

# MILTON ROAD PRIMARY SCHOOL



## Minutes of the Meeting of the

## Full Governing Body

**Monday 26<sup>th</sup> March 2018**

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

**Present:** Sylvie Baird (SB), Neil Morris (NM), Iain Thomas (IPT), Gavin Bierman (GMB), Sarah Langford (SL), Miriam Kubica (MK), Dany Dubois (DD), Michael Catchpool (MC), Alison Hall (AH) Ian Nimmo-Smith (INS), Lizzie Digby (LD), Deborah Scanlon (DS) and Ysanne Austin (YA)  
The meeting was quorate per number of governors in post.

**Also, in attendance:** Nina Burton - DHT.

**Clerk:** Meleena Walsh (MW) – Camclerk.

		<b>Action</b>
<b>A.</b>	<b>Welcome, introductions and apologies for absence</b>	
1.	The meeting opened at 6:30pm by welcoming all governors and staff present and the new governor Lizzie Digby Apologies received and accepted from Matthew Hodgson (MH) and Jonathan Pilgrim (JP)  Declarations of interest/pecuniary interests. – nil.	<i>Clerk to ensure that CGS are updated.</i>
2.	<b>Minutes from the previous meeting of 5<sup>th</sup> February 2018</b> – It was noted in Item 11 that the group currently working on consideration of MATs be referred to as a steering group. These were agreed to be an accurate record and signed by the Chair.	
3.	<b>Matters arising from the minutes –.</b> Safer Employment Policy – has been worked on by NB and AH and it was agreed that the policy would remain unchanged with regards to volunteers. Governors would be updated on the school's procedure for volunteers as part of a future safeguarding update.  Additional income was discussed at the Resources Committee – the main stream of funding comes in from lettings. Wider question of additional income still to be considered by Resources Committee.	<i>NB/AH</i>

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	The new catering contract has been reviewed and MC will be following up with Lunchtime with regards to the provision of service.	
<b>B.</b>	<b>Items for discussion</b>	
4.	<p><b>HT Report</b></p> <p>The governors gave their thanks to MC, the SLT and wider staff team for the progress the school has made in recent months and reflected in the recent HMI visit report. It was noted that there were presenting 419 children on role now with a further 2 children due to join the school in the next couple of weeks.</p> <p><i>A governor asked for clarification for the data detailed in the 'at risk' section of the document.</i> MC responded that this was the information pulled from Target Tracker and this indicated that these children were the ones that were at age related expectations although they could be at risk of dropping down. MC informed the governors that Early Years are currently on track (80%GLD). Early Years will be moderated on 8<sup>th</sup> May 2018.</p> <p><i>A governor requested that the attendance data be presented in a term by term basis.</i> MC confirmed that this would be possible. He also confirmed that there had been several requests for extended leave within term time from overseas families. He also stated that whilst this was not creating an attendance problem now if the trend continued then it could become an issue in the future.</p> <p><i>A governor asked about the progress data on children in Year 5</i> MC confirmed this had been discussed by the Teaching and Learning committee and remained an area to look at further. Recent LA visits had confirmed the SLT's view that the work within the year 5 books was at age related expectations.</p>	
5.	<p><b>Learning from HMI feedback</b></p> <p><i>A governor made a comment on the HMI report regarding the development of the Early Years outdoor space.</i> MC Informed the governors that there was money ringfenced for the development of the outdoor area and there would be input from the Early Years Leader once recruited.</p> <p><i>A governor asked for clarification on how much CPD training was undertaken with other schools.</i> MC pointed out that there were a number of courses that took place externally.</p> <p>Following on from the HMI visit a governor highlighted the importance of governors knowing the school – its strengths, areas for development and what the school is doing to tackle these.</p>	

