



MILVERTON COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BOARD (FGB) MEETING

Wednesday 29th September 2021 at 19:00 at Milverton School

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

DRAFT MINUTES			
Position/Category:	Present:	Position/Category:	Absent:
Chair	Adrian Landon (AL)	<i>Co-opted</i>	Chris Mann (CM)
Headteacher	Richard Stead (RS)	<i>Co-opted</i>	Andy Powell (AP)
<i>Vice Chair/LA</i>	Linda Burton (LB)		Cyril Kelly (CK)
<i>Co-opted</i>	Ewan Robertson (ER)		
<i>Co-opted</i>	Andy Wooller (AW)		
<i>Co-opted</i>	David Malcolm (DM)		
<i>Staff</i>	Stephen Penny (SP)		
<i>Parent</i>	Emily Weiss (EW)		
<i>Parent</i>	James Pyne		
Clerk	Helen Jessep (HJ)		
In Attendance	Cathy Sheppard (CS)		
Meeting began: 19:00			

Documents circulated in advance of the meeting:

- FGB Meeting Agenda
- Draft FGB Meeting Minutes July 2021
- Time off for dependents policy documentation

1. Apologies for Absence

Apologies were received from AP, CK and CM. The meeting was quorate.
The Chair welcomed CS. CS was observing the meeting, as she is interested in joining the governing body as a co-opted member.

2. Declaration of Business Interests

None declared.

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3. Agree Standing Orders

The governance board is currently composed of the following:

- 2 x Parent Governors
- 1 x Staff Governor
- 1 X Headteacher
- 1 x LA Governor
- 7 X Co-opted Community Governors

Governors were interested to know what the minimum constitution should consist of. As a maintained community school, it must consist of 1 Headteacher, 1 staff member, 1 LA member and 2 elected parents, the rest can be made up of co-opted governors. The minimum constitution is seven members.

The clerk informed governors that having sought advice from Somerset governor services they recommend that the number of co-opted governors is not extensive because it can affect the balance representation and can lead to future vacancies.

Discussion took place regarding the composition of the governance board. There is currently one vacancy for a co-opted governor but AL indicated that he would be stepping down which would lead to a second vacancy. *There are two members of the local community interested in taking on these roles and therefore the Governors agreed to keep the current constitution as it is.* If more vacancies arise next year, the board will consider reviewing the constitution at this stage.

The governors agreed the standing orders for 2021-2022.

Action 1: Chair to sign standing orders after the meeting.

4. Delegation of External Visits

The head explained to new governors that the purpose of reviewing this, on an annual basis, is to ensure that the governing body is considering the process of how the school visits operate. General discussion took place. The impact of Covid has meant that there have been less visits but it is hoped that the school will be able to start organising these again going forward.

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

5. Matters Arising from the Minutes of the Meeting on 7 July 2021.

These minutes were circulated in advance of the meeting.

There were two outstanding actions arising from the previous meeting:

1. Nominate a member of the board to work with the IT coordinator.
It was agreed that AW would liaise and work with the IT coordinator.



2. Reminder about Prevent training.

The clerk thanked those governors who had already completed the online Prevent training and asked that those who have yet to complete this aim to do so by the end of October. **Action 2: All governors to ensure they have completed online Prevent training by the end of October.**

Governors agreed the minutes of the FGB meeting Wednesday 7 July.

6. Election of LA Governor

LB's term of office expired on 20 September 2021. LB stepped out of the meeting. There was a unanimous vote to reinstate LB as LA governor for the board. This term of office will be four years from the date of this meeting.

7. Election of Chair and Vice Chair

AL confirmed that he would like to resign from his role as Chair but also as a co-opted governor. He has been on the governing body for a number of years and whilst he has enjoyed his time in post, he is finding it harder to commit the necessary time alongside his work.

There had been a brief discussion at the previous FGB meeting regarding governors' interest in standing for election as Chair. All were aware that LB would like to be considered for this role. No one else had come forward since the last meeting. AL asked if anyone else wished to stand for election as Chair. No one wished to stand for election at this time.

A vote took place. AL proposed LB as Chair and DM seconded. *All were happy with this decision.*

LB returned to the meeting as Chair.

Governors were asked to come forward if they wished to be considered for the role of Vice Chair. General discussion took place.

LB proposed AW as Vice Chair. JP seconded.

