

MILVERTON COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BOARD (FGB) MEETING

Wednesday 21st September 2022 at 19:00 at Milverton School

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

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

Documents circulated in advance of the meeting:

- FGB Meeting Agenda
- Draft FGB Meeting Minutes, 13 July 2022
- Safeguarding & Child Protection Policy

1. Apologies for Absence

Apologies were received from CK. The meeting was quorate.

2. Declaration of Business Interests

There were no new declarations of interest.

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3. Standing Orders

The standing orders are available on GovernorHub.

The governors agreed there were no changes necessary to the standing orders.

4. Delegation of External Visits

The governors agreed to continue to delegate authority for external visits to the school.

5. Matters Arising from the Minutes of the Meeting on 13 July 2022.

These minutes were circulated in advance of the meeting.

The Chair went through the actions from the last meeting.

Action 1	Clerk to update record of Business Interests.	Complete. Action 1: Upload the updated version to the school website.
Action 2	Quotes for Turkey Oak works.	Still awaiting quote 2 after the site visit and quote 3 is in the process of being arranged – carry forward.
Action 3	AW to finish the CCTV installation during the summer holidays.	Ongoing. Due to unforeseen circumstances AW was unable to carry out the installation. Action 2: Date to be confirmed.
Action 4	JP to update the aide memoir document in September.	JP confirmed that he is still happy to go through this document with the Chair. Action 3: Update the aide memoir document before the next FGB meeting.
Action 5	Chair to electronically sign the minutes from the meeting on 27th April 2022.	Complete.
Action 6	Advertising for Co-opted governor vacancy to be discussed and actioned at the start of the next term.	The Chair informed governors of two people she intends to approach who may be interested in the positions, both with backgrounds in Education. Action 4: Clerk to provide advert for website and newsletter noting key skills and the importance of maintaining a balance. Not parent heavy.
Action 7	Clerk to update the dates on the TOR for each committee to state that they are for 22-23.	Complete and uploaded to GovernorHub.
Action 8	AP to share the monitoring template with the Chair. Chair to draw up schedule for the year.	Template has been shared. The Chair has drawn up a schedule to share.
Action 9	Head to send out an invite to all governors to join staff	Complete. Three of the governors

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	safeguarding training on Thursday 1st September.	attended the safeguarding training.
Action 10	RM to update the Sport & PE Premium report before the end of term.	Ongoing. CK has been monitoring. There are still some gaps in the spending table which is due to the lack of a finance officer in post. New Finance Officer is due to start at the beginning of October. Hours of work will be 16 over 2 ½ days.
Action 11	Head to investigate whether further information is required from contractors in addition to DBS numbers.	Complete. The Head confirmed that the Office Manager asks for this information. A bulk list of DBS numbers is provided and these are then matched when a contractor visits site. However, the school have been advised, by SCC, that it is not necessary to store the information unless a contractor is coming in more than 4 times a month. The Head confirmed that most of the contractors visiting the school do not come more than 4 times a month.
Action 12	Governors to provide a pen portrait and photograph for the school website	Most of the governors have provided these. There are three outstanding. Action 5: Remaining governors to provide pen portraits asap.
Action 13	Trial governors being on site half termly.	The Chair is happy to start off and will come in one day this term to meet staff including new staff. Another date closer to Christmas would be useful to see how they are settling in. Action 6: Chair to liaise with SP about suitable date to be on site and Head to let staff know when this is arranged.

All governors agreed that the minutes of the FGB meeting from 13th July 2022 were an accurate record.

Action 7: Chair to electronically sign the minutes from the meeting on 13 July 2022.

6. Election of Co-opted Governor

The Clerk informed Governors that AP's term of office is due to expire on 24th September. AP confirmed that he would be interested in staying on as a Co-opted Governor until the end of the academic year.

AP left the meeting.

The governors cast a vote with the understanding that AP would stay for one more year.

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A unanimous vote was cast and all governors were in favour of him renewing his term of office for one year.

AP returned to the meeting.

7. Urgent non-agenda item

Staff Governor Term of Office

The Clerk informed governors that SP's term of office is due to expire later this month. SP would be interested in renewing his term but all staff must be offered an opportunity to nominate themselves or another member of staff.

The Head has sent out a letter to staff informing them of the staff governor vacancy. The deadline for nominations is midday on Friday 30th September.

Sub Committees

The governors discussed who would be members and the Chair for each subcommittee. [The following was agreed:](#)

- *Education Committee* – Head (Chair), LB, CK, JP, ER and SP
- *Finance, Premises and Personnel* – AP (agreed to Chair for one year), EW, AW, GW & the Head
- *Pay & Appraisal* – ER has stepped down as Chair as his term of office is due to end later this year. LB (Chair), EW and AW. Quorum is two members.

