

MILVERTON COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BOARD (FGB) MEETING

Wednesday 31st March 2021 at 19:00 on Microsoft Teams

Key	<i>Approved/Agreed</i>
	<i>Question raised</i>
	Action

MINUTES		
	Present:	Absent:
Chair	Adrian Landon	Anna Kyle (AK)
Headteacher	Richard Stead (RS)	Chris Mann (CM)
	Ewan Robertson (ER)	
	Andy Powell (AP)	
	Linda Burton (LB)	
	David Malcolm (DM)	
	Andy Wooller (AW)	
	Emily Weiss (EW)	
	Stephen Penny (SP)	
Clerk	Helen Jessep (HJ)	
Meeting began: 18:56		

Documents circulated in advance of the meeting:

- FGB Meeting Agenda
- Minutes of the meeting 25 November 2020
- Draft FP&P Meeting Minutes 24 March 2021
- Education Committee Minutes
- Heads Report

1. Apologies for Absence

Apologies were received from AK.

AP confirmed that he would be joining the meeting about 10 minutes late.

2. Declaration of Business Interests

None declared.

3. Matters Arising from the Minutes of the Meeting on 25 November, 2020.

These minutes were circulated in advance of the meeting.

There were no issues arising from the minutes of the previous meeting.

Signed as an accurate record of meeting Date:

Staff wellbeing was discussed at the previous meeting. There was one action arising which was to email staff wellbeing suggestions to JN or KL. RS was aware that AK may have been in contact with JN and KL but suggestions would have been sent to them directly.

Governors agreed the minutes of the FP&P meeting on 25 November 2020.

4. Urgent non-agenda items

There were no urgent items to discuss.

5. Education Committee report

RS went through the areas that the Education Committee focused on in their recent meeting. Initially this focused heavily on the return to school. All children returned on 8th March 2021. RS stated that it has been clear that children are pleased to be back in school and have settled in well. Behaviour has been good.

Covid Catch-Up Funding

This week staff have been working through ways in which they might put together a package to use catch up premium funding. The teaching staff have been putting together an audit of their class in terms of wellbeing and academia. The audit highlights any children who are felt to be in need of extra support. Staff have also been running pupil progress meetings to form a benchmark.

Routines and set up in school

The governors had raised a question about routines and how the classrooms are set up. RS confirmed that the desks are facing forward, children have their own equipment and staff are trying reducing the amount that needs to be touched. There is a lot of extra cleaning involved especially with shared resources such as computers.

Assessment

Discussion took place on how teachers are assessing progress. Teachers have been recording their formative assessments, regarding core subjects (reading, writing and maths) and some summative assessments in order to create a benchmark to support children's education.

Summer Schools

A question had been raised about summer schools and whether these would be mandatory. RS's understanding is that they would most likely focus on provision of outdoor activities and sports opportunities rather than being academic based.

Communication

The committee discussed communication and class emails during lockdown.

School Development Plan (SDP)

The committee discussed the SDP priorities – this is also on the agenda under the headteachers report.

Behaviour and Attendance Report

Attendance is up slightly, for those times children have been in school, for the same period compared to last year. It has been recorded differently during Covid and there have been multiple different codes.

RS wanted to make all governors aware that there had been one fixed term exclusion. RS explained the background and what had happened which resulted in the child being excluded for a day and a half. There was a reintegration meeting and parents asked for more support, which was provided. This was recently reviewed in a pupil progress meeting and the teacher involved said that whilst the child still requires support it is being managed and they are making progress.

Policies

No policies were discussed at this meeting.

RS finished by noting that the Education Committee recorded, in her absence, their thanks to Lydia Laphorn (LL) for her contribution as a governor over the years.

RS – ‘Any questions or observations?’

AL – ‘Is the outlook for the child that was excluded looking promising?’

RS reiterated that it was a behavior management issue and the exclusion was felt to be appropriate, it also reinforced support for the teacher. RS confirmed that the situation has since improved.

6. FP&P Committee report

ER provided an update on the F, P & P meeting which took place last week.

Budget

Ben Barrett (BB), from county, attended to run through the budget. He also provided a useful oversight of county budgets and where Milverton sits within this.

ER noted that good budgeting and financial management has put the school in a strong position with a healthy carry forward into next year and hopefully a small surplus into the following year. As you look further ahead, 2022 onwards, there is a deficit showing. BB noted that this is quite common and historically looking back, Milverton has previously been in a similar position; therefore, we do not need to be concerned at this stage.

RS reiterated that the carry forward has grown. The main reasons for this are linked to KL's secondment, as acting Headteacher at Wiveliscombe, meaning her wages were paid. There was also provision in the budget for the LGPS grant but the amount deducted was much less than originally expected which therefore created a saving.

