**MILVERTON COMMUNITY PRIMARY SCHOOL**

**FULL GOVERNING BOARD (FGB) MEETING**

**Wednesday 24th November 2021 at 18:00 via Microsoft Teams**

|  |  |
| --- | --- |
| Key | *Approved/Agreed* |
|  | *Question raised* |
|  | ***Action*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **DRAFT MINUTES** | | | |
| **Position/Category:** | **Present:** | **Position/Category:** | **Absent:** |
| **Chair** | Linda Burton (LB) | *Vice Chair/LA* | Andy Wooller (AW) |
| **Headteacher** | Richard Stead (RS) |  |  |
| *Co-opted* | Ewan Robertson (ER) |  |  |
| *Co-opted* | Chris Mann (CM) |  |  |
| *Co-opted* | David Malcolm (DM) |  |  |
| *Co-opted* | Cyril Kelly (CK) |  |  |
| *Co-opted* | Cathy Sheppard (CS) |  |  |
| *Staff* | Stephen Penny (SP) |  |  |
| *Parent* | Emily Weiss (EW) |  |  |
| *Parent* | James Pyne (JP) |  |  |
| **Clerk** | Helen Jessep (HJ) |  |  |
| **Meeting began: 18:00** | | | |

**Documents circulated in advance of the meeting:**

* FGB Meeting Agenda
* Draft FGB Meeting Minutes September 2021
* Training and Development Impact Form and Log
* HT Report
* Governors’ Principles of Behaviour Statement

1. **Apologies for Absence**

Apologies were received from AW. The meeting was quorate.

1. **Declaration of Business Interests**

No new declarations of business interest were declared.

1. **Matters Arising from the Minutes of the Meeting of Weds 29th Sept 202**

|  |  |  |
| --- | --- | --- |
| No | ACTION | Complete/Ongoing/Outstanding |
| Action 1 | Chair to sign standing orders. | Complete. |
| Action 2 | All governors to ensure they have completed online Prevent training by the end of October. | Almost all have completed.  ***Action 1: Outstanding – AW and AP to complete. The clerk sent an email, today, with the link for the new governors (CS and CK) to enable them to complete this. All to complete before next meeting.*** |
| Action 3 | The F, P & P Chair will be agreed at the first meeting in November.  HJ to add this to the agenda. | Complete.  AP is now Chair of the F, P & P committee. |
| Action 4 | EW to meet with the Office Manager to check the SCR. | Complete. EW met with MB on Friday 19th November. EW providing an update later in the meeting. |
| Action 5 | RS to book onto the safeguarding level 3 training in November. | Complete. RS completed this training on Wednesday 17th and Thursday 18th November |
| Action 6 | DM to send out the H&S report to all governors in the next two weeks. | Complete. |
| Action 7 | RS to distribute the Online Safety Policy to governors for review before the next meeting. | Still to be forwarded. ***Action 2: Bring forward to next meeting for review.*** |
| Action 8 | HJ to email a list of subject leads following the meeting. | Complete. Email sent via GovernorHub on 3rd November 2021. |
| Action 9 | SLT to review the PP data once they have the relevant information. | Complete. |
| Action 10 | LB to check that AP would be happy to continue in post as coordinator for governor monitoring. | Complete. AP has agreed he is happy to continue in this role. |
| Action 11 | LB to send out an email and ask governors to specify their preference of strand on the SDP for monitoring. | Complete. |
| Action 12 | Governors to log into MyConcern read and sign off on the schools Acceptable Use Policy. | There are still some outstanding however; the clerk has found a better system for signing on GovernorHub. ***Action 3: Governors to ensure these are signed off using the new process under their individual declarations on GovernorHub.*** |
| Action 13 | Governors to log into GovernorHub to complete the business interest’s declaration. |
| Action 14 | Governors to log into GovernorHub read and sign off the Governors Code of Conduct. |
| Action 15 | All governors to log into their MyConcern portal to read and sign off on KCSiE and Safeguarding. |

1. **Urgent Non-Agenda Items *(Please notify HJ or LB before the meeting*)**

There were no urgent items received.

1. **Membership of Governing Board**

***Renewal term of office - AW***

***Election of associate member – CM***

*Renewal term of office*

AW’s term of office is due to expire on 10th December 2021. AW confirmed, at the last meeting, that he would like to be considered for re-election. The Chair proposed AW for re-election. DM seconded. AW’s term of office will now run until 9th December 2025.

