

MILVERTON COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BOARD (FGB) MEETING

Wednesday 23rd November 2022 at 19:00 on Microsoft Teams

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

MINUTES		
	Present:	Absent:
Chair	Linda Burton (LB)	Ewan Robertson (ER)
Headteacher	Richard Stead (RS)	Andy Wooller (AW)
	Andy Powell (AP)	Gwil Wren (GW)
	Emily Weiss (EW)	
	Stephen Penny (SP)	
	James Pyne (JP)	
	Cyril Kelly (CK)	
Guest	Chris Mann (CM)	
Guest	Guy Hanniford (GH)	
Clerk	Helen Jessep (HJ)	
Meeting began: 19:00		

Documents circulated in advance of the meeting:

- FGB Meeting Agenda
- Draft FGB Meeting Minutes 21st September 2022
- FFT Summary Dashboard
- Headteachers Update
- Medical Needs and SEND Policy – tabled at the meeting

1. Apologies for Absence

Apologies of absence were received from AW, ER and GW. The meeting was quorate.
The Chair welcomed both GH and CM to the meeting.

2. Declaration of Business Interests

There was one new declaration of interest. JP confirmed that he is now also a Co-opted Governor at another local school, Crowcombe and Stogumber.

3. Matters Arising from the Minutes of the Meeting on 2 February 2022

These minutes were circulated in advance of the meeting.

The Chair went through the actions from the last meeting.

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No	ACTION	
Action 1:	Upload the updated version of the Declaration of Business Interests to the school website. <i>HJ & Office Manager.</i>	Complete.
Action 2:	Date to be confirmed for CCTV installation of remaining cameras. <i>AW & Head.</i>	Ongoing. Roll over.
Action 3	Update the aide memoir document before the next FGB meeting. <i>JP</i>	Action 1: JP to complete the Aide Memoir and circulate.
Action 4:	Clerk to provide advert for website and newsletter noting key skills and the importance of maintaining a balance.	Complete.
Action 5:	Remaining governors to provide pen portraits asap. <i>AW, ER & GW.</i>	Action 2: AW and GW to finalise pen portraits.
Action 6:	Chair to liaise with Office Manger about suitable date to be on site. Head to let staff know when date agreed.	Complete. LB meeting staff on Friday 25th November.
Action 7:	Chair to electronically sign the minutes from the meeting on 13 July 2022.	Complete.
Action 8:	Amend the recruitment policy to add in the need for searches. Seek some clarification, is this a recommendation from SSE or a requirement. Further guidance on how searches should be carried out would be useful. <i>Head/Office Manager.</i>	Discussion took place. Action 3: It was agreed that the Head will add in a line to the recruitment policy regarding IT searches.
Action 9:	GW needs to be given access to view documents and sign off on My Concern. <i>HJ.</i>	Action 4: HJ to chase if GW has been set up on MyConcern and GovernorHub.
Action 10:	Head to let AP know in advance, when SCC is due on site, so that he can speak to them when they visit.	Ongoing.
Action 11:	Amendments to be made to the Safeguarding and Child Protection Policy. <i>RS.</i> Governors to sign off their approval via MyConcern. <i>All.</i>	Amendments complete. Action 5: HJ to check with SSE services that it would be acceptable to re-sign declarations so history doesn't show.
Action 12:	Vice Chair (AW) to Chair the next FGB in November.	Postponed till January 23.

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All governors agreed that the minutes of the FGB meeting from 21st September 2022 were accurate.

Action 6: Chair to electronically sign the minutes from the meeting on 21st September 2022.

4. Urgent Non-Agenda Items

There were no urgent non-agenda items to discuss.

5. Governor Membership

The Clerk highlighted that there are currently two vacancies for Co-opted governors and there will be third shortly. ER has been a governor for 12 years. His term of office will end this month.

Action 7: Chair to invite ER to the next FGB meeting to formally thank him.

6. Governor Training Update

Training

The Chair recently attended two online meetings. One was the termly Chair meeting and the other was called by Amelia Walker who wanted to get all the LA governors together. A lot of information came out of these meetings that specifically related to Ofsted. Some of these discussion points can be added to the Aide Memoir.

