


**Full Governing Body Meeting**
**MINUTES**
**Wednesday 18 May 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), Fiona Campbell, Maureen Holland, Melissa Wells, Luke Bozeat, Mel Isherwood, Emma Hardy, Linda Chung, Dan Keat

**In attendance:** Rachel Dunnage, Clerk; Jo Fulterer (Inclusion Manager)

**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<br>Who & When |
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| 1. | <b>APOLOGIES FOR ABSENCE</b> <i>(statutory)</i><br>There were no absences.<br><b>Welcome:</b> JM welcomed Jo Fulterer, School Inclusion Manager, to the meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |
| 2. | <b>DECLARATION OF INTEREST</b> <i>(statutory)</i><br>Governors declared no interest in specific agenda items at this meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |
| 3. | <b>SAFEGUARDING</b><br>JF presented the developments to the safeguarding culture within the school. The school is evidencing their dissatisfaction with Surrey's safeguarding services, which has yet again been rated as inadequate.<br><i>Current safeguarding picture:</i> <ul style="list-style-type: none"> <li>• 1CP</li> <li>• 3 being assessed.</li> <li>• 2 Team around the family (TAF) which provides early intervention.</li> </ul> Governors would like this information on an annual basis to better understand the pressures on the school. JM commended the school on its management of safeguarding because the overall atmosphere of the school is calm and happy.<br>JF noted that the Job Families exercise being conducted by Surrey has provided a good opportunity to review the job descriptions of the Learning Support Assistants (LSAs) to ensure they now cover all that LSAs are required to do following significant changes to Special Educational Needs & Disabilities (SEND), safeguarding and teaching & learning since many started working at Milford.<br>DK asked for clarification of the audit process. JF and LB explained that it is a self-audit which involves all staff and focuses now on the actions for improvement. Governors felt that the workload of the position appeared onerous to achieve within the hours currently allocated to the role. The School Inclusion Manager responded by assuring governors that it is a role she regard as of vital importance and one she loves.<br><b>JM reminded governors that safeguarding is the golden thread that should be running through everything within the school.</b> |                      |
| 4. | <b>SPECIAL EDUCATIONAL NEEDS &amp; DISABILITIES (SEND) PROGRESS REPORT</b><br><i>Current SEND picture:</i> <ul style="list-style-type: none"> <li>• 30 SEND children – 7 Education Health Care Plans (EHCPs) and 23 SEND support.</li> <li>• Additional 2 EHCP applications in process.</li> <li>• 12 English as an Additional Language (EAL) – 5 children receiving active support for</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |

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|    | <p>learning; some funding is received for this.</p> <ul style="list-style-type: none"> <li>21 Pupil Premium – including 5 Ever6 and 2 previous Looked After Children (LAC).</li> </ul> <p>We also have families that the school supports but that do not fall within these categories (59 children in total).</p> <p>JF presented governors with the current performance data for SEND children which governors then interrogated. JF confirmed that the children ‘working below’ have learning plans; interventions are monitored and support changed as required, including further investigation towards EHCPs. JF is very clear in her understanding of why the children have not reached expected attainment.</p> <p>The process of identifying targets for children’s learning plans has been modified to ensure consistent involvement of the SEND Coordinator. This has improved the accuracy of target setting and had a positive impact on the achievement of targets.</p> <p>JF ran through the various interventions being used at the moment including ELSA, SNAP maths, speech and language, nurture groups, occupational therapy. The interventions relate to the particular child’s learning style and rarely follow a discreet 6 week programme. LSAs have allocated time to analyse and evaluate their interventions and liaise with teachers.</p> <p>Quality First teaching will be given an even greater focus in the coming year’s School Development Plan.</p> <p>Governors asked what JF saw as the next steps and challenges. She identified:</p> <ul style="list-style-type: none"> <li>Safeguarding:</li> <li>Continuing to build the culture</li> <li>Expanding child friendly policies</li> <li>Ensuring training is as efficient as possible</li> <li>SEN, EAL &amp; PP</li> <li>Quality First teaching</li> <li>Teachers, targets and assessment</li> <li>Language throughout the school</li> <li>Skills and metacognition.</li> </ul> <p><b>JF will send a copy of the presentation for storage on Dropbox.</b></p> | <p><b>J Fulterer</b><br/>06 June</p> |
| 5. | <p><b>HEADTEACHER UPDATE</b></p> <p>The Senior Leadership Team (SLT) are In the process of undertaking a teaching &amp; learning review with a number of workshops. 2 INSET days will be taken at the beginning of the year; one will be to agree the SDP and all governors are invited to attend.</p> <p>Michael Youlton, the School Improvement Partner, has visited and was very positive about what he saw around the school. He has been involved for a number of years, offering advice on how to drive up standards.</p> <p><i>Emma Hardy left the meeting</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p><b>All Gobs to note date</b></p>  |
| 6. | <p><b>GENERAL DATA PROTECTION REGULATION (GDPR) TRAINING</b></p> <p>Governors received training on their responsibilities with regard to the new data protection regulation and confirmed that LC is the Data Protection governor.</p> <p>The Data Protection Officer role is being provided by the Godalming Confederation.</p> <p>LB confirmed that the Friends must take note of this new regulation.</p> <p><b>LC will ask the Friends leader to confirm how they are ensuring GDPR compliance.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p><b>L Chung</b><br/>25 May</p>     |
| 7. | <p><b>CHAIR’S REPORT &amp; ACTIONS (statutory)</b></p> <p>JM had nothing to report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                      |
| 8. | <p><b>GREEN OAK update</b></p> <p>Governors were pleased to note the Green Oak Primary is staying open.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                      |
| 9. | <p><b>COOPERATIVE FOUNDATION TRUST</b></p> <p>JM reported that she has been undertaking a good deal of work with the four founding schools to agree the vision and aims of the Godalming Learning Trust (GLT) and has signed the contract with CSNet to support the transition to Trust status. The vision has been agreed and CSNet have issued the range of documentation we must finalise before going out to public consultation in June/July.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                      |