Discussion took place regarding the recruitment for a new advisor for the Head, this person would be involved in the Head's performance review. [The board agreed they wish to recruit a new advisor if possible.](#)

8. Safeguarding

The Head explained that MyConcern is a tool that is used to record any concerns that someone may have.

There are currently two open cases at the school. However, a new safeguarding complaint has been raised this week. RS gave brief details to the governors. The school is currently dealing with this.

[Governors were interested in next steps in this incident.](#)

- The Head confirmed that it has been recorded on MyConcern.
- Class teachers have revisited and discussed NSPCC'S '*Pants model*' to educate children.
- Training for staff is booked (tomorrow) on the brook traffic light tool. This is a useful diagnostic tool.
- EW has been nominated as the investigating officer for the complaint.

[Governors were interested if this incident was linked to the two open cases.](#)

The Head confirmed that the incident is not linked to the two open cases.

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Governors were interested in the extent that the school engage the children involved.

The Head has spent time talking with the children and has been in contact with parents. A Parent Family Support Advisor is also involved.

Training

All staff attended safeguarding training on the inset day at the beginning of September.

KS is now the Deputy Designated Safeguarding Lead.

The Head will be attending training tomorrow afternoon as mentioned earlier (Brook Traffic Light Tool).

Keeping Children Safe in Education (KCSIE) 2022

KCSIE has been updated, the new version came into effect on the first of September.

The Head went through the updates that were provided at the recent safeguarding training which took place on INSET day.

Governors need to be aware of the updates and changes. All governors should have received an alert from MyConcern asking them to login and sign off that they have read the policy.

The Clerk highlighted some of the updates that governors must be aware of:

- *Low Level Concerns* - KCSIE now contains more information on managing low level concerns.
- *Peer on peer abuse* – this is now referred to as child on child abuse because it is not always children of similar age.
- *Safer recruitment* – organisations should not just accept CVs. It is also now a requirement to undertake, at shortlisting stage, an online search of potential candidates. A search should be conducted by someone who is not involved in the recruitment process and it is only necessary to highlight if there are concerns. The board should seek assurances, as part of its due diligence, that the school carry out this search.

Discussion took place.

The Safeguarding Lead read out the SSE guidance available which suggests that searches are conducted to identify any incidents or issues that have happened and are open to the public that the school may wish to explore with the applicant.

Governors agreed that the search should be generic search using google and that this should be added to the school policy. Governors also suggested that confirmation of the search should be added to the school's recruitment checklist.

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.

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- *Access to online sites* - Reinforcing the importance of talking to parents about children's access to online sites when away from school
- *Governor training* - Increased governor training requirements and on induction.

Action 9: GW needs to be given access to view documents and sign off on My Concern.

Governor specific training may come out re safeguarding. More tailored training would be useful. This generic safeguarding training will be circulated to all governors.

Governors are required to do safeguarding at induction, the school's policy should include the need to keep up to date regularly.

Annual Safeguarding Audit

The Head noted that the Annual Safeguarding Audit has not opened yet. Further updates will follow. This will be KS first audit as this was previously completed with JN.

SCR

The Head confirmed that Jane Weatherill (JW), from SCC Education Safeguarding Team Manager, came in to look at the school's SCR as it was noted previously that work was required to improve this.

The school wishes to ensure the SCR meets the standards set by Ofsted as well as ensure safer recruitment is in place.

JW was happy that the SCR was fit for purpose although it may need some amendments. JW will produce a report with her recommendations but would also be happy to speak to the Safeguarding lead.

EW happy to wait for the report.

9. Health, Safety and Security

AW confirmed that there have been no alerts on CCTV since the last meeting and the Head confirmed that there have been no further incidents of malicious behaviour i.e. vandalism.

Governors were pleased to hear that over the summer holiday period there had been no further incidents and felt that the CCTV is working as a deterrent.

The Head confirmed that funds have been secured to increase security for the site, particularly around the pre-school area. There is a gate which needs to be put up.

A fire drill has taken place this month and has gone well. The school has high standards. There was a quick evacuation within five minutes.

The governors were keen to know how often fire drills are carried out.

The Head confirmed that the school must do at least one drill each academic year however, Milverton carries one out three times a year as this is considered good practice.

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The fire risk assessment is due before the end of September and a Health and Safety walk round is due from SCC.

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.

10. Staff Wellbeing

The Chair had met with SP in his new role as Assistant Head prior to this meeting.

The governors were aware that there have been several new members of staff join this term. SP stated that they seem to have settled in well. However, there is still some training that needs to be organised as part of their induction.

Governors queried the abbreviation of ECT.

SP explained ECT stands for Early Careers Teacher, the term NQT is no longer used.

KS is the ECT's mentor (carries out observations) and SP is the staff induction tutor.

