



## **MILVERTON COMMUNITY PRIMARY AND PRE-SCHOOL FGB MEETING MINUTES**

**Thursday 25 September 2025, 18.00**

<b>Governors Present</b>		<b>In Attendance</b>	
Linda Burton (Chair)	LA Governor	Kathryn Lanning	Clerk
Rachel Ford	Co-opted Governor		
Stephen Jones	Co-opted Governor		
Chris Mann	Co-opted Governor		
Stephen Penny	Staff Governor		
Nicola Stoddart	Headteacher		
Emily Weiss	Co-opted Governor		

### **Item 1 – Apologies and Declarations of Interest**

- 1.1 Apologies for absence were accepted from Martin James and Fiona Taylor. Apologies were also accepted from Gloria Hamlet, Finance Officer. Clare Adams and Kieran Neale were not present.
- 1.2 There were no new declarations of interest relating to items on the agenda.

### **Item 2 – Appointments**

#### **2.1 The Board:**

- a) agreed to a reappoint Linda Burton as a Local Authority Governor for a further term until 28 September 2029
- b) re-elected Linda Burton as Chair for 2025-26
- c) re-elected Martin James as Vice-Chair for 2025-26
- d) agreed that the Pay and Appraisal Committee should continue to comprise Linda Burton, Chris Mann, Fiona Taylor and Emily Weiss
- e) agreed link governor roles as follows:
  - Safeguarding and Pupil Premium – Emily Weiss
  - SEND – Clare Adams
  - Health and Safety – Rachel Ford
  - EYFS – Linda Burton
  - SFVS – Chris Mann

### **Item 3 – Minutes of the last meeting**

- 3.1 The Board approved the minutes of the FGB meeting held on 16 July 2025.

#### **Item 4 – Matters Arising / Action Tracker (paper)**

3.1 The Board noted updates to the Action Tracker as follows:

REF	ACTION	OWNER	UPDATE
<b>FGB Meeting held on 26 March 2025</b>			
Para 5.1	Follow up potential funding from Parochial Church Council (not Parish Council).	HT	The HT would check with the Office Manager whether a funding application had been submitted to the Parochial Church Council.
	Approach Milverton Trust for funding.	HT/CM	CM confirmed that the Milverton Trust had not received a funding application for a contribution to footpath fencing or tree felling costs but would explore the potential for funding at the next Trust meeting.
Para 9.1	Upload school policies to GovernorHub	Clerk	Governors agreed that only those statutory policies not on the school website should be uploaded to GovernorHub, plus a list of non-statutory/school policies which can be provided on request.
<b>FGB Meeting held on 21 May 2025</b>			
Para 6.2	Governors to attend Safeguarding training at school on Weds 3 September, 9am-noon	All	The HT would be running further safeguarding training on Monday 6 October at 1pm for staff and governors unable to attend the session on 3 September.
Para 10.1	Governors to complete their monitoring visits/reports	All	Some still outstanding
<b>FGB Meeting held on 16 July 2025</b>			
Para 6.1	Review existing evacuation, invacuation and lockdown procedures as required under the Terrorism (Protection of Premises) Act 2025	HT	Somerset Council are planning to release a series of webinars on how to roll out the training and measures required under the new Act. Organisations have two years from April 2025 to prepare for compliance.

#### **Item 5 – Finance Update (oral)**

5.1 The HT updated governors as follows:

- Unofficial Fund paperwork had been sent to the auditor
- A 3.2% pay award, back-dated to 1 April 2025, had been paid to support staff in August. The school had only budgeted for 3% so the difference would need to be found.
- The teachers' pay award had been agreed as 4% from September; the school had budgeted for this amount.

### **Item 6 – Chair’s Update (oral)**

- 6.1 The Chair reminded governors that there was a vacancy for a co-opted governor on the Board and asked everyone to think about suitable candidates. She also advised that this would be the last year she would stand as Chair.

