

MILVERTON COMMUNITY PRIMARY SCHOOL

FULL GOVERNING BOARD MEETING

Wednesday 12 July 2023

Present		Absent	
Linda Burton (Chair)	LA Governor	Andy Powell	Co-opted Governor
Chris Mann	Co-opted Governor	Richard Stead	Headteacher
Stephen Penny	Staff Governor	Andy Wooller	Co-opted Governor
James Pyne	Parent Governor		
Fiona Taylor	Co-opted Governor		
Emily Weiss	Parent Governor		
Gwil Wren	Co-opted Governor		
Katy Smith	Assistant Headteacher		
Kathryn Lanning	Clerk		

Item 1 – Welcome, Apologies and Declarations of Interest

- 1.1 The Chair welcomed everyone to the meeting. Apologies for absence were received and accepted from Andy Powell. Andy Wooller was absent but had not sent apologies.
- 1.2 The Board noted that Gwil Wren is a Somerset Unitary Councillor. This did not relate to any items on the agenda, but the Clerk would update his entry in the Board's Register of Interests.

Item 2 – Appointments

- 2.1 **Governors agreed unanimously to Fiona Taylor's appointment as a Co-opted Governor.**
- 2.2 The Chair reported that Andy Powell's appointment would come to an end on 17 September 2023.

Item 3 – Minutes of Previous Meetings (paper)

- 3.1 The Board noted that minutes of the FGB meeting held on 1 February 2023 were still not available.
- 3.2 **The Board approved the minutes of the last FGB meeting held on 10 May 2023.**

Item 4 – Matters Arising (oral)

- 4.1 The Board noted progress on actions from the last meeting as follows:

Number	Action	Progress
Action 1	LB to ask AW for previous minutes (1/2/23)	LB and the clerk had tried to contact AW
Action 2	GW to meet with GH to complete SFVS	Done
Action 3	Relevant governors to complete scheduled SDP monitoring and post reports on GovernorHub	See item 10 below

Action 4	RS to post list of curriculum subjects on GovernorHub	Included with meeting papers
Action 5	Governors to email subject preferences to LB who will coordinate	See para 4.2 below

4.2 The Chair reminded the Board that, at the last meeting it had been agreed that governors should take responsibility for monitoring individual subjects. **Governors agreed to take responsibility for monitoring subjects as follows:**

Chair – RE, PSHE, Music
Chris Mann – Science, PE
Gwil Wren – History
Emily Weiss – English
James Pyne – Maths, Geography and IT
Fiona Taylor – DT and Art

4.3 The Chair would draw up a timetable for governors to go into school and meet with their subject leads, together with a template for reporting back to the full Board. It was suggested that the timetable might correlate with staff curriculum time on Friday afternoons.

ACTION 1: Chair to provide subject monitoring timetable and report template.

Item 5 – Updates

a) Chair (oral)

5.1 The Chair thanked the Assistant Heads (SP and KS) for stepping up whilst the Headteacher was on sick leave. Governors wished the Headteacher a speedy recovery. She advised governors that the Assistant Heads had initially been appointed to their positions for one year, but it had been agreed by the Finance, Premises and Personnel Committee that both should be made permanent.

b) Clerk (paper)

5.2 The Clerk drew governors' attention to the Governor Services briefing note included with meeting papers. This contained updates to the next version of *Keeping Children Safe in Education*, including the need for at least one governor to have attended cyber security training. She would let governors know the dates of training courses.

ACTION 2: Clerk to circulate dates of cyber security training courses

5.3 The Clerk advised that it was good practice for schools to have a School Uniform Policy setting out, for example, how the school meets its legal duties under the Equality Act and measures the school has taken to keep uniform costs down. She would circulate a draft policy for approval.

ACTION 3: Clerk to circulate draft Uniform Policy

5.4 Governors noted the need for all schools to have a sustainability lead and a climate action plan by 2025 and agreed that an up-to-date Asset Management Plan would be required to inform this. JP offered to create a template for this by the autumn half-term.

ACTION 4: JP to create Asset Management Plan template

c) Governors

5.5 JP reported that he had undertaken H&S and Finance training; GW and CM had both attended induction training for new governors. The Clerk asked governors to add details of any training attended to GovernorHub profiles so that an up-to-date log of Board training could be maintained.

