



MILVERTON COMMUNITY PRIMARY AND PRE-SCHOOL

FGB MEETING MINUTES

Wednesday 28 January 2026, 18.00

Governors Present		In Attendance	
Linda Burton (Chair)	LA Governor	Gloria Hamlet (items 1-4)	Finance Officer
Martin James (Vice-Chair)	Co-opted Governor	Kathryn Lanning (via Teams)	Clerk
Clare Adams (via Teams)	Parent Governor		
Rachel Ford (via Teams)	Co-opted Governor		
Stephen Jones	Co-opted Governor		
Chris Mann	Co-opted Governor		
Stephen Penny	Staff Governor		
Nicola Stoddart	Headteacher		
Fiona Taylor (from item 4)	Co-opted Governor		
Emily Weiss (from item 4)	Co-opted Governor		

Item 1 – Apologies and Declarations of Interest

- 1.1 Apologies for absence were noted from Kieran Neale.
- 1.2 There were no new declarations of interest relating to items on the agenda.

Item 2 – Minutes of the last FGB meeting: 26 November 2025

- 2.1 The Board approved the minutes of the FGB meeting held on 26 November 2025.

Item 3 – Matters Arising / Action Tracker

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

REF	ACTION	OWNER	UPDATE
FGB Meeting held on 26 March 2025			
Para 5.1	Let HT have grant application form for Milverton Trust	CM	Done
Para 9.1	Upload statutory school policies not on website to GovernorHub	Clerk	Ongoing – school office to supply those policies not on website

FGB Meeting held on 25 November 2025			
Para 7.1	Online safety: explore whether parents can also be shown the eLIM online safety video for staff and governors	SP	Not possible as the link cannot be shared outside the school
Para 8.3	Governor monitoring: draft proposed timetable and report template for governor visits	HT	Timetable at agenda item 13

Fiona Taylor and Emily Weiss arrived at this point

Item 4 – Finance

a) Month 9 Finance Report (paper)

- 4.1 GH introduced the Month 9 report, which included Budget Update Form 2, and advised that no further funding was expected for the current financial year. PE & Sport Grant funding for 2025/26 was £1,469 less than anticipated and the National Insurance Grant was £965 less than anticipated. However, it had been possible to release some funds back into the budget and the BO2 (uncommitted revenue) carry forward from 2025/26 was now expected to be £26,719 compared to a budgeted deficit of -£53,918. Governors were reminded that funding for next year would be based on 189 pupils (the number on roll at the October census) and not the 190 estimated in the 2025/26 budget plan. Funding per pupil is approximately £4k.
- 4.2 GH advised that reasons for the improved position included:
- an underspend in the Midday Supervisors' budget mainly due to a reduction in hours but also due to a recruitment delay
 - the release of some funds for planned works which would not now take place in the current financial year
 - a surplus in energy costs which had increased by £4k since month 7
 - an increase in After School Club income from £18k at Month 7 to £20k at Month 9
 - teachers were unlikely to spend all of their class budgets by the end of the financial year
 - the SEND surplus had increased from £5,800 at Month 7 to £8,500 at Month 9
 - the Free School Meals surplus had increased from £2,300 at Month 7 to £2,700 at Month 9
 - we are able to release £5k from Universal Free School Meals into the budget
 - the pre-school surplus of £12.5k at Month 7 had increased to £17k at Month 9. Further work would be carried out to improve forecasting accuracy for the pre-school in the next budget plan
 - the school's contingency had gone up as a result of the Schools Budget Support Grant of £8,774 which was not known about when the budget was set
 - Higher Needs Funding had increased by £9,673 over original estimate.

Question: are cashiers processing work more quickly?

Response (GH): parent mail income and voucher scheme income is being processed reasonably quickly.

- 4.3 GH had met with County finance officers to begin the budgeting process for 2026/27 but there were still a number of uncertainties about how much funding the school would receive. County hoped to be able to provide provisional funding figures by February half term. The HT commented that, as this information is not yet available she and GH had attended a County redundancy process meeting just in case the school needs to make any redundancies next year, as it is not possible to submit a Gateway report without having done this training. County would need to be informed by 28

February, but funding information may not be available until a few days before then. The deadline for invoking the redundancy process is 10 March.

Question: if County top-slices 0.5% off all school budgets to help meet SEND needs, will our school get any of this back?

Response (GH): no, as the top slice is to go towards the SEN deficit at County level. The proposal to top-slice a further 0.5% to help schools with deficit budgets is still under discussion.

Question: is there any indication that Core Offer costs will increase?

