

MILTON ROAD PRIMARY SCHOOL



Minutes of the Meeting of the

Full Governing Body

Tuesday 19th July 2016

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

Present: Sylvie Baird (SB), Susan Dobbs (SD – Interim Head Teacher), Ysanne Austin (YA), Miriam Kubica (MK), Neil Morris (NM), Ian Nimmo-Smith (INS), Iain Thomas (IPT), Matthew Hodgson (MH arrived at 8pm), Danny Godfrey (DG), Karen Watson (KW), Gavin Bierman (GB) and Deborah Scanlon (DS).

The meeting was quorate.

Also in attendance: Hannah Carter (HC) and Nina Burton (NB – Deputy Heads)

Clerk: Meleena Walsh (MW)– Camclerk.

		<i>Action</i>
1.	Welcome, introductions and apologies for absence	
1.1	The Chair opened the meeting at 7:32pm by welcoming all governors and staff present.	
1.2	Apologies had been received and were accepted from Marco Donzelli and Rolph Purvis (due to the rescheduling of the meeting)	
2.	Declaration of Interests	
	Item 7 Interest in Kidscape fees and lettings – IPT and INS	

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3.	Formal approval of the Full Governing Body meeting held on 9th May 2016 and extraordinary meeting 28th June 2016	
3.1	Minutes of 9 th May 2016 approved 28th June 2016 approved – chair and clerk to agree which parts will be made non-confidential.	
4.	Matters arising from the minutes of the Full Governing Body meeting held on 9th May 2016 and 28th June 2016	
4.1	<p>A summary of actions and their status had been circulated in advance by the Chair – Green indicate done etc. The Chair asked if there were any comments about these. MK updated governors that a second governor visit had been completed by MK, who will write up a report for the governors. Working group to be set up by FGB in September to draft the behaviour principles.</p> <p>The Chair thanked MK for the ‘Journey to school’ survey and report, undertaken in response to the City Deal on behalf of the FGB and completion of the website audit.</p> <p>Outstanding action before the end of term – General Statement of Charging – SD to send out amended version to governors.</p> <p>With regard to recent discussion about the make-up of the Governing Body, governors agreed to update the skills audit over the summer holidays, with a view to reconstituting the governing body – to be reviewed in the first meeting in October 2016.</p>	SD
5.	Item for decision: Approval of whistleblowing policy – This was approved subject to a number of clarifications i.e. clarifying the stepped approach to whistleblowing, with the Head teacher as the first point of reference, followed by the Chair or others as appropriate; adding the purpose of the policy to the front sheet. HC agreed to make the changes to the policy in liaison with SB and to check with EPM	

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	whether this was the most up to date version.	HC
6.	Head teacher's Report (including results for KS1 and KS2)	
5.1	Issued out to the FGB prior to the meeting. The governors were asked if there were any questions.	
Challenge	<p>Can you explain the Y2 teacher vacancy? SD answered that the post had been advertised, however, there was only one candidate and the school did not appoint. A further candidate had come through by asking at other schools but this had not worked out. SD had seen a candidate earlier in the day, who had already worked in the school as a supply teacher and could offer half a term. Head to look at the options for employment terms with EPM, including compliance with safer recruitment.</p> <p>The number of pupil premium children has decreased; is that a change in the demographics or as a result of children in early years and KS1 being recipients of free school meals? The Interim Head answered that she would need to look into the reasons behind it. Governors emphasised that parents should be informed that the school receives funding for pupil premium children, which benefits those children directly. It should be communicated via a pack to all parents to stop singling out. It was agreed that the benefits of pupil premium funding should be highlighted to all parents and carers in welcome meetings in the autumn term, which should be timetabled to allow the majority of parents to attend.</p> <p>Table of lost days is a good indicator of staff wellbeing, however, no comparative data or benchmark had been provided – could we see a percentage of contracted days lost? SD felt that the number of days lost was too high. YA advised that the national average is 4 days per FTE.</p>	SD
Challenge		

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<p>Challenge</p> <p>Challenge</p>	<p><i>Is the data shared with staff?</i> No it is not, but we can look at how we can share it with staff. Governors agreed that they would like to have this on each Head's report but with a narrative behind the data presented.</p> <p>Governors looked at the SATS report for KS1 and KS2 and the governors agreed that the results were overall very good. It was agreed that the SLT have managed the pupil progress (target tracker etc.) well to obtain the results and that the half termly monitoring by governors in Teaching and Learning has worked well. One governor also commented that the predicted results for Year 6 had been very accurate, which showed confidence and reliability in the data.</p> <p>There needs to be some further investigation in KS1 with regards to maths, particularly with regard to the number of pupils achieving at 'greater depth'. SD reported that one class achieved better in one class in maths – this could be a staff training requirement. Maths will be a focus for the new academic year.</p>	
<p>6.</p>	<p>Reports from Committees</p>	
<p>6.1</p>	<p>i) Teaching and Learning – DG reported that inclusion has really taken off with the school's new inclusion leader and is working well. Gifted and Talented children are now a specific group; the impact of interventions has been moderated and is looking good. Target tracker is being used effectively and measuring children's progress across the school has become more consistent. Pupil Progress as a whole had improved, though in some quarters attainment was not yet sufficiently high enough. Albeit with slightly different measures, the quality of teaching has improved.</p> <p>ii) Resources – MH reported there had been some progress on the business plan. The budget is still sound and the staff resignations had not impacted on the budget. Meeting held with Kidscape (MH and SD) agreed in principle that they will be</p>	

