


Full Governing Body Meeting
MINUTES
Wednesday 11 July 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.

Attendees: Jackie Morris (Chairman), Andrew Stear (Headteacher), Fiona Campbell, Maureen Holland, Melissa Wells, Luke Bozeat, Mel Isherwood, Emma Hardy, Linda Chung, Dan Keat

In attendance: Rachel Dunnage, Clerk; Justin Shreeve (Potential Local Authority governor nomination)

2017-2018 School Improvement Plan Priorities

1. **To accelerate progress and raise attainment for all learners (including PP and SEND)**
2. **To develop the school curriculum**
3. **Develop and embed assessment procedures**

Meeting is quorate 10/10

	TOPIC	Action Who & when
1.	APOLOGIES FOR ABSENCE <i>(statutory)</i> Apologies: All governors present. Welcome: JM welcomed Justin Shreeve, proposed Local Authority governor to the meeting.	
2.	DECLARATION OF INTEREST <i>(statutory)</i> Governors declared no interests in specific agenda items at this meeting.	
3.	MINUTES & MATTERS ARISING <i>(statutory)</i> Governors agreed the minutes of the May meeting as an accurate record. The minutes of the May meeting were signed by the Chair and passed to the Headteacher for safe storage in the Governors' File at school. Governors will send their actions to RD so that they can be included in the minutes (see table below).	All Govs Aug 18
4.	CONSTITUTION OF THE GOVERNING BODY a. There are two governors whose term of office is due to expire before the end of the calendar year. i. J Morris 25.11.18 ii. L Bozeat 04.12.18 LB indicated his willingness to serve for another term of office. Governors recognised that would not necessarily be as a parent governor. RD will ensure a parent election process is run later in the autumn term. b. There have been no resignations since the last meeting. c. There have been no appointments or elections since the last meeting. d. Category of any vacancies to be filled: i. 1x LA Governors unanimously agreed that Justin Shreeve be put forward as their LA nomination. RD will undertake the paperwork. e. Future governance structure Governors considered the role of Chair's Shadow but no one confirmed they would be prepared to take this role. Governors reviewed and agreed the revised Code of Conduct Governors agreed the addition to the Alternative Voting Protocol to formalise voting by email. RD will send out the revised documents.	R Dunnage Oct 18 R Dunnage Aug 18

	<p>Governors confirmed roles for 2018-2019 as identified below:</p> <ul style="list-style-type: none"> i. Safeguarding - Lead LB, shadow JS (subject to his agreeing) ii. SEND - Lead MI, shadow MH iii. Curriculum- Lead MH, shadow LC iv. Communication – Lead EH, shadow MW v. Finance - Lead FC, shadow DK vi. Training and skills – MI, vii. Premises – Lead LB, shadow MW viii. Performance Management – Lead JM, shadow MI ix. Equality, British Values etc – LC, shadow EH x. Chair – Lead JM, shadow TBC <p>f. Self-evaluation of governance</p> <p>Governors met for their annual self-evaluation review and meal. The minutes and resulting development targets from this useful session are included in Appendix 1.</p>	<p>R Dunnage Aug 18</p>
5.	<p>SAFEGUARDING</p> <p>Governors reviewed the safeguarding report from LB. The Headteacher had no further issues to add. One case has had to be escalated and the Headteacher is carefully managing the stresses on relationships that this has caused.</p>	
6.	<p>GOVERNOR TRAINING & DEVELOPMENT</p> <p>Governors discussed how the following areas for development identified at Self-evaluation would be actioned in 2018-2019:</p> <ul style="list-style-type: none"> i. <i>Ask staff to give governors feedback and their view of us directly</i> MW to lead on establishing the process for this communication. ii. <i>Be more obvious to new parents and parents generally</i> EH to lead. Governors' first idea is to meet informally with new parents, perhaps combining with the FGB or their induction dates. iii. <i>Increasing understanding of curriculum and related activities at school</i> Already begun by MH and LC this school year, this area will be further developed. iv. <i>Governor questionnaire to parents.</i> Governors would like to establish the questions we really want answered. v. <i>Make sure we all really understand how PP, SP, SEN and other supplementary funding is spent.</i> Governors agreed that review of the spending and impact of these additional funding streams will be added to the FGB agendas. RD to note. vi. <i>Greater triangulation of data</i> Governors recognised that they currently rely overly on internal data and need to get better at looking at reviewing external data as well. MH will lead on identifying the data to use and specifying how the governors <p>Elements for improvement not covered at this meeting are:</p> <ul style="list-style-type: none"> vii. Stronger links to community viii. Be more present as Governors at key community events ix. Improve our operational effectiveness (for example, access to documents) x. Documentation of visits xi. Succession planning 	<p>M Wells On-going</p> <p>E Hardy On-going</p> <p>M Holland L Chung On-going</p> <p>R Dunnage On-going</p> <p>M Holland On-going</p>
7.	<p>STRATEGIC PLAN PROGRESS and SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>Governors reviewed progress against strategic objectives.</p> <p>AS reminded governors that this is a working document and milestones may shift the further into the future, depending on the progress made on the earlier objectives. Governors noted that the vast majority of the initiatives have been completed. A small number have initiatives have been delayed and others brought forward.</p> <p>The work that has been put into building bridges with the community and attending local events has raised the profile of the school amongst prospective parents such that funding any advertising has not really been necessary. In fact we are the only school locally to have been oversubscribed for Sept 18 and able to fill all our Reception places.</p> <p>AS reminded governors that they are invited to the INSET day on 04 September when they will</p>	<p>All Gobs to</p>

