the meeting. The minutes were signed by the Chair.

Action 2: The Vice-Chair said he would look over the website in terms of the statutory regulations. MB will email AL the website checklist.

5.0 Urgent Non-Agenda Items

None

6.0 Child Protection/ Safeguarding

The annual Safeguarding Audit dashboard with explanations of the areas that need to be completed was circulated to Governors before the meeting. The Safeguarding Governor explained that she had met with RS and Jane Nicholls to complete this audit and as the dashboard shows, there are a few minor areas that are showing as red and orange. These are often to do with the merger with the Pre-School and new staff that have joined there. RS said that none of these are worrying or urgent actions. RS expressed that this new audit has its frustrations and box ticking does not necessarily keep children safe, however it is generally a useful tool to highlight awareness in certain areas. RS clarified to Governors how to read the wheel – that the arcs within the wheel represent the amount of questions in each section, and therefore if one segment has less questions the arcs appear bigger. The size of the arc does not reflect its importance.

Q: How will progress against the actions be recorded?

A: It is an online tool which gets fed back to the County Council and we will be keeping a note of the progress against the actions. RS said that unfortunately it only produces a lengthy summary of all the questions and answers and not a summary of the actions, therefore we produced our own.

Q: Query 3.2 – Do Governors understand how to apply the statutory safeguarding and welfare requirements of the EYFS 2014? Governors questioned their role in this.

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A: It would be useful for one Governor to have read the EYFS 2014 document, but really this is a question that Governors should feel content that staff in the setting understand how to apply the safeguarding and welfare requirements.

Q: Query 9.14 – What is ELIM 360 and why is the school waiting until September to implement it?

A: 360 Safe is an interactive e-safety self-review audit tool provided by SWGfL (South West Grid for Learning) through ELIM (E-Learning and Information Management) at SCC. This is quite a comprehensive and probably time-consuming audit tool and can take up to a year to implement it. It is not statutory. RS said he would assess the feasibility of it in September.

7.0 Health, Safety and Security

Nothing to report – car parking issues covered in the FP&P Committee Report.

8.0 Governor Training

8.1 The Chair said he has been approached by the Chair of Governors of Lydeard St Lawrence School as they plan to run a Governor finance training session in the Autumn Term. If you are interested, please let MB know. Governors commented how useful they found the session that our Board ran earlier this year and recommended any new Governors to attend.

8.2 Online Governor training – MB is still in the process of organising access log-ins with Governor Services. This will be emailed to Governors.

Action 3: MB to email details of access to Online Governor training.

9.0 TVP Update (Tone Valley Partnership)

RS explained that the groundwork for the TVP was done last year and that this year we are starting to see plans come into fruition. For example, teachers across the TVP have come together twice this week; for a meeting on School Pupil Tracker Online (SPTO) and for Maths moderation, both held at Milverton. Recently, finance officers from across the schools met to discuss bulk purchasing and have already secured a significant discount from a major educational supplier. RS feels that the TVP has been able to do more on the pedagogical aspects of collaboration this year and can see how beneficial this will be. It is becoming more functional and will have more impact on the ground.

This will also help with transition from KS2 to KS3 (Year 6 to Year 7) which is traditionally a time when children's progress can slow as they begin secondary school. The new Acting Head of Kingsmead School, Mark Williams, will be coming to visit this school in June as part of this process.

Governors said that this is really good practical examples of the schools in the Partnership collaborating. The Chair commented that Chairs across the TVP are starting to communicate more, trade issues and seek advice from each other.

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Q: Are all of Kingsmead's feeder schools involved in this Partnership?

A: Yes. Only one school has not been as involved, due to it being in a multi academy trust already.

10. Education Committee Report

These minutes were circulated in advance of the meeting

RS talked through the main points of the Report.

10.1 Changes to staffing

Cat Smith has resigned and her position will be replaced by Alice Gauntlett. This has created a full time teaching vacancy. Sarah Brown will take up this full time permanent position in September.

10.2 Progress Reports from Spring Term assessment data

The results are based on teachers' assessments. RS said that the data is looking fairly strong. The progress data shows less progress made in Maths compared with Reading and Writing. RS believes that the data will show some improvement in July. He said that it is hard to be accurate in recording data on Pupil tracker, due to the wording and believes that staff show caution in their assessment judgements.

10.3 SATS

Year 6 children are currently sitting their SATS exams. RS said that preparation has gone very well and all the children have shown great focus and effort during their exams so far. RS is very proud of how LL and SP have prepared the children for the SATS and has been very impressed with the children's attitudes. The indications are that they will be a strong set of results.

Governors said that they were delighted to hear these comments and commend LL and SP for getting the children into the right frame of mind.

10.4 In point 5 of the Education Committee report it states that RS is considering producing some short Maths workshop videos to help parents understand the methods we use for number. Governors commented that this would be a very useful thing to do and that it is important to inform parents of the current way of teaching, particularly for Maths. RS and MB will be working on this.