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	<p>It was noted that the HMI report was very inline with the school's own Self Evaluation (SEF). A governor asked what the priorities are for the school to approach 'good' with confidence – MC responded that the middle leadership within the school would be an area that would be continued to be looked at. Inset days and staff meetings will be used to strengthen this area. MC clarified that middle leadership meant subject leaders.</p>	
6.	<p><b>Items for consideration from the committees</b></p> <p><b>Teaching &amp; Learning</b> – GMB thanked the committee members for their input for the 3 policies that are for approval. GMB informed the governors that following on from the recent complaint raised, a few minor changes had been made to the complaints policy. GMB thanked governors for following up on visits to the school and asked NB for dates of future monitoring visits</p> <p><b>Resources Committee</b> – The governors were informed that the school was broadly on track however, there were some unexpected costs regarding staff sickness cover. The school is however still on track to meet its budgetary requirements by March 2019. The governors agreed that the SFVS is a fair and accurate report on how the school is performing. Following the recommendation by the Resources Committee and noting actions to be completed by the end of the academic year, the SFVS was signed off by the Chair. IPT thanked the governors that had been working on the SFVS. It was agreed that the Asset Management Plan would be reviewed by the Resources committee in preparation for the next academic year. The Best Value Statement was reviewed by the Resources Committee and the FGB accepted the document. The Statement of Internal Control was approved by the FGB and signed by the Chair.</p> <p>The Staff Questionnaire was reviewed by the Resources Committee and there had been a few minor changes made to the questions. It was agreed that the questionnaire would be made available to the governors over the Easter break for comment.</p>	NB
7.	<p><b>GB Development</b></p> <p>The governing body is currently up to full capacity. GMB will be mentoring LD, who will be championing vulnerable groups. Governor KPIs had been made available on the G drive. The governors were happy to run with the KPIs.</p> <p>DD had attended a course on British Values – the document had been made available on the G drive. MC reported British Values are well promoted in school and there is a fit between these and the school's own values. IN-S would update</p>	

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8.	<p>governors on pupil voice at a future meeting.</p> <p>SB had attended training on Accelerating Achievement for vulnerable groups and uploaded this to G-Drive for governors. SB had also attended the Spring Term Briefing and annual Governor Conference.</p> <p>GDPR – MC informed the governors the school is moving in the right direction to meet the new directive on data protection.</p> <p><b>Developments in Safeguarding (governor visit 19/3/18)</b> - It was agreed that when planning for the next academic year GB meetings that key areas of safeguarding were indicated. Committee Chairs to consider how different aspects of safeguarding are reflected in the work of the committees. New governors will be sent the PREVENT training by SB. The governors also requested that information regarding children at risk is made available at either a committee or at the FGB meeting. In-house safeguarding training to be arranged for all governors. Governors were asked to update the office with any safeguarding training so that the SCR could be updated.</p>	<p>SB</p> <p>NB</p>
C.	<b>Items for decision</b>	
9.	<p><b>Consideration of MATs</b> – SB thanked governors for meeting on 19<sup>th</sup> March to discuss MATs and MC shared his perspective. Governors saw clear potential benefits, however, recognised that the priority for the SLT would be to focus on continuing rapid school improvements before looking into this further. It was agreed that there would be a low level of work continuing to investigate the MATs for consideration, undertaken by governors with the necessary expertise in the lead up to the Ofsted visit and post Ofsted. MH and IPT have agreed to look at the financial aspects as part of due diligence. There was a brief discussion regarding the process that is going to be followed in the run up to the Ofsted and it was agreed that the burden would be taken away from the SLT. SB would follow up with the steering group. It was agreed that staff and parents would be given an update.</p>	
10.	<p><b>Policies for approval:</b></p> <ul style="list-style-type: none"> <li>• <b>Inclusion policy and SEND report</b> – the Inclusion policy was duly adopted by the FGB. The governors were happy with the SEND report.</li> <li>• <b>Complaint policy</b> – The policy was adopted with the proviso of the word ‘not’ being removed from the ‘False’ paragraph and that LA would be notified that the ‘not’ was removed.</li> <li>• <b>Lone working policy</b> – NM will liaise with MC</li> </ul>	

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	regarding the updated policy and once agreed it will be forwarded to the governors via email for formal comment and approval.	
11.	<b>Any Other Business</b> nil.	
	<b>The meeting closed at 8:50pm</b> <b>Date of the next meeting 8<sup>th</sup> May 2018 at 6:30pm</b>	

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