*Election of associate member*

CM formally shared his decision to step down from his role on the committee as co-opted governor. However, CM asked if governors would consider the possibility of him taking on a new role as an associate governor so that he can continue to support any developments with the tennis court project.

*There was a unanimous decision to elect CM as an associate member.*

1. **Update on Tennis Court**

CM provided a brief background which was useful for new members to the committee, Essentially the school were initially interested to know if the tennis courts were to be resurfaced and developed could we rent it to the community on a peppercorn rent. The resurfacing of the courts is due to be carried out by the county council in the future but it is not currently a priority. It is hoped that in the future, once the court is back in use, we could look at grants to support a community based project for its further development.

*There were no questions.*

1. **Governor Training Update**

*Training and Development impact form*

The clerk shared her screen in order to show the governors a copy of the log she has developed to record governor training and development. The clerk went through recent training that governors had attended and confirmed that both CK and CS have governor induction training booked in for next term.

*Training and Development*

The clerk produced a training and development impact form using a template provided by the School Bus. Discussion took place regarding whether this would be a useful tool for evidencing governor development and for checking if training they attend is meeting its purpose. *The governors queried if this was a duplication of information that they already currently provide to SSE and therefore wondered if this was necessary.*

***Action 4: Clerk to contact SSE Governance Support Services for Education for clarification on the feedback they obtain from training that governors attend.***

*Skills audit*

The clerk recommended that the board considered completing a skills audit. Hopefully this would prove to be a useful exercise as the committee has a number of new governors and also now a vacancy for a co-opted governor. The audit should enable the board to identify any skills gaps but also be a useful tool in terms of evidence of monitoring the SFVS. *The governors agreed that a skills audit would be useful.*

***Action 5: Clerk to upload skills matrix to GovernorHub. All governors to complete individual skills audit by Wednesday 5th January 2021 so that the responses can be collated before the next FGB meeting.***

*Some governors noted difficulties in amending documents online and as a result they have had to download documents in order to complete them and then re upload. It would be more efficient, particularly with the skills matrix, if these could be completed online.*

***Action 6: Clerk to contact GovernorHub to check if it is possible for all members to edit word and excel documents online without having to download first.***

1. **Governor Monitoring Update**

*SEN update*

AP intends to send out a table which will show who will be responsible for coordinating visits with each subject lead. The visits are to be organised via the Clerk. The Clerk will be responsible for ensuring the office is aware of any visits and that they are entered into the main school calendar as well as the calendar within GovernorHub. Governors intend to use the SDP to map out expected progress and check against it to inform discussions.

***Action 7: AP to email the table to governors over the weekend.***

The SEN governor shared his screen and highlighted the following key points:

* There are currently 207 children on roll.
* 1 child has an EHCP in the school and 1 child with an EHCP in the pre-school.
* There are 14 children on the SEN register which is 7% of children across the school.
* 5% of children are on the highlighted needs register. This means they have an identified need but that it is currently being met within the provision.
* 12% of children are being closely monitored for potential additional needs.

There have been a few staff changes. The current provision and SEND support is in place:

* ELSA provision is in place three afternoons a week. In addition, the ELSA works an hour and a half daily supporting children with communication difficulties.
* Forest School provision is in place for one afternoon per week for a group of 8 SEN children
* The SEN LSA recently left but this role has been replaced in house.
* The school has employed an additional TA to provide support to year 1 and 2 in the mornings. After Christmas an additional TA to support 3 and 4 in the morning.

The SEN policy and medical needs policy have been reviewed. There were no significant changes to note.

Discussion has taken place regarding strategic SEND inclusion which went very well. The SENCO’s areas of concerns were primary parenting voice coming into the school as well as completion of the accessibility audit however, these are being worked on. Overall feeling is that all areas have been dealt with efficiently by the SENCO and school. There are some areas for development to look at in terms of development of adult outlook, independence of early years children and transition. These are primarily as a result of Covid. Staff training has been booked for 1st January with an Education Psychologist to look at some of these areas.

Further review of strategic SEND inclusion will take place in March.

*The governors were happy and there were no questions.*

1. **Safeguarding Update**

The Safeguarding lead met with the Office Manager last week and carried out a deep dive into the Single Central Record (SCR).

The Safeguarding lead explained in detail, for the benefit of the new governors, what the SCR is. It is a database that records details of all the staff, governors, volunteers, external contractors and individuals that come into the school. The Office Manager has recently taken over responsibility for the SCR and is currently checking it for accuracy and filing in some gaps.