11. School Development Plan Priorities 2022-23

Curriculum

The priorities were agreed in the summer and most of the intent documents have been written. SP has been working to finish these off with the staff team. Reading and writing are complete however, music needs to be finished off.

The school is aiming to review the intent documents throughout the year to look at their impact. They will be looking at its implementation in lesson observations. There will be a lot more of this going approach going forwards.

It will be important to make sure that the key concepts are clear. Ofsted wish to see that the curriculum is structured to build knowledge year on year.

Pastoral

The new SENCo is settling into the team and working well with KS. The SENCo is only two days a week. The schools previous SENCo was on site for five days although only employed in SENCo role for three days a week.

KS will be responsible for looking after staff wellbeing. Her remit also includes picking up on persistent non-attendance and focusing on whether children are attending well and making good progress.

Pre-covid attendance would be flagged if it was below 90%. The school will look at an integrated approach and all factors involved.

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Business

The Bromcom migration has initially gone ok but it is a large database and there have been a few issues.

Google migration to the cloud has taken place and the children are working in the cloud and logging on using chromebooks.

The school is now focusing on migrating physical data to the cloud.

The governors were pleased to hear that the new finance officer, who starts in October, is already familiar with Bromcom.

The new Senior Finance Officer at SCC who will support the school is Karen Keal (KK). KK has the dates of the F, P&P meetings and either KK or the new finance officer should hopefully be able to attend going forwards.

The timing of the SDP table is being mapped out. This was discussed in a recent staff meeting and is in progress. However, the Office Manager has been off sick for a week so there may be a slight delay.

12. Policies for Review

The Head presented the Safeguarding and Child Protection Policy for the governors' approval.

Governors suggested that track changes would be useful going forwards so that it is clear how the policies have been revised each time. The Head confirmed that this had been done in the past for larger policies such as the Finance Policy, this is worthwhile due to the size and number of changes. However, it may not always be necessary and in this case, there have not been a lot of changes.

The governors highlighted a typo to be amended and asked that KS be added as Deputy Designated Safeguarding Lead (DDSL).

Action 11: Amendments to be made to the Safeguarding and Child Protection Policy. Governors to sign off their approval via MyConcern.

13. Governor Monitoring

The Chair prepared a governor monitor plan for the academic year and asked governors to feedback if there are any objections to the allocation. The Chair highlighted the importance of the plan as it provides good evidence of how the board are monitoring each strand of the SDP.

The Chair noted that EW has not been assigned on the plan as she is responsible for safeguarding which has a heavy workload and onsite visits are also required. ER has not been assigned an area as his term of office is due to finish at the end of November. However, ER noted that he would be very happy to assist the Curriculum lead until his term ends.

14. Clerk's Matters

The Clerk brought forward an action from a previous FGB meeting. AW to Chair FGB in November. AW is still happy to do this.

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Action 12: Vice Chair to Chair the next FGB meeting in November.

No further items for discussion.

18. Chairs Matters

The Chair informed governors that she had recently met with the Clerk regarding her role as she was considering whether she would hand in her resignation due to work life balance. The Clerk has agreed that she is happy to stay on until Christmas in the interim and they will review. In the meantime, the Chair asked if Governors could respond promptly to information requested by the Clerk and that we all do our best to ensure information is disseminated in a timely fashion.

19. AOB

Some of the governors were interested to know the Heads thoughts on the recent news. A brief discussion took place regarding schools turning into academies.

There was no further business to discuss.

Date of next meeting – Wednesday 23rd November 2022

Meeting Close: 21:00

Education Committee Mondays 6pm	FP&P Committee Wednesdays 6pm	FGB Meetings Wednesdays 7pm
7th November, 2022	9th November, 2022	23 rd November, 2022
16th January, 2023	18th January, 2023	1st February, 2023
20th March, 2023	22nd March, 2023	10th May, 2023
26th June, 2023	21st June, 2023	13th July, 2023

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SUMMARY OF ACTIONS

No	ACTION
Action 1:	Upload the updated version of the Declaration of Business Interests to the school website. <i>HJ & Office Manager.</i>
Action 2:	Date to be confirmed for CCTV installation of remaining cameras. <i>AW & Head.</i>
Action 3:	Update the aide memoir document before the next FGB meeting. <i>JP&LB</i>
Action 4:	Clerk to provide advert for website and newsletter noting key skills and the importance of maintaining a balance.
Action 5:	Remaining governors to provide pen portraits asap. <i>AW, ER & GW.</i>
Action 6:	Chair to liaise with SP about suitable date to be on site. Head to let staff know when date agreed.
Action 7:	Chair to electronically sign the minutes from the meeting on 13 July 2022.
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>
Action 9:	GW needs to be given access to view documents and sign off on My Concern. <i>HJ.</i>
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.
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>
Action 12:	Vice Chair (<i>AW</i>) to Chair the next FGB in November.

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