Response (GH): we are waiting to hear.

b) Schools Financial Value Standard (paper)

- 4.4 GH and CM had prepared a first draft of the 2025/26 Schools Financial Value Standard (SFVS) submission. Comments were made as follows:

- CM queried how much financial expertise there is on the Board (Q1), especially given the change in governors in recent years Q1. The Clerk would organise a Board Skills Audit and suggested that this be repeated every 2 years.

ACTION: Clerk

- GH said she would bring a report on benchmarking (Q18) to the next FGB meeting.

ACTION: GH

- 4.5 A final draft of the SFVS would be brought to the next meeting for governors to approve.

GH left the meeting at this point

Item 5 – Chair’s Update (oral)

- 5.1 Nothing to report.

Item 6 – Governor Services Update (paper)

- 6.1 Governors noted the termly update from Governor Services.

Item 7 – Headteacher’s Report (oral)

- 7.1 The HT updated governors as follows:

Staffing

- Lydia Lapthorn (Yr 5) had left at the end of last term.
- Tim Bottomley had joined as a Yr 5 teacher and was proving to be very effective
- Emily Lodge had been appointed as a pre-school apprentice.
- Nicky Pyne had resigned as a TA and interviews to replace her would take place on 6 February
- A further apprenticeship is being advertised to provide maternity cover

- 7.2 **Governors agreed to provisionally hold 6pm on Monday 2 March in case a meeting is needed to invoke a redundancy process.**

Curriculum

- 7.3 The HT advised that a new National Curriculum would be published in Spring 2027 for implementation in September 2028. All foundation subjects could be updated and new subjects would be included such as citizenship, media and digital literacy. There would be greater emphasis

on music, arts and creative industries, financial literacy, climate change and on enrichment activities. There is likely to be a stronger emphasis on 'key concepts and big ideas' for example democracy might be a key concept running all the way through the history curriculum. Staff would need to bear the forthcoming curriculum in mind when reviewing the current curriculum.

[Curriculum and Assessment Review Final Report: government response - GOV.UK](#)

- 7.4 Governors noted that the school had recently been awarded the 360 degree online safety accreditation that SP had been working on. The school had also bought into Active Bytes, an online safety programme completely mapped to the curriculum. This will ensure that the school is compliant with all statutory guidance. As it is online it is updated regularly allowing changes to lesson plans and links used by teachers to be updated in real time.
- 7.5 An approach would be made to the English hub that the school has previously worked with to explore the possibility of funding to help the school increase the number of reading scheme books.

Data Protection

- 7.6 A new DfE Data Protection Complaints Process would be introduced from June 2026, sitting above the school's Complaints Policy. This would be brought to the next FGB.

ACTION: HT

Ofsted Toolkit

- 7.7 The new [Ofsted Toolkit](#) details in bullet point format everything that the Ofsted Inspector will be looking for. Early feedback from schools inspected under the new framework shows that Inspectors will want to see an evidence trail against each bullet point and the SLT will start compiling evidence against each bullet point. Failure to meet all or even part of the requirements against one bullet point could result in a 'needs attention' grade. Ofsted will also be asking children about their past learning and what they expect to be learning next. They would also look closely at IDSR (Inspection Data Summary Report) data, this shows three-year trends and comparison of our school against national data. HT would share this with governors in the autumn term.

Complaints

- 7.8 No formal complaints had been received since the last FGB. However, one parent had sent in a letter about fines for school absences and they were taking this up with the Local Authority who issue attendance penalty notices.

Fire Audit

- 7.9 The HT presented the action plan from last term's Fire Risk Assessment. Some actions such as removing a curtain from a fire-door and relocating fire notices could be implemented in house and most of these had already been done. Improvement and reactive works would be carried out or funded by Somerset County Council and were in process. Staff all received online fire training in September; in person fire training needs to be carried out every three years and this would be booked with Coomers.

Health and Safety Audit

- 7.10 Actions were currently being worked through. An Offsite Visits and Events Policy was on the agenda for Board approval and the external visits co-ordinator was booked on training. This Audit and the Fire Audit would be uploaded to GovernorHub.

ACTION: HT/Clerk

Item 8 – Parent/Carer Surveys (papers)

Parent/Carer Survey

- 8.1 Responses to the parent/carer survey carried out last term had been analysed and responses were broadly in line with the previous year. 100% of parents responding said their child is happy at school (Q1) and 99% said they were happy with their child's experience at school (Q20). Over half of those responding said they did not want advice on how to support their child with reading at home but as most of the responses were submitted anonymously it was not clear whether this was a widespread response or restricted to particular age groups.
- 8.2 Almost half of those responding said that they did not regularly use the school website to find information about their child's learning (Q19) and – although this was wording used by Ofsted – it was suggested that this statement be amended to read, 'I regularly look at the school website and use it to find information.'
- 8.3 There were 139 positive comments on the form, the most common of which were about the general feel of the school (sense of community, friendliness, environment); extra-curricular and learning opportunities for the children; and the staff. There were 69 comments about things that parents thought could be improved including communication about forthcoming events, more after school clubs and parking arrangements.