Ofsted emphasis according to feedback is that safeguarding and basics are at the top of the list closely followed by ensuring that policies are up to date, the SCR will also be closely scrutinised. All documentation needs to be on the website.

The Equality Act has been updated and the school needs to ensure it has an annual statement on the website to show how the school is complying with its duties. There is a statement on the website but this needs to be updated.

Action 8: Head to update Equality Act Statement.

The Chair was advised it would be useful for a governor to attend cyber training. [The governors agreed that AW would be a good candidate as he was heavily involved in the school obtaining its 360 safe award and already has knowledge about school cyber safety.](#)

Action 9: Chair to contact AW to confirm if he would be happy to attend cyber training.

Ofsted Training

The SSE Autumn term briefing highlighted some areas that Ofsted are focusing on. The Clerk put forward some questions that they suggest the board consider and what its responses would be to the following:

- What do you want for your pupils by the time they leave school?
- What role did you play in the planning and development of the curriculum?
- How do we monitor the curriculum?

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- How is what you are being told by senior leaders being validated?

General discussion took place.

The Chair asked Governors if they felt confident they could answer these questions.

The governors agreed that they would be happy to answer these questions.

Policy Review Cycle

In a Clerk's briefing, earlier today, the SSE confirmed that Ofsted would expect the governing body to have a policy review cycle in place. The governors are monitoring policies and so should be aware of which policies are due for review and when.

Parent Feedback

The Chair informed governors' that there had been some expressions of concern, from parents, about the emergence of the school from covid and whether the school needs to be doing more enrichment activities such as a Harvest festival, sharing assemblies and Carol services.

The Chair noted that the Head is responsible for the operational running of the school. However, Ofsted will ask parents for feedback and as these emails of concern had also been sent to her for information she felt it would be useful to mention it at the meeting.

One of the questions that was raised was why are the children not having a Carol service.

The Head stated that he was concerned if covid is being used as an excuse. Covid is not a reason for the school to not be doing some of the extras that they have historically done during this term. The main reason for these activities not being available to children is capacity and due to the huge turnover and change in the number of new school staff. This involves a lot of induction, bringing staff up to speed with how the school is running. The Head stated that the school's first duty is to educate children. These activities take a lot of organisation and energy to make them happen.

The MSA parent body is not able to do everything themselves. The staff team are operating at a level where the school needs them to deliver the best level of education.

The Head stated that it is not that the school does not want to do these events and activities or that they won't do them again but certain things need to be prioritised. The MSA has organised a Christmas fete and parents came in for the recent parent's evenings. It is just not possible to do everything all the time.

The governors asked about the complaint's procedure and whether the emails of concern would usually go to the Head first, then if a parent is not happy with the answer they can go to the Chair of Governors.

The Chair noted that these parents were not complaining but rather expressing concern. The emails were very constructive, they clearly identified what they are concerned about and suggested solutions and offered support. The concerns have gone to the Head in the first instance but the Chair has been copied in.

The Chair highlighted that currently our complaints policy is out of date and does not distinguish between the process for a complaint and concern.

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General discussion took place, governors would be interested to know how widespread concerns are. Would the school get a positive response to an Ofsted survey?

Governors wondered if communication is the root of the issue and that perhaps if parents were given explanations for why things aren't happening that would help.

The Head went through some of the results of the survey. The results were based on 102 returns:

- 97% my child is happy
- 100% child is safe
- 99% happy with child's work
- 100% happy with their child's experience.

The Head informed governors that this survey would normally be carried out in Spring term, further into the year. The last parent survey that the school did was in February 2020. So far, the results appear to be similar.

The Head did note that they have not yet had a chance to digest the free text comments that were in the surveys as there is a section on the back for parents to write in more detail.

Discussion took place regarding what Ofsted might be interested to know in terms of impact of covid. What actions did the school take to continue education during that time and the impact following? Also discussion on children's acquisition of phonics and reading.