The Safeguarding lead has experience in this area as she is responsible for the SCR within her own workplace. She has recently had to review it in light of changes to the Keeping Children Safe in Education (KCSiE) policy which came out in September 2021. Some of the key changes to the KCSIE policy impact the checks that have to be undertaken as part of the SCR. The Office Manager is going to work through these and adopt a new proforma template, provided by the School Bus, which has a slightly more structured format.

Due to Covid-19 the number of external contractors and individuals that come into the school has reduced. Therefore, it is likely that work will be needed in future to recheck people back onto the register but as it stands there are not lots of volunteers on the SCR.

Key changes affect overseas checks, due to Brexit, and also recruitment. Historically you would ask candidates to disclose any criminal offences within their job application. This question must now be removed from all application forms and instead a pro-forma with questions should be completed at the short-listing stage. The theory being to ask questions on this at interview in order to make an informed decision.

The Safeguarding confirmed that most of the information is held within the database but the office manager is in the process of double-checking qualifications and cross-referencing staff files to ensure that we are capturing as much information as we can.

This will be a work in progress over the next few months and the Safeguarding lead will arrange to meet with the Office Manager to follow up in the New Year.

The Chair noted her thanks to the Office Manager for her hard work on this. The Head also wished to document his thanks to the Safeguarding lead for supporting the Office Manager.

*The governors were happy with the information provided and there were no questions.*

***Action 8: Safeguarding lead to arrange to meet with the Office Manager in the New Year.***

1. **Education Committee Report (verbal update)**

The Head gave a verbal update from the Education Committee. The Education Committee minutes had been made available on GovernorHub.

A progress briefing took place on the School Development Plan which a lot of energy and work has gone into this term. At the Education Committee the Assistant Head gave a presentation, to the governors, on the Curriculum and SDP.

Key points to highlight were that the subject leader role has developed. Subject leaders now have a clear job description, clear expectations and direction together with release time from the classroom to enable them to make progress. Ofsted requires us to look at each subject explicitly and evaluate our curriculum impact in each subject which is what the leaders are doing.

Staff continue to work on developing the intent documentation for each subject. Work is also taking place on training and resourcing teachers and their understanding of subject knowledge and overarching concepts. A lot of twilight sessions and inset time has been allocated to developing this*. This has involved a lot of time which governors were concerned about*. However, the Head was keen to point out that although staff are being stretched they are keen to put their energy into this. The teachers want to focus on the curriculum, teaching, and learning.

*School Review*

Tomorrow, via the TVP, the school is having a review. This will involve two head teachers coming onto site to spend the morning in the school looking at science and the development of science specifically. The school has asked for them to look at this subject to help give ideas of what to focus on and what might be working well. It will be a peer to peer review. The process will involve talking to the Head, SENCo, teachers, children and they will carry out learning walks and look at books.

*Computing*

There has been a recent progress briefing on computing which is priority B on the SDP and looks at 360 degree safe. The school has invested a lot in infrastructure and also brought a subscription to some online software called purple mash. This has been a great interactive resource which is working well.

*Impact on Covid*

The school is currently still in amber status, we had hoped we would be out of amber status by the time of the meeting however, this has been extended by Public Health England. Although the number of cases has reduced there are concerns about another rise.

There has been a lot of sickness absence this half term but less cases of covid.

*Behaviour and Attendance*

The latest data shows attendance is currently 94.9%. The national figure is 93.6% and so we are in advance of this. The statistics are about 1% down from last year which was about 1% behind the previous. This doesn’t include covid but does include other illness and holiday.

Behaviour has been good although some children are shows signs of tiredness at the end of term.

*AOB*

General discussion took place regarding the importance of keeping the governors informed of what is happening within the school.

***Action 9: The Assistant Head asked the Head to pass on an ongoing action for the governors to keep abreast of the school website and Friday Flyer.***

*The governors were happy with the information provided by the Education committee and there were no questions.*

1. **Finance, Personnel & Premises Committee Report**

AP was elected as Chair at the recent F, P & P meeting. AP provided a brief update on key points from this meeting:

