

MILVERTON COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BOARD (FGB) MEETING

Wednesday 13th July 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)	Vacancy
Headteacher	Richard Stead (RS)	
	Andy Powell (AP)	
	David Malcolm (DM)	
	Emily Weiss (EW)	
	Stephen Penny (SP)	
	James Pyne (JP)	
	Cyril Kelly (CK)	
	Ewan Robertson (ER)	
	Andy Wooller (AW)	
Assistant Headteacher	Kate Lewis (KL)	
Guest	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, 27 April 2022
- Terms of Reference documents
- Single Central Record Governance Monitoring Update (*circulated at the meeting*)
- End of Year ELSA Summary and SEN Report, July 2022
- Evidencing the Impact of the PE & Sports Premium 21-22
- Pupil Premium Funding Update (*circulated at the meeting*)
- Headteachers End of Year Governors Report

1. Apologies for Absence

There were no apologies for absence. The meeting was quorate.

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2. Declaration of Business Interests

There was one new declaration. The Head declared that he is in a relationship with the Office Manager and informed the governors that for this reason he is not her line manager. The Assistant Headteacher is the Office Manager's line manager.

Action 1: Clerk to update record of Business Interests.

3. Election of Co-opted Governor

GW introduced himself, he is currently on the board for Somerset County Council and on the district council for Somerset West and Taunton.

GW was asked to leave the room whilst an election took place (DM was unable to vote as term of office expired). *Votes were cast and the majority voted in favour of appointing him as a Co-opted governor of the board.*

GW was officially voted in and asked to return to the meeting.

The Chair asked all governors to introduce themselves and state which sub-committees they attend as part of their duties.

4. Matters Arising from the Minutes of the Meeting on 27 April 2022.

These minutes were circulated in advance of the meeting.

The Chair went through the actions from the last meeting.

Action 1	Chair to electronically sign the minutes from the meeting on 2 nd February 2022.	Complete.
Action 2	Discuss energy costs in next F, P&P meeting.	There is a team within SCC that advise on utility, management costs and can offer support but the first step will be for the school to put together a plan. There are funds for loans available through the SCC property team which we could express interest for. The next window is at the end of September. Ongoing.
Action 3	Clerk to contact GovernorHub for clarification as to whether individuals need to update their own email addresses or whether the Clerk needs to organise this for all.	Complete.
Action 4	DM to discuss the Turkey Oak and quotes	<i>Action 2: This is ongoing – waiting on</i>

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	for its removal with the Office Manager.	<i>quotes for Turkey Oak.</i>
Action 5	AW to confirm a date to fit the CCTV cameras.	Five cameras were installed at Easter. It was not convenient at half term and it is not possible to carry out the work whilst children are in school <i>Action 3: AW is looking to finish the installation during the summer holidays.</i>
Action 6	Head to upload updated version of the SDP to GovernorHub.	Complete.
Action 7	Head to follow up with the PP lead and Office staff to ensure everything has been uploaded and that the information is up to date on the school website.	Complete.
Action 8	The PP lead has agreed to meet with JN at end of summer term to look at data and impact.	Complete. This meeting took place yesterday. EW to feedback under agenda item 14.
Action 9	The Head will review the SCR.	The Head has completed the work on the SCR. EW to feedback under agenda item 14.
Action 10	Safeguarding lead to organise a meeting with the Office Manager and Chair as soon as possible.	Complete. The Safeguarding Lead met with the Chair and Office Manager separately.
Action 11	Share revised aide memoir document with the Head at next weekly meeting and fill in any gaps.	<i>Action 4: Work in progress. The aide memoir document was revised in line with advice given at recent governor Ofsted training. JP to update in September as figures will change.</i>
Action 12	AW to meet with the Chair and Head to discuss data protection	AW met with Chair and Head separately. Ongoing.

All governors agreed that the minutes of the FGB meeting from 27 April 2022 were accurate.

Action 5: Chair to electronically sign the minutes from the meeting on 27 April 2022.

5. Urgent non-agenda item – terms of Office

The Clerk informed governors that DM's term of office expired on 10th July 2022.

