

MILTON ROAD PRIMARY SCHOOL



Minutes of the Meeting of the

Full Governing Body

Monday 6th February 2017

****THIS MEETING WAS HELD IN THE BLUE ROOM****

Present: Sylvie Baird (SB), Michael Catchpool (Head Teacher), Ysanne Austin (YA), Neil Morris (NM), Ian Nimmo-Smith (arrived at 18:47) (INS), Iain Thomas (IPT), Matthew Hodgson (MH), Danny Godfrey (DG), Marco Donzelli (MD), Miriam Kubica (MK), Gavin Bierman (GB) and Gillian Frankland (GF).

The meeting was quorate per number of governors in post.

Also in attendance: Nina Burton (NB – Deputy Head); Lucy Scott – Head of Chesterton, Donna Hubbard-Young – Deputy Head of Chesterton, Simon Peyton-Jones - Chair of Governors of Chesterton Community College, arrived at 7pm and left at 7:55pm.

Clerk: Meleena Walsh (MW) – Camclerk.

		<i>Action</i>
A.	Welcome, introductions and apologies for absence	
1	The meeting opened at 6:32pm by welcoming all governors and staff present. Welcome and Overview of the agenda by the Chair Apologies had been received and were accepted from Deborah Scanlon, Karen Watson and Rolf Purvis and the GB was informed Ian Nimmo-Smith would be arriving late.	
2	Declarations of interest in the items on the agenda – none recorded	
3	Minutes from the previous meeting of 5th December 2016 – it was noted that the Behaviour Principles were draft (this was noted on the minutes). These were agreed to be an accurate record and signed by the Chair.	
4	Matters arising from the minutes – Item number 7. Intimate care policy has now been updated by MC. Safer employment policy – this was duly adopted by the FGB.	

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B.	Items for decision	
5	<p>Review and approval of policies;</p> <p>Governor Visits policy – this was duly adopted by the FGB.</p> <p>Recruitment and selection policy - was agreed</p> <p>Safer Employment policy - (one minor amendment; the removal of the year to be replaced with wording to indicate that it is the most up to date version) duly adopted by the FGB.</p>	
C.	Items for discussion	
6	<p>Exploring opportunities for partnership with Chesterton Community College (Cambridge Educational Trust; multi academy trust). Lucy Scott – Head, Donna Hubbard-Young – Deputy Head, Simon Peyton-Jones – Chair of GB.</p> <p>Lucy Scott gave an overview of how Chesterton Community College became an academy and then gave a short powerpoint presentation. The powerpoint presentation has been made available on the G Drive.</p> <p>Key points:</p> <p>All-through education – the development of all through pedagogy.</p> <p>Shared services – financial and pedagogical benefits. Freeing up Head and governors to focus on teaching and learning.</p> <p>Donna Hubbard-Young gave an overview of the makeup of the academy as follows;</p> <p>Members – Sherry Coutu (Local Entrepreneur), Tim Oates (Cambridge Assessment), Trustees, Executive, Local Governing Bodies, Shared Services, Committees (Standards, Finance and Resources, Teaching and Learning).</p> <p>Simon Peyton-Jones – gave three reasons why the school should consider becoming part of the MAT, Milton Road is close to Chesterton so it is a natural progression, parents view primary and secondary schools just as education, Chesterton would treat Milton Road as an equal partner and not as empire building exercise.</p> <p>The governors were asked if there were any questions that they would like to ask;</p>	

	<p>What is your feeling on the intentions of other primary schools in the area? LS, Discussions have been held with a number of primary schools. Some are no longer keen to pursue as this is off the national agenda for the time being, others are considering alternatives. Milton Road would be the most obvious option.</p> <p>What is the growth strategy? What if the MAT ends up with 4 secondaries and 1 primary? Who is in control of this? LS doesn't foresee this as the future of the MAT. It would ultimately be the decision of the Trustees, if the school was in at the beginning it would be part of the board of trustees and would therefore have a say in the way the MAT is formed and evolves.</p> <p>Would there be any due diligence to ensure that the school doesn't pick the wrong partner? Yes, both parties are required to follow due diligence.</p> <p>Where do most the pupils at Chesterton stream in from? St. Lukes, Mayfield, Milton Road, Arbury, Kings Hedges, some from St Matthews and Newnham Croft.</p> <p>Is there an advantage to career diversity within a MAT? How would the teachers benefit? LS You can still work with other primary schools not in the MAT, in terms of career progression linking with a secondary could be more beneficial with regards to for example SATS. DH-Y it may be possible to have for example a literacy coordinator across both settings.</p> <p>Is there any data to suggest which MAT models are more effective? LS The first raft of data has only just come out and this does not cover all the options. There is not currently any strategic advice to help with decision making. It is down to the independent institution to decide what is best for it.</p> <p>If we were a partner in the Trust would the school have any say in who the Members would be? If the school got in quickly at the beginning and then dialogue could begin. There can be a maximum of 5 Members.</p> <p>What do you see as the risks to Chesterton? LS I don't see that there would be any significant risk. There is a risk that the perceived benefits to a MAT don't come about, so it would be about maximising the opportunity for change and keeping the pace.</p> <p>Is there a danger that other primary schools in the area might feel left out if Milton Road were to join, could this cause tension for the pupils of the other schools? LS, no I don't think so. We work very hard with all our feeder schools and would continue so that they would all have the same level of transition. SP-J Discussions have been held with all feeder primaries, so the opportunity is open to all.</p> <p>In terms of decision making with the SLT, would every</p>	
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7	<p>decision need to go back to the Trustees? In terms of the day to day running of your institution you would be responsible.</p> <p>How important would joint values be in forming a MAT? There would need to be some common ground on values and certainly a shared vision.</p> <p>Is there a given time scale for schools joining? How long would it take if the school decided to join the MAT? There is no set time frame for the school to decide. And it would be as long the due diligence process takes for the institutions to be joined.</p> <p>It was agreed that the governors would review the above at a later date, within the context of a broader discussion on strategic planning for Milton Road.</p> <p>Head teacher's report – The report had been made available to the GB prior to the meeting.</p> <p>Change to the racist incident report – there has been one recorded incident and this was noted by the GB.</p> <p>Staffing and recruitment – an advert has now been put together for a KS1 leader and the interviews will be held on 9th March 2017.</p> <p>The governors were asked if they had any questions on the Head teacher's report.</p> <p>What is the achievement for all programme? The idea is to focus on target groups of children, with regular monitoring of progress which will be reported back to the GB.</p> <p>Where are you in your thinking about values based education? The next step is to involve parents in a survey, to whittle down the 10 or so values to 5 and it still the aim of the school moving forward. The long term intention is to integrate the values throughout the school.</p>	
8	<p>School Improvement Priorities post Ofsted – this was made available to the GB prior to the meeting for review. The governors were asked if there were any questions/comments. The Post Ofsted Action Plan was seen as clear and comprehensive.</p> <p>How do the values link into the SIP? They are not threaded into the post Ofsted action plan.</p> <p>How much are the costs going to amount and is it in our budget? The supply teacher costs are in the school budget. The involvement of the LA will attract costs but some of this will be offset by the LA.</p> <p>How are your staff owning the Plan? MC - The plan was</p>	

