



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

Wednesday 7 February 2024, 19.00

Present		Absent	
Linda Burton (Chair)	LA Governor	Chris Barnes	Parent Governor
James Pyne (Vice-Chair)	Parent Governor	Richard Stead	Headteacher
Stephen Jones	Co-opted Governor		
Chris Mann	Co-opted Governor		
Stephen Penny	Staff Governor		
Fiona Taylor	Co-opted Governor		
Emily Weiss	Co-opted Governor		
Gwil Wren	Co-opted Governor		
Katy Smith	Acting Headteacher		
Gloria Hamlet (for items 1-8)	Finance Officer		
Kathryn Lanning	Clerk		

Item 1 – Welcome, Apologies and Declarations of Interest

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 Apologies for absence from Chris Barnes were accepted.
- 1.3 James Pyne declared an interest in item 7 (Staffing Structure) as he is married to a member of staff. It was not considered necessary for him to leave the room for this item. There were no other declarations of interest.

Item 2 – Minutes of the last meeting (paper)

- 2.1 **The Board approved the minutes of the EGB meeting held on 17 January 2024.**

Item 3 – Matters Arising / Action Tracker (paper)

- 3.1 The Board noted completed actions from previous meetings and progress on outstanding items as follows:

FGB Meeting held on 12 July 2023			
Para 5.4	Create Asset Management Plan template	JP	Work ongoing

FGB Meeting held on 22 November 2023			
Para 6.2	Draft SFVS to go to FGB on 7 February	GW	On agenda
Para 8.3	Do online Prevent and Cyber Security Training	ALL	See item 5
Para 16.2	Finalise Data Protection Policy	CB	In progress
Para 16.2	Finalise Staff Appraisal Policy	LB	RS reviewing
EGM held on 17 January 2024			
Para 7.1	Curriculum effectiveness to be included in next HT report	KS	See item 9

Item 4 – Chair’s Update (oral)

- 4.1 The Chair advised that the Pay and Appraisal Committee proposals referred to in paragraph 4.2 of the last minutes were not yet ready to be put to the Board. They would require further discussion with County which would take place on 9 February.
- 4.2 The Chair reminded governors that the board was still carrying vacancies for two co-opted governors and asked everyone to think about potential candidates.

Item 5 – Governor Services Update (paper)

- 5.1 The Clerk drew governors’ attention to the requirement for all governors to carry out Prevent Training and the recommendation that all governors carry out Cyber Security Training. Links below.

[Prevent duty training](#) (still to do – SJ, CM, GW)

[Cyber security training](#) (only JP has completed to date)

ACTION: All (except JP)

- 5.2 Governors noted the requirement to follow the new Early Years Foundation Stage Framework from January 2024.

Question: is Milverton compliant with the new framework?

Response (KS): yes. All pre-school and KS1 staff hold a valid paediatric first aid certificate, as do a number of staff in KS2.

- 5.3 Governors noted that the DfE had published guidance for teachers on how best to support pupils questioning their gender in schools.

Item 6 – Month 9 Finance Report (paper)

- 6.1 GH introduced the Month 9 Finance Report which showed an anticipated year-end balance of £69,987 – a decrease of £5,066 from the Month 7 Report. This was mainly due to the full impact of the pay award and a number of staff contract changes but had to some extent been mitigated by savings and additional funding.
- 6.2 Governors were concerned to hear that processing delays with Cashiers meant that approximately £5-10k relating to credit card charges was being held in County suspense accounts pending reconciliation. These amounts dated back to April and could not be accessed or allocated to the end of year carry forward until released.

6.3 Governors noted the Month 9 Finance Report.

Item 7 – Staffing Structure (oral)

7.1 Governors noted that work to review the school’s staffing structure was still in progress and that two members of staff had asked to reduce their working hours.

Item 8 – Schools Financial Value Standard (SFVS) (papers)

8.1 Governors noted the draft SFVS checklist for 2023/24 and that there were still one or two responses to finalise. A final draft would be brought to the FGB on 20 March for governors’ approval.