8. Establish Sub-Committees

The governors discussed the current sub-committees in place.

All agreed to continue to hold the following committees:

- *Education*
- *Finance, Premises & Personnel (F, P & P)*
- *Pay & Appraisal*

Education

The terms of reference (TOR) state that there should be four governors plus the headteacher or deputy. ER expressed an interest in moving from the Finance committee to Education. AP expressed an interest in moving from Education to Finance.

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Governors agreed RS, SP and ER as members of the Education committee.

CS stated that her preference, if co-opted onto the board, would be to sit on the Education subcommittee. Similarly, CK informed AL and the clerk that his preference would be education if he were co-opted.

Finance, Premises & Personnel

The TOR state that there should be four governors plus the headteacher or deputy.

Governors agreed RS, AP, EW, AW, and DM as members of the F, P & P committee.

Action 3: The F, P & P Chair is be agreed at the first meeting in November. Clerk to add this to the agenda.

Pay and Appraisal

The TOR state that there needs to be at least three governors plus the headteacher or deputy. The clerk noted that it is advisable for the Chair to be on this sub-committee.

ER gave a brief summary of what the committee meets to discuss. RS recently had his performance management review with an external consultant. Following this, the Pay & Appraisal committee met to discuss RS's targets and salary. The next meeting will take place in October at which time RS will advise the committee of any staff who are eligible for a pay uplift. In February, the consultant will return to meet with RS and see how he is doing with targets. The last meeting of the year usually takes place in June or July. *ER agreed that he would be happy to continue to chair this sub-committee. DM agreed to be the third member.*

Governors agreed RS, LB, ER and DM as members of the board and ER as Chair.

9. Urgent Non-Agenda Items

There were no urgent non-agenda items for discussion.

10. Safeguarding

EW and RS met earlier in the week. EW highlighted the following:

- The actions in the safeguarding audit are now complete. This included splitting out the staff handbook and code of conduct.
- *MyConcern* is embedded well and being used successfully. This platform is used for logging concerns about individual pupils and creates the ability to identify trends.
- EW informed governors that she will need to arrange to meet with the office manager to go through the Single Central Record (SCR).

Action 4: EW to meet with the Office Manager to check the SCR.

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- Safeguarding training was carried out for all staff on Monday 6th September. This was led by the school safeguarding team using a basic awareness pack from the government designed for schools to deliver to their staff. Three of the governors also attended this session (AW, ER & JP).
- RS level three training has now expired, he intends to book onto the next refresher course in November.

Action 5: RS to book onto the safeguarding level 3 training in November.

11. Health, Safety and Security – Covid procedures

Health, Safety and Security

DM has a meeting scheduled with RS in October. DM is in the process of preparing a report, which he will circulate in the next two weeks. There are some building works to add to the report before he can send it out.

Action 6: DM to send out the H&S report to all governors in the next two weeks.

Covid procedures

RS updated governors on the Covid situation. SLT met on Tuesday 31st August to consider the government's latest position. The government wanted schools to operate as normally as possible regardless of the number of cases. SLT considered this and reviewed the risk assessment looking at how procedures had been operating and identifying those that the school would continue to keep in place. The school made the decision to stop the bubbles. RS explained the reasoning behind this decision.

It is no longer necessary for people, who have been in contact with someone who has had a positive PCR, to isolate if they have had two vaccinations and a negative PCR. Similarly, the school is no longer required to close classes if children test positive. The government are keen for children to stay in school.

RS confirmed that at this stage, the procedures in place appear to be working well and the operation of the school is good. RS is happy with how it is working.

There have been some positive cases with both children and staff. However, some people have been getting positive lateral flow test result but not positive PCRs. Absence has increased but this is due to a significant number of colds. There is currently one member of staff off and one has just returned.

General discussion took place. Milverton remains classified as a green school.

Governors were interested to know if all staff were aware of all the procedures in place relating to covid. RS confirmed that staff reviewed the protocol, of managing covid, together after the safeguarding training that took place on Monday 6th September.

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12. School Development Plan Priorities 2021-22

- **Assessment Data Review**

School Development Plan (SDP) Priorities 2021-22

Priority A - 360 Degree Safe

RS noted that governors had discussed the SDP in the FGB meeting held on 7th July. The school intends to continue with 360 degree safe and e-safety as a priority. AW agreed to be the link governor for Computing and IT.

