

**Full Governing Body Meeting****MINUTES****Wednesday 28 Mar 2018, 7.15pm**

*Please note that advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.*

**Present:** Jackie Morris (Chairman), Andrew Stear (Headteacher), Maureen Holland, Luke Bozeat, Mel Isherwood, Linda Chung, Dan Keat (new Parent Governor)

**In attendance:** Rachel Dunnage, Clerk; Kirsty Morris, School Business Manager

*Meeting is quorate 7/9*

	TOPIC	Action Who & When
1.	<b>APOLOGIES FOR ABSENCE</b> ( <i>statutory</i> ) Apologies: Mel Wells, Emma Hardy (maternity leave), Fiona Campbell Welcome: JM welcomed Dan Keat, our new parent governor. Governors also sent their congratulations to Emma Hardy on the birth of her baby daughter. EH will be sent all communications, but is not expected to respond unless she wishes.	
2.	<b>DECLARATION OF INTEREST</b> ( <i>statutory</i> ) Governors declared no interest in specific agenda items at this meeting.	
3.	<b>HEADTEACHER REPORT</b> <b>Mid-year progress data analysis</b> AS clarified that the data charts show the percentages of children who are at expected attainment and progress or above. Further to governors' questioning, AS agreed that in some areas progress looks slow. However, when you drill down it shows that most children are on track with attainment. It is very difficult for children to be higher on progress because it is not possible to fully cover the curriculum by this point in the year. The new assessment system will show how the children are performing with regard to the curriculum they have covered not the whole curriculum for the year. The figures are suggesting that we are very close to our targets, with all year groups falling into the percentage bands. The figures are looking stronger than last year. <ul style="list-style-type: none"> <li>LB noted that in Yr2 writing is still lagging behind reading and maths. AS cautioned about anticipating that writing levels remain at this level by the end of the year. Given this cohort, its additional needs and transient nature. He would expect the level to be closer to 68%, the national average last year.</li> <li>LC asked about the level of Pupil Premium (PP) children and whether they are taking teacher resources and time away from the middle achievers or non-specific group children. AS explained that the teacher is challenging all children but do need to spend additional time to drive the pace of progress with PP children..</li> <li>MH asked about the summer born children who are showing that they need to do a good degree of catching up. AS replied that this is an education wide trend that is still showing in results at age 16.</li> <li>LB asked what is being put in place in Yr R to manage the high degree of challenge. AS explained that he is conducting regular pupil progress meetings to ensure that progress remains on track. This group had lower attainment on entering school, particularly in the area of speech and language development, plus emotional and social development. The cohort is making rapid progress and is on target to be within the predicted band of Good Level of Development.</li> <li>LB also asked how those children who don't have Education Health Care Plans (EHCPs) are covered. AS confirmed that because the EHCP children generally have one to one support the class teacher still has plenty of time and energy to guide and challenge the learning of all the other children in the class.</li> <li>DK asked what happens in the pupil progress meetings. AS explained that teachers are expected to analyse the performance of each child in their class and be sure of what actions are in place or</li> </ul>	

