

# MILTON ROAD PRIMARY SCHOOL



## Minutes of the Meeting of the

### Full Governing Body

**Monday 25<sup>th</sup> March, 6:30pm**

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

**Present:** Sylvie Baird (SB), Neil Morris (NM), Iain Thomas (IPT), Michael Catchpool (MC), Alison Hall (AH), Matthew Hodgson (MH), Anna Meadows (AM), Richard Wielechowski (RW), Lizzie Digby (LD), Drew Crisp (DC) Ysanne Austin (YA) (arrived 18:35), Jonathan Pilgrim (JP).

The meeting was quorate per number of governors in post.

**Also, in attendance:** Nina Burton (arrived at 6:55pm)

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

		<i><b>Action</b></i>
<b>A.</b>	<b>Welcome, introductions and apologies for absence</b>	
1.	The meeting opened at 6:33pm  Apologies – Ian Nimmo-Smith, Sylvie Not present – Deborah Scanlon	
2.	<b>Declarations of Interest and pecuniary interests</b>  Declarations of interest – nil.	
3.	<b>Minutes from the previous meeting of 4<sup>th</sup> February 2019 –</b> These were agreed to be an accurate record and signed by the Chair.	
4.	<b>Matters arising from the minutes of 4<sup>th</sup> February 2019 –.</b> MC commented that the work on the budget was still ongoing at from Item 9 on the last minutes. MC informed the GB that the feedback was disseminated regarding the school council meetings.	

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B.	Items for discussion	
5.	<p><b>HT Report</b> The governors received the HT report prior to the meeting. The governors were asked if they had any questions on the report.</p> <p>MC commented that the school were still awaiting the impending Ofsted visit and that this was having an impact of the morale and the well being of the staff. It was deemed that the Ofsted would be taking place before the introduction of the new Ofsted framework in September 2019.</p> <p><b>A governor asked</b> whether Ofsted could be held accountable for the length of the wait that school has had to endure via feedback to Ofsted. The answer was no; that Ofsted only give and outline of the time frame of when they will visit and do not give an accurate date until the time of the visit.</p> <p><b>A governor commented</b> that the school should not be holding back on changes whilst waiting for Ofsted – things should be carrying on as normal. Choices should still be being made regardless of the impending visit.</p> <p>It was noted that there had been a fixed term exclusion for one pupil, and it was noted that the pupil was no longer with the school.</p> <p><b>A governor suggested that the CPD appendix has the final column amended to add in the evaluation of the possible impact of the training which might extend beyond the staff survey responses.</b></p> <p>A governor wanted to know how the part time staff caught up with the CPD that is held on a day that they are not in work. It was noted that the handouts/minutes were made available to those members of staff unable to attend and that the staff meeting days were switched termly to enable other members of the part time staff.</p> <p><b>A governor asked why the data shows that Y4 are not making progress in the right direction.</b> MC explained that this was more likely to be an unbalanced reflection of the assessment as the teaching staff are new and that they may not yet have the confidence required on assessment.</p>	<p>MC and NB to amend the document to reflect the comment and for it to be brought back to the FGB in June 2019</p> <p>T &amp; L Committee to consider CPD for part time staff.</p>
6.	<p><b>SFVS and Best Value Statement</b> - IPT gave thanks to the governors involved in the SFVS and Best Value Statement. MH gave an overview of the process of the SFVS. Both documents have been processed by the Resources Committee prior to coming to GB.</p>	