### **Item 7 – Clerk’s Update (paper)**

- 7.1 Governors noted the recent Governor Services update. The Clerk advised that some governors still needed to do their annual safeguarding refresher training and/or confirm on GovernorHub that they have read *Keeping Children Safe in Education 2025*.

**ACTION: CA, KN, FT, SJ, LB**

### **Item 8 – Headteacher’s Report (oral)**

- 8.1 The HT updated governors as follows:

- The school has 190 children on roll and the pre-school is filling up rapidly, with only two places currently available
- Reception children were very enthusiastic about starting school. There were significantly more boys than girls in the year group, quite a few of whom have high language/communication needs.
- Two new members of staff had started – Miss Murray (Reception) and Mrs Hart (Year 2) – and Mrs Smith had returned to work 3 days a week
- Apprenticeship roles for pre-school were about to be readvertised and Richard Huish College was helping with this.
- Forest School had restarted; each year group would have one session per term and Forest School intervention sessions would be held each Thursday afternoon.
- Office staff were now working reduced hours – 3 days per week.
- The school was still receiving a high volume of holiday requests and a number of children had started the term late due to being on holiday.
- The School Improvement Partner would be in school on Tuesday 14 October around 11.30am and it would be helpful if a governor could attend.
- Governors were invited to attend the Harvest Festival service at St Michael’s Church on Friday 24 October at 2pm.
- The HT would be meeting with the Schools Relationship Manager shortly to discuss development of the EYFS Foundation Unit.
- A fire risk assessment had taken place earlier in the day. Report to follow.
- Children were very enthusiastic about the new playground equipment which had been paid for through parents fundraising £1500.
- Lesson observations were currently taking place prior to teacher performance management meetings. Performance management meetings for support staff would take place later in the term.
- The school had received a complaint from an ex-parent which had moved to Stage 2. The complaint had been copied to County and Ofsted, but county have responded and refuted part of the complaint relating to suspension processes and are satisfied that it would be dealt with under the school’s Complaints Policy.
- One racist incident had occurred since the start of term and support had been put in place for the children involved. The [No Outsiders](#) programme was being launched this term – a project designed to promote equality, diversity and inclusion in schools, fostering a school environment where everyone feels welcome and valued. The HT would ask parents to be involved in the project.

Question: where are racists incidents recorded?

Response (HT): County has recently changed how they are recorded, presumably so they can collate information more meaningfully. Racists incidents now fall under child on child abuse reporting which is broken down into a number of categories.

Question: are parents receptive to being told that their child has made a racist comment?

Response (HT): most are, unfortunately some are not.

## **Item 9 – Safeguarding (oral)**

- 9.1 The HT advised that *Keeping Children Safe in Education 2025* (KCSIE) only contained minor changes, but the next version was expected to reflect legislation arising from the Children’s Wellbeing and Schools Bill. Changes in the latest document included:

### **Online safety and digital risk**

- The “**four Cs**” of online risk — content, contact, conduct, and commerce — have been updated to reflect **misinformation, disinformation, and conspiracy theories** as emerging threats.
- New references include the DfE’s *Generative AI: product safety expectations* and the *Plan technology for your school* tool, which helps schools assess their filtering and monitoring systems.

### **Attendance**

- The *Working together to improve school attendance* guidance is now **statutory**.
- Where safeguarding concerns are linked to pupil absence, schools **must** engage with children’s services

### **Alternative provision**

- Clarification has been added regarding the checks schools must carry out when using alternative provision.

Question: have you made any changes to how the four digital risk categories are delivered through the curriculum?

Response (HT): we need to review the online safety we teach and seek advice on how to develop this.

Response (SP): we use [Purple Mash](#) - a secure platform that promotes safe online learning which includes a stronger online safety element this year.

Question: are you planning to do any work with parents on children’s use of smart phones?

Response (HT): peer pressure is an enormous factor in children getting smart phones. We will be issuing a school survey using questions provided by the organisation, Smartphone Free Childhood to gather parents’ views on this. We also signpost NSPCC guidance in newsletters. Children bringing phones to school have to leave them at the school office and we have also updated the Uniform Policy to reflect the use of smart watches.