In relation to the projected deficit in future years, RS noted that it is difficult to set a three-year budget. It is something that is raised on the Schools Financial Value Standard (SFVS). In order to

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prepare a three-year budget it is necessary to make assumptions, as it is not possible to change the funding figures in terms of numbers.

HJ added that there had been a lot of work on the staffing budget to ensure the figures are as accurate as they can be at this stage in the year.

Personnel

ER updated governors on recent personnel changes:

- ER welcomed HJ to her new role as Finance Officer and Clerk to the Governors.
- MB has now taken up her post as Office Manager.
- Sian Blake (SB) started as the schools office apprentice, she is a great addition to the front of house team.

RS wanted to record that he is pleased with how the team is working together. The focus of SB's apprenticeship is customer services and she has been heavily involved with day-to-day school operations e.g. managing registers, parental enquiries, deliveries etc. The restructure has enabled MB to focus on other areas including spending time researching other management information systems. MB has also been in a position to resolve issues with the Wi-Fi helping to drive us forward and evolve.

- AA is on maternity leave until March 2022. RB is currently covering 5 days a week, which is working well. The school will be advertising for a maternity post for two terms from September.
- LM will be going on maternity in September.

Policies

The committee approved three policies; Pay Policy, Charging and Remissions Policy and the Business Continuity Plan.

7. Health, Safety and Security

DM provided a brief update on Health and Safety. DM noted that this has taken a bit of a back seat due to Covid but he has arranged to go into school next month, after the Easter holidays, to carry out an inspection.

Area Surveyors Report

DM received a survey, earlier today, which was recently carried out in January. This survey highlights a number of areas that need to be looked at. Most of the governors will already be aware of these, they include work on the tennis courts and a leak in the roof that needs to be fixed. The perimeter fence also needs replacing.

There has been an issue with the drainage in the KS1 playground and remedial work has been carried out to fix this. However, this is not a permanent solution.

As the survey is a lengthy document DM suggested summarising this information and putting it into his usual format with the traffic light system. DM will send this out in a few weeks' time following his H&S visit.

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CCTV

AW and RS are meeting at 3.30pm tomorrow afternoon.

Action 1: Following this meeting AW to update DM so that he can add any notes into his report.

8. Headteacher's Report

RS updated the committee on the priorities within the report.

Curriculum

Prior to the lockdown, in January, the school had an inset day where RS focused on what Milverton is trying to achieve through its curriculum. RS asked SP to say a few words about this training day.

SP explained that they spent time looking at the progression of knowledge through the curriculum. When the 2016 curriculum came in it did not have as much detail, apart from the objectives, in certain subjects such as History and Geography. Over the last few years, the school has done a lot of work on Quest and are currently working to ensure that there is clear progression of knowledge that builds in a spiral way through school. During the training day, teachers spent time working within their key stage phases. KS had spent time prior to the inset day putting together overview planning for History, which provided a good starting point. This was also useful when looking at other units within History and Geography and how they link. Each topic needs a lot of work to ensure it fits together.

RS thanked SP for his comments and reiterated the points he had made.

RS – 'It is really asking those questions about where does this learning fit in, what has gone before it, how can we link to that, what is coming after it and how can we link to that. Really building the curriculum.'

RS explained that they have also asked Kingsmead Heads of Department to come forward with what they require primary school children to know so that we can work towards and link to this. However, it is very in depth and will take time.

RS made the governors aware that KS has been working hard on the history plans.

RS highlighted that the school has a two-year rolling programme. Currently classes are taught in their bubble phases; reception stands alone, year 1 & 2 work together, 3 and 4 and then 5 & 6.

IT and facilities

Wi-Fi

Governors are aware of the Wi-Fi issues the school has had in the past. MB carried out some research into whether we could improve the size of the pipeline coming into the school. It would cost about £6-£7k to have a dedicated business line. The school is currently operating off a residential line. RS explained that this would have to wait until we find another funding stream.

Chromebooks

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Classes 4, 5 & 6 have been making use of the new Chromebooks. Google classroom is being rolled out gently. Children are using this for homework. It is also a good tool for communication and feedback.

IT Software

One of the areas on the SDP plan was to improve IT facilities in terms of both hardware and software. SB carried out some research and we have subscribed to a three year deal with Purple Mash which will support in lots of different ways. HJ negotiated a discount.

Assessment

JN has been on FFT training which was provided via four remote sessions.

Premises

DM covered this under agenda item 7.

Finance

ER covered this under agenda item 6.

RS noted that the figures are available in the F, P & P minutes.

Training record

RS informed governors that this is taking place but they are still looking to invest in this.

KL has recently been able to access some free trauma training which focuses on wellbeing and emotion coaching.

Student Report

The migration report shows the school has a healthy number of pupils, the total is currently 202.

Attendance

RS covered this under agenda item 5.