	<p>should be put in place to drive the progress of children who are either low attainers/low progressers or high attainers but low progressers etc. Staff also have the opportunity to ask for help. Learning Support Assistants (LSAs) are usually involved in the SEND children reviews.</p>	
4.	<p><b>General Data Protection Regulation (GDPR)</b>  <b>Governors will have their training at the next FGB session.</b> This will ensure that both staff and governors have had the relevant GDPR training by the end of May. Governors thanked the Clerk for a useful and clear briefing on the requirements of the new regulation.  LC confirmed that she will be our Data Protection Governor. <b>KM to update the website.</b></p>	<p><b>All Gvs</b>  May FGB  <b>K Morris</b>  20 May</p>
5.	<p><b>FINANCE</b></p> <p><b>a. FMR period 11 2018</b>  KM confirmed that the final carry forward has increased from £60k to £70k. This is partly down to the increased Sports Premium which we have not yet spent and increased funding that the 4 Education Health Care Plan (EHCP) children have attracted.</p> <p>Salary costs are slightly higher than budgeted because for example, job share staff have all come along to INSET days.</p> <p>Premises costs are also slightly higher than budgeted but much is offset by income from Friends, Christmas photos. We have taken the view that we should go ahead with emergency lighting on Health &amp; Safety grounds. We have spent less on meals than budgeted (down to children's illness).</p> <p><b>b. Final budget plan for 2018-19 &amp; 3 year budget 2019- 2021</b>  The draft budget was based on the most pessimistic version of funding and the Local Authority (LA) chose a more generous version which has helped the school's finances. Added to this was a sum for additional high needs funding since we have the high level of EHCPs in the schools, resulting in £18.5K more than draft.  KM has highlighted the c£14k that the LA has de-delegated (taken for services they provide even if we do not use them).</p> <p><i>Revenue:</i> the school is very happy with the decision to move schools meals to Innovate. Moss Lane will be taking meals cooked at Milford from Sept and this will bring money into Milford. SCL have stopped offering the holiday club due to lack of parental interest so lettings are going to be lower than in the past year.</p> <p><i>Staffing:</i> KM took governors through the costs and highlighted the savings brought by covering the remainder of this academic year's deputy headship with a temporary additional leadership award to a current teacher.</p> <p>AS is planning to recruit an LSA specifically for the outdoor learning in Early Years Foundation Stage (EYFS) for the mornings only. KM is looking at the staffing in the admin area to ensure that the senior leaders can be supported properly and a consistent service provided to parents and children across each day. Governors supported this development, particularly in the light of additional numbers on roll from September. The LSA support will be re-allocated as required by the final number of EHCP and additional need.</p> <p><i>Premises:</i> See f i. below.</p> <p>The outcome of these changes is that the budget shows in-year deficit of £10k. As the LA recommends keeping reserves of 40-50k, we remain in a strong position.</p> <p><b>Governors were content that the final draft budget as presented focused resources on the school priorities and represented good value use of school funding whilst leaving sensible reserves and agreed that it should be submitted to the Local Authority.</b></p> <p><b>3-yr budget</b>  The predicted funding formula is not to be guaranteed but the 3-year forecast looks stable over that period, even allowing for a number of capital projects.</p> <p>Governors thanked KM for her very comprehensive and informative report.</p> <p><b>c. Schools Financial Value Standard (SFVS)</b>  Governors confirmed receipt and review of the previously circulated SFVS report and were content to ratify it without any amendment. Ratification by governors will be confirmed to the LA by 30 March.</p> <p><b>d. School Fund accounts for financial year ended 31 August 2017</b></p>	

	<p>Babcock confirmed they were happy with our auditor. The report was received in Feb 2018 with no actions recommended. The accounts and auditor's report have been reviewed by AS and JM.</p> <p><b>e. Approval of policies</b> See agenda item 10 a. iii below</p> <p><b>f. Projects update/contract approval</b></p> <p><i>I. Toilets</i> KM has sourced 4 quotes. Some staff would like unisex toilets, which are more expensive to build than keeping single sex toilets with urinals in the boys. Governors interrogated the school's rationale for either option. Governors proposed that the toilets in the learning hub and Yr 2 building be set up as unisex. This would also offer scope for children identifying as no gender to have the option of using unisex toilets.</p> <p><i>II. Sports services provider</i> Income from the letting has reduced. We are losing the tutor for PE support from September. Allied to this, the lack of enthusiasm for their breakfast club has led the Senior Leadership Team (SLT) to look at other providers. To make the change before September 18, we would need to serve notice on the current provider by the end of the first week back. Governors wanted to be assured that, given the value of the contract, we have investigated sufficient alternative suppliers and put an appropriate figure in the budget. They highlighted the need to manage parents' expectations around this, particularly with the breakfast club. KM has considered operating the breakfast club in-house and making more money for the school. <b>Governors asked that KM present a proposal for consideration at the next FGB, 16 May.</b> LC asked if clubs other than sports could be provided after school. AS explained that contacts have been made with companies but they are all too expensive. Governors suggest canvassing parents for their views on what they would like and how much they would be prepared to pay.</p> <p><i>III. School uniform provider</i> <b>LC will look at the contract.</b></p> <p><b>g. Health and Safety update</b> The audit and clear out have been completed. A Health &amp; Safety tour needs to be completed early next term. KM has undertaken a full playground audit but will need to check on the pond.</p>	<p><b>K Morris</b> 9 May</p> <p><b>L Chung</b> 16 May</p>
<b>6.</b>	<p><b>CHAIR'S REPORT &amp; ACTIONS</b> (<i>statutory</i>) JM confirmed that she has had a formal parental complaint which has been dealt with using the school's complaints process. JM has checked the process for ensuring all staff are aware of dietary needs. This has highlighted some areas for improvement which have been immediately actioned.</p>	
<b>7.</b>	<p><b>CONSULTATION ON GREEN OAK CLOSURE</b> AS reported that 1000 new houses are planned in Godalming over the next 10 years. Long term place planning implications come into play from 2019 onwards, with c40 places over the current Godalming PAN. Should the school close, possible solutions identified to accommodate the children are:</p> <ul style="list-style-type: none"> <li>• make Loseley Fields 3 form entry and/or Busbridge Jnr 3 forms.</li> <li>• possible bulge class space at The Chandler and Busbridge Jnr.</li> </ul> <p>An extraordinary meeting of the Godalming Town Council will be held on 09 April at the Wilfred Noyce centre in Godalming town centre. It is open to the public.</p> <p>AS noted that there are short term and longer term implications of a closure but they are likely to have limited impact on Milford as our options are restricted since we are unable to go over 30 in a class.</p>	
<b>8.</b>	<p><b>COOPERATIVE FOUNDATION TRUST</b> The meeting with CSNET has identified the process we must follow, along with the other 3 schools. We shall invite the Local Authority to our May meeting when we vote on the following proposal: <i>"That the governing body of Milford School should explore and consult on formally changing school category from community to foundation and simultaneously acquiring trust status, to act as the school's legal foundation, in this case as a cooperative membership trust with a strong mutual dimension."</i></p>	

