



MILVERTON COMMUNITY PRIMARY AND PRE-SCHOOL
FGB MEETING MINUTES

Wednesday 17 July 2024, 19.00

Present		Absent	
Linda Burton (Chair)	LA Governor	James Pyne	Parent Governor
Beverley Alcock	Interim Headteacher	Fiona Taylor	Co-opted Governor
Chris Barnes (from item 4)	Parent Governor	Emily Weiss	Co-opted Governor
Martin James (via Teams)	Co-opted Governor	Gwil Wren	Co-opted Governor
Stephen Jones	Co-opted Governor		
Chris Mann	Co-opted Governor		
Stephen Penny	Staff Governor		
Gloria Hamlet (items 1-6)	Finance Officer		
Kathryn Lanning	Clerk		

Item 1 – Apologies and Declarations of Interest

- 1.1 Apologies for absence were accepted from James Pyne, Fiona Taylor and Emily Weiss.
- 1.2 There were no new declarations of interest.

Item 2 – Minutes of the last meeting (paper)

- 2.1 **The Board approved the minutes of the FGB meeting held on 8 May 2024**

Item 3 – Matters Arising / Action Tracker (paper)

- 3.1 The Board noted progress on outstanding actions as follows:

FGB Meeting held on 12 July 2023			
Para 5.4	Create Asset Management Plan template	JP	Work ongoing – LB to follow up with JP before he stands down
FGB Meeting held on 22 November 2023			
Para 16.2	Finalise Staff Appraisal Policy	HT	Still to be reviewed – to be done by HT next term.
EGM held on 7 February 2024			
Para 5.1	Governors to do the following training:	All	<u>Still to do Prevent:</u> GW

	Prevent duty training Cyber security training		<u>Still to do Cyber Security:</u> CB, CM, FT, GW
FGB held on 8 May 2024			
Para 7.4	Follow up on a formal handover of responsibility for/access to the external CCTV	LB	LB reported that the Office Administrator had been in touch with the ex-governor who had installed the CCTV system. SP confirmed that the system was fit for purpose but that nobody currently associated with the school had access to the system or could receive alerts. This needed to be remedied. To ensure safeguarding and data protection compliance, access to the system also needed to be removed from anyone no longer associated with the school.

Item 4 – Chair’s Update (oral)

- 4.1 The Chair reminded governors that James Pyne would be stepping down from the board at the end of term. Governors wished him well for his family’s move abroad and expressed their gratitude for everything he had done for the school, particularly with regard to SEND issues. This meant that the board would be carrying a parent governor vacancy and a co-opted governor vacancy at the start of next term.
- 4.2 Governors were pleased to note that, following his resignation as Headteacher, a celebration afternoon had been held for Richard Stead to give staff and governors the opportunity to thank him for his 16 years of dedicated service to the school.
- 4.3 The Chair advised that it was not yet known when the new Headteacher, Nicola Stoddart, would be in post full-time as interviews for her replacement had not yet taken place and she was required to take part in a full handover before leaving. If her replacement could start in September then she could be at Milverton 2 days a week until half term and full-time from then onwards. However, her replacement may not be able to start so soon. The Interim HT had agreed to stay on and work flexibly as required next term for which governors were extremely grateful. At the moment planning was on the basis that NS would do 2 days a week and the Interim HT 3 from the start of September. The Chair advised that she hoped to have a clearer picture on Wednesday when she would be speaking to the Chair at NS’s current school to hear the outcome of the interviews.
- 4.4 The local community group Alive in Milverton would be making use of the school tennis courts over the summer.
- 4.5 It was agreed that a governor WhatsApp group would be set up to facilitate speedy communications when necessary, rather than relying on governors checking their school email accounts.

ACTION: Clerk

Item 5 – Governor Services Update (paper)

- 5.1 The clerk drew the following items to governors’ attention:

- Relationships, Sex and Health Education Policy – the school’s RSHE policy was overdue review but new DfE guidance was expected to be issued soon on how to strengthen the policy to ensure online safety for children. It was therefore agreed that this policy should be updated once the guidance is available.

ACTION: HT

- Sports Premium – maintained schools must publish information on their website by the end of July about how they allocate and use Primary PE and Sport Premium funding to enhance PE, school sport and physical activity for their pupils.
- School Governors Financial Management – this training course was now being offered by Governor Services free of charge and the next one would be on 26 September, 6-8pm.

5.2 The Chair noted the following:

- [Working Together to Improve School Attendance](#) becomes statutory on 19 August. This places a duty on governors to analyse school attendance data and ensure that their school has an Attendance Policy. [Post-meeting note – Milverton Primary does have an Attendance Policy, but it is overdue review].

ACTION: HT

- <https://www.gov.uk/government/publications/school-music-development-plan-summary-template> - before the start of the 2024/25 school year all schools are expected to publish an action plan setting out how they will deliver high-quality music provision in curriculum music, co-curricular music and musical experiences.

