

MILVERTON COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BODY MEETING

Wednesday 28 November 2018 at 19:00

DRAFT MINUTES		
	Present:	Absent:
Chair	Andy Powell (AP)	
Headteacher	Richard Stead (RS)	
	Adrian Landon (AL) (19:22)	
	Ewan Robertson (ER)	
	Linda Burton (LB)	
	Lydia Laphorn (LL)	
	Andy Wooller (AW)	
	Lindsey Waddington (LW)	
	Stephen Penny (SP)	
	David Malcolm (DM)	
	Chris Mann (CM)	
	Anna Kyle (AK)	
Clerk	Marian Barlow (MB)	

Documents circulated in advance of the meeting:

- Agenda
- FGB meeting minutes 19th September 2018
- Education Committee meeting minutes November 2018
- FP&P Meeting minutes November 2018
- Headteacher's Report
- Complaints Policy

1.0 Apologies for absence

None received.

2.0 Declaration of Business Interests

None declared.

3.0 Matters Arising from the minutes of the meeting 19th September 2018

Action 1: Governors signed a hard copy of Keeping Children Safe in Education, Sept 2018. If any Governors have not read this and/or signed the copy, please do so as soon as possible. MB holds the hard copy in the school office.

Action 2: Website check – completed.

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Action 3: Online training link to Governors – completed.

There was a recent email sent out in error from a member of staff at Somerset County Council to some of our Governors requesting that they complete some online training as a matter of urgency. Unfortunately, some of our Governors did complete the training before it was confirmed to them that they did not need to do it. The Chair said that in future Governors should check with MB about training. It would usually only be MB that sends information about training to our Governors.

Action 4: Updated roles and committees table – completed.

Action 5: Monitoring – to be discussed later in the meeting.

Governors agreed the minutes of the FGB meeting of 19 September 2018 are an accurate record of the meeting. The minutes were signed by the Chair.

4.0 Urgent Non-Agenda Items

AP and ER terms of office have come to an end this week. Governors elected AP and ER onto the Board of Governors unanimously.

5.0 Governor Training

- Many Governors have now completed the online Safeguarding training, however remaining Governors are reminded to complete this by going to:
<https://somerset.learningpool.com/login.index.php>

LL said that to be able to complete the Safeguarding Audit Governors need to complete the online Prevent training. This has previously been emailed to Governors by RS. MB to email the link to Governors. <https://www.elearning.prevent.homeoffice.gov.uk/>. Please can this be done before the Audit deadline of 30 January 2019. Please email MB your certificate of completion.

- *Action 1: MB to email Prevent training link to Governors. Governors are requested to complete this by 30 Jan 2019*
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6.0 Governor Monitoring

LL was hoping to distribute the monitoring calendar before the meeting, however she is waiting for some feedback from RS before sending it out.

Priorities for 2018/19:

- a) Spellings focus on KS1 and lower KS2 the link from phonics to spelling.
- b) Progress in Maths
- c) 3 Year plan – vision and values
- d) Boys' writing
- e) Continue to work on 'meaningful' Quests
- f) Improve e-safety and undertake '360 Safe' audit – Summer Term

There should be 2 monitoring visits per priority, which will begin in January. LL will send out the completed calendar and asks that Governors decide what area/s they would like to monitor and let LL or MB know.

LL explained that Governors who monitor the e-safety priority will also be required to be on a committee set up for the audit which includes Governors, parents and students, which will also extend to next year.

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Action 2: LL to send out monitoring calendar and Governors need to contact LL/MB with their monitoring preference.

7.0 Headteacher's Report

This document was circulated in advance of the meeting

RS talked through the School Development Plan Priorities for 2018/19:

a) Improve Spelling

RS explained that this will focus on different strands:

- Phonics into reading – improve reading in EYFS. Pre-school staff are now recording judgements on School Pupil Tracker Online, our assessment tracking tool. This now enables earlier tracking and assessment of pupils' abilities on entry to Reception Class.
- Phonics into spelling – improve encoding in upper Key Stage 1 in Year 2. The end of year 2 children's spelling should be phonically plausible, but transferring from phonics into Year 3 there should be more spelling accuracy.
- Spelling pattern fluency in lower Key Stage 2. To improve sight recognition of common spellings.

