Godalming GU8 5JA

Grow, Learn, Believe, Achieve



Full Governing Body Meeting

MINUTES

## Wednesday 20 September 2017, 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.

Attendees: Jackie Morris (Chairman), Jimmy Heslop, Andrew Stear (Headteacher), Maureen Holland, Emma Hardy, Linda Chung, Melissa Wells, Luke Bozeat, Mel Isherwood, In attendance: Rachel Dunnage (Clerk)

Meeting is quorate 8/10 (9/10 from item 9)

	торіс	When	Whom
1	APOLOGIES: Apologies were received from Fiona Campbell. Mel Isherwood will be arriving late.		
2	<b>DECLARATION OF INTEREST</b> (conflict and pecuniary) <b>Governors will review their Register of Interests and email RD with the update.</b> Governors declared no interest in specific agenda items at this meeting.	29 Sept	All Govs
3	APPOINTMENTS FOR THE EDUCATIONAL YEAR 2017-2018 Governors agreed the following responsibilities based on their experience and skills set. RD will send out job descriptions that can be adapted to suit Milford's circumstances.	29 Sept	R Dunnage
	<ul> <li>a. Statutory Appointments <ol> <li>Chair – Jackie Morris</li> <li>Vice-Chair – Maureen Holland</li> <li>Governor responsible for liaison with the LA in the event of allegation (Child Protection) against Headteacher – Jackie Morris</li> </ol> </li> </ul>		
	<ul> <li>b. Nominated Governors <ol> <li>Safeguarding, incl CLA and Young Carers – Luke Bozeat</li> <li>SEND (Inclusion) incl Pupil Premium – Mel Isherwood</li> <li>Premises, incl Health &amp; Safety – Mel Wells</li> <li>Training &amp; Skills – Jimmy Heslop &amp; Mel Isherwood</li> <li>Finance – Fiona Campbell</li> <li>Performance Management – Jackie Morris</li> <li>Curriculum &amp; EYFS incl Sports Premium – Maureen Holland</li> <li>Communication – Emma Hardy</li> <li>SMSC, incl RE and British Values – Linda Chung</li> </ol> </li> </ul>		
4	CONSTITUTION OF THE GOVERNING BODY (Statutory)         All appointments/elections will be informed by the skills required to ensure effective         governance of the school. Having allocated the annual responsibilities and looked at the         future work of the Governing Body, governors identified that the skills & experience required         for any new governor are:         data analysis         educational/training background         project management         company start-up		
	<ul> <li>a. No governors have been appointed or elected since the last meeting.</li> <li>b. The following governors' terms of office are due to expire within the next year: <ul> <li>i. Parent Governor Jimmy Heslop 03.11.17</li> <li>RD will ensure that the school manages the parent governor election process as required.</li> </ul> </li> <li>JM is finalising the Induction pack with MI in the coming week.</li> </ul>	23 Sept	R Dunnage
	c. Vacancies 1 x Local Authority governor		

	RD will submit a request to the Panel for a recommendation, based on the identified		
	skills and experience required.		
	d. Succession Planning JM explained that she is prepared to continue as Chair for the coming year as long as governors are proactive with the allocated responsibility area and undertake the monitoring and reporting that is required. She is very keen that the Governing Body operate as a more collaborative group of experts. Additionally, MH confirmed that she would be prepared to take on the role of Chair if she receives more experience of what the Chair actually does.	On seins	All 2010
	All governors undertook to learn about and monitor their responsibility area between meetings, reporting back to the Governing Body – ideally in writing, but also verbally at the FGB meetings.	On-going	All govs
	JM will identify how MH can gain experience of her Chair role, starting with attending the regular meetings with the Headteacher.	On-going	J Morris M Holland
5	EMERGENCY PROCEDURES (Statutory) Governors identified who will be the emergency contacts for the school. RD will ensure this information is provided to the school for their details and then sent to Surrey County Council (Schools Support Service).	29 Sept	R Dunnage
6	GOVERNORS' DETAILS: contact information and publication of data Contact Information for Governors Governors will verify their contact details are correct. They confirmed that this information may be circulated amongst all governors, the school and Babcock 4S Governance Consultancy.	29 Sept	All govs
	National Governors' Database (Get information About School) Governors confirmed they will not give the school their date of birth and nationality. They accept that the information held by the school will be stored on the DfE's Get information About School (GIAS) database. RD will ensure the correct information is sent to the school to upload.	06 Oct	R Dunnage
7	<ul> <li>PROCEDURAL MATTERS</li> <li>a. Code of Conduct – governors agreed the revised Code of Conduct which takes account of the new powers to remove staff and parents governors.</li> </ul>		
	b. Open or Closed Meetings – governors agreed closed meetings.		
	c. Alternative Participation/Voting Arrangements – governors agreed their approach, in line with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and accepted the Alternative Participation Protocol.		
	<b>d. Professional Negligence Statement</b> - governors agreed to record the professional negligence statement: "Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity."		
	e. Confidentiality Statement - governors agreed to respect the confidence of those items of business which the governing body decides are confidential, recording the statement "Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of governing Body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them."		
8	COMMITTEES (Statutory)		
	<ul> <li>Agree Terms of Reference</li> <li>Terms of reference were agreed subject to changing the Headteacher limits from £2k to £5k.</li> </ul>		
	<ul> <li>Membership of the Headteacher's Performance Panel Governors agreed: Jackie Morris, Mel Isherwood and external consultant, Michael Youlton.</li> </ul>		
	c. Membership of Pay Committee and Pay Appeals Panel Governors agreed that the Pay Committee should be: Jackie Morris, Mel Isherwood, Fiona Campbell		
	The Pay Appeals Panel will be: Maureen Holland to lead plus two other governors not yet involved in the process; the other governors may be from another local school to ensure impartiality.		