AP – ‘On the IT, an observation is that there has been some huge progress. This is one that we felt last year we hadn’t made as much progress as we would like so well done to all.’

AP also mentioned that from a parent’s perspective, it had not been clear how much parents needed to know about google classroom and at what point we bring them into communications so that they have a general awareness on how to connect.

RS explained that there had been discussions with staff about how best to roll this out. Unfortunately, due to some technical difficulties regarding domains, it was not ready until November and then lockdown happened. The school then had to ensure the Data Sharing Agreements were sent out first and that a remote learning policy was in place. As a result, staff decided the best way would be to wait and train the children first. It may have been harder to roll out whilst children were working from home remotely and the parents may have struggled.

RS noted that they have sourced a lot of videos from YouTube that are primary focused and these are available to send out to parents in the future.

AL – ‘Could you provide a little bit more information about the business broadband link that you talked about? The report mentions £20k for three years. Was the £8k an installation cost or annual running cost?’

RS explained that the £8k is not linked to an installation cost, it is for the lease. Most businesses are charged between £6k and £7k annually. RS did also note that the figure might climb however, without a site survey it is difficult to know.

AW – ‘Are we running on fibre?’

RS – ‘Yes.’

AW – ‘The figures you are quoting in your report, 35 down and 5.5 up, seems a bit low for most fibre connections. Is it worth talking to an alternative provider about a standard connection that gives better speeds?’

RS explained that we have looked into this recently with both the BT engineer and our current provider, SW grid for learning. Previously the school has had surveys carried out from other providers and unfortunately, we are limited by the infrastructure. It is not so much to do with the provider, a lot of it has to do with demand from those sharing the green box. It is becoming an issue as we increase demand by doing more online. RS said that the school would continue to look into this. However, having resolved the recent issues the school is currently running well and happy at present.

AW – ‘Can I just qualify my earlier observation to say that based on where the school is, I don’t think it’s bad but just not as good as it is possible to get.’ AW gave some comparisons and noted that he understood the challenges.

DM mentioned that there are two providers of lines, true speed and gigaclear, who have been canvassing in the area. Both have been handing out leaflets. Gigaclear have put cable in which is dedicated so it does not go over BT lines, they put their own cables directly into your building. Quoting around 800G coming into your premises. It might be worth some more research to look into Truespeed or Gigaclear. However, they will not put infrastructure in place until they have more interest and more people signing up.

General discussions took place.

9. Child Protection

RS confirmed that child protection procedures are running as they should be. RS is the Designated Safeguarding Lead (DSL) and there are two deputies in place, KL and JN. Both KL and JN also manage a different variety of things within the school and so there is good coverage. There has been an Improvement over the last 18 months. RS confirmed that he is happy with the way the procedures are currently running.

The annual safeguarding audit is to be discussed under agenda item 11.

RS – ‘Any questions or comments?’

There were no questions or comments.

10. Governor Monitoring

LL was previously responsible for coordinating the governor monitoring calendar. AL asked if anyone would be happy to take over this role.

AP volunteered and agreed to be responsible for this.

AW – ‘What is the protocol going to be with regards to monitoring? Will there be an acceptance that governors will have to come into school on a sporadic basis and is that going to be ok?’

General discussion took place. AP felt it may depend on what is being monitored and managing the risk. If a governor needs to see a class and speak to the children then they would need to be in school but if they need to speak to a teacher and see examples of work this could potentially be done remotely. *RS agreed and noted that with appropriate risk assessments to minimize risk governors would be able to come in if they felt comfortable.*

EW noted that when she visited, she and JN were able to sit outside for the meeting; this might be possible with better weather.

AW – ‘Do we have a policy to manage Covid risk? Have we stated who other than staff and pupils can come into the school and under what circumstances, or are we managing that on ad hoc basis?’

RS confirmed that visitors on site is covered within the risk assessments. Where possible all arrangements should be made beforehand. RS gave some examples of contractors who had to visit site and how this was managed. Governors were understanding of the fact that there are certain functions where people need to come on site.

11. Annual Safeguarding Audit Progress

EW met with RS online earlier in the week to discuss two key areas, the Single Central Record (SCR) and Annual Safeguarding Audit.

Single Central Record (SCR)

EW explained that this was the first time she had viewed the SCR at Milverton however, she is responsible for maintaining this within her own organization and is therefore familiar with the document. RS went through any gaps. Given the long lengths of service of many staff at Milverton there are some areas that did not require lot of detail to be added. All new staff have been added and the necessary information has been completed. EW confirmed that she is confident it is up to date.

EW completed a proforma, provided by SSE services at her governor safeguarding training, which she emailed to RS and HJ.

RS and EW agreed that this proforma would be completed on a termly basis as a check against the SCR.