## **Item 10 – School Development Plan 2024-27 (oral)**

- 10.1 The HT outlined key updates to the three-year School Development Plan as follows:

### **Key Priority 1 – Quality of Education**

- 10.2 Work continues to develop and refine learning and effective assessment processes across the curriculum.

- 10.3 As a participant in the [PINS Project](#) (partnerships for the inclusion of neurodiversity in schools) the school was able to access 37 hours of high quality training across the year and those attending would cascade their learning to their colleagues. SLT had led a full audit of needs across the school and it had been agreed that the training would focus on:
- Improving good autism practice throughout the school
  - Reducing anxiety in neurodivergent children
  - Improving children's wellbeing at lunchtime, without the structure and routine of the classroom
  - Improving partnerships with parents

A separate action plan was being developed for the PINS project but headlines would continue to be included in the SDP.

Question: is there an assumption that most children have some degree of neurodivergence?

Response (HT): neurodivergence is a very broad term and includes anyone who learns in a way not considered 'typical'. We hope that a focus on the learning and behaviour of neurodivergent children will benefit all the children in the school.

#### Key Priority 2 – Behaviour and Attitudes/Personal Development

- 10.4 Attendance remains a high priority in the SDP.

Question: should attendance be on the SDP when you already seem to be doing everything you can?

Response (HT): attendance needs to be included because it is not good at our school and Ofsted will want to know what we are doing to improve things. We are part of the Somerset Partnership Group which continues to explore ways of boosting attendance and in spring term, we plan to adopt [School in a Bag](#) as our school charity as this will help to promote positive attitudes towards attendance/education. Teachers continue to emphasise the importance of attendance at parents' evenings.

Question: is there an expectation from parents that the school will help their child catch up after an unauthorised absence?

Response (HT): yes, and this eats into the time a teacher should be spending with the rest of their class.

- 10.5 The No Outsiders programme will help children understand the importance of equality and diversity and the school's PSHRE policy would be updated to reference this. Staff from 12 other schools would be coming to Milverton Primary for the programme launch and governors were encouraged to read more about the programme on the [No Outsiders](#) website.

#### Key Priority 3 – Leadership and Management

- 10.6 The Staff Wellbeing Charter will be adopted.

#### Key Priority 4 – Early Years Provision

- 10.7 The development of a new Early Years foundation unit is a high priority with the focus this year being on developing the pre-school/Reception curriculum.

### **Item 11 – Governance Documents (papers)**

- 11.1 The Board approved the following documents unchanged:**

- Instrument of Government
- Governor Code of Conduct
- Standing Orders
- Scheme of Delegations

**11.2** Governors present confirmed that they had no amendments to make to their entries on the Board Register of Interests.

**11.3** Governors approved the revised terms of reference for the Pay and Appraisal Committee.

### **Item 12 – Policies (papers)**

**12.1** The Board approved:

- a) The policy schedule
- b) The Safeguarding and Child Protection Policy
- c) The Attendance Policy
- d) The School Uniform Policy

Question: should there also be a dress code for staff?

Response (HT): this will be included in a revised Staff Code of Conduct.

### **Item 13 – Governor Monitoring (paper)**

**13.1** Governors discussed how best to approach subject monitoring this academic year now that teachers no longer have regular subject time on a Friday afternoon. It was suggested that those non-staff governors able to come into school through the day should look at groups of subjects. The HT would give some thought to how this would work and run a training session at the next FGB. It was also suggested that the visit report form should be reviewed.

**ACTION: HT**

### **Item 14 – Any Other Business**

**14.1** A request was made for governors to be sent a list of forthcoming events that they were invited to attend.

**ACTION: HT/Clerk**

**14.2** There was no other formal business.

Date of next meeting: Wednesday 26 November 2025 at 6pm.

Kathryn Lanning  
Clerk to Governors