9.	<p><b>GOVERNOR MONITORING</b> (<i>statutory</i>)</p> <p><b>a. Annual Reports</b> Governors to confirm completion of:</p> <ul style="list-style-type: none"> <li>i. <i>Surrey Safeguarding audit</i> Completed.</li> <li>ii. <i>Looked after Children – agree when report is to be received by FGB (written by the nominated governor responsible for ensuring that requirements for children in care are met)</i></li> <li>iii. <i>Performance Management—should be completed in the spring term</i></li> </ul> <p><b>b. Monitoring</b></p> <ul style="list-style-type: none"> <li>i. <i>Specific Governor Responsibilities e.g. SEND</i> SEND: MI has particularly been looking at how to measure progress for SEND, when the measurable steps can be quite small, but that is significant progress for that child. This also feeds into MI's other visits to school. Sadly her training was cancelled and she has been unable to re-book a course. MI is regularly meeting with Inclusion Manager now and spending more time in school. <b>JM has asked that MI feedback to all governors at the next meeting.</b></li> <li>ii. <i>Parents' survey (LC)</i> LC Past questionnaire was reviewed and governors did not identify any further questions required. This will be useful for showing trends in parents' views. LC would like to provide parents with an indication of what we will be doing with their responses. <b>The questionnaire will be issued early in the summer term and feedback given to governors and parents in the second half of term.</b></li> <li>iii. <i>Well-being</i> <b>MI agreed to take on developing a staff questionnaire with Inclusion Manager,</b> particularly focusing on well-being.</li> <li>iv. <i>School Development Plan (SDP)</i> <ul style="list-style-type: none"> <li>1) <i>To accelerate progress and raise attainment for all learners (including PP and SEND)</i> See maths and SEND monitoring.</li> <li>2) <i>To develop the school curriculum</i> Awaiting curriculum report.</li> </ul> </li> </ul>	
10.	<p><b>POLICY &amp; DOCUMENT REVIEW</b> <i>Policies and Documents in blue text are statutory requirements</i></p> <p><b>a. POLICIES</b> Governors to confirm they have reviewed the policies on Dropbox and ratify where appropriate.</p> <ul style="list-style-type: none"> <li>i. <b><i>Safeguarding &amp; Child Protection</i></b> Updated in line with Keeping Children Safe in Education. <b>Ratified without amendment.</b></li> <li>ii. <b><i>Whistleblowing</i></b> <b>Ratified without amendment.</b></li> <li>iii. <b><i>Finance &amp; associated policies</i></b> <b>Finance policy ratified subject to removal of the first 'Roles &amp; Responsibilities'. All the other finance policies were ratified without amendment:</b> Credit control policy, School Fund policy, School banking card use policy.</li> </ul> <p><b>b. DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>i. <b><i>EYFS profile assessment</i></b> AS confirmed that the EYFS results are published on the school website</li> <li>ii. <b><i>Equality Objectives Progress Statement</i></b> <b>AS will check the statement's status.</b></li> <li>iii. <b><i>Value for Money statement</i></b> <b>Ratified without amendment.</b></li> <li>iv. <b><i>Single Central Record</i></b> <b>JM will review in the coming month.</b></li> </ul>	
11.	<p><b>CONSTITUTION OF THE GOVERNING BODY</b></p> <p><b>a.</b> There are two governors whose term of office is due to expire before the end of the calendar year.</p> <ul style="list-style-type: none"> <li>i. J Morris 25.11.18</li> <li>ii. L Bozeat 04.12.18</li> </ul> <p><b>b. There have been no resignations since the last meeting.</b></p>	