DM stated that he wished to step down in line with his term of office. He has been on the governing body for the full four-year term.

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This creates another vacancy for a Co-opted governor.

Action 6: Advertising to be discussed and actioned at the start of the next term.

6. Review of Terms of Reference

The governors discussed the TOR for each subcommittee. There were no recommendations for changes but the dates on the documents need to be amended so that they are current.

The governors approved the TOR.

Action 7: Clerk to update the dates on the TOR for each committee to state that they are for 22-23.

7. School Development Plan (SDP) Priorities 2022-2023

The Head provided an update on the three strands of the SDP.

Priority One - Curriculum

External feedback on the curriculum has been positive and Milverton is further ahead than most schools however, it still requires some fine tuning.

The Assistant Headteacher led the team at start of the year and work continues to progress with time being dedicated to reflecting specifically on key subject areas.

Staff have taken out some historical activities and thought carefully about the learning. This has been much better as it has ensured all the different subject areas have been covered.

It is a requirement that a school's curriculum is published on its website but also that it reports on each individual year group, its different subjects and intent documents. Milverton's curriculum is now live on the website and provides information on how the curriculum works as well as an overview of the intent of every subject. Milverton work in phases e.g. Year 1 & 2, Years 3 & 4 and Years 5 & 6.

The Assistant Headteacher has set aside time to handover to SP.

Governors wished to record its thanks to staff for all the work that has gone into this curriculum.

The Head also thanked the Assistant Head for leading on this. Going forward focus will be on the concepts to ensure that they are running throughout the curriculum as well as looking at the impact of the curriculum overall. Bug club phonics was discussed as an example.

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Further research and discussions with the children, to find out what they think about the curriculum, would be useful.

Priority Two - Pastoral

There has been a change to the current staffing structure that exists and from September the school now has a Pastoral Assistant Headteacher.

This year school attendance has decreased slightly to 94%. Normally we would expect the figure to be at about 96%. It is also down for Pupil Premium children. The school wishes to focus on improving this, its remit in terms of inclusion is to ensure all pupils make the most progress they can. If children are not attending school as often we can't teach them as well. Part of the work to improve this will require more work looking at the factors effecting why they aren't at school.

It was highlighted that Milverton has not carried out a parent survey for a long time.

General discussion took place including discussion on summer born pupils.

Areas to focus on within this SDP priority include the following:

- Improve attendance and progress of SEN pupils
- Ofsted areas; greater depth in maths for girls and writing for boys
- Analysis of the benefits of forest school
- Mental health and well being

Priority Three - Business

This strand will focus on moving the school business structure/office side away from the P drive and into the cloud. The teachers are already using google drive rather than the p drive. The Head has been reading all the school reports using the google drive.

Bromcom has gone live and teachers are using it for registers. However, it is not operating everywhere yet and needs to be embedded. More training will be rolled out and communication to parents on how they will use it in the future. The school will stop using ParentMail and move to MCAS – My Child at School.

Discussion took place on Bromcom and the various other bolt ons that are available through the system e.g. assessment.

The Head asked the governors if they were happy with the three priorities. The governors agreed.

Governors asked about the ratio of illness to unauthorised absence.

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Absence is 6%. There has been an increase in unauthorised absence for holiday requests. The majority is families saying that they had the holiday booked during lockdown and therefore needed to use it before they lose it.

8. Governor Monitoring

Governor monitoring was very active this year although the Chair did mention that observations started well in the Autumn term but as the year went on some areas had less.

Discussion took place on the importance of monitoring throughout the year to ensure the school fulfill its objectives. Now that the governors have approved the SDP it is possible to draw up a plan for the year.

Action 8: AP to share the monitoring template with the Chair. Chair to draw up schedule for the year.

It was agreed that governors would keep the same categories and populate the template as it is with a few minor alterations. The computing strand will now need to change to pastoral which JP and EW monitor.

Discussion took place on why the school has decided not to include computing in the SDP this year. 360 degree safe has been on the plan for a few years and there is an important meeting tomorrow where it is hoped the school will get the accreditation it has been working towards. If this is the case this area will then be picked up and monitored by the subject leader for computing.

SP will take over from SB as computing lead.