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|     | <p>CSNet will support the school at the public meeting. The aim is to be a trust by September which the remaining members of the Confederation can join as associate members. JM and AS outlined the benefits of creating the Trust for the benefit of our new governor.</p> <p>Alongside this development, JM raised how the Diocesan strategy may influence the involvement of associate members. RD explained that the new Director of Education is actively encouraging church schools to establish collaborative groupings with a more formal bond e.g. federation.</p> <p>JM confirmed that the Local Authority had been invited to this Full Governors (FGB) meeting to listen to discussion and offer advice to governors but were unable to attend. JM noted that they have not attended the FGB meetings of the other founding schools either.</p> <p>Governors judged that they have already investigated, discussed and considered the options available to Milford for formal collaboration with other schools and judge that they are able to make an informed choice about the proposal to change statue to foundation. They moved to vote on the following proposal:</p> <p><b><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></b></p> <p><b>Governors agreed unanimously to go ahead with the above proposal.</b></p> <p><b>RD to send confirmation, with a copy of the minutes, to both the LA and CSNet.</b></p> | <p><b>R Dunnage</b><br/>24 May</p>                                                                                                     |
| 10. | <p><b>GOVERNOR MONITORING</b> (<i>statutory</i>)</p> <p><b>a. Annual Reports</b><br/>Governors confirmed when the following reports will be completed:</p> <ul style="list-style-type: none"> <li>i. Looked after Children – Will be received in second half summer term – LB.</li> <li>ii. Performance Management–will be completed in summer term 2 – FC</li> </ul> <p><b>b. Monitoring</b></p> <ul style="list-style-type: none"> <li>i. <i>Specific Governor Responsibilities</i> <ul style="list-style-type: none"> <li>• MI confirmed that the safeguarding and SEND presentations reflected what she has seen in school during her monitoring. Governors were very impressed by the presentation and the range of work being covered.</li> <li>• This term’s H&amp;S inspection has been carried out with very few actions identified.</li> </ul> </li> <li>ii. <i>Parents’ survey (LC)</i><br/>This will be sent out next week.</li> <li>iii. <i>British Values (LC)</i><br/>LC is visiting re this next Wed.</li> <li>iv. <i>Well-being (MI)</i><br/>Carry forward.</li> <li>v. <i>School Development Plan (SDP)</i><br/>No monitoring visits have been conducted this half term. MH will visit to monitor assessment and art.<br/>JM encouraged the new governor to come into school to conduct some monitoring before the end of term.</li> </ul>                                                                                                                                                                                                                                                                                                                                           | <p><b>L Bozeat</b><br/>30 June<br/><b>F Campbell</b><br/>30 June</p> <p><b>L Chung</b><br/>25 May</p> <p><b>L Chung</b><br/>25 May</p> |
| 11. | <p><b>POLICY &amp; DOCUMENT REVIEW</b><br/><i>Policies and Documents in blue text are statutory requirements</i></p> <p><b>a. POLICIES</b></p> <ul style="list-style-type: none"> <li>i. <b>Safeguarding &amp; Child Protection</b></li> <li>ii. <b>Data Protection</b> – Governors ratified without amendment</li> </ul> <p><b>b. DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>i. <b>Equality Objectives Progress Statement</b><br/>Will be updated and presented at the July FGB.</li> <li>ii. <b>Single Central Record</b><br/>Will be reviewed again by LB in summer term 2.</li> <li>iii. <b>Privacy Notice</b><br/>Governors have received this document and are content that it complies with the new GDPR.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>A Stear</b><br/>July FGB</p> <p><b>L Bozeat</b><br/>30 June</p>                                                                  |



