



**MILVERTON COMMUNITY PRIMARY AND PRE-SCHOOL**  
**FGB MEETING MINUTES**  
**Wednesday 8 May 2024, 19.00**

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

**Item 1 – Welcome, Apologies and Declarations of Interest**

- 1.1 The Chair welcomed Beverley Alcock, Interim Headteacher, and Martin James who was attending as an observer, having expressed an interest in joining the Board.
- 1.2 Apologies for absence were accepted from James Pyne, Chris Barnes and Stephen Jones.
- 1.3 There were no new declarations of interest.

**Item 2 – Minutes of the last meeting (papers)**

- 2.1 **The Board approved the minutes of the FGB meeting held on 7 February 2024 and the EGM held on 13 March 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:

<b>FGB Meeting held on 12 July 2023</b>			
Para 5.4	Create Asset Management Plan template	JP	Work ongoing
<b>FGB Meeting held on 22 November 2023</b>			
Para 16.2	Finalise Staff Appraisal Policy	LB	RS reviewing; KS would check if done
<b>EGM held on 7 February 2024</b>			
Para 5.1	Governors to do the following training: <a href="#">Prevent duty training</a> <a href="#">Cyber security training</a>	All	<u>Still to do Prevent:</u> SJ, GW <u>Still to do Cyber Security:</u> CB, SJ, CM, FT, EW, GW

#### **Item 4 – Chair’s Update (oral)**

- 4.1 The Chair advised that Richard Stead had resigned as Headteacher on 30 April. Governors expressed their appreciation of his 16 years of dedicated service and commitment to the school throughout a very successful career and wished him well for the future. KS commented that she was hoping to arrange an opportunity before the end of term for children and staff to say goodbye.
- 4.2 The Chair updated governors on work underway to recruit a new Headteacher. A sift would be held on Monday 13 May and interviews on Monday 20 May.

#### **Item 5 – Governor Services Update (paper)**

- 5.1 Governors noted the update from Somerset Governor Services.

#### **Item 6 – Finance**

##### **6a – Month 10 Finance Report (paper)**

- 6.1 Governors noted the Month 10 Finance Report which they had not previously had an opportunity to discuss as the last FGB meeting had been cancelled.

Question: is the budget for next year based on 198 children?

Response (GH): the budget for 2024/25 is based on 198. The budget for 2025/26 is based on 193 but this can only ever be an estimate and is based on the number of children on roll on census day in October each year.

Response (KS): the number may be lower than this next year as we have a large year 6 class leaving in July and a smaller intake coming into Reception in September. However, we do have two children joining the school after half term.

##### **6b – Final Budget Plan 2024/25 (paper)**

- 6.2 GH introduced the Budget Plan for 2024/25 and governors were pleased to note that it now showed a small carry forward of +£792. GH explained that the Plan reflected proposed staff changes but did not include the four fixed-term contracts finishing in August. If the carry forward improves and additional funding is received then these posts could be added back into the Plan.

Question: do we know when the 2023/24 budget will be finalised?

Response (GH): month 13 closing has been delayed due to the fact that this is the first year the new County finance system has gone through this process. We also have problems again with

BromCom following an upgrade. County Finance has asked us not to start reconciliations for the current financial year until Month 13 has been finalised. However, I have started working on timetabling with the Assistant Headteachers based on staff we definitely have for next year in order to identify gaps.

Question: as we will not know the final carry forward figure for 2024/25 until closing has been completed, how much time do you need to issue new contracts for September to the four members of staff whose fixed-term contracts end in August?

Response (KS): we would ideally want to do this by the end of May to give those members of staff more certainty and stop them looking elsewhere, but it does not look like this will be possible. However, we are maintaining an open dialogue with those members of staff over how the situation is developing. Some other members of staff have asked to reduce their hours so this will provide some flexibility

Question: will the expected additional funding to provide support for two children be backdated?

Response (KS): if successful, some of it will be backdated to when the applications were made; the next step will be for us to apply for top-up funding. This should enable us to fund the equivalent of 1.5 staff posts. However, the school has to fund the first £6k per child itself.

- 6.3 Governors thanked GH for all her hard work and the extra hours she had committed to avoiding a deficit budget for 2024/25 and noted the hope that the carry forward might increase once the 2023/24 closing work has been carried out.