Now that DM's term of office there is a new for a new H&S governor. *AP offered and agreed to take on this role for the coming year.*

9. Governor Training

There were no new updates on recent training.

The school will be providing annual safeguarding training for all staff on Thursday 1st September (Inset). All staff are expected to be in. Governors are welcome to attend.

The safeguarding will take place in the morning and then in the afternoon it will be planning of phases.

It is a requirement for all governors to complete regular safeguarding training and therefore it would be useful if they could attend this with the staff. It would also be a good opportunity for new staff to meet the governors.

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Action 9: Head to send out an invite to all governors to join safeguarding training on Thursday 1st September.

10. F, P&P Committee Update

The F, P&P Chair provided an update following last week's meeting.

- There is a healthy carry forward of £108k, non-committed. The school has been very lucky and careful managing and organising support staff. Support staff have stepped up to cover roles meaning less money has been needed to be spent on supply.
- There have been a lot of staff changes which has meant the school is losing some experienced staff on higher salaries but this also means that newer staff are coming in on lower salaries. The overall projection shows that this will help the budget. Approximately 80% of the budget is allocated to staffing costs.
- The restructuring of leadership was discussed in detail at the meeting and governors agree that this is manageable.
- IT was discussed in depth. The Office Manager provided a written update for the meeting. There have been some issues with service from SCC which has led to problems occurring with the school's IT infrastructure. As a result, the school is looking to outsource this and the options were talked through at the meeting. Governors were happy with the decision to outsource and to use Computeam instead of SCC.
- Finance Policy/SFVS – the finance policy has been updated however, it will need to be updated in September with new authorised signatories. This is to reflect staff changes. We need to be clear on who can and can't sign off on expenditure.

11. Education Committee Update

The Head went through the new staffing appointments and changes.

- **Year 1** - Jannie Bullen - strength and experience lies in arts and eco schools.
- **Year 2** – Alice Atterton will follow her Year 1 class up and be working 3 days a week. Sarah Brooke has been appointed and will be working as her job share 2 days a week.
- **Year 3** –Kaitlyn Downer - Early Careers Teacher (ECT)
- **Year 4** – Lydia Laphorn has been appointed to teaching and will job share with Rebecca McDonagh (RM).
- **Year 5** – Peter Coupe
- **Year 6** – Stephen Penny
- An experienced SENCo has been recruited this week.
- There has also been a new appointment in the office. Debbie Hardy will be starting next week as the office administrator is leaving to go to University. However, there will be a week's handover.

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KL has been appointed as Headteacher at Crowcombe and Stogumber School but will still be working within the TVP.

It is hoped that there will be more teaching assistant appointments next week. The school has received applications.

The Head provided a progress briefing on the SDP at the meeting. It is hoped that the 360 safe accreditation will be awarded once it has been assessed tomorrow.

Unauthorised absences is currently at 6%. This was discussed earlier in the meeting under agenda item 7.

12. SEN Update

KL provided an update on the SEN report. The end of year report is available on GovernorHub.

- All policies are in date.
- The school has 207 children on roll.
- Currently 8% of children across the school are on the SEN register with slightly more boys than girls.
- A further 6% of children are on the Highlighted Needs register. Often an identified need is linked to cognition and learning but it is possible to meet those needs in the classroom and therefore those children will not show on the SEN register but it is still important to recognise those needs.
- There are a further 8% of children on the monitoring / concerns list who are being closely monitored by class teachers and the SENCO for potential additional needs.
- There is currently one child with an EHCP and another it is at the final stage. They have been granted an EHCP but we are awaiting consultation and discussion with regards to the funding required to meet their needs.
- Two children, with EHCP's already in place, are joining reception. Reception requires four members of staff, this year, as there is a high-level need coming in.
- All SEN children are supported through 'notional element 2 funding' which should be up to £6000 per pupil. The school decides how best to use this funding. KL explained what is meant by notional funding. A child with an EHCP receives additional funding. However, the school must still provide the first £6k and then SCC provide the top up.
- The school has developed a new system for recording and monitoring SEND and PP funding which helps us to further monitor this spend and review the impact of the support in place. It has been difficult to upkeep this with the absence of a finance officer and this will need to be reviewed once a new person is recruited.

