

MILVERTON COMMUNITY PRIMARY AND PRE-SCHOOL
FULL GOVERNING BOARD MEETING

Wednesday 25th November 2020 at 7pm
(Microsoft Teams meeting)

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

Documents circulated in advance of the meeting:

- Agenda
- FGB Meeting minutes 23rd September 2020
- Monitoring Calendar
- Up to date Governor Services Training Brochure
- Education Committee meeting minutes November 2020
- FP&P Committee meeting minutes November 2020
- Report on CCTV
- EYFS Report
- Headteacher's report
- Complaints Policy

1.0 Apologies for absence

None received.

CM - technical difficulties attending meeting.

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2.0 Declaration of Business Interests

None declared

Potential business interest re AW – see point 9.0

3.0 Matters arising from the minutes of the FGB meeting 23 Sept 2020

These minutes were circulated in advance of the meeting

Actions completed

Governors agreed the minutes of the FGB meeting 23 September, 2020. The minutes were signed by the Chair on 27.11.2020

4.0 Urgent Non-Agenda Items

None raised.

5.0 Governor Training

MB emailed a current Governance Services training brochure to the Board. Governors are requested to look through this training and let MB know if they would like to attend any.

Training Attendance

EW Safeguarding Governor training 2/11/2020

6.0 Governor Monitoring

This document was circulated in advance of the meeting

LL emailed the monitoring calendar to Governors. The calendar begins in December with Priority C and there are two scheduled visits per priority. RS confirmed that meetings should be held on Teams for the foreseeable future. Governors can ask to set up meetings with staff via MB and staff can arrange Teams invitations.

7.0 Health, Safety and Security

RS explained that there has been a recent catering audit. We scored around 88%. RS has forwarded this audit to the H&S Governor.

We have had a couple of children with broken limbs at school.

Q: Were these caused with anything on the site?

A: A child fell from the monkey bars on the adventure playground. This was an accident as the child's grasp slipped. This was not to do with the condition of the equipment.

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The Covid procedures are continuing to work well and the staff, children and parents have got into a routine.

Q: Has the guidance from Government improved since the first lockdown?

A: The guidance still arrives daily. The amount of changes reflects the general Government response to the epidemic. We are better practiced about what needs to be done. Our early experience of a Covid case meant that we have completed the process once and it worked smoothly. PHE Somerset were very good. In terms of cases in schools, a slightly different approach is being taken in terms of concentrating more on contact tracing. This may be more pertinent for secondary schools.

Health and Safety Governor said that he has a couple of additions to his recent Health and Safety Report and can then distribute.

8.0 Education Committee Report

These minutes were circulated in advance of the meeting

In the last Education Committee meeting:

- Education Committee Terms of Reference agreed.
- Principles of Behaviour agreed
- Statement of British Values agreed

Attendance – slightly lower than this time last year. The Covid-related absences are not counted. We have had one or two parents expressing concern for their child/ren to be in school, but the figure shows that in general parents and children are happy to be in school. RS feels this reflects parents' trust in our procedures to keep the children safe.

9.0 Finance, Personnel and Premises Committee Report

These minutes were circulated in advance of the meeting

Overview

Finance, Personnel and Premises Committee Terms of Reference agreed.

The school is in a strong financial position currently with an anticipated uncommitted carry forward of around £35,000. This will help towards 2021-22 budget. It is reasonable to presume that the Government's promise of increase in school funding will be in line with our expectation.

RS - although this is positive news, it is always sensible to retain some caution. We have not fully seen the financial effects of the Covid restriction on after school clubs and on Preschool. This will not be a huge impact, but there will certainly be some effects.

Q: Does Preschool still have a pot of savings?

A: Yes. This could be used to help cover any shortfalls, however this would be the last resort. Once the money is gone, it's gone!

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Office Re-structure

We are in process of interviewing for a Finance Officer and an Office Apprentice. We have received a degree of financial support from Cotford St Luke School and some admin help from Kingsmead. ER will provide Governor support for the Finance Officer interview.

Ben Barratt, Senior Finance Officer at SCC is providing higher-level financial support currently.

Q: With some staff absence in Reception Class, has that impacted the time for SENDCo duties for Kate Lewis?

A: There has been some impact, but Kate has excellent support in her Reception Class team and has been able to do SENDCo work in the afternoons. This situation is due to stop with the end of lockdown on Wednesday 2.12.2020.

CCTV Discussion

AW sent a detailed and comprehensive report to Governors on potential CCTV installation at school. AW was transparent about the possible involvement of his company Acuity Forensics in this project. The company offers to contribute to the cost of equipment and offers installation and advice free. AW asked for Governor approval for this.