b) Improve Progress in Maths

- This is about improving number sense and fluency. Teachers are now using 'No-Nonsense Maths' which is a short, daily, focused question set that draws on previous Maths teaching. This is to help give the children the ability to perform mathematical problems accurately and quickly.
- Continue to work on improving teacher and assistant's formative assessment. There have been a number of training sessions and teachers and now reporting a better understanding of what ARE feels like for Maths. This is not just an issue with our school but is also national, in fact RS feels that Milverton are ahead in this.
- Conceptual conservation is moving between the concrete and pictorial and abstract phrases of understanding and representing Maths. They have found that by continuing to use visual aids, children in the upper years have a better grasp of concepts and that they still need them to help learning. Staff have received training on this and LL said that it was helpful to be able to know how to model the mathematical problems to the children. It is really helpful for the child to be able to break down the problem in a visual way.

Q: Can they use apparatus in their SATS?

A: SP said that children cannot have the physical resources in SATS exams, however by teaching the children this way of visualizing concepts means that they can draw out the problem to be able to visualise it. SATS examiners also like to see the workings of an answer. SP said he already can see a difference with the children as they are getting more used to it, but it will take time to embed properly.

c) Continuing the 3 Year Strategic Plan

d) Continue to work on using core skills to support the wider curriculum especially in boys' writing. Experience shows that boys prefer to write for a purpose, especially on a topic they feel knowledgeable about.

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- e) Continue to work on 'meaningful quests', to make sure our quests have worth.
- f) Improve e-safety by undertaking 360 Safe audit.

Health and Safety

RS said that there was a recent external health and safety audit from Somerset LA. The audit scored an excellent 96.51% compliance. RS and DM agreed to meet to discuss health and safety matters including the audit.

Finance

Teachers pay increase is affordable – we were expecting 2% across the board, they have recommended 3% for some grades, 1.5% for others and none at all for the rest. Somerset were forbidden to advise schools, but they did say what most schools were doing. It was decided that we are applying the former as it is less divisive.

Q: Are the performance appraisals sufficiently robust to bring in a performance-related pay rise?

A: This has always been the case and the school is mindful that if a teacher is doing well, there would be no reason to block a pay rise.

- We currently have 205 pupils and are expecting 2 more in January. On this October census day we had 203, which means we can predict a better budget for next year. This year's budget is based on 195, therefore an increase of 8 children could generate an additional £21,976 which is significant.
- RS recently attended Ofsted training. They are changing their inspection framework to include more weight on curriculum and what is being taught in schools. The consequence of creating a high stakes testing system is that schools have often focused on data and getting good results. Ofsted are now consulting on bringing out a model that will look at the knowledge that is in the curriculum, how it is structured and how knowledge is built in a child through their school journey. RS feels that Milverton School already has a broad curriculum and the school has fought hard to keep this depth and breadth in the curriculum it delivers to the children. He feels this is a positive step from Ofsted.
- AP explained that the school has a SIP (School Improvement Partner) in Rosemary Bailey, but also RS will be meeting Judith Barratt, the SEP (School Education Partner) who is from the LA and is new to the school, We will review the situation at the end of the year.

Action 3: RS and DM agreed to meet, as DM is the new health and safety Governor.

8.0 Health, Safety and Security

Discussed earlier in the meeting.

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9.0 Pay and Appraisal Committee Report

The Chair of Pay and Appraisal Committee explained that they met with Rosemary Bailey to set the RS's objectives for school and for RS as an education leader. As a result of RS meeting his objectives and performance the Committee agreed that he deserved a pay rise for the excellent work.

The Pay and Appraisal Committee met with RS to discuss other staff members who are eligible for a pay rise and accepted the argument that gives everyone the same increase. Governors commented that we are extremely lucky to have such a successful staff.

Governors commented that Rosemary Bailey's input is invaluable. She is a consultant, so she offers recommendations for the Governors and RS to agree.

Q: Does she help set targets for the teachers?

A: She helps set targets for RS, who will then pass some of these targets to the senior leaders.

Q: Do the Governors set the objectives for the staff?

A: RS and senior leaders set objectives for the staff, as it is an operational matter.

