

**Full Governing Body Meeting**
**MINUTES**
**Wednesday 14 November 2018, 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.*

**Attendees:** Jackie Morris (Chairman), Andrew Stear (Headteacher), Maureen Holland, Daniel Keat, Emma Hardy, Linda Chung, Melissa Wells, Mel Isherwood, Fiona Campbell, Justin Shreeve

**In attendance:** Rachel Dunnage (Clerk)

*Meeting is quorate 10/11*

	TOPIC	Action when	Action who
1	<b>APOLOGIES:</b> Luke Bozeat <b>WELCOME:</b> JM welcomed Justin Shreeve to his first official FGB (see agenda item 4 a. below)		
2	<b>DECLARATION OF INTEREST</b> ( <i>conflict and pecuniary</i> ) <b>Governors agreed to email their updated Register of Interests to the Clerk.</b> Governors declare no interest in specific agenda items at this meeting.	30 Nov	All Govs
3	<b>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2018-2019</b> Governors confirmed the <b>Statutory Appointments &amp; Nominated Governors</b> appointments as agreed in July 2018 and set out in the Roles & Responsibilities document.		
4	<b>CONSTITUTION OF THE GOVERNING BODY (Statutory)</b> Governors confirmed all appointments/elections will be informed by the skills required to ensure effective governance of the school.  <b>a. No governors have been appointed or elected since the last meeting.</b> i. Governors were delighted that the Local Authority (LA) Governor Nomination Panel had endorsed our nomination, Justin Shreeve, at their meeting on 04 October 2018. Governors unanimously agreed to accept JS who is now confirmed as our LA Governor with effect from this meeting. His term of office will run from 14.11.18 to 13.11.22. ii. Governors considered appointing Jackie Morris to another term as Co-opted Governor. It was widely judged to be important to keep JM's skills and knowledge within the Governing Body as we move through the process of potentially changing category and forming the Godalming Learning Partnership (GLP). Governors agreed unanimously to the re-appointment. <b>RD will undertake the required paperwork.</b>  <b>b. The following governors' terms of office are due to expire within the next year:</b> i. <i>Co-opted Governor, Mrs Jackie Morris 25.11.18</i> JM was appointed to serve another term of office. Governors discussed and accepted that JM's category of governor may change with the formation of the Godalming Learning Partnership. ii. <i>Parent Governor, Mr Luke Bozeat 04.12.18</i> Governors were pleased that LB is content to remain for another term of governance. His knowledge of safeguarding is particularly valuable and his wider skills set and understanding of the issues facing the school were judged to be important to retain in light of the potential change of school category. Governors agreed that LB's category of governance may change if the formation of the GLP goes ahead. Governors agreed that the Parent Governor vacancy would not be advertised until it was clear whether or not the GLP is to be formed. iii. <i>Co-opted Governor, Mrs Fiona Campbell 31.05.19</i>	21 Nov	R Dunnage