There is still a general priority to ensure that children have an awareness of how they are operating safely online. It is important to make sure that they understand how to keep themselves safe but also respond safely to other people. Unfortunately, the result of lockdown has meant that it has not been possible to move forward as far as anticipated. In addition, the changes to the KCiSE policy has also meant that some of the accreditation changed.

RS confirmed that the school has prepared a model Online Safety Policy for review. This is a long policy document and will be shared with governors shortly.

Action 7: Distribute the Online Safety Policy to governors for review before the next meeting.

Priority B - Curriculum

There will be heavy focus on the curriculum over the next year. In 2019, Ofsted mentioned that a number of schools were not teaching enough subject specific knowledge and should look at the acquisition and retention of knowledge in relation to the three I's. RS discussed Ofsted's three I's in the previous FBG (*Intent, Implementation and Impact*).

RS confirmed that SLT and staff have reviewed the school's curriculum and although it is fit for purpose and showing good results, they are now looking at developing it to reflect the three I's.

SLT have instituted a new set of demands for subject teachers, which means they will need to respond to deeper level of scrutiny. Previously the team were monitoring in a holistic cross-curricular way but have now put in place subject leaders. These roles have been assigned for the core subjects not all. Focus will be progression of knowledge all the way through.

AW asked if it would be possible to share which teachers are leads for each of the subjects

Action 8: HJ to email a list of subject leads following the meeting.

Priority C - Information Technology

RS explained that this time the school is focusing less on IT in the classroom but more on IT in terms of the infrastructure on the business side. The school is aiming to move away from the use of a local server to the cloud. In order to make this transition the school requires fibre optic cabling to improve the upload speed.

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RS highlighted the reasons for this move, which included safety, security, reducing vulnerabilities and providing flexible working by making it easier for people to work remotely.

The school would also like to move to a different Management Information System (MIS), which holds all information about children and staff.

Assessment Data

RS discussed this briefly in the last FGB meeting when the school we were in the process of completing the assessment data. RS gave an overall summary of the key stages and confirmed that the data has highlighted the schools need to focus on Spelling, Punctuation and Grammar (SPAG) going forwards.

SP explained that vocabulary and understanding of language is currently not as high as it has been previously. SLT noticed this in the last academic year and as a result have been focusing on oracy. SP discussed booster and EYFS intervention programmes e.g. NELL.

High quality texts are being used for reading in KS2 classes to ensure that the school is widening and broadening children's language. This feeds into writing and SPAG.

Statistics for children reaching ARE in writing are lower than the school would normally expect with 70% across KS2 and 64% reaching across KS1. RS noted that boys are showing lower than girls in writing.

SLT are working on data analysis for Pupil Premium (PP) children. Currently the school is waiting for the updated PP list to be sent through therefore at this stage they have not heard who qualifies. This may have changed due to the economic situation.

Action 9: SLT to review the PP data once they have the relevant information.

RS confirmed that the subject lead for English is SP and for Maths is now Katy Smith (KS).

13. Policies for review

Time off for Dependents (TOD)

RS explained that the school has a TOD policy in place, however, this was adopted a few years ago and as a lot of staff have a carers responsibility it feels a good time to review this policy. The school wishes to invest in its staff and promote its care and belong ethos.

General discussion took place. The school was looking for the governors to support this policy as it is outside of the normal terms and conditions and could leave the school vulnerable, as it is ultimately an extra cost to the school to provide cover for absence.

TOD is paid leave in addition to that stated in employees' terms and conditions.

Governors discussed the possibility of having the number of days spread over the course of the whole year rather than relevant to each term. Governors also suggested that the number of days be reduced, as it was felt to be over generous and not in line with other local education settings.

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It was agreed that the number of days per year be changed to 5 days within the academic year. The governors approved the TOD policy.

14. Governing Monitoring

The Chair confirmed governors' current roles:

- Computing and IT– AW
- Safeguarding - EW
- Early Years - LB
- Health and Safety - DM
- SDP monitoring –AP

Action 10: LB to check that AP would be happy to continue in post as coordinator for governor monitoring.

Action 11: LB to send out an email, following the meeting, asking governors to specify which strand of the SDP they would prefer to be responsible for monitoring.