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The SEND profile is changing and KL wanted to make the governors aware of the increasing needs in the school.

Alongside class-based assessment a range of assessments are completed to help identify the impact of interventions and small steps progress by individual pupils. These assessments are completed at the start and end of interventions and analysed by the school SENCO.

The SEN report identifies different interventions e.g. language, social, literacy and number detectives. KL discussed the spelling-based intervention, called precision teaching, as an example.

KL explained that it harder to measure the impact of the work carried out by the ELSA (Emotional Literacy Support Assistant). However, she gave a lovely example of what a child had said to the schools ELSA after her recent sessions:

'I am ready now, you have been holding my hand and now I am ready for you to walk behind me'.

During this academic year we have called upon lots of external agencies for support and advice. These agencies include Education Psychologists, the Autism and Communication Service, Occupational Therapist, Speech and Language Therapist, Schools Mental Health Team (Trailblazer project), The School Nurse, The Early Years Area SENCO and the Virtual School and Learning Support Team.

13. PE & Sports Grant Update

CK met with RM in March to formalise the report which outlines the school's intent, use of funding and impact on pupils with regards to extra-curricular sport.

CK stated that this is an extensive document which reflects how physically active Milverton school is which is particularly important following lockdown.

CK gave examples of how the school is using the sports premium money to promote active lifestyle across the school:

- Lots of competition and challenge opportunities.
- The use of specialist coaches.
- Staff development. CK noted that staff are very willing to give up time to be involved with activities with the children.
- Forest School provision and new resources.
- Golden mile – the school is close to a collective 10,000 miles over the course of the year which is a great achievement.

There are a couple of areas that come may require more focus in the future, for example swimming. This has been difficult to carry out regularly over the last year due to covid.

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The governors queried the gaps in the report for some of the financial data and costings.

There is a procedure in place for recording and updating the expenditure using the Sports premium monies however, unfortunately with the current finance officer vacancy this has not been updated. The Head will get support to provide this information to RM so that she can fill in the gaps.

Action 10: RM to update the Sport & PE Premium report before the end of term.

14. Safeguarding (Inc. Safeguarding, Pupil Premium and SCR)

Pupil Premium

This summer term review focused on initial information to evidence the success of this year's funding strategy. This information will then be used to support the content of the next pupil premium statement later in the year.

JN talked through the intended outcomes with EW.

EW provided a brief update:

- The school's attendance to June 24th is 93.4%, the national average is 93%. So, although we haven't quite hit the target of 96%, there is a positive 0.3% difference between the school and national data.
- There has been significant increase in participation in enrichment activities, particularly among PP pupils. The number of children engaged in physical activity out of normal school hours increases.
- PP children have more opportunities to engage in clubs including sport and music clubs. They also get the opportunity to experience new activities and trips. Although there have been less trips in the last year due to Covid restrictions.
- The school provides an additional lunchtime club run by a qualified sports coach in KS1 and KS2.
- There is an opportunity for PP children of a free after school sports club.
- Bikeability restarted this year. Two children couldn't attend but will have the opportunity to do this in year 6.
- Forest School is heavily embedded.
- Forces funding is currently being used to support music lessons for forces children.

LL has been supporting children 1:1 this year. The intention going forward is for the SENCo to identify more interventions that can be done in class with small groups or 1:1. An initial barrier may be training. However, LL could potentially upskill TA's to deliver some of those interventions.

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The governors were interested to know if the TA's salaries reflect the amount of training they carry out and the additional duties that comes with this.

TA's deliver interventions, such as precision teaching, but this general takes place in the classroom. Sometimes they may come out of the class to carry these out however, the expectation is more on the teacher taking responsibility and leading on it and providing support to the TA.

The Head appreciated the governors raising this point. The school feel that with more training comes more job satisfaction but he understands this may have the adverse effect if it is providing an additional workload.

LL has been working as a teacher using money from the Covid Catch up fund. EW said that they are not aware at this stage how much of that pot of money is left.

The governors were interested to know if the school uses the PP money to fund PP children going on residential.