9	STRUCTURAL CHANGES TO SCHOOL ORGANISATION Abi Morgan and Kirsty Morris joined the meeting to listen to the debate on structural
	changes. Mel Isherwood also arrived.
	a. Future school structure - Godalming Confederation Cooperative Foundation Trust (CFT)
	AS reported that the timelines for changes to the Confederation due to funding had
	now changed; last week it was confirmed that funding will continue for another year. However, funding is now going directly to schools and is not ring-fenced so schools will
	still need to commit to allocating monies to the Confederation. AS feels it is still
	pertinent for governors to discuss the future of collaborative working and what that will look like in the Godalming area.
	He has followed the debate over becoming a Cooperative Foundation Trust closely and
	moved from his original reluctance for a number of reasons:
	<ul> <li>Becoming a Foundation school means that Milford Infant School becomes the employer, reducing our wage bill to under £3M. This in turn means that we do</li> </ul>
	not have to pay the (currently) annual £3k Apprenticeship Levy.
	<ul> <li>Becoming a Foundation school means that our land and assets go into a Trust under the control of the Governing Body and cannot be used for any other</li> </ul>
	purposes by any other body. We retain complete control over what happens to
	our land and assets even when joining with other schools in the CFT.
	<ul> <li>We are able to shape exactly how the CFT will operate and how it will be funded.</li> </ul>
	<ul> <li>Tighter, more formal relationships provide impetus for longer-term investment</li> </ul>
	in shared school improvement activities and continuing professional
	<ul> <li>development of staff across a number of schools.</li> <li>Greater buying capacity will help with cost management.</li> </ul>
	LB reported on the recent Confederation meeting with governors about partnership working and the CFT model in particular. He judges the 3 main realistic options to be:
	1. A Multi Academy Trust (MAT) – however local faith schools would not be able to
	join with the Community schools.
	<ol> <li>Cooperative Foundation Trust – largely similar to the current operation of the Confederation but with a change in status for Community schools and legally</li> </ol>
	binding Articles of Association.
	3. Stay as we are.
	LB also judges that the Confederation will need a year to properly conduct the consultation process, work through the establishment of Articles and actually set up the
	Trust. It is therefore helpful that the Confederation has received funding for another
	year.
	JM raised her concern over the commitment of other schools to joining a CFT. Both JM
	and AS are very clear that working with the three other local Community schools is very important for improving outcomes for children in the Godalming area. They think that
	becoming a CFT, even just with those three schools could be a very useful future for
	Milford. (Note: the other schools are Moss Lane Infants, Busbridge Infants and
	Godalming Junior).
	LB identified a number of areas that governors should consider when thinking about setting up such a Trust:
	autonomy for us to do as we wish
	time and energies to set up and manage effectively affecting focus on     performance in school
	<ul> <li>performance in school</li> <li>political manoeuvring within a large group</li> </ul>
	<ul> <li>single school's strength of voice within the group</li> </ul>
	<ul> <li>risk of negligence or even corruption because of the new layer of charitable law</li> </ul>
	<ul> <li>commitment to focus on benefit of all rather than benefit of one.</li> </ul>
	JM asked if governors had any other questions or wished further information before
	making a decision. Governors agreed they were happy to go to a vote on the following
	question: "Are we willing to go to consultation with a view to becoming a founder member of a
	The meaning to go to consultation with a view to becoming a journer member of a