Smartphone Survey

- 8.4 Responses to the parent/carer smartphone survey carried out last term had also been analysed. Of those parents whose children do not currently have a smartphone: approximately ¾ said they would consider getting their child a basic 'brick' phone to start with; half said they would welcome more support about smartphone use for themselves or their children; and 2/3 said they would support a voluntary parent pact to delay given children a smartphone until the end of year 9. Problems noticed by parents of children with smartphones included reduced interest in hobbies, negative impact on friendships/relationships and impact on sleep quality/duration.

Question: would it be worth checking with local secondary schools what policies they have on taking smartphones to school?

Response (HT): DfE guidance is that all schools should be phone-free environments

Item 9 – Safeguarding (paper)

Safeguarding Audit

- 9.1 The HT advised that she and the Safeguarding Governor (EW) had completed the Safeguarding Audit in December and this had been submitted before the deadline. Actions identified in the audit had been completed:

Section 2 Policies/Procedures	Domestic abuse policy is included in Safeguarding Policy	Complete
	Plan a calendar of 'test and check' to improve practice of checking staff knowledge of guidance and policy	Done
	Draft Intimate Care Policy following training in Jan 2026	Discussed at SLT Drafted by MPow
Section 4 Concerns/Allegations	Draft a Disciplinary Procedure for low level concerns	On agenda for FGB approval (item 14b)
Section 5 Induction, Training and Supervision	Staff training on identifying/responding to domestic abuse	Added to SLT annual CPD calendar
	Review and approve physical intervention policy	New DfE guidance on use of restrictive interventions in schools comes into effect

		in April 2026. Policy to come to next FGB
	Register for domestic abuse training; add to training calendar	Done
Section 6 Reporting/Recording	Consider using Exploitation Screening tool to support assessment of a child/family's needs	Shared with DSL
	Use Somerset Harmful Sexual Behaviour Protocol	Shared with all staff on My Concern
Section 7 Data Protection and Security	All staff to receive GDPR update training	Added to CPD calendar; online training shared with new staff
Section 8 Web Filtering and Monitoring	Add additional alert to office email in case of staff absences	Done
	Update staff book re filtering and monitoring	Done
Section 9 Prevent	Prevent training for all staff, volunteers and governors	Check governors' have certificates
	Add prevent training to CPD calendar	Done
	Plan clear procedure for invacuations and evacuations for major threats including terrorism or an intruder on the premises	Additional staff training and discussion time needed before procedures can be confirmed. NS attending training provided by SC next month.
Section 10 Children's Voice	Staff and governors to attend RSE training on latest guidance and curriculum developments	Booked for 6 March (HT and FT)
Section 11 Alternative Provision Part-time Timetables	Continue to monitor child on PTTT regularly; create running record of fortnightly PTTT reviews	Actioned and minuted in SLT/DSL meeting

9.2 Education Safeguarding Team would be coming into school, at the HT's request, to review SCR and review safeguarding with the HT later in the week.

9.3 The Clerk would check the status of governor Prevent certificates.

ACTION: Clerk

Other safeguarding issues

9.4 A new [Children's Wellbeing and Schools Bill](#) is currently going through Parliament. The DfE policy on creating a mobile free environment at school is already written into the school's Online Safety Policy.

9.5 There were no other safeguarding issues to report to the Board.

Item 10 – Health and Safety (oral)

10.1 Covered under item 7.

Item 11 – SEND (paper)

- 11.1 Governors noted the SEND update. The HT commented on the success of the PINS project (Partnership for Inclusion of Neurodiversity in Schools) which has included ongoing training, audits, whole staff training, individual staff training and workshops. The HT planned to extend the project into a second year and noted that it supported the Ofsted focus on inclusion.