EW confirmed that they are and they offered a percentage reduction to support them to take part in the opportunity.

In the Charging and remissions policy it states that PP children are entitled to one after school club or two morning clubs using PP funds. EW reassured governors' that PP children have not been left out because they cannot afford clubs.

As identified in the SEN Governors report, JN also identified that the lack of a Finance Officer since April has meant that she is unable to give an up to date handover to KS in terms of spend against budgets. As the reporting year for Pupil Premium runs from January to December, but the financial year runs from April to March, there will be re-allocations of funding which will need to take place as previously undertaken by the Finance Officer. There is also an impact for the completion of the next statement. KS may need some support completing this statement.

Single Central Record

EW met with the Head. The purpose of the meeting was to follow up on the identified gaps in the SCR found at the last monitoring visit.

EW confirmed that a lot of time has been spent working on the gaps and that the spreadsheet shows data has now been completed for all staff.

Significant work had clearly taken place particularly in relation to:

- Referencing
- Disqualification from Childcare
- Medical Forms

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EW and the Head discussed whether references were needed for governors and concluded that there was no clear guidance on this and as this had not been included as a column on the 'School Bus' template, the statutory minimum requirements in relation to governors are being met.

In the tab for contractors there were named contractors e.g. Gardening and catering personnel, with names and DBS numbers. EW questioned whether this was enough detail as she had understood that a letter may be required from the contracting service organisation. A letter confirming that they had undertaken all the relevant checks alongside confirmation of a contract between the school and the service provider which sets out their safeguarding requirements.

Action 11: Head to investigate whether further information is required from contractors in addition to DBS numbers.

EW asked about future employees' inclusion on the register and how the pre-employment information was being tracked. The Head confirmed they would be added once completed and that the information was being tracked via checklists on newly created files.

The school has emailed Education safeguarding at county to ask for an audit. This will mean that SCC will come in and look at our safeguarding and SCR and provide recommendations. This internal audit is at our request.

EW noted that the consultant the school uses for the Heads performance review looked at the SCR and was content with it.

The governors thanked the Head for his work on improving this.

Discussion took place regarding the Finance Officer role. This role has now been advertised three times with no successful appointment. The school is going to pay for the bursar package offered by the SCC which will cost about £10k. This package won't provide all that the support that a Finance Officer would be doing however, it will be a lot more support than they are currently receiving. The Office Manager will manage the workload and if there are still gaps it may be necessary to look at advertising again. This is a weakness for the school at the moment.

The governors were interested in the bursar package and whether this is an annual contract. If the school were to pay for this package and then appoint someone could they cancel it early or would it incur costs.

The Head was unsure but believes that normally the SCC are flexible and was positive that they would come to an arrangement in this situation.

The governors asked if any of the other schools in the TVP had been approached to ask for any support. The Head implied that the other schools, in the TVP, are finding similar gaps in their staffing and therefore not in a position to offer any support to Milverton at this time.

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The governors asked how the school plans to fill the gaps that the bursar package can't fill.

Discussion took place.

The governors wanted to record their thanks for helping to get this issue resolved.

Safeguarding

The Chair suggested that going forwards, at FGB meetings, the Head provide an indication as to the extent of safeguarding issues within the school e.g. number of cases and themes. The governors can then monitor this more effectively.

The Head confirmed the following statistics:

- 81 concerns have been noted on the MyConcern platform since 31st July 2021. Some of these are low level.
- There are currently 5 live cases. 4 are open to the PFSA, mostly with emotional support, and 1 case is soon to be filed.

The governors were interested to know who can add concerns to the platform.

The Head confirmed that both staff and governors can add concerns on the platform. He also highlighted that some of the notes on My Concern are repetitious so the number 81 is slightly misleading. For example, this figure will include any updates on those concerns where meetings might have been held. It is not 81 separate concerns.

It was agreed going forwards that it would be more useful to know the number of children involved and not number of concerns recorded.

15. Staff Welfare

It was agreed that staff welfare will now be a standing agenda item at each FGB meeting.

Governors were keen to consider how they monitor this going forwards as often they only become aware of issues when it is at crisis point.

