

**MILVERTON COMMUNITY PRIMARY SCHOOL**  
**FULL GOVERNING BODY MEETING**

**Wednesday 31 January 2018 at 19:30**

DRAFT MINUTES		
	Present:	Absent:
Chair	Andy Powell (AP)	Lindsey Tawse (LT)
Headteacher	Richard Stead (RS)	Sheila Hummel (SH)
	Stephen Penny (SP)	
	Ewan Robertson (ER)	
	Linda Burton (LB)	
	Lindsey Waddington (LW)	
	Lydia Laphorn (LL)	
	Anna Kyle (AK)	Arrived 19:53
	Adrian Landon (AL)	
	Andy Wooller (AW)	
	<b>In Attendance:</b>	
	Chris Mann	
Clerk	Marian Barlow (MB)	
<b>Meeting began: 19:30</b>		

**Documents circulated in advance of the meeting:**

- Agenda
- Draft minutes of FGB meeting 22 November 2017
- Education Committee meeting minutes January 2018
- FPP Committee meeting minutes January 2018
- Updated Governors' Aide Memoire
- Headteachers Report January 2018

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**1. Apologies for Absence**

Apologies received and accepted for Lindsey Tawse and Sheila Hummel.

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**2. Welcome to new Governors**

Governors welcomed Andy Wooller as a Parent Governor and Chris Mann as an Associate Member to the Board of Governors. It was decided that AW will join the FP&P Committee and CM will join the Board at FGB meetings.

Signed as an accurate record of meeting ..... Date: .....

All Governors introduced themselves to the new members.

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### 3. Declaration of Business Interests

None declared.

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### 4. Matters Arising from the Minutes of the FGB Meeting 22 November 2017

This document was distributed in advance of the meeting

Action 1: Online Governor training. The training is fairly limited so it would be worth each Governor having a look at what is on offer and express an interest, before deciding whether to purchase the package. MB to email Governors the details of the online training package.

Action 2: RS said that there will be a separate pre-school account, to keep it apart from the school budget. RS, Sue Greenway and Kate Lewis are signatories on this account.

Action 3: Aide Memoire updated and has been circulated to Governors. The main change is the updated data.

Governors were reminded that the next FP&P and FGB meetings have been moved on one week – the FP&P meeting will be on 14<sup>th</sup> March and the FGB meeting will be on 21<sup>st</sup> March.

*Action 1: MB to email Governors the details of the online training package.*

**Governors agreed that the minutes of the FGB meeting of 22 November 2017 are an accurate record of the meeting. The minutes were signed by the Chair.**

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### 5. Urgent Non-Agenda Items

None

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### 6. Education Committee Report

These minutes were circulated in advance of the meeting

RS talked through the Education Committee meeting minutes. RS explained that the consistency of assessment is still a bit difficult. The government has not been accurate in how they want the assessments to be made – the guidance is quite wide, with space for interpretation. Therefore, teachers have not felt that confident in calculating what that might be. It is also difficult to assess at this time of year, the assessments become more reliable as we go through the year as the teachers become more secure in their judgements.

The government has changed the way they categorise primary schools' performance. They have made 'above average' a bit harder to attain in writing. These scores show how much progress the pupils have made in reading, writing and Maths between KS1 and KS2, compared to other schools. Our results in reading is 'well above average' at +3.7 (top 10% of schools), writing is 'average' at 1.7 and Maths 'above average' at 2.4.

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### Attendance

Attendance is tracking the same as this time last year, there have been a lot of coughs and colds this term. Behaviour has improved; there have been fewer duty room incidents. There was conjecture that this may be to do with the mindfulness and well-being focus.

### Pre-School

Now that the merger has happened, the attention is on education. Kate Lewis will be assessing and monitoring at the Pre-school over the next 6 weeks, and she has some clear ideas for improvement. Charlotte Pringle-Kosikowsky, the Pre-School lead, has benefitted from collaboration and support from Kate. Kate has been doing some on the job training, making sure there are consistent judgements and a slightly more structured day for the children. Pre-school staff were initially worried that this may make it more like a classroom, however this would not be the case, the children will be learning through play.