11. FP&P Committee Meeting

These minutes were circulated in advance of the meeting

Governors said the total and uncommitted carry forward at year end in April is £49,111. This means there is a reasonably positive situation for this year, however next year remains a concern.

Governors reported that there was a lengthy discussion about the perennial problem of the car park during the FP&P meeting. A positive plan is still in discussion amongst some Governors and RS and this will come in to effect after half term. It will be a matter of considering how this has worked.

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Governors will be asked to help man the turning circle at certain times of the day when the new system comes into force. Governors will be emailed specified dates and times and support will be welcomed.

Action 4: FP&P Governors and RS to finalise details of car parking restrictions plan and email parents.

12. Headteacher's Report

This report was circulated in advance of the meeting

RS talked through the Report.

a/ Smoothing the Transition Dip

Preparations are under way to help Reception Class children change their routines and move to a more 'formal' way of learning, to be ready for their move to Year 1. The Year 1 teacher will continue the process, without implementing the Year 1 curriculum too quickly. This can sometimes cause a progress dip, if the children are not ready.

RS mentioned that Kate Lewis, AK and 7 parents will be doing the 3 Peak Challenge to raise funds for the Reception and Class 1 outdoor area. To sponsor them please go to:

www.justgiving.com/crowdfunding/milvertonmountaineers

b/ Secure Assessment

Four TVP schools have been working together to improve how we record and moderate assessments on School Pupil tracker Online (SPTO). The schools have access to a collaborative assessment tool which looks at all the schools' data as one school. There has been a couple of meetings between the Senior Leaders of all four schools to align how the schools use SPTO and from that there has been training for all teaching staff. This will help us understand and standardise the assessment judgements that we are making.

Q: Are there any data protection issues with this?

A: No, this will only be used by the schools. RS understands that this will be ok. The Privacy Notices need to be updated for the GDPR and this could be included. AL and RS to discuss further when they meet re GDPR.

RS commented that the Maths moderation that took place today was a useful exercise and move the teachers forward in understanding what Age Related Expectation (ARE) looks like in practice. It is easier to spot ARE and Greater Depth (GD) in writing, but we still have to provide the children with more opportunities to show GD in Maths; for example whether they can apply mathematical techniques out of context.

d/ Progress Artsmark Award

Cat Smith went to Westminster today to present to MPs as part of a representation of art teachers from Somerset. Class 3 have completed their Artsmark Award.

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Q: Is there a timescale for Artsmark?

A: RS would like it completed by when Cat Smith leaves. She needs to put together a folder of evidence to be assessed.

Q: Will Artsmark continue after Cat has left?

A: RS would like the commitment to the arts to continue. Cat will have left a legacy and we hope that there will be someone that will be able to take it forward.

Governors commented that they liked that the recent feature on the school in the Somerset County Gazette mentioned the strategies for well-being in school.

RS said there has been a lot migration recently; we have had 4 new starters in Reception Class and we expect 5 new pupils after half term. However, we do know of a few families moving away over the summer holidays. RS said ideally he would like pupil numbers to be around 200 for the October census.

Q: Is the figure of 61 children correct in the attendance data for the amount of children with unauthorised attendance from the 4 Sept 2017 to 15 May 2018?

A: Yes, this accounts for parents taking children out on term time holidays and also includes late marks. Attendance is good at this school and there is a small minority of children who are off more than others. These are dealt with by using our attendance policy guidelines and the system of letters it outlines.

13. Proposed Meetings dates for next year

These dates were circulated in advance of the meeting

The Chair explained that the way the term dates have been set for next year means that meetings that take place either side of the Easter holidays are now only a few weeks apart. Governors agreed to drop one FGB, Education Committee and FP&P meeting in April/ May 2019 and bring the adjacent meetings closer together. Governors agreed to a 7pm start time for FGB meetings (6pm start for committee meetings remains the same).

14. Chairs Matters

- The Chair attended the Chairs' Meeting last night and will disseminate information by email to the Board.
- Olands landowner has put in appeal against his planning application refusal.

Meeting closed: 9:20pm

Next FGB Meeting: Wednesday 11 July 2018

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ACTIONS

Action 2 carried forward: Most Governors have now signed the 'Keeping Children Safe in Education part1', however if you have not yet done this please sign the one held in the school office.

Action 3 carried forward: Complete online Prevent training and then please email or print the completion certificate and give to MB.

1	<i>MB will organise a new Instrument of Government.</i>
2	<i>The Vice-Chair said he would look over the website in terms of the statutory regulations. MB will email AL the website checklist.</i>
3	<i>MB to email details of access to Online Governor training.</i>
4	<i>FP&P Governors and RS to finalise details of car parking restrictions plan and email parents.</i>

Dates for Governors' Meetings 2017-18

Education Committee	FP&P Committee	FGB Meetings
Monday 2 July 2018	Weds 27 June 2018	Weds 11 July 2018

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