7. Governor Monitoring - Updates

EYFS

The Chair talked through a recent meeting with the Assistant Head, Pastoral (KS). The EYFS report is available on GovernorHub.

KS has a vision to expand pre-school. It is currently booked up until summer 2024. KS would like to consider separating 2-3 year olds from 4-5-year olds. The EYFS report details KS suggestions and considers whether it is possible to make use of the toasties room to do this.

KS discusses storage in reception and the possibility of moving this to open shelving. In reception cupboards and drawers mean children don't explore as much compared to open shelving in pre-school which encourages children to be more independent.

The Chair stated that there were a lot of great ideas in the report that we could consider finance permitting.

The Chair is very impressed with the work that KS is going with Early Years at the school.

Strand A

The Chair and ER are impressed with the work being done. ER has provided a write up. There is a question for governors, 'how do we demonstrate the outcomes and measure the impact of the curriculum on children.' General discussion took place.

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SP and the Head have been talking about the INSET planned for Tuesday 3rd January 2023. This date was originally set up for the TVP. However, there has been a change in its management. As a result, the Head has planned for teachers to work on their review of the curriculum to refine and continue to improve it. This will be an ongoing process.

Discussion took place. There is evidence on the Friday Flyer and within quest letters to show what the school is doing as part of its curriculum.

The Head discussed building blocks and how key concepts run through the curriculum.

Governors asked how this feeds into the surrounding secondary schools?

Milverton school has approached Kingsmead to ask but it has not been possible to link up the curriculum yet. There may be a window of opportunity with the change in leadership but this will involve another piece of work to help the children's journey.

Action 10: Head to upload current SDP to GovernorHub.

SEND

JP provided an update. Some of the key points were as follows:

- The SEN report is available on GovernorHub.
- There are two children coming to reception, from pre-school, with EHCP's. Reception will require 4 support staff in addition to the class teacher.
- The previous SENCo worked at Milverton full time, in the capacity of SENCo and teacher. However, the new SENCo is only employed to work two days a week. They have also moved from a different county and some of the processes are very different. This has taken some time to adjust.
- Currently 9% of children at the school are on the SEN register. 7% are being monitored.
- Running roughly at about half the national average.
- Of the 14 children on the current SEN register 9 have more than one area of need. This means quite a lot of attention is required.
- There have been 4 new class teachers and 3 new TA's. Extensive training taking place. There has been a lot booked for this term and next term.
- The SENCo is going to go on some diagnostics training.
- The NELI initiative is continuing to work well and being used by pupils in Year 1.
- The SENCo is working closely with the Early Year's SENCo and good support is in place from Pre-school with the transition to school. This worked well for the two children with an EHCP.
- Pupil progress meetings are continuing.
- A meeting earlier in the term, with Strategic inclusion, looked at SEND targets.
- All the children have my learning passports. Pupils are therefore able to give their voice.
- Need to introduce the new Somerset graduated toolkit. This toolkit looks at support processes.
- The SEND policy has been updated and is to be reviewed, by governors, later in the meeting.
- FS and ELSA are proving beneficial. They are now being reviewed at the end of each term.
- As well as notional 2 funding the school has received band 4 and High Needs top up funding for additional EHCP's. Possible resources for children will be ordered and purchased throughout the year.

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The governors were interested to understand what notional 2 band funding is.

The Head explained that the school must find an initial £6k and then a top up is provided.

Is any of this funding under threat through current government initiative as Somerset schools could be set to lose resources.

The Head confirmed that the budget plan has been in place since April and the school will continue with this. However, at this stage we don't know what will happen next April.

Pupil Premium

KS and EW have not been able to find a convenient time to meet. When they have met EW will share meeting notes.

Action 11: Head to upload notes of pupil premium meeting onto GovernorHub.

Sports Premium

The report evidences the impact of primary PE and sports premium and outlines the plans to show what is happening and what the school is proposing. It is designed so you see the intent, implementation and funding. Looking at the funding there is about £27k available.

Governors were interested to know if this was funds plus a carry over.

The Head confirmed that this funding is ring fenced and will be preserved for sports funding. It runs from April to April each year.

