

MILVERTON COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BODY MEETING

Wednesday 19 September 2018 at 19:00

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

Documents circulated in advance of the meeting:

- Agenda
- Draft minutes of FGB meeting 11 July 2018
- Standing Orders 2018
- Headteacher's Report to Governors September 2018
- Governors' Aide Memoire
- Governors' Code of Conduct
- Governors' Roles and Committee Memberships

Documents tabled at the meeting:

- Year 6 SATS data 2017-18
- Governors' Register of Business Interests 2018-19
- SDP Priority B Improvement in Maths

1.0 Apologies for absence

Apologies received and accepted for Chris Mann.

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2.0 Declaration of Business Interests

Governors completed and signed Declaration of Business Interests and handed to the Clerk.

3.0 Governing Board Code of Conduct

Governors completed and signed the Governors Code of Conduct and handed to the Clerk.

4.0 Agree Standing Orders

Governors agreed the Standing Orders for 2018/19.

5.0 Delegation of External Visits

RS explained to Governors that the overall responsibility of the education of the children at Milverton School rests with them, but they delegate the operational duties of running a school to the Headteacher and the staff. This includes the delegation of external visits, residential or local trips, to the Headteacher and staff.

The Governors agreed the delegation of external visits to the Headteacher and staff.

6.0 Matters Arising from the Minutes of the FGB Meeting 11 July 2018

Actions carried forward: There is a new Keeping Children Safe in Education guidance published. MB will forward this to Governors and will have a paper copy to be signed by Governors at the next FGB meeting in November. Please read this guidance before the next meeting.

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

Action 3 carried forward: Governors are asked to complete the Safeguarding online training which can be accessed on this link <https://someset.learningpool.com/login/index.php>. MB to email this link to Governors.

Governors agreed that the minutes of the FGB meeting of 11 July 2018 are an accurate record of the meeting. The minutes were signed by the Chair.

Action 1: MB to email 'Keeping Children Safe in Education' new guidance to Governors and will have a copy to be signed by Governors at the next FGB meeting in November. Governors to read new guidance.

Action 2: AL to look at school website in terms of statutory regulations from checklist. MB to email AL checklist.

Action 3: MB to email online training link to Governors.

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7. Election of Chair and Vice-Chair

The Chair said he has been in this position for the last two years and is happy to carry on for another year, if this was the wish of the Board. He asked if there was anyone who would like to step forward for the position – no one put themselves forward. AP left the room and was unanimously voted to be Chair of Governors for 2018-19.

The Chair explained that, ideally, the Governor who takes on the role of Vice Chair would look to take on the position of Chair next year. AL said he was happy to carry on with this role this year with the idea that he would step up to the position of Chair next year.

Governors commented that it is good to have movement in the Chair role, as it brings different experience and perspectives to the Board.

8.0 Establish Sub Committees

Document with current Governor roles and gaps was distributed in advance of the meeting

The Chair described the Governor roles that are currently vacant and Governors discussed who would take them on. It was decided that:

- LB will take on the Pay and Appraisal Committee vacancy and Early Years and Pre-School Governor vacancy and stay in the Education Committee.
- DM will take on the Health and Safety Governor vacancy and join the FP&P Committee.
- LL will continue with Safeguarding Governor role and will stay in the Education Committee.
- AK will continue with SEN Governor role and stay on the Education Committee (assumed in AK's absence).
- AL will move to the Education Committee.
- ER will continue as Chair of the FP&P Committee and Pay and Appraisal Committee.
- CM and AW will continue on the FP&P Committee.

This means we have a vacancy for a Co-Opted Governor. The Chair asked Governors to consider possible candidates that they may know, however ideally this person should not be a parent of Milverton School to keep the right balance of parents/ non-parents on the Board.

Action 4: An updated table of roles and committee memberships will be emailed to Governors.

9.0 Urgent Non-Agenda Items

The Chair explained that RS received an email regarding the SEP (School Education Partner) provision for the school. RS explained that the SEP is a consultant employed by Somerset County Council who comes in to evaluate the school and give feedback to the County Council; it is like quality assurance. For the last 4 years our SEP has been Jo Dymond, but she has now left the service. Therefore, we will be assigned a new SEP and the Council would like us to sign up for it without knowing who it will be. We would receive one annual visit.

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Q: Governors asked RS if this visit is something that he welcomes?

A: There are good consultants and not so good ones; there is a chance it could be a waste of money and time, but he did find Jo Dymond very useful and helpful. With the school's good track record, it is unlikely that it would be a negative experience.