ACTION 5: All to update details of training attended on GovernorHub

Item 6 – Headteacher’s Report (paper)

- 6.1 In the HT’s absence, the Assistant Heads (SP and KS) had prepared a report and updated governors as follows:

School Development Plan 2022-23

- 6.2 SP reported that work on refining the curriculum (Priority A) had begun with Art and DT and would continue next year, with History being the next area of focus. Curriculum intent documents had all been completed and were in place for next year. Year B of the two-year teaching cycle had been completed and Year A would now be taught. Development of key assessments across the curriculum had begun and would be continued next year.
- 6.3 KS reported that a great deal of work had been carried out to improve attendance (Priority B), working closely with the Mental Health Support Team who were supporting a number of children and their families. A Reception/Year 1 workshop had been held with a focus on understanding and dealing with emotions. A Year 6 workshop had been held to help children deal with emotions related to transition and this had been extended to Year 6 parents. Staff had also received ELSA (Emotional Literacy Support Assistant) training to help them support the emotional needs of pupils. The role of the Parental Family Support Adviser had been modified so that in future they would work directly with 3 families and use their 4th session as a drop-in session for all parents to be seeking advice and help contacting external services.
- 6.4 KS also reported that parent workshops would be held next year to help parents support children’s learning at home.

Question: will you have time to run parent workshops?

Response (KS): we won’t try and do too much. Two workshops are planned for the autumn term (one for KS1 and one for KS2) and we hope to do the same in the spring term.

- 6.5 Governors noted that currently only the Headteacher had up-to-date physical intervention training. Consideration had been given to extending it to all staff, but quotes received to date seemed prohibitively expensive. **Governors agreed that staff needed to undertake physical intervention training, perhaps on a rolling programme, and that alternative providers should be investigated.**

ACTION 6: HT/Assistant HTs to arrange physical intervention training for staff.

- 6.6 Governors noted that staff were in the process of organising documents and data for migration to cloud services (Priority C) by the end of term.

Question: do you have a filing protocol to ensure that everything is kept that needs to be and that it is stored in a coherent fashion ?

Response (SP): all staff have been asked to check the P drive and identify everything they feel should be migrated and the Office Manager has set up organised folders for storing documents.

- 6.7 Governors noted that there were some issues with BromCom, particularly with regard to financial data, but these were in the process of being resolved. The system was being used now to track behaviour incidents.

School Development Plan 2023-24

- 6.8 The Assistant Headteachers outlined the proposed SDP priorities for 2023-24 as follows:

Priority A – Curriculum

- Continue to refine the school curriculum

- Analysis of key end of year data, with a focus on Maths and English

Priority B – Assessment

- Development of key assessments across the curriculum

Priority C – Pastoral and Wellbeing

- Continued focus on attendance and external support for families

Question: could you clarify what Priority B will cover?

Response (SP): we have formal assessments in English and Maths but need to extend this to subjects such as History, Geography, RE, Art, DT, PSHE and will close the loop on intent, implementation and impact.

Question: how do you feel about IT no longer being a priority in the SDP?

Response (KS): whilst not yet complete, IT developments are coming to an end. They will remain a priority for the school but we did not feel they needed to remain a priority in the SDP for the full year. We will include IT as a subset in the SDP, perhaps under assessment.

- 6.9 The Chair asked if, when the SDP is fleshed out, reference could be made to the need to assess the attainment of different groups, for example SEND, summer born children, boys/girls and middle attainers.
- 6.10 **Governors approved the proposed areas of focus in the 2023-24 School Development Plan, as outlined above.**

Premises

- 6.11 Work to the perimeter fence was expected to take place over the summer holidays.
- 6.12 The Chair advised that she had discussed with the Headteacher the possibility of renting the school tennis courts outside of school hours to generate some income and allow community access to a resource which would otherwise be unused during school holidays. Governors discussed whether it might be possible to come to an arrangement with the Recreation Ground Committee whereby they were responsible for the necessary administration. Governors pointed out that insurance, security and safety issues would need to be thoroughly explored and suggested that an online booking system would be required.

ACTION 7: Chair to follow up with Milverton Recreation Ground Committee proposal to rent tennis courts

Attainment

- 6.13 KS2 SATs results had just been received and were included in the report. Governors congratulated staff for all their hard work in achieving a very good set of results.
- 6.14 Year 2 data was also encouraging and 86% of children (25/29) had passed the Year 1 Phonics Check. Of the 5 children who retook the Year 1 Phonics Check in Year 2, 4 had not passed and would continue to receive support in Year 3.
- 6.15 EYFS Good Level of Development assessment criteria was 74% this year, compared with 57% in 2022.