*Budget*

* The agreed budget plan forecasted an in-year deficit of just under £10K on the uncommitted revenue balance with a carry forward on the committed balance of £42k. There is a slight reduction in the overall position but the carry forward is still positive.
* Pupil numbers are in a stronger position. Figures were originally estimated based on 200 pupils however, the school had 207 on roll on census day in October 2021. This is positive in terms of additional funding for next year.
* Staff sickness has had an impact on budget in terms of cover but there are some recharges still to be made.
* The proportion of staff pay within the total budget is about 73% which is less than it has been historically which is mainly down to optimising staff time in particular support staff.
* There have been some unexpected costs with premises, about £4.5k was needed for some emergency tree works.
* There is currently an underspend showing in UIFSM. The government continued to provide funding but less meals were taken during this time. The plans are to use this to improve the kitchen and catering equipment.
* The pre-school is in a better, more stable, financial position than it was earlier in the year, numbers are high and the forecast is positive. *The governors discussed the benefits to both the school and pre-school and children as well as the financial benefits.*
* There is always a risk that by not using our DCFG we may lose it in future. The school wish to use some of these funds to refurbish the IT suite, improving the space for group work and replacement of fire door and the acoustics in year 3 & 4 which is like to come out in a SENCO accessibility survey due shortly.

*PE and Sports Fund*

AP gave some examples of how the funds have been used during the last term. Some of the money has been used to purchase pedal bikes and helmets for class R and pre-school staff have balanceability training booked which will help assist them with the use of balance bikes for pre-school children. Some of the funds will be used for swimming top up lessons in the summer term as unfortunately some children have not been able to benefit through the lockdown period.

*Music grant*

£2500 going to go towards different music resources including a giant xylophone. £500 came from a music grant the school applied for and £2000 will come from the MSA.

*Health and Safety*

DM provided an updated Health and Safety report. In summary there are no concerns. Actions are either complete or making good progress.

*Moving to the Cloud*

The servers in the school will require replacing soon. The Office Manager has been looking into the best options. There are costs associated with moving to the cloud but there would be to replace the servers. The initial set up cost is £1500 and then there is a 3-year contract at £5500 per year, but essentially, it is necessary to do this to allow the school to continue to run effectively. The school currently has a slow internet connection which would be a barrier going forwards. *The F, P & P committee agreed this was essential in order to invest in the school’s future.*

*The governors were interested to know if the Office Manager had looked at Gigiclear and other options for supplying the fiber line and not just BT.*

The Head confirmed that the Office Manager had carried out exhaustive research into different providers and solutions. Some providers such as Jurassic Fiber informed us that they were not operating in the area at the moment which may be linked to the exchange which the school is operating from.

The Head explained that the line we have ended up using is one that was put in by Somernet about 10 years ago. At the time they had wanted to transfer all schools to fiber. It was a private public partnership with IBM which broke down but the infrastructure remained in place. Therefore, we have upgraded to the fiber that was already available. The school continues to question why the costs are high for set up.

*There were no further questions.*

1. **Pay and Appraisal Committee Report**

The Chair of the Pay and Appraisal committee provided an update.

The school has an ongoing contract with an external advisor, who visited last term, to carry out the Heads performance appraisal. The Pay and Appraisal committee provided their reasoning for agreeing that the Head should be awarded a pay increase which is affordable within the budget. General discussion took place.

The committee met with the Head earlier this week to discuss recommendations for an uplift of salary for two members of teaching staff eligible for an increment. The Head recommended that they both be awarded and the committee agreed. This award will be backdated to September.

*Governors were happy with the update and there were no questions required for further clarification.*

1. **Headteacher’s Report**

The Headteachers report provided an update on the SDP and curriculum but this was covered earlier in the meeting.

*English*

Milverton school has a specific early year’s language development programme in place called NELI which helps with vocabulary and comprehension of language.

The English lead has implemented a reading spine of high-quality texts that are to be read to each class by an adult, usually the class teacher, during the year. The Head explained some of the benefits i.e. introducing new authors and developing comprehension, and the importance of implementing the use of high-quality texts in this way.

*Maths*

The Early Years and KS1 staff have received training through the Boolean Maths Hub called ‘Mastering Number’, this work has been developed by the National Center for Excellence in the Teaching of Mathematics. It aims at helping children secure number concepts early using cutting edge methods.

*Achieve 360 Safe Accreditation*

* All teachers have undertaken an audit of current classroom provision which will inform an action plan.
* Teachers have chosen two children from each class to become ‘Digital Leaders’. This group will take on additional responsibilities with helping manage the equipment in each class, and will also take on limited responsibilities as learning monitors, helping their peers;
* All teachers are developing a Class Contract with their classes to help the children understand the correct sorts of behaviours to help them stay healthy and safe while online;
* The procedures and policies that fall into this area of school life are undergoing complete revision. The Computing Lead has completed a re-write of the ‘Acceptable Use’ policies.

*Computing Infrastructure*

This was discussed under agenda item 10.