	<p><b>c. There has been one election since the last meeting.</b> There</p> <p><b>d. Category of any vacancies to be filled:</b></p> <p>i. 1x LA The Governor Nomination Panel have confirmed that it is now the school’s responsibility to find their own candidate to be a LA governor. <b>JM plans to ask the Chairmen of Governors</b> at Rodborough, The Chandler, Farncombe, Moss Lane, Busbridge Inf and Godalming Jnr if any of their governors might be interested in joining us. <b>RD will also add the vacancy to the Confederation website.</b> <b>JM asked that Governors consider if they are able to offer their time to the committees of local nurseries in order to help build community relationships.</b></p> <p><b>e. Associate Members</b> <b>LB will speak with a contact to ask if he would consider becoming an Associate Member</b> of the Governing Body to lead on securing ramp access to the playground. AS completed the sustainable transport project.</p>	<p><b>J Morris</b> 18 April</p> <p><b>R Dunnage</b> 18 April <b>All Gobs</b> May FGB</p> <p><b>L Bozeat</b> May FGB</p>						
12.	<p><b>GOVERNOR TRAINING &amp; DEVELOPMENT</b> <b>The Clerk will send MI a training log she uses with another school.</b></p>	<p><b>R Dunnage</b> 16 Apr</p>						
13.	<p><b>MINUTES &amp; MATTERS ARISING</b> <i>(statutory)</i> Governors agreed the minutes of the January meeting as an accurate record. Minutes of the January meeting were signed by the Chair. Governors updated the FGB on their Actions (see table below) and matters arising from the last meeting.</p>							
14.	<p><b>DATES OF NEXT MEETING AND FUTURE AGENDA ITEMS</b> <i>(statutory)</i></p> <p><b>a. Dates of next meetings</b></p> <table><tr><td>Date</td><td>FGB FOCUS</td></tr><tr><td>16 May</td><td>Safeguarding, SEND, GDPR,</td></tr><tr><td>11 Jul</td><td>HT report ; End of Year internal data</td></tr></table> <p><b>b. Future Agenda items</b> Governors to consider when they will undertake this year’s self-evaluation of governance.</p>	Date	FGB FOCUS	16 May	Safeguarding, SEND, GDPR,	11 Jul	HT report ; End of Year internal data	
Date	FGB FOCUS							
16 May	Safeguarding, SEND, GDPR,							
11 Jul	HT report ; End of Year internal data							
15.	<p><b>CONFIRM PART 2 BUSINESS</b> <i>(statutory)</i> Governors did not consider any items to be considered Part 2 business.</p>							
16.	<p><b>Any other business</b> Governors wished to formally record their thanks for the amazing fundraising efforts and work that the Friends of Milford have been doing. In particular, this term, a dedicated group of parents have spent their weekends and free time revamping our pond &amp; wildlife area. The staff are so excited to soon have this new outdoor classroom to bring not only science, but so many aspects of learning to life. This year in science week we launched our bird box project (also funded by the Friends) in which we have a nest-cam set up in a bird box in the wildlife area and this is being streamed live to our school website. With a bit of luck, the children will be able to watch the birds make their nest, lay eggs, see the eggs hatch and finally watch the fledglings leave the nest. They can follow this at any time of day at school and at home.  LC was also pleased to confirm that the Friends have now joined the PTA Association, have an AGM planned, and will ensure that they are operating in a fully transparent and legally compliant manner.</p>							

Meeting closed 9.30pm

## ACTIONS

	RAISED	ACTION	When	Whom
<b>1.</b>	Nov 17	Governors asked that the school investigate how they can upgrade the toilets for both boys and girls at the same time. <b>See agenda item 5. f. i.</b>	On-going	<b>K Morris</b> <b>A Stear</b>
<b>2.</b>	Nov 17	Governors asked that the Senior Leadership Team (SLT) look at what impact the LSA structure is having on pupil outcomes. This is covered to an extent in the budget agenda item but will also be covered at the next FGB when the Inclusion Manager will be presenting.	15 Jan	<b>SLT</b>