	review Yr3 of the 5 year plan.	note date
8.	<p>PARTNERSHIP WORKING, INCLUDING COOPERATIVE FOUNDATION TRUST</p> <p>The formation of the Trust is moving forwards; consultation will take place early in the autumn term.</p> <p>Milford governors briefly reviewed the options for the name of the Trust and decided unanimously to opt for Godalming Education Trust as its acronym (G.E.T) is much more dynamic.</p> <p>JM explained how the strategic direction of the Trust will be decided: each Trust member will have two representatives on the Trust Board. This will meet twice a year with the first meeting to agree the strategic direction and how this will be funded and the second to review progress.</p>	
9.	<p>HEADTEACHER REPORT</p> <p>AS presented his analysis of the children's end of term performance. Helen Szczepanski has stepped up to the role of Deputy Headteacher whilst the new one is not yet in post and has been very effective.</p> <p><i>Education Health Care Plans (EHCPs)</i></p> <p>There are now 7 children with EHCPs in school with another 2 going through the awarding process. Some of these children will be leaving as they are in Yr 2. AS explained briefly that the school has to meet the first 13 hours of each EHCP and this is beginning to have a significant impact on funding.</p> <p><i>Staffing</i></p> <p>The school is sorry to be losing a teacher who has found a full time position that we were unable to offer here.</p> <p><i>Staff Planning Preparation & Assessment time</i></p> <p>Senior leaders have budgeted for an increase in job share staff being able to work together for their PPA time.</p> <p><i>School Development Plan (SDP)</i></p> <p>The SDP objectives have not been fully met as they were all significant challenges. When staff and governors review in September we will be looking to further embed the same objectives.</p> <p><i>School Improvement and Inclusion Partner visit</i></p> <p>Michael Youlton identified some excellent teaching practice across the school. This was very pleasing for all concerned.</p> <p><i>Data</i></p> <p>National averages will be issued tomorrow. AS is expecting data to show that we are slightly below.</p> <p><i>i. Year 2</i></p> <p>The results are a really positive outcome for this cohort. There has been a high degree of movement throughout the years. It is particularly pleasing to see the increase in children achieving greater depth.</p> <p>AS has reviewed the data with only children who have been at Milford since YrR and all children achieved well above the national average. Pupil Premium children similarly were above national averages.</p> <p>JM asked if there was anything more that the school can do with those late joiners to bring them up to expected. AS explained that the challenge is huge as we would have less than 18 months to make the basic improvements. JM asked if we could demonstrate the accelerated progress of these late arrivers, even if they are not hitting the attainment targets.</p> <p><i>Gender</i></p> <p>The gender gap is also much less that it was last year. AS ad governors were very pleased to see that this SDP priority has had an impact.</p> <p><i>Special Educational Needs & Disabilities (SEND)</i></p> <p>The SEND support children's attainment is very much higher than last year, moving from 0% achieving expected to 80% achieving expected.</p> <p>FC asked if the higher rates of SEND children joining might have risen because the</p>	