CK confirmed that there is lots of activity on the PE programme and extra co-curricular activities including Forest school. However, there is difficulty in evidencing the impact that all this activity is having on the children at the moment throughout the school.

Governors suggested that the school consider reviewing this at the end of the year.

The Head gave some examples of activities that all children participate in, such as the golden mile and 160 children access the after-school clubs.

Discussion took place regarding the expectations of after school clubs. There is reference in the report to gifted and talented children and encouraging promotion to a higher level. Some governors noted that parents will have different motivators for after school clubs. Some parents require wrap around provision due to their hours of work.

The governors asked if the parent survey could ask if the parents are satisfied with after school clubs.

The Head stated that they could write this in the free text area on the back of the survey form.

The Head also explained that the ASC are a lot of skills drills given the range of ages.

Action 12: Governor monitoring of ASC to be discussed at another time.

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8. Safeguarding Update

EW met with the Office Manager and Head and went through the SCR. EW confirmed that it is a completely different document compared to six months ago. All columns are now completed apart from the current checks on new staff which were recently carried out.

An action from the last monitoring visit was that the Head was going to seek to do an independent audit. This has taken place. The auditor has sent through a checklist and noted if the school is meeting the requirement. EW and the Office Manager went through this report line by line.

EW noted that there are a couple of contradictions within the report so the Office Manager is seeking clarification on these which are technical points. Correspondence about this, with the auditor, can also be used as evidence to support the school and the work they are doing. EW said it was all very positive.

The Head and EW met separately and spoke about safeguarding in general. There had been one recent parental complaint. This has been responded to and no further concerns have been raised. There have been no further incidences. The actions and safeguarding in place have been working.

General discussion took place.

There are no other significant safeguarding concerns.

Governors discussed MyConcern and accessing information on SEND register. The Parent Family Support Advisor (PFSA) can now log interventions and children they are working with on the register.

The PFSA currently has a full caseload. This is a good resource and the school has a good relationship with them. Unfortunately, there is only so much resource available.

One family is working with FISW and KS is also supporting that family.

EW wished to note the boards thanks to the Office Manager and Head for their work on the SCR.

9. Education Committee

The Education Committee met on Monday 7th November and looked at the SDP priorities. Feedback was provided on all three strands of the SDP. Key points to note:

- KS is pushing forward on improved attendance and outcomes especially for disadvantaged children.
- Bromcom has gone to the cloud but the school is working through some teething problems.
- The committee approved the homework policy and PHRSE policy.
- The committee discussed the IDSR document that Ofsted use to store and analyse data. This includes SATs results and trends over time.
- Discussed the preliminary data that has come out of base line assessments in the Autumn. Another data drop is coming up in December.
- The governors went through the most recent attendance report. FFT stores the school's data online.

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10. F, P&P

Broadly it has been hard for the school to budget with the move to the new system. This is equally difficult for the governing body but it is hoped that this will improve shortly to enable governors to have the detail they require.

The F, P&P Chair went through the key points discussed at the meeting on 9th November:

- *Premises* – the Head and AP met to go through the H&S audit from SCC. The school is 86% across all the categories with no serious safety issues among non-compliances.

Action 13: Head to upload the H&S audit to GovernorHub so all governors can see the document.

- *Energy Management*- research into this has been prompted due to the increase in energy costs but also the carbon footprint.

The SCC produced an energy report previously which looked at insulation, boilers, heating and lighting. The governors talked through this and considered how the school could improve areas to reduce costs going forwards. Discussion took place on quotes for solar panels and funding for boilers however, the school's boiler is relatively new so we would be quite far down the list in terms of funding.

The school is high in terms of benchmarking electricity use but low in terms of gas use.

The overall focus was how can the school reduce costs.

11. Headteachers Report

The Head went through the main points in the Headteachers report. Some have been covered earlier in the meeting.

Fischer Family Trust (FFT) Data

Latest Analysis from FFT shows that provision for children at Milverton School during, and after, the period of greatest covid disruption was successful in enabling pupils to continue to make strong academic progress.