The Chair requested that governors' start to use the calendar on Governorhub, entering any school visits, so that all are aware when each other is on site. This provides a clear record for Ofsted but also avoids overloading staff and ensures visits are spread out.

Governors asked if there was a specific format for questions when meeting with staff regarding their subject areas.

RS explained Ofsted are interested in how the governors are looking at subjects teaching and intent. Although it is beneficial for governors to meet with individual subject leads, at times it can be difficult to find release time for them. RS suggest that learning walks could also be considered in some situations e.g. Art or leads could sometimes be asked to produce a report.

In addition, RS mentioned that it might be useful to have a rolling programme, starting with the core subjects, that the education committee consider so that they review a certain number of subjects each year rather than all at once.

The governors' agreed that it would be useful to focus on three or four subject areas each year.

15. Clerk's Matters

- GovernorHub
- Acceptable Use Policy
- Business Interest Form
- Governors Code of Conduct
- Keeping Children Safe in Education 2021

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GovernorHub

General discussion took place regarding the operation of the platform. Governor feedback indicated that they were happy with the platform and felt that it would be a useful tool going forwards.

Acceptable Use Policy

Governors were asked to log into MyConcern and sign to say that they have read and understood the schools acceptable use policy for 2021-22.

Action 12: Governors to log into MyConcern, read and sign off on the schools Acceptable Use Policy.

Business Interest Form

All governors were asked to log into GovernorHub and complete the business declaration section or sign the declaration form in the folder marked forms for signing.

Action 13: Governors to log into GovernorHub to complete the business interest's declaration.

Governors Code of Conduct

Governors discussed the Governors Code of Conduct 2020-21. All agreed that this document was still relevant and did not require any additions or changes. The clerk will amend the dates and upload this to GovernorHub so that it can be signed electronically.

Action 14: Governors to log into GovernorHub, read and sign off the Governors Code of Conduct.

Keeping Children Safe in Education 2021

All governors have been made aware of the changes to this policy. Governors were asked to log into the MyConcern portal and ensure that they read the document before signing off that they are aware of the policy and relevant changes.

Action 15: All governors to log into MyConcern, read and sign off on KCSiE and Safeguarding.

16. Chair's Matters

On behalf of all the governors, LB thanked AL for all of his work as a governor and more recently as Chair. LB also thanked all governors in advance for the year ahead, *'hopefully it will be a good year'*.

There was general discussion. LB asked if going forwards governors could ensure they read all papers and documentation and think of any questions in advance of the meetings. This is so that those responding have time to prepare a detailed response but also to help streamline the meetings, and ensure a certain level of scrutiny.

Finally, LB kindly asked all governors to get the documentation discussed by the clerk signed off as soon as possible.



17. AOB

There was no further business to discuss.

Meeting Close: 19:45

Date of next meeting: Wednesday 24 November 2021

SUMARY OF ACTIONS

No	ACTION
Action 1	<i>Chair to sign standing orders after the meeting.</i>
Action 2	<i>All governors to ensure they have completed online Prevent training by the end of October.</i>
Action 3	<i>The F, P & P Chair will be agreed at the first meeting in November. HJ to add this to the agenda.</i>
Action 4	<i>EW to meet with the Office Manager to check the SCR.</i>
Action 5	<i>RS to book onto the safeguarding level 3 training in November.</i>
Action 6	<i>DM to send out the H&S report to all governors in the next two weeks.</i>
Action 7	<i>RS to distribute the Online Safety Policy to governors for review before the next meeting.</i>
Action 8	<i>HJ to email a list of subject leads following the meeting.</i>
Action 9	<i>SLT to review the PP data once they have the relevant information.</i>
Action 10	<i>LB to check that AP would be happy to continue in post as coordinator for governor monitoring.</i>
Action 11	<i>LB to send out an email and ask governors to specify their preference of strand on the SDP for monitoring.</i>
Action 12	<i>Governors to log into MyConcern, read and sign off on the schools Acceptable Use Policy.</i>
Action 13	<i>Governors to log into GovernorHub to complete the business interest's declaration.</i>
Action 14	<i>Governors to log into GovernorHub, read and sign off the Governors Code of Conduct.</i>
Action 15	<i>All governors to log into their MyConcern portal to read and sign off on KCSiE and Safeguarding.</i>

Signed as an accurate record of meeting Date: