

Full Governing Body Meeting

MINUTES

Wednesday 10 July 2019, 7.30pm

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. 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.

Present: Mel Isherwood (Co-Chairman), Andrew Stear (Headteacher), Justin Shreeve, Daniel Keat, Melissa Wells

In attendance: Rachel Dunnage (Clerk); Nicola Jones (Deputy Headteacher)

Meeting is quorate 5/8

	TOPIC	ACTION Who & when
1.	APOLOGIES FOR ABSENCE (<i>statutory</i>) Luke Bozeat, Emma Hardy, Fiona Campbell	
2.	DECLARATION OF INTEREST (<i>statutory</i>) Governors declared no interests in specific agenda items at this meeting.	
3.	CONSTITUTION OF THE GOVERNING BODY (Statutory) Governors confirm that all appointments/elections will be informed by the skills required to ensure effective governance of the school. Following the May 2019 skills audit, governors agreed they are seeking individuals with skills and experience in Finance and Premises and ideally people prepared to take on a leadership role. <p>a. There have been no governor appointments or resignations since the last meeting.</p> <p>b. The following governor's term of office is due to expire within the next year:</p> <p>i. <i>Staff Governor, Mrs Melissa Wells, 01.02.20</i> Governors agreed that they will run the staff election during the autumn term so that there can be a handover. Note: MW's final FGB meeting will be in Nov.</p> <p>c. Vacancies Following receipt of the local authority sealed Instrument of Government for Milford as a Foundation School (on 24 May), there are the following vacancies:</p> <p>i. <i>1x Foundation Governor</i> Governors considered the appointment of Jackie Morris as Foundation Governor. She is an experienced governor who knows the school well and was instrumental in the establishment of the Godalming Learning Partnership. Governors agreed unanimously. RD to undertake necessary paperwork so that JM can be in place for September.</p> <p>ii. <i>1x Co-opted Governor</i> Governors will continue to seek a suitable nominee who has finance or premises skills/experience and is prepared to take on a leadership role.</p> <p>iii. <i>1x Parent Governor</i> The election is planned for late September.</p> <p>iv. <i>Trustees of GLP</i> The Clerk reminded governors that the Co-Chairmen will need to complete the Trustee forms for the Godalming Learning Partnership. This trusteeship carries with it a financial liability of £1. RD will send them the necessary paperwork.</p>	<p>R Dunnage Oct 2019</p> <p>R Dunnage 30 July</p> <p>All gobs On-going</p> <p>R Dunnage Sept 2019</p> <p>R Dunnage 30 July</p>
4.	GOVERNOR RESPONSIBILITIES	

Governors confirmed responsibilities for the coming academic year.			
	Responsibility, with key focus for 2019-2020	Lead PROPOSED	Shadow PROPOSED
1.	Co-Chairs	E Hardy M Isherwood	
2.	Vice Chair	VACANCY	
3.	Safeguarding	L Bozeat	J Shreeve
4.	SEND	M Isherwood	
5.	Curriculum	J Morris	
6.	Communication	E Hardy	M Wells
7.	Finance	F Campbell	D Keat
8.	Training and skills	M Isherwood	
9.	Premises	L Bozeat	M Wells
10.	Performance Management	J Shreeve	J Morris
11.	Equality, British Values, etc	D Keat	

5.	HEADTEACHER REPORT Governors thanked AS for another clear and comprehensive report. AS highlighted: <ul style="list-style-type: none">A couple of fixed term exclusions have been issued. One child is now on a part-time timetable. A referral has been made to the Pupil Referral Unit and the parents are on board with this provision; it is working relatively well. The child’s place will be left openStaff deployment has been modified to adapt PPA and cover to ensure that finances are stable going forward. The improvements made last time were better for the staff and children but unfortunately are not financially sustainable. The HT will be covering one of the lessons and the DHT release time. We have made c£10k saving by making these changes.JS: Do you really have the capacity to do this? Yes. And if I find I am having a difficult week I will call in supply. It is increasingly common within infant phase schools for HTs to be back in class teaching as they struggle to balance budgets. We have put a lot of time and effort into our experienced teachers and they are having a positive impact on children and our learning and standards, so we do not wish to encourage them to move on prematurely for financial reasons as it does not make educational sense. AS would prefer to take on the cover in order to keep these experienced staff in school. It also has additional benefits in him really getting to know the children and remember what it is like to be a teacher. AS confirmed that his Performance Management support has been agreed with Michael Youlton for a much more reasonable sum than with the County option. Governors asked that the HT add all staff CPD to his regular HT report so they can have a better idea of the training and development that all staff are undertaking. Governors had no further questions as the report	A Stear On-going
6.	SCHOOL DEVELOPMENT PLAN This will be covered at the October FGB.	
7.	PUPIL PERFORMANCE Governors congratulated the HT and staff on the rising trends in pupil data. AS shared a report from the Fisher Family Trust (FFT) which shows that we are largely in line with or above national averages. The analysis suggests that greater depth in reading will need further work and this will remain on our School Development Plan as noted above. AS highlighted key points.	

	<p>Year 2</p> <ul style="list-style-type: none"> • Our disadvantaged pupils have done well compared to national averages. • Based on national average predictions <ul style="list-style-type: none"> i. <i>Reading</i> is above national average ii. <i>Writing</i> is above national averages overall and at greater depth. It is good to see that the gap between boys and girls has significantly narrowed and is less than national. iii. <i>Maths</i> is above national averages • Reading, writing and maths combined (i.e. children that met all 3) has risen significantly to 66%. The past 3 years Milford has achieved 56%, 58% and 59%. The national average last year was 65%. <p>Governors were very pleased to see the significant progress being made to raise standards consistently across these subject areas.</p> <p>Early Years Foundation Stage (EYFS)</p> <p>Early Years data looks like it will be around the national averages, which staff are pleased with because predictions at the beginning of the year suggested we would more likely be below. AS praised the Early Years team who have worked very well together and moderated effectively.</p> <p>MW informed governors that the DfE are changing the EYFS framework for implementation in Sept 2020. They have trialled the new framework in 25 settings this year. The trial will now be evaluated and any modifications required made before implementation the following year. Their stated aim is to on improve measures to support children's early development in language and vocabulary AND reduce teachers' workload, particularly in the area of assessment, so that they can spend more time directly engaging with the children.</p> <p>Assessment</p> <p>Senior leaders have been looking at the <i>Educater</i> assessment tracking system again and are planning on developing our own criteria for reading, writing, and maths so that we will be making the system work for us rather than trying to fit our work into it.</p> <p>Teachers will be using termly expectations again for each subject area and will define a series of non-negotiables in each area. We will then assess children against these expectation each half-term and use those formative assessments to drive the work of the Teaching Assistants and HLTAs to ensure that all children's rate of progress can be maintained. If this approach works well it should have a very strong impact on the children's learning.</p> <p>Early Years will continue to use the <i>Educater</i> system as currently because it works well for their needs.</p>	
8.	<p>CO-CHAIR'S REPORT & ACTIONS (<i>statutory</i>)</p> <p>MI reported that she and Co-Chair EH attended the premises assessment from the local authority representative as part of the transfer of land and assets to the Foundation Trust. He did not envisage any problems.</p> <p>Governors asked that AS pass on their regards to our previous Chairman.</p>	<p>A Stear When possible</p>
9.	<p>GODALMING LEARNING PARTNERSHIP (GLP)</p> <p>a. <i>Improvement through Peer review</i></p> <p>Governors discussed AS's idea that the schools with which Milford works as part of this school to school support programme could be from any phase. They and staff members present agreed that there should not be any impediment to working with other phase schools and it would be very interesting to see what a junior school thought of how the work of an infant school can dovetail better with the work they do.</p> <p>b. <i>Other initiatives</i></p> <p>AS was sorry he had not been able to take part in all meetings he had signed up to. However, it represented a useful CPD opportunity for the DHT who has attended a HT meeting on his behalf. She has also attended a number of the network group sessions and regards the work the GLP is undertaking as of great benefit to local schools; we are nurturing our own people</p>	

	<p>who are more likely to stay within the area and improve standards which ever local school they are working in.</p> <p>Everyone agreed that the School Direct teacher training programme offers a very exciting opportunity to grow our own teachers.</p>	
10.	<p>GOVERNOR MONITORING <i>(statutory)</i></p> <p>a. British Values (DK) Carry forward.</p> <p>b. Finance (DK) DK is shadowing Fiona Campbell and will come in to see SBM before she leaves. MW will send DK and FC the Sports Premium</p> <p>MI: Is KM able to have a good hand over with the new incumbent? Yes. KM has produced an excellent pack and as the new incumbent has worked in school finance and has good experience in developing school premises so she is happy to</p> <p>c. Website (EH) Following the extensive review and modification of the website by AS and EH, the school website has won an award from its internet provider. The award celebrates how easy the site is to navigate</p> <p>d. Assemblies (JS) JS is hoping to attend the Leavers' assembly on 19 July at 9.15am.</p>	
11.	<p>POLICY & DOCUMENT REVIEW <i>Policies and Documents in blue text are statutory requirements</i></p> <p>a. POLICIES There were no policies ready for review at this meeting. AS has held back on reviewing a number of policies as we are waiting for guidance once the government has re-issued key documents e.g. Keeping Children Safe in Education (KCSIE). They will all go out in the new academic year.</p> <p>AS reported that the Staff Code of Conduct has been reviewed and no changes were required.</p> <p>b. DOCUMENTS</p> <p>i. Equality Objectives Progress Statement Work on this has had to take a slight back seat during the summer term. However, following the Local Authority accessibility audit and the auditor's confirmation that we should have an access ramp at the back of the school, AS has been able to secure assistance from Hall Hunter (Tuesley Farm) which has very kindly agreed to build the ramp for us free of charge. AS explained that once the new shed is erected over the summer holiday we will be able to re-jig where resources are stored and make the school easier to navigate.</p>	
12.	<p>GOVERNOR TRAINING & DEVELOPMENT Governors reported back on the training & development activities they have undertaken this term highlighting how they will help this GB improve its effectiveness. They expressed concern that the training provided by StrictlyEducation4S (previously Babcock4S) were sometimes cancelled at the last minute with 6 months until the next version. The Clerk mentioned the usefulness of online training which is increasingly being used by governors because of its flexibility and 'always on' presence. She confirmed that the quality and range of the modules has improved significantly over the few years. RD will investigate the cost of online training for governors.</p> <p>a. E-safety (DK) DK reported his course on e-safety had been largely useful although much of the content was aimed at older children. He learned statistics that 35% of 5-7 yr olds have tablets, 71% of them use YouTube and other media. There was some good advice about the role that schools can play by informing parents about how they can manage their child's online safety</p>	<p>R Dunnage 30 July</p>

	<p>e.g. letting them know that any O2 store will help you set up parental controls on any device. This has been organised by the NSPCC who encouraged all schools to flag these options and others to their parents.</p> <p>AS will include this online safety in newsletters home.</p> <p>b. Other There were no other reports.</p>	<p>A Stear On-going</p>														
13.	<p>MINUTES & MATTERS ARISING <i>(statutory)</i></p> <p>Governors agreed the minutes of the 30 April and 15 May meetings as accurate records. Minutes of the meetings were signed by the Chair and retained by the Headteacher for storage in the Governors’ secure file at school.</p> <p>Governors updated the FGB on their Actions (see table below) and matters arising from the last meetings.</p>															
14.	<p>DATES OF 2019-2020 MEETINGS AND FUTURE AGENDA ITEMS <i>(statutory)</i></p> <p>a. Dates of next meetings</p> <p>Reminder: 19 Jul, Yr2 9.15am, leavers’ performance – all governors and Clerk welcome.</p> <p>Governors agreed the dates for next year’s meetings to reflect the key requirements of governance work.</p> <table><tr><th>DATE</th><th>FOCUS</th></tr><tr><td>09 Oct</td><td>Governance regulations, ToR & Standing Orders, KS1 SATs</td></tr><tr><td>20 Nov</td><td>HT report; Draft budget <i>NB the Pay Committee will meet beforehand at 6.45pm</i></td></tr><tr><td>05 Feb</td><td>Autumn term data analysis; SFVS</td></tr><tr><td>18 Mar</td><td>HT report; Finance update; Monitoring session</td></tr><tr><td>22 Apr</td><td>Spring term data analysis; Budget approval</td></tr><tr><td>08 Jul</td><td>HT report ; Summer term data analysis; GB business</td></tr></table> <p>b. Future Agenda items</p> <p>Safeguarding and SEND once new governors are in place.</p>	DATE	FOCUS	09 Oct	Governance regulations, ToR & Standing Orders, KS1 SATs	20 Nov	HT report; Draft budget <i>NB the Pay Committee will meet beforehand at 6.45pm</i>	05 Feb	Autumn term data analysis; SFVS	18 Mar	HT report; Finance update; Monitoring session	22 Apr	Spring term data analysis; Budget approval	08 Jul	HT report ; Summer term data analysis; GB business	
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15.	<p>CONFIRM PART 2 BUSINESS <i>(statutory)</i></p> <p>Governors confirmed one item is to be considered as Part 2 business.</p>															

ACTIONS

Ongoing governor agreed actions are:

- All governors undertake to learn about and monitor their responsibility area between meetings, reporting back to the Governing Body.

	TOPIC	ACTION Who & when
1.	RD to ask Jon O'Connor from CSNet to clarify the position with regard to insurances for the Governing Body as it becomes an employer of support staff & teachers. (FC thinks this is about the GB not being sued for liability.) AS will ask on the Governing Body's behalf.	A Stear 20 July
2.	RD to check if JF has sent copy of her SEND presentation for storage on Dropbox. <i>Carry forward</i>	R Dunnage 24 May
3.	RD will ask SBM to ask the Friends leader to confirm how they are ensuring GDPR compliance. <i>Carry forward</i>	R Dunnage 24 May
4.	LB will ensure LAC report is completed for July FGB In LB's absence, AS reported that our LAC children are progressing at least as well as national expectations.	L Bozeat 30 June
5.	DK to conduct British Values monitoring.	D Keat

	<i>Carry forward</i>	01 July
6.	FC to email RD all her questions regarding employer's insurance so she can find out the answers. <i>Carry forward</i>	F Campbell 03 June
7.	Governors to email AS any questions about the SEND data to him after the meeting. Completed	All Govs 15 May
8.	The SBM will check the permitted usage of sports premium funding because we believe that spending on capital projects is no longer allowed. <i>Carry forward</i>	K Morris 03 June
9.	RD to send the job descriptions as email attachments so that each governor can amend them to more closely reflect the reality of their various roles. Completed. Will send again.	R Dunnage 03 June All Govs
10.	All governors to send short summaries of their focus this term to Mel Wells for the Governors' newsletter. She would also like to do biog on new Chairman! Still to complete	All Govs 18 July
11.	JS agreed to take on developing a staff questionnaire with the Inclusion Manager, particularly focusing on well-being. <i>Carry forward</i>	J Shreeve 01 July
12.	AS will send out the new parent meeting dates so that there is a governor representative there. <i>Carry forward</i>	A Stear 24 May
13.	Governors agreed to keep email conversation going about who they are approaching regarding the Co-opted Governor vacancy. <i>Carry forward</i>	All Govs On-going
14.	DK to meet with SBM as soon as possible. <i>Carry forward</i>	D Keat 10 June
15.	JS will call the Business Manager at Rodborough to find out how they have managed their solar panel contract. Completed. The Rodborough Business Manager reported that there were a few teething issues to start with but they are now very happy with the panels. AS confirmed that this will remain on the list of possible, rather than definite, projects at the moment.	J Shreeve 07 June
16.	AS will send the Godalming Jnr children's speech to governors. This has gone to all governors' @milford email addresses.	A Stear 24 May

Chairman's signature: *Emma Hardy*

Date: 09.10.19