MILTON ROAD PRIMARY SCHOOL

Minutes of the Meeting of the

Full Governing Body

Monday 09th Oct 2017

****THIS MEETING WAS HELD IN THE LIBRARY****

Present: Sylvie Baird (SB), Michael Catchpool (Head Teacher), Neil Morris (NM), Iain Thomas (IPT), Karen Watson (KW), Ian Nimmo-Smith (INS left the meeting at 19:38pm), Gavin Bierman (GB), Matthew Hodgson (MH), Ysanne Austin (YA), Gillian Frankland (GF) Miriam Kubica (MK), Dany Dubois (DD) and Deborah Scanlon (DS arrived at 6:40pm).

The meeting was quorate per number of governors in post.

Also in attendance: Nina Burton (NB) – Deputy Head

Clerk: Meleena Walsh (MW) – Camclerk.

		Action
A.	**Welcome, introductions and apologies for absence**	
1.	The meeting opened at 6:35pm by welcoming all governors and staff present. No apologies had been received. SB welcomed the new elected parent governor Dany Dubois. The governors gave a brief introduction to the new parent governor.	
2.	**Declarations of interest/pecuniary interests. Election of Chair and Vice Chair.** – Sylvie Baird was formally elected by the FGB as Chair for the forthcoming academic year. Ysanne Austin was formally accepted as Vice Chair by the FGB.	
3.	**Minutes from the previous meeting of 17th July 2017** – These were agreed to be an accurate record and signed by the Chair.	
4.	**Matters arising from the minutes** –. There are still some outstanding actions for the committees. A big thanks to GB for setting up the secure governor emails.	

B.	**Items for decision**	
5.	**Review and approval of policies;** **Review Code of Conduct** – This was made available to the FGB prior to the meeting. The governors were happy to adopt the Code of Conduct for the GB.	
6.	**Review Standing Orders -** The GB agreed to the leave the election of the Chair and Vice Chair as detailed in the document with a view to succession planning happening in the Summer Term. The Standing Orders were formally adopted. ***ACTION - committee chairs to look at remote access to meetings in their Terms of Reference (T of R) and to circulate amended T of R to FGB.***	
7.	**Policies for review** **Acceptable Use of ICT** – The document was made available to FGB prior to the meeting. It was agreed that there should be an addition of 'Exceptional Circumstances' made to the policy. The FGB formally adopted the policy.	
C.	**Items for discussion**	
8.	**HT Report**– The report was made available to FGB prior to the meeting. The governors were asked if they were any questions for discussion. The number of children on the roll on census day was 414. Governors welcomed the news this included 17 new pupils. *It was mentioned by a governor that there was not an in-depth criterion for 'Play time experience'.* MC advised that this will be looked at in more detail after he and one other member of staff has attended a training session to formulate new ideas on a positive playtime experience. MC advised that there would need to be care taken with the setting of targets within Target Tracker – the information will need to be inputted accurately so that the 'valued added' is accounted for. The SLT would also be using the Fischer Family Trust information available as a form of moderating the targets. *A governor asked if the early years targets included the information that comes from the child's previous setting.* The GB were advised that whilst the information was reviewed it was not used as the basis for the targets as there were too many variables between settings. *A governor asked if the results of the parent survey had been feedback to the parents.* MC informed the GB that this has not yet been given to the parents but it was agreed that this should	

	be made available via the governor section of the school newsletter and this would be undertaken by the GB. The School Self Evaluation (SEF) and the Operational Plan had been made available to the FGB prior to the meeting, including summaries of the school's response to Ofsted and the 3 year strategic plan. MC advised the governors that it would be prudent for all governors to be familiar with the SEF. *One governor questioned whether it would be good practise to show the outcomes for the SEND and lower attaining children within the report.* MC advised that the SEF is designed to fit with the Ofsted Report key areas which is why this has not been included in the SEF. However, it was agreed that this should be included in the operational plan in response to the data.	
9.	**KPIs and Implications for Annual Plan** - The GB had been given access to the information prior to the meeting. The Chair asked for comments and changes that needed to be made to the draft. It was thought that there could be some amendments made to the KPIs to tighten up on the indicators and be more specific in column three. The GB agreed that the contents of the KPI's and implications for the GB annual plan should be discussed in the committee meetings. It was agreed the questions for governors detailed in the Operational Plan would be included in the KPI document.	MK and MH to liaise
10.	**Items for Consideration from our committees, including ToR –** MH informed the GB that he had been elected committee Chair and IPT Vice Chair. MH would update the Tof R for the Resources Committee to include remote attendance at meetings. This would be circulated to the FGB for review. The Resources committee and the Pay Committee agreed that given the current school budget the teaching staff would be awarded a 1% pay rise across the board. The minutes of the Resources Committee would be made available on the G drive. Teaching and Learning Committee – GB advised that he had been elected committee Chair and would make the minutes of the meeting available for the governors on the G drive. GF had volunteered to champion Achievement for All.	
11.	**School Partnerships – update on MAT research** – SB reminded governors of the context, with school partnership part of the 3-year strategic plan to achieve the school's ambition, including consideration of MATs. The working group had met to discuss potential partners. Thanks, were given to those members for their work on putting together the document. The working group started with a long list of 43 MATS which was then drilled down to a list of 7 (plus the 2 already in	

	consideration). It was agreed by the FGB that a preferred partner should be identified by February 2018. The working party agreed to go back to the list of potential MATs and whittle down this number. A proposed time frame (proforma) was made available on the G drive by the Chair. It was agreed that the time frame was tight but feasible. MC wanted to know how much time would be taken up from the SLT and MC in the later stages of the consultation as the next Ofsted inspection would be December 2018. This reiterated the need to get to a small number of potential partners before wider SLT involvement. It was agreed informal consultation with stakeholders should take place in tandem to understand stakeholder perceptions of possible benefits and concerns, which should feed into discussion. MATs should be invited to present to governors this term.	
D.	**Regular standing items**	
12.	**Leadership – GB Development** – Skills Audit – this has been undertaken and this has identified some areas that need to be strengthened. There are currently two vacancies available for co-opted governors. The areas that most need bolstering are strategic leadership/previous board experience and managing resources; finance, procurement/estate management, HR and managing change. The two vacancies will be advertised to the parent body and governors are to try to get the message out to contacts. Training and Development - NM advised that there are a number of new training courses available. Referring to the summary of the recent governor briefing, SB recommended follow up on health and safety, and sports premium funding by link governors/committees.	
13.	**Safeguarding** – NB informed the GB that the school has made great improvements on the Safer Recruitment process following on from the audit that was undertaken last year. The Single Central Record in the school office is almost complete. Safeguarding training has been undertaken to include the new staff members. End of day collection policy and missing child policy are currently being worked on. There are plans to add a safeguarding section to the school website. The Safeguarding survey has been completed and the SLT will be exploring the outcomes in depth. It was agreed that this will be looked at more in depth at the Teaching and Learning committee. A governor asked if Field/School trips are risk assessed. NB confirmed this was the case and informed the GB that the staff	

14.	would be receiving training on Evolve on the next training day. **Any Other Business** Congratulations to MC on the IT suite – it was agreed that the GB write to thank the parents who have been involved. Goodbye and Thanks to KW for her 8 years as a staff governor.	
	The meeting closed at 8:45pm **Date of the next meeting 4th December at 6:30pm**	