10. Education Committee Report

This document was circulated in advance of the meeting

RS commented that the 2018/19 data on general performance of the children in both attainment and progress against the national data was very positive. The key messages are that Milverton was shown as being in the top 10% nationally for attainment, top 20% for progress and top 10% for reading, writing and Maths combined for Key Stage 2.

Q: What is the Fischer Family Trust?

A: Fischer Family Trust (FFT) provides data and analyses to all school and LAs in England and Wales. FFT estimates are used by teachers to inform the setting of ambitious and aspirational targets for students. FFT's analyses of pupil results and pupil progress provides school leaders with insightful data to support school improvement and self-evaluation. It is an independent, non-profit company that the Government use for school data analyses.

Governors asked about the progress of an SEN student recently started at the school and discussed elements of his provision.

11. Finance, Personnel and Premises Committee Report

This document was circulated in advance of the meeting

The Chair of the FP&P commented that the key element to take from this report is that this year there is a predicted underspend of £19,933 made up of Committed balances of £1,745 and Uncommitted balances of £18,188. The current year is based on 195 children on roll at the time of census in October 2017. The number on roll in October 2018 was 203, which should generate

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another £21,976 based on 2018-19 funding formula figures. Therefore, looking ahead to next year it looks more positive.

There were no questions.

12. Annual Safeguarding Audit Update

Progress update:

LL explained that the audit is updated each year with additional/new requirements. LL says the school is currently 85% compliant and there are some actions that need to be completed, such as staff behaviour and code of conduct needs updating. Also, that Governors need to have completed the online Prevent training as mentioned in 5.0. Prevent training is looking at all forms of extreme beliefs. LL reported she spent some time with Sue Greenway looking through the Single Central Record which is a record of all the Disclosure Barring Service (DBS) information for staff, Governors and volunteers at school.

13. Policies

This document was circulated in advance of the meeting

Complaints Policy Review

RS explained the minor changes to the policy. Governors asked whether it would be possible in future to be sent policies with a track changes version, to be able to identify the updates/amendments.

Governors agreed the Complaints Policy.

14. Chairs Matters

- The FP&P Committee is a little light in terms of numbers. The Chair asked if there had been any thoughts around the Co-Opted Governor vacancy. An ex-parent has expressed an interest in joining the Board. MB will contact him with information about being a Governor and ask him for a brief outline of himself for circulation to the Board.
- AK brought up a concern over the quality of the school lunches. She has received reports from other parents and asked whether it would be worth asking parents and children for feedback. If there is a concern, what can we do about it? She feels that the quality has declined this term – is it possible to see whether the numbers for lunches has declined? RS said that Sue Greenway has put together some data for this term which shows that KS1 has slightly declined in take-up, but KS2 has increased. However, this data is dependent on many factors for example, an increase/decrease in pupil numbers in the key stages or whether there have been trips. RS said that the catering manager at Kingsmead is keen to improve standards. It was decided that RS will speak with Wiveliscombe Primary School to

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see if they are happy with the quality. AK will arrange some lunchtime visits to look at the quality of the food, to be arranged via Sue Greenway and the catering manager.

- LL reminded Governors it is the Christmas Fair on Friday 7th December from 5.30pm and any help with the raffle would be gratefully received.

Action 4: MB to contact possible new Co-Opted Governor

Action 5: RS to speak with Wiveliscombe Primary about lunches.

Action: AK to make some lunchtime monitoring visits.

Meeting closed: 20:46

Next FGB Meeting: 7pm, Wednesday 6th February 2019

ACTIONS

1	<i>MB to email Prevent training link to Governors. Governors are requested to complete this by 30 Jan 2019.</i>
2	<i>LL to send out monitoring calendar and Governors need to contact LL/MB with their monitoring preference.</i>
3	<i>RS and DM agreed to meet, as DM is the new health and safety Governor.</i>
4	<i>MB to contact possible new Co-Opted Governor</i>
5	<i>RS to speak with Wiveliscombe Primary about lunches.</i>
6	<i>AK to make some lunchtime monitoring visits.</i>

Dates for Governors' Meetings 2018-19

Education Committee 6pm start	FP&P Committee 6pm start	FGB MEETINGS 7pm start
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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