Governors discussed this and it was decided that the school should carry on with the SEP for one year and see whether it is value for money.

10. Governor Training

Reminder to Governors about the online training that is available through:

<https://someset.learningpool.com/login/index.php>

11. Child Protection

The Safeguarding Audit will need to be updated and completed. RS believes the deadline will possibly be in December.

12. Health, Safety and Security

The Chair talked through the expectations of the Health and Safety Governor for DM.

RS said that there are no pressing health, safety or security issues at present. The traversing wall repairs are still to be actioned. There are quite a few bugs; coughs/ colds/ sickness already going around school.

13. Headteacher's Report to Governors

In his report, RS has looked back over the last academic year and the impact of the 2017-18 SDP priorities.

Smoothing the Transition Dip

The EYFS staff and Year 1 teacher worked together to establish a more play-based approach to learning in Year 1, to enable the children to feel more comfortable and confident as they make the transition to the National Curriculum in Year 1. It allows the children who have not completed the the Early Learning Goals by the end of Reception Class the chance to make progress and transition more smoothly.

The outdoor area for Year R and 1 has been revamped to help fulfil the requirements of the EYFS curriculum for those children that need it. Kate Lewis and some parents took on a huge challenge (trekking over 3 mountains in 24 hours!) to raise a fantastic £2,000 to help pay for the improvements.

The work has continued with other Tone Valley Partnership (TVP) schools to tackle the transition dip between Key Stage 3 and Key Stage 4. RS reported that he had a meeting with the new Headteacher of Kingsmead, Mark Williams, at the end of last term. Mark looked at a selection of our pupils' work and commented about a less able piece that it looked similar to foundation level

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GCSE. RS said that what we are about is broadening the children's education and ensuring they have strong foundations from which to grow. RS feels there is more work to be done on the transition between KS2 and KS3.

Secure Assessment

There were a number of staff training and CPD sessions last year and the impact of these is that teachers report a better understanding of what Age Related Expectation (ARE) 'feels like' for their year groups in core subjects. This will still continue.

Q: Governors asked SP how it had worked out in terms of ARE and the Year 6 SATS?

A: SP felt that it was very close to what he had expected— exam results are very dependent on how the student is feeling on the day. In Reading, the children achieved higher than expected and with Maths, slightly lower. He said that each year is getting easier to know what the children need to achieve, through experience.

Artsmark Gold Award

RS said that he had received an email this afternoon from Cat Smith to say that the school has achieved Artsmark Gold Award. RS read some content of the email to Governors.

The panel commends your commitment to providing a diverse range of high quality artistic and cultural experiences for pupils at Milverton Community Primary School. The panel were particularly impressed by the way you had embraced work with a range of partners including the local Music Hub and artists, to ensure that your rural location was not a disadvantage in providing excellent authentic experiences. The work on the Squirrel project represents the way in which you have brought together pupils, staff and the wider community in a positive shared experience. In the future, you may wish to consider the development of pupil ambassadors as a way of developing a wider national profile.

Cat said that they would like to celebrate our achievement in national Artsmark Celebration Week (8th-12th October).

The Board of Governors asked for their thanks to be forwarded to Cat for all her work.

Q: Presumably, this art curriculum will continue now that Cat has left?

A: Alice Gauntlett is keen to take on the Arts Co-Ordinator role and RS will be having a discussion with her about continuing the art curriculum.

Strategic Plan - Wellbeing

RS feels that this plan has a very positive effect on the school. There has been a fall in the number of duty room entries and there is a good atmosphere around the school and in the staff team.

Q: Have there been staff changes this year?

A: Yes, Cat Smith, Anne Lovell-Brown and Sam Sidney have left. Rebecca McDonagh and Alice Gauntlett are now in Class 1. Isabel Calnon has moved to Class 3. We have welcomed 2 apprentices; Nicola Pyne in Key Stage 2 and Rachel Andrews at Pre-School. Sarah Carter has started as a TA.

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RS said that the work staff did on the September inset day around the vision statement, united the staff group and started everybody off on the same footing for the year.

Q: How has Sam Sidney's role been replaced?

A: We always knew that Sam would move on, being a qualified Educational Psychologist. Therefore, Soo Egerton has been trained as an ELSA (Emotional Literacy Support Assistant). She has picked up Sam's work and RS is very confident in Soo's ability to be successful in this role.