Item 12 – School Development Plan – update on key priorities (presentation)

- 12.1 The HT outlined updates to the School Development Plan as follows:

Key Priority 1 – Quality of Education

- 12.2 Subject leads have been reviewing each curriculum subject looking at both knowledge and vocabulary expectations and making key knowledge explicit in planning. The HT and SP (curriculum lead) were looking at key concepts and big ideas throughout the curriculum and planning how best to implement the new National Curriculum without duplicating workloads. A structured recap and recall strategy to improve formative assessment and pupil progress in foundation subjects has been trialled and implemented. Subject leads were currently reviewing subject assessment and the process would continue to be reviewed and refined.
- 12.3 All staff used an observed learning task at the end of the autumn term to assess how much learning children know and remember and can apply to future learning. Staff were also considering where children might make links across their learning – for example year 6 pupils could clearly articulate the use of skills acquired in maths in their science lessons.
- 12.4 The use of knowledge organisers in foundation subjects had not yet been implemented but consideration would be given to where these might be useful and support the curriculum, paying attention to upcoming curriculum changes
- 12.5 The PINS project is going very well and audits have taken place to measure impact in the classroom. This half term a round of lesson observations is taking place, focusing on inclusion adjustments and adaptations within the classroom to support all learners.
- 12.6 The Somerset Activity and Sports Partnership (SASP) has carried out an audit of the school's lunchtime offer and were impressed with the deployment of staff, how well children access different areas, staggered lunchtimes, use of equipment and resources, playground sports leaders and playground buddies to support younger children. SP commented that SASP had some suggestions for improvement, but these mainly required more adult supervision, therefore more funding. However, some suggestions were under consideration such as possibly playing calm music out of classroom windows near the quiet zones, creating a terraced zone outside, having wellies in school all year round and using Widget symbols to make the playground more accessible to all.
- 12.7 Katy Smith as maths lead was currently engaging with the maths hub and has developed an action plan for teaching at mastery within KS2.

Key Priority 2 – Behaviour and Attitudes; Personal Development

- 12.8 70 letters had been sent to parents/carers of children whose attendance in the autumn term was below 96%. Parents had also been informed at the autumn consultation evenings about poor attendance. The attendance of pupil premium and SEND children continues to be monitored carefully.

Question: if a child is on a reduced timetable will this impact their attendance level?

Response (HT): yes it does but will be coded appropriately. We currently do not have any children on PTT, however we have a child who accesses Alternative Provision. We have to track their attendance at AP.

- 12.9 A relational approach to behaviour is being very well embedded across the school. The safeguarding audit showed that the vast majority of our children feel very safe in school, understand behaviour expectations and know the rules and consequences.
- 12.10 The No Outsiders project has been introduced with a successful training day and visitors from other schools. All staff this term have selected books suitable to their year group to support teaching the programme to their children.

Key Priority 3 – Leadership and Management

- 12.11 A staff wellbeing survey would be issued just before the half term break and this would inform the staff wellbeing charter. A lot of work had been carried out with the mental health support in schools' team who support staff as well as children.

Key Priority 4 – Early Years

- 12.12 Pre-school continues to go from strength to strength and now has a waiting list. Unfortunately, the proposal to reconfigure/repurpose the EYFS classroom so that it sits alongside pre-school does not meet any funding criteria. The HT advised that she would be meeting representatives from the Somerset County Early Years team at the end of the week to look at the proposal and discuss what would be possible/acceptable.
- 12.13 The EYFS curriculum is also very strong and is planned and implemented well. All staff have had phonics training apart from the new apprentice who has only just started.

Item 13 – Governor Monitoring (papers)

- 13.1 The HT showed the Board a video of her talking to a child about what they were reading to illustrate the type of questions governors should ask children and the approach they should take when they carry out school monitoring visits. Governors noted the prompt sheet for carrying out 'Book Looks' and the Governor Pupil Voice Guide with suggested monitoring questions on the curriculum and inclusion.
- 13.2 The HT also presented a **Governor Monitoring Calendar** setting out proposed monitoring topics to support effective challenge, triangulate evidence and monitor progress against the School Development Plan. The calendar gives Tuesday and Friday dates when the HT has time available to support governors' visits to monitor key priorities throughout the year. It was suggested that governors responsible for KP1, Quality of Education (CM, SJ, RF and CA) should carry out a monitoring visit on 27 February to include a book look with children and discussions with subject leads, the Curriculum lead and/or the HT.
- 13.3 Governors also noted monitoring reports on Pupil Premium, the Single Central Record and Health & Safety. The Health and Safety governor had visited the school in December for an introduction to her monitoring responsibilities.

Item 14 – Policies/Procedures (papers)

- 14.1 Governors approved the following:
- a) Health and Safety Policy
 - b) Disciplinary Procedure (low level concerns)

- c) Offsite Visits and Events Policy
- d) Data Protection and FoI Policy

14.2 Governors also noted the Personal, Social, Health, Relationships and Economic Education Policy which had been updated in advance of rewriting the new policy and consulting with parents in advance of implementation in September.

Item 15 – Any other business

15.1 There was no other business at the meeting finished at 8pm

Date of next meeting

The next FGB would be held on Wednesday 25 March 2026 at 6pm.

Kathryn Lanning
Moorland Federation
Clerk to Governors