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7.	<p>It was noted that there was a possible restructure to the office staff and that this had been discussed at the Resources Committee.</p> <p><b>T &amp; L Committee</b> – YA said that the main focus of the meeting had been inclusion. AH gave an overview of the SEN website report and that this one that currently available had been recently updated. AH informed the GB that she had been through the Equalities, Pupil Premium and the SEND policies and had rationalised.</p> <p><b>Resources Committee</b>– The meeting had seen the benefit of the format of new reports which made things easier to digest. The budget is still showing that there is a healthy carry forward. NM and AM will be taking the staff survey forward.</p>	<p>The SFVS and The Best Value Statement to be signed by the Chair and submitted.</p>
8.	<p><b>GB Development</b>  <b>a) Discussion on proposal to reconstitute</b>  The GB discussed the proposal.  A governor questioned why there is a proposal to lower the number of parent governors. It was suggested that only having 2 parent governors against 10 co-opted governors was perhaps sending out the wrong message to the community and parents.</p> <p>It was noted that many of the co-opted governors had indeed been parent governors previously and they were taken on as co-opted to maintain their expertise.</p> <p>A governor asked if the skills audit should be the deciding factor on whether or not there was a need for more parent governors. A governor commented that there had been difficulty in finding the right people with the right skills.</p> <p>Could expanding the use of Associate governors support the skills areas needed and not add weight to the GB.</p> <p>A governor commented that the GB still needed to have members on the GB to maintain good relationship between the staff, the GB and the parents. It was agreed that GB policy should be re-worded to make it more inclusive; instead of being solely skills orientated a more experience-based skills set should be considered.</p> <p>In essence the discussion generated some important insights, however, it was agreed that there was a notion of the skills set that the GB required and that this should include a broader range of skills. It was also suggested that the term of office could be given more thought i.e. 2 years.  It was also agreed that there was need to a review of how the FGB is marketed to prospective candidates.</p>	<p>MH and IPT will put together a proposal that for consideration by the GB that, if necessary, will be</p>

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	<ul style="list-style-type: none"> <li>Re-election of YA and MH as co-opted governors. YA proposed by JP and 2<sup>nd</sup> by NM and the GB voted unanimously in favour of a re-election as a co-opted governor.</li> <li>MH proposed by DC, 2<sup>nd</sup> by RW and the GB voted unanimously in favour of a re-election as co-opted governor.</li> </ul> <p>It was raised at the meeting that there was a need to elect a vice chair and that MH and IPT will be liaising with potential members of the GB to take on this role.</p>	<p>voted on at the May FGB.</p> <p>Clerk to notify CGS of the renewal of term for YA and MH</p> <p>IPT and MH to seek a Vice Chair for election before the next FGB.</p>
<b>C</b>	<b>Items for decision</b>	
9.	<p><b>Policies</b></p> <p><b>The Health, Safety Policy and Welfare Policy</b> A governor wanted clarification on the flow chart and whether the flow chart covered specialist teachers or parent volunteers. It was noted that the flow chart should be amended to show parent volunteers and specialist teachers.</p> <p>A governor queried if the Reception outdoor area was covered. It was agreed that the policy would be reworded to show playground and outdoor learning areas.</p> <p>Subject to the above changes the FGB approved the above policy.</p> <p><b>Governors Allowance Policy</b> – the FGB approved the policy.</p> <p><b>SEND Policy</b> – the FGB ratified the policy prior to the approval at the T &amp; L Committee.</p> <p>Separated Parents Policy – the FGB ratified the policy</p>	<p>AM to work on a reflective summary for use on the website.</p>
	<b>AOB</b>	
	<p>Safe Guarding update – the single central records file has been updated – those that have not complied have been told that they will not be able to continue to run clubs after the summer of the</p> <p>NM – Playground tender has been modified and the PTA have raised the funding required for the work to place. This will be</p>	

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	<p>able to be completed over the summer holidays.</p> <p>MH – Deborah Scanlon has tendered her resigned from her co-opted role and this was accepted by the FGB. It was noted the Miriam Kubica has offered to stand as a co-opted governor and remain on the T &amp; L Committee. The governors will be emailed for their vote to co-opt MK and to reduce the term of office to one year.</p>	<p>MW to inform CGS.</p> <p>MH to coordinate MK co-option process.</p>
	<p><b>The meeting closed at 20:26pm</b></p> <p><b>Date of the next meeting: 7<sup>th</sup> May 2019 at 6:30pm (Budget)</b></p>	

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