Safeguarding Audit

EW noted four outstanding areas in her report. These areas are all in hand and either MB or RS are working on them. EW is confident these will be completed shortly and confirmed that the audit is currently 93% complete. EW highlighted that county have been very understanding of Covid and lots of schools have been granted some grace with the deadline for completion. It has been harder to get some information when working remotely.

EW met with JN yesterday to go through children looked after and previously children looked after. As this meeting only took place yesterday, this information is not in the report. EW noted the following:

- There are currently no children that are looked after within the school.
- One child is categorized as previously looked after.
- There are two looked after children in pre-school that may come up through the school.

There was nothing further to report from an audit perspective. JN explained to EW how the funding worked and the requirements on the role.

AW – ‘For the purpose of that report how are you defining looked after children verses previously looked after?’

JN provided EW with a comprehensive policy. EW read out the descriptor for looked after children:

‘If they have been taken into care by the local authority or have been accommodated by the local authority under a voluntary care arrangement. So most children looked after children will be living with foster parents but a small number may be in children’s residential units, living with a relative or being placed in a home with birth parents. Children previously looked after are children and young people who were in that category but who are no longer looked after by a local authority in England or Wales because they have been subject to an adoption, special guardian or child arrangement order.’

AW – ‘Thank you’

AL – ‘Thank you EW that is very helpful and it is good to hear we are making good progress on the audit. Richard - do we have to get to 100%?’

RS explained that we do not have to get to 100% but that is the intention. The areas that are outstanding are in hand and mainly linked with documentation for staff induction procedures. Some of the documentation needs to be updated as everything has changed during Covid. The

induction procedures cover a lot of areas such as staff conduct, dress code, whistle blowing and safeguarding.

AP – ‘Can I just ask a clarifying question as there is a difference between complete and compliant? We could be 100% complete but not fully compliant. Are we saying that we are 93% compliant and that the outstanding actions will bring us up?’

RS confirmed that the school is meeting compliance on all elements that have been completed and that those outstanding items will be followed up straight after the Easter break. RS also highlighted that all outstanding items are in hand and none of these items are likely to put us in a difficult position or cause harm to a child.

12. July inset day

RS explained why the school made Friday 18th December an inset day. The government encouraged schools to be part of the track and trace system and schools were informed that if they felt it was appropriate they could use an inset day from another part of the year and transfer it to Friday 18th December 2020. At the time Milverton felt this was the right decision - it was the middle of the pandemic, cases were spiraling and it was close to Christmas. The school did in fact have to ask people to isolate as there was a case that stretched across three bubbles. As a result, parents were informed, in December, that Friday 23rd July would no longer be an inset day.

RS informed governors that although staff carried out a lot of work on Friday 18th December because this training day came at short notice it was not possible to plan in advance in the same way as the school usually would. The school has been trying to make progress with the SDP.

RS asked governors if they would agree to reinstate Friday 23rd July as an inset to focus on school development. RS also made it clear that he felt the teachers have worked very hard over the last twelve months and therefore as a head he would like to give them some time back.

General discussion took place about how this might impact on parents. However, governors felt that people will understand that decisions have had to be made at short notice during this last year and with this much notice people can make appropriate plans depending on their circumstances.

All governors agreed to reinstate Friday 23rd July as a school inset day.

13. Clerk’s Matters

Co-opted Governor Vacancy

HJ asked the governors if they had anyone they might know that would be interested in becoming a coopted governor and what skills and expertise the board might wish to encourage to bring to the committee.

General discussion took place regarding the skills that the board would benefit from. Currently the committee are better resourced on the finance and premises committee than the education committee and therefore it was felt that someone with an education or child support focus would be useful.

The governing body currently has a high number of parent members and if possible would like to have a balance between parents and non-parents. Governors felt it would be good to reach out to some of the local villages that Milverton schools catchment area covers, such as Fitzhead and Halse, and suggested adverts may be well placed in local parish magazines and local social media sites. ER suggested it might also be worth advertising on Next-door Milverton.

It was agreed that the board would benefit from someone with an interest or background in education and that they would like to encourage interest from members of the local community rather than the immediate school community.

Action 2: HJ to advertise the position on the school website, local magazines, social media and in the Friday Flyer.

14. Chair's Matters

Clerk to Governors

AL welcomed HJ to her position as clerk to governors and noted that it has been a seamless transition.

Succession planning

AL confirmed that it is his intention to stand down as Chair of Governors from the end of the summer term and he will be looking for someone to step in.

15. AOB

There was no further business to discuss.

Meeting Close: 20.36

No	ACTION
Action 1	Following this meeting AW to update DM so that he can add any notes into his report.
Action 2:	HJ to advertise the governor vacancy on the school website, local magazines, social media and in the Friday Flyer.

FGB Meetings
Wednesday 28 th April 2021
Wednesday 7 th July 2021