ACTION: GW

8.2 Governors discussed the benchmarking data accompanying the SFVS checklist, noting the range of factors that could produce different data for schools of a similar size.

Question: has the benchmarking data highlighted anything in particular?

Response (KS): we have more support staff and a larger SLT than other schools we have been benchmarked against, but there are sensible reasons for both.

Item 9 – Headteacher’s Report (papers)

9.1 KS drew governors’ attention to the school’s KS2 assessment results for 2023 which were all above national and local average:

	Milverton Primary	Local Authority	National
Pupils meeting expected standard in reading, writing and maths	84%	53%	60%
Pupils achieving a higher standard in reading, writing and maths	29%	7%	8%

83% of Pupil Premium pupils had met the expected standard, compared to 59% in Somerset and 66% nationally. Girls were performing slightly higher than boys in all areas, particularly reading, but boys were still achieving good results. The early years focus on reading was replaced in KS2 by a focus on writing and maths which meant that reading progress in KS2 appeared to slow down even though results were good.

9.2 KS advised that the school holds 3 meetings a year to monitor progress and ensure pupils remain on track, paying particular attention to disadvantaged pupils and the differential between boys and girls.

9.3 KS1 results, which are now teacher assessed, showed all children achieving at or above the national expected standard in reading, writing and maths. The focus this year is to increase the number of pupils achieving at greater depth. Governors noted that KS1 assessment informed targets for the end of KS2, for example, a child working at greater depth at the end of KS1 would be expected to reach higher standard at the end of KS2. However, governors acknowledged that a child’s learning does not necessarily follow a consistent trajectory and a cohort can change significantly over the course of 4 years as children leave and join the school.

Question: is there a correlation between performance data for summer/winter born children?

Response (KS): this can be relevant within a whole cohort. For example, about 1/3 of the current year 2 have birthdays in July/August, whereas the current year 1 has a high proportion of autumn born children. A more significant factor is that we are still seeing the impact of Covid on young children. Previously this has shown as gaps in learning, but now a significant number of young children are showing poor behaviours such as listening and waiting.

- 9.4 Governors congratulated staff on an excellent set of academic assessment results.
- 9.5 Governors noted that there had been 3 suspensions (2 for the same child) and 2 internal exclusions since the start of the school year. Attendance for the year to date was at 94.6%, only marginally above national attendance due in part to outbreaks of Covid and Norovirus.
- 9.6 EW confirmed that, as safeguarding governor, she had approved the Safeguarding Audit for submission by 31 January. The format had changed this year and schools were now expected to provide a great deal of supporting documentary evidence. Two actions were identified as part of the audit – the need to update Online Safety and Data Protection policies.
- 9.7 Governors noted the summary results of the Parent Survey carried out last term and that parents would be given an update on how the school was addressing their comments and suggestions.

Question: did the results flag anything unexpected?

Response (KS): there were no surprises; the school was already in the process of addressing concerns raised.

Item 10 – Governor Monitoring (papers)

- 10.1 Governors were reminded of the need to arrange visits to the school to discuss those areas they had agreed to monitor. The Chair asked governors to flag with her any concerns raised during their monitoring visits.
- 10.2 Governors noted monitoring reports on:
- The Single Central Record
 - Pupil Premium
 - Music
 - Health and Safety
 - Early Years Foundation Stage
 - RE
 - School Development Plan Priority B – Pastoral
- 10.3 It was suggested that Chris Barnes might take on the role of link governor for MFL.

Item 11 – SEND Update (paper)

- 11.1 Governors noted the update and that SEND pupils were performing above national average in most areas. KS reported that the County Council was funding the installation of two disabled parking bays in the school car park.

Item 12 – Any other business

Governor Meetings

- 12.1 The Chair asked governors if they felt the circle model of governance (ie all business handled at FGB meetings rather than some delegated to committees) was working well. Governors were happy to continue with this arrangement and felt it removed a great deal of duplication of work.

12.2 There was no other business.

Item 13 – Date of next meeting

13.1 There would be a short governors' meeting on 21 February at 6pm via Teams. The next FGB meeting would be held on Wednesday 20 March 2024.

Kathryn Lanning
Clerk to Governors