

MILTON ROAD PRIMARY SCHOOL



Minutes of the Meeting of the

Full Governing Body

Monday 05th February 2018

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

Present: Sylvie Baird (SB), Neil Morris (NM), Iain Thomas (IPT), Ian Nimmo-Smith, Gavin Bierman (GMB), Matthew Hodgson (MH), Sarah Langford (SL), Jonathan Pilgrim (JP) Miriam Kubica (MK), Dany Dubois (DD), Alison Hall (AH), Nina Burton (NB).
The meeting was quorate per number of governors in post.

Also, in attendance: nil

Clerk: Meleena Walsh (MW) – Camclerk.

		<i>Action</i>
A.	Welcome, introductions and apologies for absence	
1.	<p>The meeting opened at 6:35pm by welcoming all governors and staff present.</p> <p>Apologies received and accepted from Gillian Frankland and Deborah Scanlon, Michael Catchpool and Ysanne Austin</p> <p>The Chair welcomed the new staff governor Ali Hall.</p> <p>Clerk to liaise with new governor for details; these to be forwarded to CGS.</p>	MW
2.	<p>Declarations of interest/pecuniary interests. – nil.</p>	
3.	<p>Minutes from the previous meeting of 4th December 2017 – These were agreed to be an accurate record and signed by the Chair.</p> <p>Matters arising from the minutes –.</p> <p>Catering contract to be looked at by the Resources Committee.</p> <p>Impact of CPD – MK agreed to look through training feedback forms and collate responses ahead of next Teaching and Learning (T & L) meeting.</p>	
B.	Items for decision	

<p>5.</p> <p>6.</p> <p>7.</p>	<p>Review and approval of policies;</p> <p>Anti-Bullying Policy – This was made available to the FGB prior to the meeting and had been to the T & L committee for previewing. One governor requested a wording change to ‘inevitably’ to ‘usually’. The governors formally adopted the policy with the review date for February 2019. (The date is to be added to the policy). NB informed the GB that there would be a staff meeting to increase the awareness of the policy around bullying after Easter. This would in turn be sent out to the parents alongside the behaviour policy after the ½ term break.</p> <p>Pupil Premium Policy - This has been recommended by the T & L committee. The GB duly approved and adopted the policy with the following amendment; one governor asked if the new policy would make any difference to the current statistics regarding ‘narrowing the gap’. AH advised that there was a move towards stop gap intervention, tackling and analysis and the governors asked that this could be added into the current policy.</p> <p>Safer Employment Policy – The document was made available to FGB, However NB had made some minor amendments to the document. One governor requested that the section on volunteers should be expanded to show more detail regarding their safer employment. The governors adopted the policy with the proviso that the section mentioned above be added in.</p> <p>A governor asked what the likely impact of the General Data Protection Regulation might be. NB answered this would certainly impact on the school, was being looked into by the office manager and advice was being sought on how to prepare for this change.</p>	<p>AH/NB</p>
<p>C.</p>	<p>Items for discussion</p>	
<p>8.</p>	<p>HT Report– The report was made available to FGB prior to the meeting. In MC’s absence NB was available to answer any questions raised by the governors.</p> <p><i>One governor commented that in general the report looked very positive regarding developments in targeting pupil premium children. NB and AH informed the GB that there would be maths scrutiny at the end of this week which would look at all of the pupil premium children.</i></p> <p><i>One governor asked how teachers that were not delivering good lessons were being supported. NB told the governors that the teacher would be given feedback after the lesson and then supported to improve. They would then be reassessed to see if improvements had been made.</i></p>	

9.	School Compliant - The GB were given the overview of a complaint made about how bullying and intimidation was handled by the school. This has fed into the new Anti-Bullying Policy. The Teaching and Learning Committee will be reviewing the recommendations including the recording of incidents and learning from the process of the complaint, in the complaints' procedure review, scheduled for the next meeting.	
10.	<p>Items for Consideration from our committees</p> <p>Teaching and Learning Committee (T&L) – The committee had been looking at different ways of looking at the pupil data, focusing on disadvantaged groups. The committee have been looking at the subject leaders' folders. Many of the folders were very comprehensive but some still required more information. Governors have been asked to look at the subject leader folder when they come to carry out subject visits; with subject leadership an important part of school improvement with regard to strengthening middle leadership.</p> <p>The Resources committee – The budget was currently on track for this point in the year. SFVS is due for signing at the end of March and this would be reviewed and brought to the FGB for review at the March meeting. GB reminded governors that the subject visit timetable was available on the G Drive.</p> <p>Pay Committee – have not had a meeting since the last FGB but the appraisal policy had been approved by the committee in the autumn and will be made available on the G Drive.</p> <p><i>The governors did not raise any questions.</i></p>	NM
11.	<p>School Partnerships – update on consideration of MATs – Thanks were given to all those involved in the work done on the MAT process.</p> <p>There was a discussion on the recommendations made by the steering committee. The governors voted in favour of pursuing discussion with the 3 MATS as recommended by the working party. The governors have been asked to provide any further questions to the Chair by 16 February 2018. The working party will then proceed with asking the MATS to provide answers. Once the data has been collated the GB will call an extraordinary meeting to discuss the prospective MATS and whether there is a match for further exploration.</p>	ALL
D.	Regular standing items	
12.	Leadership – GB Development (including governor leave of absence request) – GF has requested leave of absence from	

	<p>the GB until September 2018. It was agreed GF should be asked to move over to be an associate governor for the interim and that the situation would be reviewed in September 2018. The Chair would pursue possible new candidates to take up the vacancy. The governors were informed that GB will be leaving the governing body in July 2018.</p> <p>It was agreed that NM and IPT look at the governing body skills audit to assess areas that need additional training or recruitment to fill remaining gaps. The governors were asked to look at their skills set and see if there was any additional training that they could attend.</p> <p>New Governor Mentoring; MK will mentor DD, SB will mentor SL and MH will mentor JP.</p>	NM & IPT
13.	<p>Safeguarding Update from – NB outlined recent measures and activities undertaken by the school to promote keeping children safe. The school has undertaken kindness week. There is a board displaying the values which the children have been involved in. The lunchtime supervisors have been given training on lunchtime games for children to play and have been made aware of the anti-bullying policy. NB attended training on complaints and allegations. The Designated Persons had met to discuss and review concerns.</p>	
14.	<p>The school are looking into the My Concern online logging system which is offered by Cambridge Child Protection Team.</p> <p>Any Other Business It was noted that the staff survey will be prepared by the Resources committee and the parent survey by T & L by Easter. DD SL would join SLT for the values-based learning walk on 19th February.</p>	
	<p>The meeting closed at 8:33 pm Date of the next meeting 26th March 2018 at 6:30pm</p>	