Governors approved AW and Acuity Forensics to continue research into this project.

Governors discussed whether installing CCTV is the right step to make. Governors are keen for the school not to feel like a high-security place, however do see a need for CCTV to act as a deterrent on the minor criminal acts that take place on the school grounds.

Governors discussed the issues around confidentiality, data protection, access requests.

Having discussed the pros, cons and questions that arise from CCTV use, there was a consensus amongst Governors to have CCTV installed sympathetically on the school site and to have recording set to out of school hours.

10.0 Pay and Appraisal Committee Report

(These documents were circulated in advance of the meeting)

The Chair of Pay and Appraisal Committee explained that the teachers' pay settlements had been approved, back dated to September. Two teachers moved to the Upper Pay Scale and RS recommended them. **Two other teachers not on Upper Pay Scale were recommended to advance (?)**

11.0 Wellbeing Agenda

AK explained to Governors the wellbeing work that has begun in school. The school has always been keen to support wellbeing projects and is now part of a mental health support team trailblazer project. This is to access help for children that do not meet the CAMHS criteria.

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This also involves a whole school approach in which a mental health team is set up in school and the school is 'audited' on its approach to mental wellbeing.

The group is being led by Jane Nicholls, with Kate Lewis. The team consists of staff, parents and Governor. When the team completed the audit most areas seemed to score reasonably well. One area that was identified for development was staff wellbeing. Covid procedures are an obstacle in staff being able to support each other in the usual way.

Staff met with an educational psychologist to produce a wellbeing PATH. This was to identify what is being done now, what can be improved and what is the staff vision for the future. This has been cascaded to teaching assistants by Kate Lewis.

Action1 : Governors to email any suggestions they may have in terms of improving staff wellbeing to Jane Nicholls or Kate Lewis.

The Safeguarding Governor suggested the charity: <https://www.educationsupport.org.uk/>

12.0 EYFS Report

(This document was circulated in advance of the meeting)

The EYFS Governor reported on a meeting held with Kate Lewis. The school is a pilot for the Early Apopter Framework. KL is enthusiastic about this scheme which will be rolled out in Sept 2021. The framework allows for more teaching and quality time with the children. More opportunities for pupils to learn through language and experience and there is more science. Assessment is teacher based.

They discussed the impact of Covid on the relationship between school and parents. KL explained how they had to adapt the usual procedures for welcoming new children to school, such as making a video for the new children so that they could see their new school and know what to expect.

The EYFS Governor was very impressed with the enthusiasm of the early years team and how well they are managing in the current climate.

13.0 Headteacher's Report

(This document was circulated in advance of the meeting)

IT Equipment

The school has been experiencing ongoing problems with the WiFi network. It has been audited by our IT technical service and it has shown that the WiFi points are ageing and need replacing. MB is in the process of gathering 3 quotes. RS estimates a spend of around £5,000 to £6,000. The quotes will be passed through the FPP Governors.

Phonics Screening

Class 2 will be carrying out the Phonics Screening tests that should have happened at the end of last year. The predictions are that the results may not be as high as normal due to lockdown, but the Class

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2 team are working hard to fill any identified gaps. The end of January assessments will give staff a better idea about progress. RS is sure this would be a national picture.

Premises

Some remedial work needs to be carried out on the sewerage pipes out of Class R & 1 as blockages are becoming more common. This will mean that part of the new infant playground surface will have to be dug up.

Staff Training

Staff are still attending training as much has moved online. Upside is that there is less travel!

Admissions

Numbers are rising at the moment – we have had 5 new pupils over this half term, bringing the total on roll to 203.

Governors commented it was interesting to read Peter Coupe’s classroom report on the impact of the current procedures on daily school life.

No questions.

14.0 Annual Safeguarding Audit

The annual Safeguarding Audit has gone live and the deadline is in February 2021. RS has begun to look at it and it looks a little shorter than last year.

15.0 Policies

Complaints Policy Review – MB explained this a combination of our already comprehensive policy with a model policy published by the government in September. There is more detail on time scales.

Governors discussed a recent complaint and whether this policy covers points raised in the complaint.

Amendment to page numbering needed.

Governors agreed the Complaints Policy.

16.0 Clerk’s Matters

MB said she had sent out information to particular Governors with updated guidance from Clerk’s briefing (non-statutory Headteachers’ Standards and Somerset Children’s Safeguarding Partnership Safeguarding week information).

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17.0 Chair's Matters

Nothing raised.

Meeting closed: 8:54pm

Next Meeting: 3rd February, 2021 7pm on Teams (unless otherwise advised)

Actions:

Action 1 : Governors to email any suggestions they may have in terms of improving staff wellbeing to Jane Nicholls or Kate Lewis.

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