

**MILVERTON COMMUNITY PRIMARY SCHOOL**  
**FULL GOVERNING BOARD (FGB) MEETING**

**Wednesday 10<sup>th</sup> May 2023 at 19:00**

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

MINUTES		
	Present:	Absent:
<b>Chair</b>	Linda Burton (LB)	Cyril Kelly
<b>Headteacher</b>	Richard Stead (RS)	Andy Wooller (AW)
	Andy Powell (AP)	
	Emily Weiss (EW)	
	Stephen Penny (SP) joined 19.50	
	James Pyne (JP)	
	Chris Mann	
	Gwil Wren (GW)	
<b>Clerk</b>	None	
<b>Meeting began: 19:00</b>		

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

- FGB Meeting Agenda
- Charging and Remissions Policy
- Draft minutes of FP&P
- Safeguarding Monitoring report
- Education Committee minutes
- Fence example photos
- Health and Safety policy
- HT report to Governors
- SEND report
- FFT attendance report
- YR 6 FFT tracking reports.

**1. Apologies for Absence**

Apologies of absence were received from CK and SP. The meeting was quorate.

**2. Declaration of Business Interests**

None

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**3. Matters Arising from the FGB 1<sup>st</sup> February 2023**

AW had recorded the meeting but no minutes had been produced.

Action 1. LB to ask AW for the minutes.

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**4. Urgent Non-Agenda Items**

Clerk's position: There were no applicants for this post following the recent advertisement. However a woman has expressed an interest in the post via an email to Marian Barlow. MB will reply and provide more details.

Industrial action: RS informed the governors that industrial action had caused disruption to Class 4 and to Forest school. More coordinated action is expected in the coming weeks.

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**5. FP&P update.**

AP informed governors that at the time of the last FP&P meeting, there was insufficient information for a full budget plan. However the forecast is for a £20K deficit which will increase in future. 2 options available – LA approved deficit which would result in governors losing control of the finances or a plan in place to reduce costs by reducing support staff. 2nd option agreed at the FP&P with decisions pending.

Discussion of the proposed new fencing followed. Whilst Governors had reservations about the style proposed, school finances prevent any alternative. It was noted there will probably be some negative feedback from the village community.

SFVS report needs to be completed as overdue. GW kindly agreed to complete this in discussion with Gloria Hamlet but as a one off. Highlighted the need for future governor appointees to have a background in finance.

Action 2 . GW to meet with Gloria Hamlet to complete SFVS

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**6. Education Committee Update**

**See relevant minutes.**

RS drew Governors attention to the Ofsted report and comments. Discussion followed on FFT data on attendance.

**Question. Have attendance letters to parents made any difference?** RS – mixed outcomes. Further discussion of FFT data including persistent absentees of 16%. RS provided some explanation for these figures - long term illness, recurrent illnesses with ongoing DRs appointments and holiday absences.

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**7. Health and Safety**

AP provided an update.

Discussion of the proposed new fencing followed. Whilst Governors had reservations about the style proposed, school finances prevent any alternative. It was noted there will probably be some negative feedback from the village community.

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**Question: Was it the right time to carry out tree felling during nesting season?** RS explained the work had been carried out by specialists and the work was urgent for safety reasons. Governors were pleased the tennis court had been resurfaced. RS informed the meeting that funding had been secured for tennis nets and netball posts.

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**8. LA Core Offer of services**

RS commented the school was paying more for fewer services but had no option but to sign up to the offer. Agreed to take services at the 11<sup>th</sup> hour as a protest.

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**9. Headteacher's report**

See attached document.

National Tutoring Programme. Milverton has used its funding but cannot do more due to budget restraints. Government funding only covers 60% of cost.

Staff well-being . LB attended PATH seminar in school where it was suggested a governor be appointed to oversee mental health.

Governors agreed this should be part of the Health and safety responsibility.

**Question: Should there be a staff well-being survey?**

Discussion followed on the merits of such a survey. RS happy to hold one but a strategy needed to respond to outcomes.

SP outlined Maths training by Jo Cronin using Mastery of Maths in Reception through to Year 2.

SP provided SDP strand 1 update. Still on the curriculum journey and streamlining the curriculum whilst planning developments in assessment procedures.

RS reported instances of bullying higher than expected. Issues resolved. Discussion on how bullying is defined.

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**10. SEND report**

JP had published a comprehensive report on Gov Hub. JP picked out the salient points.

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**11. Safeguarding**

EW had uploaded a report onto GovHub. One safeguarding issue regarding domestic violence had been reported to the school by the police.

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**12. Governor Monitoring update**

LB reminded Governors that SDP monitoring was incomplete and visits to relevant staff needed to be arranged.

Action 3. Relevant Governors to complete scheduled SDP monitoring and post reports on Gov Hub

LB asked Governors whether a suggestion from John Jeffreys of governors taking responsibility for monitoring individual subjects should go ahead. SP had canvassed staff who preferred Governors going into school rather than subject leads attending FGB meetings.

Governors agreed to set up this monitoring.

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Action 4: RS to post list of subjects on GovHub.

Action 5: Governors to email LB with subject preferences.

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**13. Policies for review**

RS had posted Charging and Remissions Policy and Health and Safety Policy on GovHub.

Governors agreed both policies.

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**14. Academisation**

RS provided details of recent presentations and outcome of a TVP meeting at Kingsmead where the consensus was the TVP should monitor MAT developments in Somerset for the next 6 months.

Governors agreed this action and that the geographical location of any MAT was crucial for the continuing success of the school.

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**15. Chair's Matters**

LB asked Governors to monitor GovHub and emails.

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**16. AOB**

Date of next meeting Weds 12<sup>th</sup> July.

Meeting closed at 21.00

**SUMMARY OF ACTIONS**

No	ACTION
Action 1	LB to ask AW for previous FGB minutes
Action 2	GW to meet with GH to complete SFVS
Action 3	Relevant Governors to complete scheduled SDP monitoring and post reports on GovHub
Action 4	RS to post list of curriculum subjects on Gov Hub
Action 5	Governors to email subject preferences to LB who will coordinate.

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