The Chair confirmed that she has discussed this with the Head and they have agreed that going forwards at FGB meetings he will comment on staff absence and whether this is due to illness or stress so that governors can understand how well our staff are.

Discussions took place on how to build relationships with staff and governors. The Head informed governors that he has conducted exit interviews for the staff leaving.

It was suggested that there is a photograph of each member of the governing body on display in school entrance so that staff know who the governors are.

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The Chair also suggested that after school once a half term or once a month a governor is on site and available to chat to staff in the staff room. *The governors agreed this would be worth trialing.*

The governors were interested to know how much information is included in the staff induction about the governors.

Discussion took place. *It was agreed that it would also be useful for parents to know who the governors are and the governors will provide pen portraits for the website.*

Action 12: Governors to provide a pen portrait and photograph for the school website.

Action 13: Trial governors being on site half termly.

16. Headteacher's End of Year Report

SATS

The Head went through the KS2 SATs results which have been extremely positive.

	Milverton Year 6 % attaining ARE+	National Ave. Year 6 % attaining ARE+ England, KS2 2022 (2019 SATs)	Milverton Year 6 % achieving the greater depth standard
Reading	94%	74% (73%)	58%
Writing	88%	69% (78%)	38%
Maths	91%	71% (79%)	45%
RWM combined	88%	59% (65%)	39%
SPaG	91%	72% (78%)	55%

Year 1 Phonics

The Yr. 1 Phonics check took place in June this year. 84% of children passed (26/31). Of the 4 Yr. 2 pupils who re-took the test, 2 passed. The 2 who didn't will continue to receive support in Year 3. During the pandemic the school picked out that writing is a lower but they have made improvement since previous year. Across the nation it was lower as well.

The Head discussed the pupil groups; boys, girls and pupil premium.

EY Foundation

There has been a good level of development and 57% of children have got the expected standard in all five primary areas. This was previously 67% however, we are seeing more of an impact of covid on younger pupils. This cohort has some social and emotional needs as all their preschool time was impacted by covid. However, it is important to also note that the figures are not far off the national average.

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There has been good progress since December. They have gone from 50% to 79% accelerated progress since December.

The Head acknowledged his thanks to the EY team for their hard work.

17. Clerks Matters

The Clerk wished discuss the possibility of governors providing pen portrait and photographs for the website. However, this was discussed and actioned earlier in the meeting.

The governors agreed the dates for meetings going forwards. These are listed below:

Education Committee Mondays 6pm	FP&P Committee Wednesdays 6pm	FGB Meetings Wednesdays 7pm
		21st September, 2022
7th November, 2022	9th November, 2022	24th 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

18. Chairs Matters

The Chair wished to record her thanks to people:

- DM for his time as a governor over the last four years.
- The Office Manager for her hard work in the absence of a finance officer.
- The Chair carried out exit interviews with four members of staff which proved to be a very worthwhile exercise and she thanked them for their service and wished them the best of luck for the future.

The Chair finished by thanking everyone within the school for their work this year.

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19. AOB

There was no further business to discuss.

Date of next meeting – Wednesday 21st September 2022

Meeting Close: 21:15

SUMMARY OF ACTIONS

No	ACTION
Action 1:	<i>Clerk to update record of Business Interests.</i>
Action 2:	<i>Quotes for Turkey Oak works.</i>
Action 3:	<i>AW to finish the CCTV installation during the summer holidays.</i>
Action 4:	<i>JP to update the aide memoir document in September.</i>
Action 5:	<i>Chair to electronically sign the minutes from the meeting on 27th April 2022.</i>
Action 6:	<i>Advertising for Co-opted governor vacancy to be discussed and actioned at the start of the next term.</i>
Action 7:	<i>Clerk to update the dates on the TOR for each committee to state that they are for 22-23.</i>
Action 8:	<i>AP to share the monitoring template with the Chair. Chair to draw up schedule for the year.</i>
Action 9:	<i>Head to send out an invite to all governors to join safeguarding training on Thursday 1st September.</i>
Action 10:	<i>RM to update the Sport & PE Premium report before the end of term.</i>
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Action 12:	<i>Governors to provide a pen portrait and photograph for the school website</i>
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