14. School Development Plan Priorities 2018-19

RS talked through the SDP priorities for 2018-19:

A) Spellings

This has improved, but there is room for more improvement, especially around moving from phonics to encoding words. Phonics results have improved year on year, and last year we achieved 100%. We now have a phonics tracker which helps teachers to track pupils' progress in phonics. Children can become over-reliant on phonics and so there is a need to build up sight memory and spelling pattern fluency.

B) Improving Progress in Maths.

Data analysis shows that, of the three core subjects, Maths is our weakest. Although our pupils performed better than the nation at the end of KS2 in almost all measures, Maths is the one which was closest. This trend is true across the school. We would like to improve progress in Maths so that children demonstrate more secure knowledge, understanding and application of mathematical concepts across the curriculum

C) Vision and Values

On the last inset day, the staff team re-assessed the vision statement to condense it to a few words that embody the school's ethos. There had been a few exercises last year to gather words that staff felt represented the school. From the work on the inset day, the SLT decided that the 3 words would be:

- Care
- Aspire
- Belong

Governors commented that they thought this represented the school well. RS said that to do this well is to do more than just put it on our logo and website, it needs to be something that is reflected through the daily working day; they need to be referred to and reflected upon and inform our decision-making.

Q: Is the aim to dispose of the vision statement?

A: No, this is still a useful aspirational statement and is likely to be migrated to a mission statement

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Analysis of 2017/18 SATS data

This document was tabled at the meeting

RS shared with the Governors his preliminary analysis of the 2017-18 SATS data. He explained that with the scaled score the average is 100 and is the mark which is considered Age Related Expectation (ARE). If a child reaches a score of 110, it is considered a Greater Depth score and that the child has reached a higher level of understanding and ability in the subject.

Blue= Milverton School

Red = National figures

	BOYS (14)				GIRLS (16)			
	ARE+		GD		ARE+		GD	
Reading	100%	71%	50%	24%	100%	79%	57%	32%
G, P, S	100%	73%	43%	30%	88%	82%	44%	39%
Maths	93%	75%	29%	25%	75%	76%	25%	22%
Writing (TA)	93%	72%	29%		94%	84%	44%	
R, Wr, Ma	93%	60%	14%	8%	75%	68%	19%	12%
	BOYS AND GIRLS (30)							
Reading	100%	75%	57%	28%				
G, P, S	93%	78%	43%	34%				
Maths	83%	76%	27%	24%				
R, Wr, Ma	83%	64%	17%	10%				

Governors commented that the only area that we didn't out-perform the national figures was in girls' Maths, however we are in line at 75% reaching ARE. Nationally, the only area that boys out-performed girls was Greater Depth in Maths.

In terms of overall ARE+ in Reading, Writing and Maths combined, Milverton performed 19% better than the national average.

Progress indicates that we have added value. This is the progress that children have made between KS1 and KS2 SATS. 0 is considered the progress that could be expected, so positive values are usually considered to be good or very good progress.

Reading +3.4
 Writing +2.0
 Maths +0.7

RS said that the school will be in the top 10/12% of schools in Somerset for these results. Governors commented that the staff and children should be proud of these results. RS commented that the data has been strong for 3 years and this trend is continuing.

Q: How do we compare with schools in the Tone Valley Partnership?

A: Milverton was the best performing school.

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16. Governor Monitoring Visits

Action 5: LL will email the populated Governor Monitoring Calendar to Governors, once RS has completed the SDP in detail. Governors are asked to indicate which priority they would like to monitor.

17. Aide Memoir for Governors

This document was circulated before the meeting.

Governors explained the purpose of the Aide Memoire to new Governors. RS has updated it and Governors are asked to re-familiarise themselves with it.

RS will update the Pupil Premium figures when he has them.

18. Chair's Matters

Nothing to report.

Meeting closed: 20:45

Next FGB Meeting: Wednesday 28th November

ACTIONS

1	<i>MB to email 'Keeping Children Safe in Education' new guidance to Governors and will have a copy to be signed by Governors at the next FGB meeting in November. Governors to read new guidance.</i>
2	<i>AL to look at school website in terms of statutory regulations from checklist. MB to email AL checklist.</i>
3	<i>MB to email online training link to Governors and explanation</i>
4	<i>An updated table of roles and committee memberships will be emailed to Governors.</i>
5	<i>LL will email the populated Governor Monitoring Calendar to Governors, once RS has completed the SDP in detail. Governors are asked to indicate which priority they would like to monitor.</i>

Dates for Governors' Meetings 2018-19

Education Committee	FP&P Committee	FGB MEETINGS
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

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