3.	Nov 17	MI will also review the impact of LSA intervention during her monitoring meetings with the Inclusion Manager.	On-going	<b>M Isherwood</b>
4.	Nov 17	FC and KM will work on the SFVS review and ensure that it is ready for submission in March 18. <b>Completed.</b>	Mar 18	<b>F Campbell K Morris</b>
5.	Nov 17	MI will be in to monitor SEND in the new year. <b>Completed.</b>	Feb 2018	<b>M Isherwood</b>
6.	Sept 17	All governors undertook to learn about and monitor their responsibility area between meetings, reporting back to the Governing Body.	On-going	<b>All govs</b>
7.	Sept 17	JM will identify how MH can gain experience of her Chair role, starting with attending the regular meetings with the Headteacher. <b>No longer applicable.</b>	On-going	<b>J Morris M Holland</b>
8.	Sept 17	Governors will verify their contact details are correct. RD to confirm Maureen's email address <b>Completed.</b>	30 Nov	<b>All govs</b>
9.	Sept 17	RD to ensure the correct information is sent to the school to be uploaded to GIAS. <b>Completed.</b>	20 Dec	<b>R Dunnage</b>
10.	May 17	JM will conduct her next monitoring visit with AM to look at maths. <b>No longer valid.</b>	On-going	<b>J Morris</b>
11.	Jan 17	All governors to re-send photos to LB for the entrance notice board. <b>LB will bring camera to May meeting.</b>	On-going	<b>All Govs</b>
12.	Jan 18	LC to prepare questionnaire to parents and children for the summer term. The parents questionnaire is underway.	On-going	<b>ALL Govs</b>
13.	Jan 18	Progress Data Analysis: JM to document this going forward	On-going	<b>JM</b>
14.	Jan 18	HS to start Curriculum Journey Folders In progress.		<b>HS</b>
15.	Jan 18	AS to meet with the Friends to discuss funding for termly trips <b>Completed.</b>		<b>AS</b>
16.	Jan 18	Curriculum Development: HS to do a termly report This will be with governors for the next FGB meeting.	May FGB	<b>HS</b>
17.	Jan 18	LAC: JM to check with RD if a Governor is required <b>Completed.</b> Yes.		<b>JM/RD</b>
18.	Jan 18	AS and JM to send Performance Management and Meeting pack to MI Not yet complete.	18 Apr	<b>JM/AS</b>
19.	Jan 18	AS to set up a meeting once a month with Mel Isherwood Carry Forward.	May FGB	<b>AS</b>
20.	Jan 18	AS to resend Optimus <b>Completed.</b> If governors continue to have issues accessing the resources (some useful ones for governors) please let AS know.		<b>AS</b>
21.	Jan 18	All Governors to sign Governance Handbook <b>RD to produce a doc for all to sign.</b>	May FGB	<b>All Governors R Dunnage</b>
22.	Jan 18	JM to look for useful visits and put on the website <b>Completed.</b> On website and in Appendix 1		<b>JM</b>
23.	Jan 18	MH to look at Governors Visits Policy <b>Completed.</b> The key point is that governors link their visits to the school development priorities and action plan.		<b>MH</b>
24.	Jan 18	LC to arrange visits pertaining to British Values A date has been set for the first half of the summer term.	May FGB	<b>LC</b>

Chairman's signature: *Jackie Morris*

Date: 18.05.18

**2017/18 School Improvement Plan Priorities**

1. ***To accelerate progress and raise attainment for all learners (including PP and SEND)***
  - Develop understanding of teacher's pupil progress tracking
  - Visit subject leader's and understand how they monitor impact of their plans
  - Visit inclusion manager and teachers to understand how SEND and PP premium children are supported
2. ***To develop the school curriculum***
  - Visit Curriculum lead to understand plans and how impact is monitored
  - Take a subject area and find out how this is actively managed and taught in school
  - Visit a school music lesson
  - Walk around school and look at displays
  - Understand how computing is used to improve children's outcomes
3. ***Develop and embed assessment procedures***
  - Visit staff to understand how they use assessment
  - Understand how SMT use data to monitor attainment and progress
  - Ask pupils whether they know what their next steps in learning are