	<p><b>c. Vacancies</b> There are no governor vacancies.</p>		
5	<p><b>EMERGENCY PROCEDURES (Statutory)</b> Governors received confirmation that the emergency contact information for the school has been provided to Surrey County Council (Schools Support Service).</p>		
6	<p><b>GOVERNORS' DETAILS: contact information and publication of data</b> <b>Contact Information for Governors</b> <i>Governors to verify their contact details are correct and confirm information may be circulated amongst all governors, the school and Babcock 4S Governance Consultancy.</i></p> <p><b>National Governors' Database (Get Information About Schools - GIAS)</b> <i>All maintained school governing bodies are under a duty to provide the information required on GIAS. This must be kept up to date as those involved in governance change. Governors are not, however, required by law to provide the additional personal information requested. Governors to confirm whether or not they are happy for their date of birth and nationality to be stored on GIAS along with the rest of their contact information.</i> No</p>		
7	<p><b>PROCEDURAL MATTERS</b></p> <p><b>a. Code of Conduct &amp; Alternative participation &amp; voting protocol</b> Governors confirmed receipt of the Code of Conduct and Alternative participation &amp; voting protocol as agreed at the July 18 meeting.</p> <p><b>b. Open or Closed Meetings</b> Governors agreed to continue with closed meetings.</p> <p><b>c. Professional Negligence Statement</b> Governors agreed that the professional negligence statement should be recorded on the minutes: <i>Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.</i></p> <p><b>d. Confidentiality Statement</b> Governors agreed to respect the confidence of those items of business which the governing body decides are confidential. Governors agreed to record the following statement on their minutes and other governing body papers: <i>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.</i></p>		
8	<p><b>COMMITTEES (Statutory)</b></p> <p><b>a. Governors to agree Terms of Reference</b> Governors noted the proposed amendment to limitations on the membership of the Pay committee and agreed the Terms of Reference.</p> <p><b>b. Governors to agree membership of the Headteacher's Appraisal Panel</b> Membership was confirmed as: MI and JM</p> <p><b>c. Governors to agree membership of Pay Committee and Appeals Panel.</b> Pay committee member ship was agreed as: JS, FC and MI Appeals panel membership was confirmed as: 3 members of the Governing Body who are suitably qualified and have not yet been involved in the process.</p>		
9	<p><b>STRUCTURAL CHANGES TO SCHOOL ORGANISATION</b> <b>Godalming Confederation Cooperative Foundation Trust</b> Governors considered the results of the consultation around forming a cooperative trust with 3 other local schools, to be called the Godalming Learning Partnership (GLP). JM briefly outlined the requirements of this stage in the process.</p> <p><b>Governor questions:</b> <b>JS:</b> <i>can you clarify what would happen if the local authority does not agree to assuring continuity of terms and conditions of employment?</i> <b>JM:</b> We could still go ahead or not sign up to making the change.</p>		

<p><b>FC:</b> <i>Can we clarify whether or not the land and property become our responsibility?</i>  <b>AS:</b> The school has ownership of the land but could not sell it off for anything other than educational purposes. The LA still maintains the building because we remain a maintained school. It is our category, rather than our status that we are seeking to change.  <b>FC:</b> <i>If the Governing Body becomes the employer, what insurance needs to we have?</i>  Neither JM, AS nor the Clerk were confident of the answer to this question.  <b>Governors asked that JM clarify the position with regard to insurances for the Governing Body as it becomes an employer.</b>  <b>LC:</b> <i>What happens if any of the other schools decide not to go ahead?</i>  This is not necessarily a problem because only two schools are needed to form a Trust.  <b>FC:</b> <i>Can other school's Governing Body's tell us what to do?</i>  Absolutely not. The GBs are separate and responsible for their own schools  <b>FC:</b> <i>How will funding be managed?</i>  Clerk noted that the idea is that each school makes a 3yr commitment so the work of the Trust cannot be left in the lurch. JM explained that the length of time is not yet settled. AS explained that the government has so far provided Confederation money – ours is c£1.5k per year. On average Cooperative Trusts are putting 0.05% of their budget to centrally agreed work; this compares very favourably with the amounts usually being sent to MAT central services.</p> <p><b>Governor comments:</b>  <b>JS:</b> Coming at this as someone with no previous knowledge, the consultation report present is as a positive change that is overwhelmingly supported by outside agencies.  <b>JM</b> feels that main concern is only on how the governance and management of the trust will work effectively and not be a talking shop.  <b>EH</b> loved the responses from the children's consultation and judges that as long as it supports the education of the children she is in favour.  <b>JM</b> could not see any negatives and can see positives for us, particularly around sharing best practice. Building a sense of community with children and staff is very important.  <b>MW</b> confirmed that there is already a growing sense of community with other teachers in the school's Confederation cluster and she sees this as likely to increase.  <b>Governors</b> agreed that they had reservations on how discussions with so many members will be managed but they recognised that the Cooperative Schools Network (CSNet) has many such Trusts which are working effectively.  <b>MC</b> noted that if we were part of the MAT we would not have representation at central level.</p> <p>Following this opportunity to clarify their understanding and discuss the consultation, the resulting report and the benefits for the children of Milford School, governors moved to addressing the specific agenda items below and voting on whether or not to change status of the school from Community to Foundation and simultaneously forming the Godalming Learning Partnership.</p> <p><b>a. Arrangements for continuity of existing terms and conditions</b>  Governors agreed that the Chairman of Godalming Junior should write on behalf of Milford School, and without delay, seeking written assurances from the Local Authority confirming that the arrangements for continuity of existing terms and conditions will be maintained.</p> <p><b>b. Democratic involvement</b>  Governors judged that the Trust will provide the school with the opportunity to extend the engagement of members of the school community and wider partnership. In particular the governance and forum structure of the GLP allow for the direct involvement of staff, parents, children and key partner organisations.</p> <p><b>c. Statutory requirements</b>  Governors considered whether or not the school has met the three statutory requirements:</p> <ol style="list-style-type: none"> <li><i>I. That the proposals are likely to enhance and definitely not adversely affect standards.</i>  Governors judged that the proposals are directly linked to enhancing standards of education within the school, particularly in light of the reduction of school improvement support from the local authority. They see the support that both the LA and Diocese have for this initiative as further confirmation of its ability to enhance standards.</li> <li><i>II. That the consultation exercise complied with regulations and guidance</i></li> </ol>	21 Nov	J Morris
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	<p>Governors agreed.</p> <p><i>III. That the views and comments from respondents have been properly considered.</i></p> <p>Governors agreed. The responses were overwhelmingly in support of the move.</p> <p><b>d. Recommended action.</b></p> <p>Governors considered CSNet's recommended action before making their decision on the proposed change of category and formation of a cooperative foundation Trust. They agreed unanimously to minute the following:</p> <p><b>This Governing Body notes the content of the report provided by CSNET and the predominantly positive responses</b> received in written form and during meetings, discussions and debate following the publication of the Proposal to establish a Co-operative Education Trust.</p> <p><b>The Governing Body welcomes any additional support</b> from the local authority and resolves to work closely with officers in taking forward the planning for the Trust.</p> <p><b>The Governing Body, having carefully considered its statutory responsibilities hereby resolves to proceed to implementation of a change of category from Community school to Foundation school and simultaneously acquiring the Foundation to be known as Godalming Learning Partnership.