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## **7. Pre-school – Governance and Ofsted deregistration**

RS explained that the merger with the Pre-School has gone to plan. The Pre-school has been deregistered with Ofsted, and is now under the same Ofsted number as the school. This means that the next Ofsted inspection will include the Pre-School. The current Pre-School Ofsted rating is Good and RS sees no reason for any change to this.

Staff are presently looking at the school's policies to include the Pre-School; for example the Child Protection Policy that Jane Nicholls is working on.

The number of children attending the Pre-School is still strong and it is a positive picture. RS said that extending the provision timings to include morning and after school clubs was discussed in the FP&P Committee. This is something the school is considering, but it would take some organization and needs to be done properly.

**Q:** Governors asked about the Pre-School website?

**A:** The Pre-School will have a page on the school website and MB and Kate Lewis are working on it presently.

**Q:** New Governors asked about the reason for the merger?

**A:** RS explained that the motivation for it came from the Pre-School. Their Committee members had been doing it on a voluntary basis and wanted to step down. The Committee approached parents at their EGM, who agreed with the proposal. RS said that although the initial part of the merger has taken up school staff members' time there are a lot of benefits. We will be able to map a child's journey right through from pre-school to school and it will mean that the children will be school ready when they join Reception Class.

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## 8. FP&P Committee Report

These minutes were circulated in advance of the meeting

The Chair of the FP&P Committee went through the FP&P minutes and actions. ER and LT will meet with Sue Greenway to go through the Schools Financial Value Standard (SFVS). This standard is a mandatory requirement for local authority maintained schools.

Jean Ainsworth-Smith has recently retired from being a Governor. She has been a Governor for Milverton School since 2007. She has been invited to attend the FGB meeting on the 21<sup>st</sup> March so that the Board can offer their thanks.

The key aspect of the FP&P Committee meeting was the 2018/19 budget discussion. Even though we have an anticipated carry forward of around £20,000 this year, it will still leave a deficit of around £30,000 for 2018/19. SG and RS have formulated a plan to tackle this deficit by charging the after school clubs provision for services and utilities that the school has provided and not charged for. The after schools club provision (the MSSA) have a separate bank account so as never to be a drain on the school budget. This account has a surplus and it is right that the school charges to recover costs for administration and utilities.

With clever balancing, the hole in the school budget has been plugged for next year. However, it still remains a problem for 2019/20. We would not have a carry forward from 2018/19, and presuming the funding we receive from the government remains the same, we could be facing a deficit of around £70,000. Therefore, we cannot ignore this situation as it would be irresponsible.

This means we may need to take action over the rest of this year and into next financial year. Obviously, nobody wants to reduce staff hours or make redundancies, but as efficiencies have already been made elsewhere and, given the scale of the deficit and that wages are approximately 80% of the school budget, this must be considered. Therefore, RS would need to start the redundancy procedure with the local authority now if this is a possibility during the year.

RS agrees that this process should begin. He stressed that we can stop the process at any time if we want to i.e. if it is no longer necessary to cut contracts. This process needs to be started by the end of February. It would be better to start any process of cutting hours earlier, which would make it a softer approach rather than leaving it later and having to cut harder.

RS explained that now schools are funded per pupil. So although we had reached 204 on roll by July 2017, on the October census day it was 195. This is the figure that the government will use to set the 2018/19 budget. This drop in numbers is due to a large Year 6 class moving on, and a smaller reception Class starting in September. We currently have 197 on roll.

**Post note meeting: Full Governors' approval for the redundancy process to begin was confirmed via email with all Governors.**

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**Q:** Do we have figures for Reception Class 2018?

**A:** Currently we have 23 first choice and 19 second choice. This usually means that it is likely to rise a few above 23.