*Finance*

This was covered earlier in the meeting by the Chair of the F, P & P committee.

*Training Record*

The Head referred to the extensive traing record that has been produced to record staff training and development. The document not only shows who has attended training, when, where and the cost but it includes outcomes and the impact of training.

Statistics were covered under agenda item 11.

*The governors were happy that the Head had covered all items within the report thoroughly and there were no further questions.*

1. **Policies for review – Principles of Behaviour Statement**

The clerk shared the Principles of Behaviour Statement on the screen. All governors read the statement.

*The Chair was interested to know to what extent are we able to discipline beyond the school* *gate.*

The Head provided an example of an incident that might be reported to the school. The action required might involve the school to contacting a parent, disciplining a child in school or contacting a police community officer. It relates to any anti-social behavior that is taking place outside of school that might require the school, as a community school, to react to.

*All governors approved the statement, no changes were required.*

1. **Clerk’s Matters**

The clerk informed governors that she had attended a clerk’s briefing earlier in the day. During the briefing it highlighted that all schools will receive an inspection before the end of academic year in 2025. Milverton are anticipating a visit possibly during the next year.

Two of the key themes that Ofsted appear to be focusing on is the SCR and Curriculum Intent both are key areas that Milverton is already reviewing which is positive.

The clerk noted that SSE are providing online training sessions on preparing for Ofsted and that it would be beneficial if some governors were able to attend this. Both the Chair and the SEN lead put their names forward to be consider for this training.

***Action 10: Clerk to book Ofsted training for the Chair and SEN lead.***

*The governors were interested to know if the school we might consider a mock inspection so that we could learn from this.*

The Head noted that although the deep dive into science, that will be taking place tomorrow, is not a mock inspection but it is something we hope to learn from. The school could consider a mock inspection in the spring or summer term.

ER noted that we are lucky enough to already receive a regular external appraisal of the school through the advisor that visits to carry out the Heads performance appraisal. Although she does not carry out inspections she does help to identify some areas for review and therefore, we do have an ongoing external appraisal of the school.

*The governors wondered if it would be possible to re-issue an updated copy of the schools Aide Memoir which is a valuable document providing background on all areas of the school. The governors noted that this has been useful in the past when preparing for Ofsted and would be useful for new governors to refer to.*

***Action 11: Head to consider re-issuing an update of the school Aide Memoir.***

General discussion took place.

The Head directed governors to the Ofsted Inspection Framework which is a useful document. The clerk confirmed that there is a link to the Ofsted Inspection Framework Handbook on the noticeboard on GovernorHub.

1. **Chair’s Matters**

The Chair recently completed the SSE Chairs induction training. One of the things that they highlighted was the importance of ensuring that governors are challenging and questioning the school and that this is documented clearly in the meeting minutes.

*It was agreed that going forwards we should aim to send out all minutes, papers and agendas at least a week before a meeting so that everyone has time to digest the information and raise questions ahead of time.*

*All governors agreed that it would be beneficial and good practice to raise questions ahead of meetings.*

The Chair thanked everyone for their time and visits carried out, reports written and minutes taken.

**The meeting ended at 19:45**

**Date of next meeting: Wednesday 2nd February 2022**

**SUMARY OF ACTIONS**

|  |  |
| --- | --- |
| **No** | **ACTION** |
| *Action 1* | Remaining governors to complete PREVENT training before next meeting. |
| *Action 2* | Online Safety Policy to be brought to next meeting for review. |
| *Action 3* | All governors to ensure they have signed off required documentation (declaration of interest, code of conduct, acceptable use policy) using the new format under their individual declarations on GovernorHub. |
| *Action 4* | Clerk to contact SSE Governance Support Services for Education for clarification on the feedback they obtain from training that governors attend. |
| *Action 5* | Clerk to upload skills matrix to GovernorHub. All governors to complete individual skills audit by Wednesday 5th January 2021 so that the responses can be collated before the next FGB meeting. |
| *Action 6* | Clerk to contact GovernorHub to check if it is possible for all members to edit word and excel documents online without having to download first. |
| *Action 7* | AP to email the monitoring table to governors over the weekend. |
| *Action 8* | Safeguarding lead to arrange to meet with the Office Manager in the New Year to follow up on the review of the SCR. |
| *Action 9* | Ongoing action - all governors to keep abreast of the school website and Friday Flyer |
| *Action 10* | Clerk to book Ofsted training for the Chair and SEN lead. |
| *Action 11* | Head to consider re-issuing an update of the school Aide Memoir. |