9	<p>introduced to the staff last week with an honest reflection on where the school is now. There is still some work to engage the staff to fully own the Ofsted outcome and then in turn the plan. It will start with engaging staff in the staff meetings as a team i.e. maths book scrutiny.</p> <p>How can the GB can help with the plan? NB the GB needs to work in the guise of the critical friend – asking questions and monitoring.</p> <p>What are your thoughts on the timing for our discussion on the longer term strategy of the school? MC in the short term we must focus on the Action Plan ahead of the HMI visit that is due in June/July but we need to have a discussion on the long term strategic plan for the school sooner rather than later.</p> <p>SB proposed some of the meeting time 27th March to be used for planning an informal, off-site strategy meeting. MC and SB to liaise over date for the latter.</p> <p>Items to report from Committees for consideration by FGB</p> <p>Teaching and Learning – Timetable for governor visits is now on the G drive. Governors need to liaise with the subject leaders for dates. NB to circulate list of subject leaders.</p> <p>Resources Committee – MH progress on Flexible working policy, SFVS on schedule. Discussed Fairing funding and response to the consultation on behalf of the GB was being prepared. Office restructuring has been considered by the Resources Committee and the documents have been made available on the G drive. <i>The governors agreed that a mandate could be given to MC for a change from a L2 post to an L3 post.</i></p> <p>Pay committee – GB Staff appraisals have now been followed up on by MC and the pay committee. The pay policy had been sent out to staff and is now in place.</p> <p>Head Teacher Performance Management – the panel has been working with the Head to consider the important area of head teacher wellbeing. All governors encouraged to read Head teacher well-being documentation available on the G drive.</p> <p>SB thanked the committee chairs for their hard work and effective organisation of the committees.</p>	<p>SB/MC</p> <p>NB</p>
D.	Regular standing items	
10	<p>Safeguarding update – NB circulated the document prior to the meeting. She informed the GB that following the Ofsted visit the school had come out as compliant with regards to Safeguarding, that further work had been done in this area by school office staff and herself. SB added that an induction checklist would be compiled for new governors, to include key safeguarding documents. The governors did not raise any</p>	

	<p>questions.</p> <p>The Prevent Strategy – NB handed out a parent leaflet on the prevent strategy. NB asked that all governors undertake the short online training regarding Prevent. It was agreed governors would bring certificates to the next FGB meeting on 27th March 2017. NB will email out the link to the Prevent training to the governors.</p>	<p>ALL</p> <p>NB</p>
11	<p>Governor training and development</p> <p>The most recent governor termly briefing had been written up and made available on the G drive.</p> <p>It was noted that GF and SB had attended the governor termly briefing.</p> <p>NM informed the GB that several governors (SB, MK) had booked or attended training and SB would attend the Governor Conference. Governors were reminded that all governors should attend at least one training course per academic year.</p> <p>SB informed the GB that she will be placing an ad on SGOSS to recruit new governors with succession planning in mind, based on the outcomes of the skills audit. SB asked all governors to consider their professional networks. Ideal candidate will have experience of professional leadership, governance/being on a board.</p> <p>SB drew to governors' attention the new Governance Handbook January 2017. All governors to refer to this and familiarise themselves with the updates.</p>	<p>ALL</p> <p>SB</p> <p>SB</p>
12	<p>Any Other Business – Governors were asked if they could attend the interview day for a KS1 leader on 9th March 2017.</p> <p>MK and YA– attended the Bett Show and have thought it was a very beneficial event. MK has passed documentation to MC.</p> <p>NB has been offered the opportunity for a funded visit to a partner school, hosted annually by MRPS, in China over the Easter weekend 2017, with a view to developing these links further and applying for an international school award. MC has agreed that NB can attend.</p> <p>SB – passed on the thanks from Ofsted for the warm welcome and professionalism shown by the staff during the Ofsted visit. The Chair also gave a vote of thanks to the staff team for their continued hard work in this new phase of the school's development.</p>	

13	The meeting closed at 8:52pm	
	Date of the next meeting 27th March 2017	