	<p>community is becoming more aware of the fact the Milford has a good SENDCo.</p> <p><i>ii. Year 1</i> The end of year results are broadly in line with expected. The gender gap remains larger than we would like and this will continue to be a priority next year. Pupil Premium and SEND outcomes are as expected but senior leaders will be monitoring progress in maths carefully.</p> <p>JM asked when AS anticipates we will be getting closer to Surrey averages. He is hoping that we will be there by the end of next year.</p>															
10.	FINANCE Governors confirmed receipt of the very comprehensive and useful Finance report. They had no further questions.															
11.	PUPIL AND SPORTS PREMIUM SPENDING REVIEW Not covered at this meeting.															
12.	CHAIR’S REPORT & ACTIONS <i>(statutory)</i> There was nothing to report.															
13.	GOVERNOR MONITORING <i>(statutory)</i> Not covered at this meeting.															
14.	POLICY & DOCUMENT REVIEW No policies or documents were ready for review.															
15.	DATES OF NEXT MEETING AND FUTURE AGENDA ITEMS <i>(statutory)</i> <p>a. Dates of next meetings</p> <table><tr><td>2018-2019</td><td>FGB FOCUS</td></tr><tr><td>Mid Oct</td><td>Replace Sept business meeting with mid Oct to review data 2018 data</td></tr><tr><td>? Nov</td><td>Finance</td></tr><tr><td>10 Jan</td><td>Internal progress data for Autumn term; SFVS</td></tr><tr><td>28 Mar</td><td>HT report; Spring term data; Budget approval</td></tr><tr><td>18 Apr</td><td>SEND; Safeguarding; British Values</td></tr><tr><td>11 Jul</td><td>HT report ; End of Year internal data</td></tr></table> <p>b. Future Agenda items</p>	2018-2019	FGB FOCUS	Mid Oct	Replace Sept business meeting with mid Oct to review data 2018 data	? Nov	Finance	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	
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16.	CONFIRM PART 2 BUSINESS <i>(statutory)</i> Governors confirmed no items should be considered Part 2 business.															

Meeting closed 9.30pm

ACTIONS

	RAISED	ACTION	When	Whom
1.	May 18	JF will send a copy of the presentation for storage on Dropbox.	06 June	J Fulterer
2.	May 18	LC will ask the Friends leader to confirm how they are ensuring GDPR compliance.	25 May	L Chung
3.	May 18	RD to send confirmation of the FGB decision to convert to Trust school status, with a copy of the minutes, to both the LA and CSNet. Completed.	24 May	R Dunnage
4.	May 18	LB will ensure LAC report is completed for July FGB	30 June	L Bozeat
5.	May 18	FC to complete performance management report	30 June	F Campbell A Stear
6.	May 18	LC to send out parents' survey	25 May	L Chung
7.	May 18	LC to conduct British Values monitoring	25 May	L Chung
8.	May 18	Equality Objectives statement to be presented at July FGB	July FGB	A Stear

9.	May 18	LB to review SCR in summer term 2 Completed.	30 June	L Bozeat
10.	May 18	RD will ensure a parent election process is run in the autumn term.	Aut 18	R Dunnage
11.	May 18	Each governor to modify the job descriptions already on dropbox so that they more closely relate the reality of their various roles.	July FGB	All Govs
12.	May 18	All governors to send MW short summaries of their focus this term for the Governors' end of term newsletter.	30 June	All Govs
13.	May 18	DK will investigate document storage options and liaise with RD regarding data compliance.	July FGB	D Keat
14.	Mar 18	MI agreed to take on developing a staff questionnaire with the Inclusion Manager, particularly focusing on well-being.	16 May	M Isherwood
15.	Mar 18	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.	16 May	All Govs
16.	Mar 18	LB will speak with a contact to ask if he would consider becoming an Associate Member of the Governing Body to lead on securing ramp access to the playground.	16 May	L Bozeat
17.	Sept 17	All governors undertook to learn about and monitor their responsibility area between meetings, reporting back to the Governing Body.	On-going	All Govs
18.	Jan 17	LB will bring camera to May meeting for governor notice board photos.	On-going	L Bozeat
19.	Jan 18	JM will document Progress Data Analysis going forward	On-going	J Morris
20.	Jan 18	AS to set up a meeting once a month with Mel Isherwood.	May FGB	A Stear
21.	Jan 18	All governors to ensure they are up-to-date with the Governance Handbook.	May FGB	All Governors
22.	Jan 18	RD to produce a document for all governors to sign to confirm that they have read the Governance Handbook.	July FGB	R Dunnage

Chairman's signature: *J Morris*

Date: 14 November 2018