Attendance

- 6.16 Since the last FGB meeting attendance had improved from 93.3% to 94.3%. The Assistant Headteacher (KS) advised that the 13% of pupils who were persistently absent tended to belong to

a few families, particularly those in receipt of additional support from the school and external agencies.

Question: are any particular groups of pupils more prone to persistent absence?

Response (KS): it tends to be a mixture.

Item 7 – Safeguarding and Wellbeing (oral)

7.1 EW advised that, as Safeguarding Governor, she would try to meet with the Assistant Headteachers before the end of term.

ACTION 8: Safeguarding Governor to meet with staff

7.2 KS advised that one Level 3 and one Level 4 Early Health Assessments had been submitted. A number of others were currently being processed but had been submitted mainly in order to access other services that are not specifically related to safeguarding.

7.3 Governors expressed their thanks to all staff for pulling together and undertaking additional work during the Headteacher's absence and asked the Assistant Headteachers to pass on their gratitude.

Item 8 – Finance, Premises and Personnel Committee: 21 June 2023 (paper)

8.1 GW commented on delays in receiving reconciliation data from County and the difficulties this created for monitoring the school's finances and budget. Governors noted the minutes of the Finance, Premises and Personnel Committee meeting held on 21 June 2023.

Item 9 – Education Committee: 26 June 2023 (paper)

9.1 Governors noted the minutes of the Education Committee meeting held on 26 June 2023.

Item 10 – Governor Monitoring (paper)

10.1 Governors noted that the following Governor Monitoring Visits had taken place:

- SDP Priority B, Pastoral – 11 May 2023 (report included with papers)
- SDP Priority A, Curriculum – 7 July 2023 (report to follow)

Item 11 – Future Governance Arrangements (paper)

11.1 Governors discussed a proposal to deal with the majority of business in FGB meetings rather than delegate some to committees. One governor reported that they sit on the board of another school that uses this model, holding 6 FGB meetings a year, plus Finance Committee meetings, and it was a very effective way of conducting business. All boards needed to retain a Pay Committee. Governors were asked to consider this proposal over the summer holidays ready to agree a way forward at the next meeting.

ACTION 9: All to consider moving to a committee-free (other than Pay) governance model

11.2 It was suggested that EW move over to fill one of the vacant Co-opted Governor roles at the start of next term (for formal approval at the next FGB meeting) and that the resulting parent governor vacancy be advertised early next term. The Clerk would check with Governor Services that there were no problems with this.

ACTION 10: Clerk to check proposed early change of roles is allowed

11.3 CM would follow up on a potential candidate with a business/commercial background for one of the Co-opted governor vacancies.

ACTION 11: CM to follow up on prospective Co-opted governor candidate

Item 12 – School Fund Account: Change of Signatories (paper)

12.1 **Governors agreed that the following members of staff could be made signatories for the School Fund account in addition to the Headteacher, Richard Stead:**

- **Gloria Hamlet – Finance Officer**
- **Stephen Penny – Assistant Headteacher**
- **Katy Smith – Assistant Headteacher**

Item 13 – Any other business (oral)

13.1 One governor queried whether any school policies needed reviewing and the Clerk would follow this up.

ACTION 12: Clerk to identify which school policies need reviewing

13.2 The Clerk asked GW, CM and FT to provide short biographies and a photograph for the Governor section of the school website - <https://milvertonprimary.co.uk/governors/governors-pen-portraits>
AW also needed to provide details

ACTION 13: GW, CM, FT and AW to provide details for website

Item 14 – Date of next meeting

14.1 The next meeting would be held at 7pm on 20 September 2023.

Kathryn Lanning
Clerk to Governors

Summary of Agreed Actions

No.	Action	Owner
1	Create subject monitoring timetable and template	Chair
2	Circulate dates for cyber security training courses	Clerk
3	Circulate draft Uniform Policy	Clerk
4	Create Asset Management Plan template	JP
5	Update training details on GovernorHub	All
6	Arrange physical intervention training for staff	HT/Asst HTs
7	Follow up with Recreation Ground Committee proposal to rent tennis courts	Chair
8	Safeguarding Governor to meet with staff	EW
9	Consider moving to a committee-free (other than pay) governance model	All
10	Check Parent Governor can switch to Co-opted Governor role early	Clerk
11	Follow up with prospective Co-opted Governor candidate	CM
12	Identify which school policies need reviewing	Clerk
13	Provide photograph and short biographical details for website	GW, CM, FT, AW