**Q:** Do Pre-School numbers count in the roll as well?

**A:** No, they are separate as they have different funding streams.

**Q:** Is it true that a school has to pick up pension costs if a staff member aged 55 or over is made redundant?

**A:** Yes, the school would bear the cost of that.

Governors congratulated RS and Sue Greenway on their astute financial management of the school.

*Action 2: ER and LT to arrange to meet with Sue Greenway re SFVS*

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## **9. Health, Safety and Security**

Nothing to report. The leaves on the path to Butts Way had been raised as an issue at the FP&P meeting and have since been cleared.

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## **10. Headteacher's Report to Governors**

This document was circulated in advance of the meeting

### Tone Valley Partnership

RS reported that he has starting to see lots of collaborative working in the Tone Valley Partnership (TVP) schools. There are many structured meetings in different areas – cross-phase, subject leaders, SENCo, pupil premium leads. These meetings are useful to share best practice and can save on training expenses. The TVP Head's group has agreed a transition pro-forma for Year 6 pupils moving to Kingsmead, similarly the TVP Heads have been working with Kingsmead to devise a parents' report pro-forma that is shared across the primaries and Key Stage 3.

### Artsmark

There has been progress with Artsmark work. The squirrel sculpture has now been finished and it was unveiled today in front of the whole school by Cat Smith and the artist Bozena Nesporova. The children have aptly named it Professor Acorn. RS commented that he is pleased that the school has managed to create a statement about its commitments to the arts. Funding for the sculpture did not come from the school budget. Many schools are focused solely on SATS and RS feels it is important that this should not be the only focus in a school and by doing such things as Artsmark and the upcoming Science Day enriches children's education.

### Well-being

Year 1 of the strategic plan has been developing. The children have started Yoga sessions and have been enjoying them. SP commented that Year 6 have been doing Yoga on a Friday afternoon and in their SATS year, it gives the children a chance to switch off and totally relax. It is good to be teaching the children that to have a healthy mind is as important as a healthy body. Sam Sidney has been delivering mindfulness sessions to the children on a class by class rota basis. Forest School continues to be very well received and is universally loved!

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### Premises

The west side of the climbing wall has unfortunately rotted, and it will need to have work done on it. Sue Greenway has asked the company that is revamping the Pre-School outside area, to have a look at it.

**Q:** Could it come out of the Pre-School budget surplus or from the MSA?

**A:** It cannot come from the Pre-School budget surplus but RS and Sue Greenway will be considering other funding streams.

### Key Stage reports

RS said that he has added in the Key Stage report from Peter Coupe and Jane Nicholls. Usually he would subsume this into the Headteacher's Report, but he thought it would add more colour to the report about what goes on in school.

### Data Grids

RS explained the data grids to Governors. The grids compare a pupil's starting assessment with their end assessment to show whether they have stayed on track with their broad expected progression over time.

**Q:** Does this analysis highlight any of the assessment questions RS mentioned earlier?

**A:** Yes, it does. RS described the statements the government have given for assessment are broad – such as 'can the pupil write successfully in a variety of forms', but this could mean fiction/ non-fiction. Therefore, it is difficult for teachers to demonstrate progress. This data is supposed to be illustrative of tracking a child relative to their starting point. Some children in the below categories may have SEN and may have had a lower starting point. Our tracking system enables the teachers to get behind the data and see who those children are. If we cannot explain why a child is not progressing as expected the teachers need to ask further questions; about the child, the teaching or the assessment.

**Q:** Governors asked about the transition pro-forma – will parents have any input in to this?

**A:** This document is mostly focused on disadvantaged children, documenting the provision and interventions they had in primary school so that Kingsmead School can pick up this up. There has always been good pastoral transition for these children, but it may have been limited only to the SENDCo. This pro-forma is to be shared more widely with other teachers. At the end of Year 6, Kingsmead requests information from SP for all the children to give them broad indications of how children are performing in all subject areas.