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	<p>happy to formalise the relationship. MH gave his thanks for the work from governors on the deficit licence application: NM, IPT, INS, YA and SB.</p> <p>A Governor asked how the transition of the Office was going? SD reported this was progressing well and the new head will be making the overall decision on how he wants the office to be set up.</p> <p>A governor asked: Will the cash flow situation be regularly being reviewed over the course of the year? Yes, there will be regular updates brought to governors via the Resources Committee.</p> <p>iii) Pay committee – GB reported on RP’s behalf that the committee had met on 25th May meeting and the pay policy had been approved. The final version still needs to be sent to all governors.</p> <p>iv) Head Teacher Performance Management (HTPM) – In liaison with the the independent consultant, the committee had set an abridged set of targets in place for SD for the 2 terms. GB expressed his gratitude to SD for her work over the 2 terms. GB explained the structure of the HTPM to be reviewed – GB was reading a document on HTPM and the advantages and disadvantages of including the Chair. GB will look at a restructure of the HTPM over the summer.</p>	SD/CB
7.	Subject link governor update: Physical Education and sports premium	
7.1	PE and sports premium – Governors had received MD’s report ahead of the meeting and had the opportunity to ask questions by email given he was not present at the meeting to discuss questions due to the change of date. Governors commented on the usefulness of this report and it was agreed MD should update the resources committee following his follow up visit in the autumn term.	

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8.	Chair's update, including GB effectiveness + annual report to parents	
8.1	<p>SB thanked all governors for their attendance the previous night at the informal meeting with the new Head teacher preparing for this new chapter for the school. Notes to be shared the governors in the next few days. Chair will update the draft audit for the effectiveness of the governing body, following input from governors, ready for return to Cambridge Governor Services on 20/7/16.</p> <p>The annual report to parents was available on google drive. SB thanked the governors that have been involved in the preparation, particularly MH, DG, GB and YA. Governors agreed the report is clear and transparent.</p>	SB
9.	An update from the working group on Academisation	
9.1	<p>Further to the working party's paper on 'Exploring Academisation, which had been circulated in advance, INS and NM have visited Chesterton and an invitation has been received from The Spinney for the Autumn term. Brief overview from INS on the meeting at Chesterton. Milton Road has been invited to a further meeting in September to clarify structures and giving more of a commitment to the academy model, although it was felt Chesterton understood Milton Road's position. The long term view is that there will only be multi academy trusts and this will be more down to the choice of the trusts. By and large primaries are considering MATs around a secondary school, or MATs with other primaries. It was acknowledged that there could be economies of scale, particularly back office costs – but that a shared vision based on pedagogy would be vital for such a partnership to work, as well as a structure that was right for the schools involved. It was agreed by the governors that the school should concentrate on obtaining a secure good Ofsted rating as a priority before embarking on the academy path. Governors in agreement with the statement set out in the working party document i.e. energies would need to be focused on school improvement, under the leadership of the substantive Head teacher. The Governing Body should focus relentlessly on supporting and challenging Milton Road on this journey, yet</p>	

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	also free up headspace to engage with developments in recognition of an evolving educational landscape and related longer term opportunities to improve educational outcomes for children.	
10.	Safeguarding	
10.1	<p>Report had been written up by Chair and the safeguarding audit posted on the G drive. SB thanked NB for ensuring that training would be built into the INSET days in September and that all staff have re-read and signed Keeping Children Safe in Education. Governors to re-read Keeping Children Safe in Education ahead of Autumn FGB to ensure our collective responsibility for safeguarding children at the forefront of GB thinking. SB encouraged more governors to undertake training in Safeguarding. There would be a further update on safeguarding in October 2016, following the SLT's completion of the Child protection audit.</p> <p>A governor asked when the Safer Recruitment Audit results would be shared with governors. NB to follow up and ensure that the feedback gets passed to the governors.</p> <p><i>A governor asked whether the recording of incidents and the procedures are sufficiently tight?</i> NB answered that procedures were tight and had recently tightened up.</p> <p><i>Are there any incidents that you want to raise at the meeting?</i> NB answered that numbers of children with child protection files would come to the governors as part of the child protection audit in October 2016.</p>	NB
12.	Training and Development	
12.1	Update by NM. Governors need to invest further in training and development. The recent termly briefing had highlighted that Ofsted will also be looking at governor training as an indicator of GB effectiveness. Neil to send out registration details on GEL to supplement GB training.	NM

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13.	Dates of meetings 2016/17	
13.1	17th October 2016 - this will be discussed with the new head in place in September – Point raised by Susan about the management of incoming emails for the new head	
14.	Any Other Business	
14.1	<p>i) FGB cannot agree that the bank mandate to add Dr Michael Catchpool as a signatory, as it was not brought to the meeting, however, this would be reviewed outside of the meeting.</p> <p>ii) There has been a H & S visit undertaken by MK, NM and IPT – some issues raised but are in the process of being rectified. The report will be written up and brought to the resources committee. SD committed to organise a Fire Risk Assessment over the school holidays if not possible before the end of term.</p> <p>iii) SB pointed out that governors currently have free access to The Key courtesy of SGOSS until December. GB agreed to check accessibility and all governors to make good use of this tool.</p> <p>iv) SB thanked SD for her contribution to the school since January, as well as Hannah for all her work and commitment to the school. The Chair thanked all of the governors for their work across the year.</p>	<p>SD/CB</p> <p>SD</p> <p>GB</p>
15.	The meeting closed at 9.45pm	

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