The results, from the 2022 SATs tests, show that Milverton pupils achieve in the top 2% in the country for progress and attainment in Reading and Maths combined, and the top 4 % for progress and attainment in Reading, Writing and Maths combined (Writing is teacher- assessed).

All vacancies at the school are now filled and new staff are settling in well.

Update Report on Priorities from the 2022-23 SD

Curriculum Provision & Resources:

- The curriculum is stored on google drive and available to all staff.
- SP has bought new books to improve early reading resources.

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Pastoral and Well-being Provision:

- The Office Manager and KS have worked to re-write the Attendance Policy, in line with Somerset's model policy. They have analysed school attendance figures for patterns of poor attendance and KS is working on strategies to improve attendance.
- KS has enrolled on Mental Health Leading Teacher training.

Migration to Cloud Services:

Bromcom MIS migration has taken place. There have been some glitches in the system which mean that we cannot yet produce monthly financial reconciliations.

The use of Google Drives to store, access and work on curriculum documents is working well.

Finance

This was covered earlier in the meeting.

Staffing

Covid-related staff absences have continued although more days have been lost due to cold and flu symptoms. It is hoped this will begin to improve with the number of national covid cases declining.

The Head provided more detail on staff absences that were not covid or flu related. One member of staff was recently called for jury service.

The Head confirmed that there are currently 205 children on roll.

12. Policies for review

Medical Needs Policy

The governors approved the [Medical Needs Policy](#).

SEND Policy

JP confirmed that he been through the SEND policy with the school's SENCo and recommended it for approval.

The governors approved the [SEND Policy](#).

13. Clerk's Matters

The Clerk had nothing further to add, points had been raised earlier in the meeting from the recent Clerk's briefing.

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14. Chair's Matters

The Chair wished to record the Board of Governors' thanks to ER for all his years of service.

HJ has resigned as Clerk and will finish at the end of December. The Chair thanked her for all her work whilst in post.

Action 14: Vacancy for Clerk to be advertised as soon as possible. Office Manager to organize.

The Chair informed governors that she will be going on holiday after Christmas during the first half of the spring term. This holiday was planned prior to covid and as a result she will be away for over 5 weeks. Discussion took place.

AW will be chairing the next FGB in February.

Action 15: Governors to consider if they would be happy to step up with a cascade/tree of contact if needed.

15. AOB

There was no other business to discuss.

Date of next meeting – Wednesday February 2nd 2023

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SUMMARY OF ACTIONS

No	ACTION
<i>Action 1</i>	<i>JP to complete the Aide Memoir and circulate to all governors via GovernorHub,</i>
<i>Action 2</i>	<i>AW and GW to finalise pen portraits for website.</i>
<i>Action 3</i>	<i>Head to add in a line to the recruitment policy regarding IT searches.</i>
<i>Action 4</i>	<i>HJ to check if GW has been set up on MyConcern and GovernorHub.</i>
<i>Action 5</i>	<i>HJ to check with SSE services that it would be acceptable to re-sign declarations so history doesn't show.</i>
<i>Action 6</i>	<i>Chair to electronically sign the minutes from the meeting on 21st September 2022.</i>
<i>Action 7</i>	<i>Chair to invite ER to the next FGB meeting to formally thank him.</i>
<i>Action 8</i>	<i>Head to update Equality Act Statement.</i>
<i>Action 9</i>	<i>Chair to contact AW regarding whether he would be happy to carry out the cyber training.</i>
<i>Action 10</i>	<i>Head to upload current SDP to GovernorHub.</i>
<i>Action 11</i>	<i>Head to upload notes of pupil premium meeting, once it has taken place, onto GovernorHub.</i>
<i>Action 12</i>	<i>Governor monitoring of ASC to be discussed at another time.</i>
<i>Action 13</i>	<i>Head to upload the H&S audit to GovernorHub so all governors can see the document.</i>
<i>Action 14</i>	<i>Vacancy for Clerk to be advertised as soon as possible. Office Manager to organize.</i>
<i>Action 15</i>	<i>Governors to consider if they would be happy to step up with a cascade/tree of contact if needed.</i>