SP and Peter Coupe have recently carried out surveys of attitudes of boys to writing and girls to Maths. The children's comments were quite general, but they will analyse them to see if they can determine some insights into what makes some boys good at writing and some girls good at Maths, to investigate what it is about these children that makes them engage with it.

## 11. Child Protection

Child Protection Policy – Kate Lewis and Jane Nicholls have been updating our Child Protection Policy to include the Pre-School.

Annual Safeguarding audit - discussed under section 14.

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## 12. Governor Training

Online training discussed in section 4.

General Data Protection Regulation training – ER and AL will be attending a session on 27<sup>th</sup> February.

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## 13. Governor Monitoring

AK reported that she came in to school to monitor the well-being strand priority of the School Development Plan. She watched Sam Sidney deliver a mindfulness session to Class 4 and was thoroughly impressed with what she saw. She watched a Lego Therapy session with 2 children run by Sam and talked to her about her work at school. AK also watched a Forest School session and found it wonderful to see the children enjoying themselves so much. AK will produce a report of her visit.

Priority A: Smoothing the Transition Dip – LT/ LB

Priority B: Secure Assessment – LL/ ER

Priority C: Promoting Greater Depth for Girls in Maths and Boys in Writing - AL/LB

Priority D: Progress Towards Artsmark – LW/ SH

Priority E: Improve Educational Effectiveness Through Increased Wellbeing – AK

LL to circulate an updated monitoring calendar. New Governors were asked to look at it and reply to LL with what they would like to monitor.

*Action 3: LL to circulate updated monitoring calendar and new governors to choose priorities.*

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## 14. Annual Safeguarding Audit – progress

The annual Safeguarding Audit is now open and RS and Jane Nicholls have started it. LL will also be meeting with RS to work on it. RS showed the progress they have made so far on a graph. He explained that a few things have been highlighted, such as creating a safeguarding leaflet that is given to visitors. Jane Nicholls and Kate Lewis have been working on this. RS said that there are some frustrations with the audit, it appears to be focused on policies, leaflets and posters, but actually it is professional practice that keeps children safe, not pieces of paper.

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LL said that it might be useful for the audit to come to the Education Committee. She is the Safeguarding Governor, but also works in the school and would like to make sure that the audit is looked at solely from the Governors' point of view. Governors agreed that it should be put on to the next Education Committee agenda.

*Action 4: RS to add Safeguarding Audit to agenda for Education Committee meeting Monday 5<sup>th</sup> March.*

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## 15. Chairs Matters

### Olands

As part of the planning application the land owner put in a mitigation giving the school some land for car parking. This planning application has been refused on the grounds that the proposed is outside of the development boundary and it was considered that the 4 bungalows would harm setting of Olands house and also that the land is outside the village boundary. There was a note about the car parking and how the additional spaces would help, but this did not override the refusal.

The landowner has asked to meet with RS and AP which is happening this week.

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**Meeting closed: 21:07**

**Next FGB Meeting: Wednesday 21 March 2018**

### ACTIONS

<b>1</b>	<i>MB to email Governors the details of the online training package.</i>
<b>2</b>	<i>ER and LT to arrange to meet with Sue Greenway re SFVS</i>
<b>3</b>	<i>LL to circulate up to date monitoring calendar and new Governors to choose priorities</i>
<b>4</b>	<i>RS to add Safeguarding Audit to agenda for Education Committee meeting Monday 5<sup>th</sup> March.</i>

### Dates for Governors' Meetings 2017-18

Education Committee	FP&P Committee	FGB Meetings
Monday 5 <sup>th</sup> March 2018	<b>Weds 14<sup>th</sup> March 2018</b>	<b>Weds 21<sup>st</sup> March 2018</b>
Monday 30 <sup>th</sup> April 2018	Weds 2 <sup>nd</sup> May 2018	Weds 16 <sup>th</sup> May 2018
Monday 2 <sup>nd</sup> July 2018	Weds 27 <sup>th</sup> June 2018	Thurs 12 <sup>th</sup> July 2018

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