ACTION: HT

Item 6 – Month 2 Finance Report (paper)

6.1 GH presented the Month 2 Finance Report and explained that, due to a data inputting error, the estimated uncommitted revenue balance for 2024/25 would be £6k not £16k, giving the school very little financial flexibility. Pupil funding for 2024/25 would be based on the October 2023 census figure of 198 pupils but was expected to fall to 187 in October 2024 which would mean a drop in funding for 2025/26. Numbers were likely to fall further over the next few years, although governors wondered if the introduction of VAT on private school fees might have a positive impact on pupil numbers at state schools.

6.2 GH outlined some of the key features of the finance report as follows:

- the staffing budget included a cost for employing the Interim HT 3 days a week for the first half of next term. The Interim HT’s original contract was due to end on 19 July but as she would now stay for at least part of next term, the staffing budget would need to include an additional amount for retaining her over the summer holidays. An amount would also need to be added to cover 2 days a week for the new HT if she is able to start in September.
- the educational support staff budget was showing an overspend due to additional staff required from September and increased additional hours to provide the minimum level of support required to keep children safe.
- the SENCO was moving from 2 days a week to 3. Previously her additional hours had come from the supply budget but it was hoped that her time would in future be covered by her contract.

- work had been carried out to streamline midday supervision. The number of LSAs providing cover had been reduced and a full-time midday supervisor was expected to be appointed which would provide a more sustainable solution.
- more money was needing to be spent on building maintenance and repairs than anticipated.
- telephone call charges were unusually high but it was hoped that these could be reduced once broadband improvements have been made.
- the school had received £5k high needs funding for one pupil, backdated to last year.
- two EHCPs had been submitted and confirmation of funding was awaited.
- projects included in the DFCG budget included replacement of classroom light fittings and security lights, new laptops for teachers and refurbishment of the ICT suite. However, these projects are managed by the local authority and the process could take some time.

6.3 Governors thanked GH for her presentation.

Item 7 – Head Teacher’s Report (paper)

7.1 The Interim HT advised that most of the actions against the School Development Plan (SDP) priorities for 2023/24 were complete. She advised that SDP priorities for next year had been discussed with the SLT and the new HT.

7.2 **Governors agreed that the SDP priorities for 2024/25 should be:**

- **Priority A (Curriculum) – Learning Environment**
- **Priority B (Pastoral) – Metacognition**
- **Priority C (Impact) – Subject Leadership and Assessment**

7.3 The Interim HT also reported that the Adventure Playground was no longer safe to use and a decision would need to be made about its future once repair quotes had been obtained. Work would also be carried out soon to improve broadband speed in the school.

7.4 Some year 2 parents had removed their children from the school as a result of ongoing poor behaviour. There would be a focus on reviewing and strengthening the school’s Behaviour Policy at the next Inset Day. The Interim HT confirmed that due process is followed diligently in responding to poor behaviour. Two children were at risk of permanent exclusion and their parents had been advised of this.

Question: do behavioural issues correlate to exclusions?

Response (IHT): they do. We always follow up an exclusion with a reintegration plan which is discussed with parents and kept under review.

7.5 Governors were delighted to note the excellent KS2 Sats results with 90% reaching Age Related Expectation in each of Reading, Writing and Maths. 83% of children had reached Age Related Expectation in all three subjects, compared with 60% nationally. Governors expressed their thanks for the hard work and commitment of staff to achieve these results.

Item 8 – Safeguarding (oral)

8.1 The Interim HT advised that there were no safeguarding incidents to report. She added that the Local Authority was now keen for Safeguarding Leads to be available during school holiday in case they need to attend meetings. A rota had been put in place to cover vacations.

Item 9 – Governor Monitoring (papers)

9.1 CM reported that he had met SP earlier that day to discuss SDP Priority A (Curriculum) and also PE. He would circulate reports to governors after the meeting.

ACTION: Chris Mann

9.2 Governors noted the following:

- a) Governor Monitoring Schedule
- b) Governor Report – SDP Priority B (Pastoral)
- c) Governor Report – SDP Priority C (Impact)
- d) Governor Report – SCR
- e) Governors Report – English

Item 10 – SEND Report (paper)

10.1 Governors noted the SEND report and expressed their thanks and appreciation to Meera Pow for everything she had done to improve SEND provision at the school.

Item 11 – Business Continuity Plan (paper)

11.1 Governors noted that the school's Business Continuity Plan had been updated and agreed that SJ, as Health and Safety Governor, should review this on behalf of the board.

ACTION: Stephen Jones

Item 12 – 2024/25 Meeting Dates

12.1 Governors agreed that FGB meetings in 2024/25 FGB would start at the earlier time of 6pm and be held on the following dates:

- Wednesday 2 October
- Wednesday 27 November (finance focus)
- Wednesday 29 January
- Wednesday 26 March (finance focus)
- Wednesday 7 May
- Wednesday 16 July

Item 13 – Any other business

13.1 Governors noted that staff training during the INSET days at the start of next term would cover updates to *Keeping Children Safe in Education* and safeguarding. SP would let governors know the date and time in case they are able to attend.

ACTION: Stephen Penny

13.2 The Chair thanked all staff for their support and hard work during such a challenging year. Governors thanked the Chair for all the extra time and effort she had put into her role during the year.

Kathryn Lanning
Clerk to Governors