		Godalming Cooperative Foundation Trust with the other three Community schools of the Confederation and accepting the remaining Confederation schools as Partners?"		
		Governors agreed unanimously to move forward on this basis.		
	b.	Community links KM has developed a marketing plan which will be shared with governors at the next meeting; it highlights a number of areas for community development.	Oct FGB	R Dunnage
	Abi	Morgan and Kirsty Morris left the meeting.	agenda	
	c.	Hot Topics – LB & RD		
	с.	<ul> <li>Hot Topics – LB &amp; RD</li> <li>LB attended the recent Babcock 4S Hot Topics presentation. He highlighted: <ol> <li>Changes to Ofsted Inspection: Ofsted are consulting on whether they can now decide to do a 2-day inspection at a 'good' school before they arrive. Additionally, they can increase the time between a one day and two day inspection to 15 days. This is due to the lack of Inspector availability.</li> <li>Curriculum: governors need to know the curriculum content, whether or not it is being implemented and what impact is it having on children's knowledge. Governors need to be confident that attainment is being evaluated effectively and so need to know the outcomes of our recent moderation.</li> <li>2017 pay award: Surrey County Council has recommended a 2% uplift to the minimum and maximum points on the Upper Pay Scale. None of this is funded. They have applied an automatic 1% increase across the board and the school needs to stop the payment if we are not happy for it to go through. This payment is separate to Performance Related Pay and relates only to teaching staff. The progression of main scale staff to the Upper Pay Scale is likely to become a key line of Ofsted enquiry.</li> <li>Constitution: new Constitution Regulations have come into force so that elected Parent and Staff governors can be removed from the Governing Body. These changes must be reflected in our Code of Conduct and Governance Regulations. See 7. a above.</li> <li>Edubase: This is now called Get Information About Schools. The database must be kept up-to-date with the information achool holds about current governors.</li> <li>Website compliance: inspectors will use the website as a key point of information gathering before coming to the school. They will check a whole range of elements to ensure statutory compliance. Ideally the information on the website should not require the downloading of PDFs; if it does we should record why it is not practical to change.</li> </ol></li></ul>	15 October	E Hardy
		opportunity to update all the governor information. AS will check that the Pupil Premium information is up-to-date.	30 Sept	A Stear
		Babcock advised governors to be using the Better Governor website resources as we pay for them and all have it available. LB recommended that governors at least look at the relevant sections for our areas of responsibility. <b>Note:</b> The Deputy Headteacher can deputise legally for the head whereas an Assistant Head (or Head of School in an academy) cannot. Deputy Heads are generally paid more than Assistant Heads.		
		As time is now tight, RD will send her briefing out with the minutes.	30 Sept	R Dunnage
L <b>O</b>	Gov	IUTES OF PREVIOUS MEETING ernors agreed the minutes of the July meeting as an accurate record and they were ed by the Chair.		
1	CHA	IR'S ACTION re was nothing further to report.		
2		ICIES ried forward to the October meeting.		
3	-	IONS ied forward to the October meeting.		

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14	<b>To note any Part 2 business</b> No items were considered to be Part 2 business.		
15	DATES OF NEXT MEETINGS AND FUTURE AGENDA ITEMS Dates KM and AS will meet to put together the schedule and send to RD on Monday 25 Sept to check her availability.	25 Sept	A Stear K Morris
	<ul> <li>Future Agenda Items:</li> <li>AS to ensure that Mrs Szczepanski attends the next meeting to cover curriculum development at Milford.</li> </ul>	Oct FGB	A Stear

Meeting closed 9.45pm

## Chairman's signature: Jackie Morris

Date: 22.11.17

Note: Dates agreed post meeting:

Date	FGB FOCUS
22 Nov	HT report; SEF; RaiseOnline data and Data dashboard; draft budget review
10 Jan	Internal progress data for Autumn term; SFVS
28 Mar	HT report; Spring term data; Budget approval
18 Apr	SEND; Safeguarding; British Values
11 Jul	HT report ; End of Year internal data