**6.4 The Board approved the Budget Plan for 2024/25.**

**6c – Schools Financial Value Standard (SFVS) 2023/24**

**6.5 The Board approved the SFVS submission for 2023/24.**

**Item 7 – Interim Headteacher’s Report (paper)**

- 7.1 BA introduced a short Interim Headteacher’s Report. SP commented that work continued to refine the curriculum. Intent documents forming the overarching curriculum were now all in place. The next focus would be on good use of assessment and medium-term planning based on work done in History and Geography.

Question: what criteria is used for determining when external moderation of KS2 writing tests takes place?

Response (SP): since 2016 classroom teachers have marked KS2 writing tests and most schools are moderated about every 4 years to ensure national consistency. Milverton was last moderated in 2019 but the pandemic may have resulted in the timetable slipping.

- 7.2 Governors noted that there had not been any suspensions or external exclusions this term. BA commented that there had only been one exclusion this term and a further 2 before Easter.

Question: do the 3 internal exclusions relate to different children?

Response (BA): 2 relate to an individual child. We have a lot of measures in place to support the children concerned, including working closely with their families and using part-time timetabling where appropriate.

Question: was any additional training given to staff to help them deal with difficult behaviour?

Response (KS): yes some staff received this; we also reviewed combinations of children and adults to ensure staff with the most relevant experience were supporting certain children.

Question: is lockdown still having an impact on children's behaviour and social skills?

Response (KS): in some year groups it is but this tends to be only part of a range of issues.

- 7.3 Governors noted that the school was working with Somerset Council to obtain quotes for replacement lighting in classrooms and huts.

Question: is there money in the budget for this?

Response (KS): yes

- 7.4 Governors noted that installation of external CCTV outside the school premises had not been finished but was still usable.

Question: has there been any formal handover of responsibility for/access to the external CCTV now the governor who installed it and the Headteacher in post at the time have left the school?

Response (SP): not yet. We can view the footage but do not receive alerts of any external activity outside school hours.

**ACTION: LB would investigate further**

- 7.5 Governors noted that a new class teacher would be joining the school in September as an Early Careers Teacher.

### **Item 8 – Safeguarding (Oral)**

- 7.6 Governors noted that the Interim Headteacher was now the Designated Safeguarding Lead.

Question: how are the staff?

Response (BA): very unsettled during this period of uncertainty

Response (KS/SP): it is a great relief to have BA as Interim Head Teacher. We feel very supported and can focus on our jobs during what will be a very busy term with visits for new Reception children and Year 6 children moving on.

### **Item 9 – Behaviour Principles Written Statement (paper)**

- 9.1 **Subject to amending the date in the footer, the Board approved the Behaviour Principles Written Statement for publication on the school website.**

### **Item 10 – Governor Monitoring (papers)**

- 10.1 The Chair commented that the approach to governor monitoring was new this year and could be reviewed next term.

Question: how do staff feel about governors monitoring subject areas?

Response (KS): staff seem to appreciate the opportunity to share what they are doing with governors.

- 10.2 Governors noted the following reports from their monitoring visits:

- School Development Plan Priority A (the Curriculum)
- Health and Safety
- Maths
- Geography

**Item 11 – SEND Report (paper)**

11.1 Governors noted the SEND report.

**Item 12 – Board Appointments (paper)**

*Martin James left the room whilst this discussion took place.*

**12.1 Governors approved the appointment of Martin James as a Co-opted governor.**

**Item 13 – Any other business**

13.1 The Chair announced with sadness that James Pyne would be stepping down from the Board at the end of term due to a move abroad. This meant that the Board will be carrying 2 vacancies – for a parent governor and a co-opted governor and will lose James’ expertise in SEND.

13.2 The Chair noted that the following governors were available to take part in the Headteacher shortlisting on Monday 13<sup>th</sup> May: Chris Mann, Fiona Taylor, Emily Weiss, Stephen Jones, James Pyne and possibly Martin James. The following governors were available to join the Chair on an interview panel on Monday 20 May: Emily Weiss, Fiona Taylor and possibly Martin James. Chris Mann and Stephen Jones could attend for part of the day.

13.3 The Chair wished the school well for the forthcoming SATs.

13.4 The next FGB meeting would be on Wednesday 17 July 2024.

Kathryn Lanning  
Clerk to Governors