## ACTIONS

|     | RAISED  | ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | When     | Whom               |
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| 1.  | Mar 18  | Governors will have their GDPR training at the next FGB session.<br><b>Completed.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 16 May   | <b>R Dunnage</b>   |
| 2.  | Mar 18  | KM will update the school website to show LC as our Data Protection Governor<br><b>Completed.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 20 May   | <b>K Morris</b>    |
| 3.  | Mar 18  | Governors asked that KM present a proposal for consideration at the next FGB.<br><b>Completed.</b> A review of the offer has meant that the contract with SCL has been extended until Dec 18 until another provider is sourced.                                                                                                                                                                                                                                                                                                                          | 9 May    | <b>K Morris</b>    |
| 4.  | Mar 18  | LC will look at the contract for the possible new School uniform provider<br><b>Completed.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 16 May   | <b>L Chung</b>     |
| 5.  | Mar 18  | JM has asked that MI feedback to all governors on SEND at the next meeting.<br><b>Completed.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 16 May   | <b>J Morris</b>    |
| 6.  | Mar 18  | LC will issue the parent questionnaire early in the summer term and feedback given to governors and parents in the second half of term.<br><b>See agenda item 10. b. ii</b>                                                                                                                                                                                                                                                                                                                                                                              | 16 May   | <b>L Chung</b>     |
| 7.  | Mar 18  | MI agreed to take on developing a staff questionnaire with the Inclusion Manager, particularly focusing on well-being.<br>Carry forward.                                                                                                                                                                                                                                                                                                                                                                                                                 | 16May    | <b>M Isherwood</b> |
| 8.  | Mar 18  | JM plans to ask the Chairmen of Governors at Rodborough, The Chandler, Farncombe, Moss Lane, Busbridge Inf and Godalming Jnr if any of their governors might be interested in joining us.<br><b>Completed.</b>                                                                                                                                                                                                                                                                                                                                           | 18 April | <b>J Morris</b>    |
| 9.  | Mar 18  | RD will also add the LA Governor vacancy to the Confederation website.<br><b>Completed.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 18 April | <b>R Dunnage</b>   |
| 10. | 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.<br>Carry forward.                                                                                                                                                                                                                                                                                                                                                                             | 16 May   | <b>All Govs</b>    |
| 11. | 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.<br>Carry forward.                                                                                                                                                                                                                                                                                                                                                                         | 16 May   | <b>L Bozeat</b>    |
| 12. | Mar 18  | The Clerk will send MI a training log she uses with another school.<br><b>Completed.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 16 Apr   | <b>R Dunnage</b>   |
| 13. | Nov 17  | Update on toilet upgrade for boys and girls.<br>Following the review, the SLT has decided to provide only cubicles but increase the number and to maintain single sex facilities. The review took into account age differences, safeguarding and privacy. The quotes for works are higher than the budget has allowed for. FC asked what contribution the LA will make towards the project because of their responsibility for maintenance, which governors judge has not been as effective as it should be. AS plans to request some funding from them. | 16 May   | <b>A Stear</b>     |
| 14. | Nov 17  | Governors asked that the SLT look at what impact the LSA structure is having on pupil outcomes.<br><b>See agenda item 4</b>                                                                                                                                                                                                                                                                                                                                                                                                                              | 15 Jan   | <b>SLT</b>         |
| 15. | Nov 17  | MI will also review the impact of LSA intervention during her monitoring meetings with the Inclusion Manager.<br><b>See agenda item 4</b>                                                                                                                                                                                                                                                                                                                                                                                                                | On-going | <b>M Isherwood</b> |
| 16. | 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>    |
| 17. | Jan 17  | LB will bring camera to May meeting for governor notice board photos.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | On-going | <b>L Bozeat</b>    |
| 18. | Jan 18  | JM will document Progress Data Analysis going forward                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | On-going | <b>J Morris</b>    |

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| 19. | Jan 18 | HS to prepare a termly report on curriculum development for governors, to include progress on setting up Curriculum Journey Folders<br><b>This is being given in a visit by Maureen Holland week of 21 May.</b> | July FGB | <b>H Szczepanski</b>              |
| 20. | Jan 18 | AS and JM to send Performance Management and Meeting pack to MI<br><b>Remove.</b> Governors agreed that this was no longer relevant.                                                                            | 18 Apr   | <b>J Morris<br/>&amp; A Stear</b> |
| 21. | Jan 18 | AS to set up a meeting once a month with Mel Isherwood.<br>Still to be completed.                                                                                                                               | May FGB  | <b>A Stear</b>                    |
| 22. | Jan 18 | All governors to ensure they are up-to-date with the Governance Handbook.                                                                                                                                       | May FGB  | <b>All Governors</b>              |
| 23. | Jan 18 | RD to produce a document for all governors to sign to confirm that they have read the Governance Handbook.<br>Carry forward to July FGB                                                                         | July FGB | <b>R Dunnage</b>                  |
| 24. | Jan 18 | LC to conduct British Values monitoring in the first half of the summer term.<br><b>See agenda item 10. b. iii</b>                                                                                              | May FGB  | <b>L Chung</b>                    |

Chairman's signature: *Jackie Morris*

Date: 11.07.18

**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