</b></p> <p><b>The Governing Body further resolves to delegate to the Headteacher and Chair of Governors,</b> to work in partnership with the local authority and other bodies where appropriate in order to complete the work required as set out below:</p> <ul style="list-style-type: none"> <li>To work together with CSNET to develop the necessary documentation and formal registration for: <ol style="list-style-type: none"> <li>The model Articles (legal constitution) for the Trust</li> <li>The reconstitution of the Governing Body, providing for two Foundation Governors to be appointed</li> <li>The appropriate initial arrangements for meetings of the Trustees</li> <li>To confirm the appointment of Stone King as legal advisers to the Governing Body,</li> </ol> subject to contract, to undertake: <ol style="list-style-type: none"> <li>Formal incorporation of the Trust through registration at Companies House</li> <li>Oversight of and guidance for the Governing Body in respect of matters relating to Land</li> </ol> and Asset transfer from the local authority to the Trust </li> </ul> <p>They will report back to the full Governing Body on progress towards the proposed implementation date of 1st December 2018.</p> <p><b>e. Reconstitution of the Governing Body</b></p> <p><b>In the light of the governors' decision to proceed with the change in status to a Foundation school, they considered how to reconstitute the Governing Body to accommodate 2 Foundation Governor positions and unanimously agreed with the following proposal:</b></p> <ul style="list-style-type: none"> <li>To change 1 x Parent Governor role to Foundation Governor</li> <li>To change 1 x Co-opted Governor role to Foundation Governor</li> <li>Keep the total number of governors as 11.</li> </ul> <p>Governors were pleased to note that there are two governors who would like to take on the Foundation Governor roles.</p> <p><b>RD will send the new Constitution to CSNet so that it can be passed to the Local Authority for approval (See Appendix 1).</b></p> <p><b>f. Leadership structure</b></p> <p>JM reiterated her belief that a Chair should not be in position for more than two years. She confirmed that she will be standing down in Sept 2019 or before. Governors reviewed the proposed options for the new leadership of the Governing Body with a view to making the final decision at the FGB on 21 Nov.</p> <ul style="list-style-type: none"> <li>2 x Co-chairs: Co-chair with JM until Sept 2019: rolling changeover so that Co-chair only serves two years and cannot serve another term consecutively. Vice-chair automatically moves up to Co-chair role at the end of one year.</li> <li>Shadow Chair with JM until Sept 2019</li> </ul>	15 Nov	R Dunnage
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	<ul style="list-style-type: none"> <li>Chair from Sept 2019</li> <li>Seek Chairman from outside the GB, asking either the GLP or the Local Authority</li> </ul> <p>Comments were:</p> <ul style="list-style-type: none"> <li>LC felt that the Co-chair idea made the role feel more manageable.</li> <li>JM mentioned that the Chairman of Moss Lane might be persuaded to join as Chair here.</li> </ul> <p>JM emphasised that since each governor has accepted greater responsibility for different areas, the Chair's role has become more simple and more about management of a team.</p> <p>The Clerk confirmed that a decision must be made at the next meeting as JM will be standing down and can no longer be put off. If no governor or governors come forward to accept the Co-chair/Chairman role she will be obliged to go outside the Governing Body to find a Chairman.</p> <p><b>Governors are invited to contact the Clerk</b> if they have any queries/ would prefer JM to retire/there is a particular area of Chairmanship that they do not want to take on.</p>	21 Nov	All Govs
10	<p><b>MINUTES OF PREVIOUS MEETING</b></p> <p>Governors agreed the minutes of the July meeting as an accurate record. The minutes were signed by the Chair and passed to the Headteacher for storing in the Governors' file at school.</p>		
11	<p><b>CHAIR'S ACTION</b></p> <p>There was nothing to report.</p>		
12	<p><b>POLICIES</b></p> <p><b>a. Policies considered and ratified since July FGB</b></p> <p>Governors confirmed that the following policies have been ratified since the last meeting:</p> <ol style="list-style-type: none"> <li>Safeguarding 2018 – <b>ratified</b> following minor amendment 05.10.18 via email</li> <li>Staff Behaviour 2018 – <b>ratified</b> following minor amendment 05.10.18 via email</li> </ol> <p><b>b. Policies to be considered and ratified at this meeting</b></p> <ol style="list-style-type: none"> <li> <p><i>Pay 2018-2019</i></p> <p><b>LC:</b> <i>Why should someone with unsatisfactory performance get a 3% increase?</i></p> <p>AS explained that there are two elements to the pay increase: one being cost of living and the other performance related. Governors who work within the private sector thought that receiving any pay increase if you are regarded as unsatisfactory is unusual. Governors recognised this but also accepted that teachers are not receiving the same benefits as many private sector workers. AS explained how the government comes up with their pay award for teachers and how the Local Authority still has not made a final decision regarding its grading exercise and pay award for support staff.</p> <p>Governors <b>agreed</b> this pay policy <b>subject to:</b></p> <ul style="list-style-type: none"> <li>Resolution of the inconsistency on the applying the cost of living increase to Upper Pay Scale staff.</li> <li>The percentage increases being included as an appendix rather than in the main body of the document.</li> </ul> <p><b>Governors agreed in addition that the relevant cost of living increases be applied to all teaching staff.</b></p> </li> <li> <p><i>Appendix to Safeguarding policy 2018</i></p> <p><b>LC:</b> <i>are visitors asked to provide ID?</i></p> <p><b>AS:</b> Yes. Not in the case of parents, who are known to us. This process was introduced in response to LC's recommendation. In fact, a kitchen member of staff was turned away recently because he hadn't brought the correct paperwork with him.</p> <p>Governors <b>agreed</b> this appendix.</p> </li> <li> <p><i>Process for volunteers for Friends of Milford School events</i></p> <p><b>LC:</b> <i>Are the time frames realistic?</i></p> <p><b>AS:</b> The school wishes to have this information in advance so that we can ensure there are enough staff available for supervising non-DBS checked parents.</p> <p><b>JM:</b> <i>do Friends understand the problem?</i></p> <p>AS has spoken to the Friend's Chairman but EH reported that there are still requests for helpers coming out only days before an event.</p> </li> </ol>		

	<p><b>EH:</b> <i>Could we consider only accepting DBS checked volunteers?</i> We could, but would prefer to give Friends the flexibility, as long as they can keep to the timescale.</p> <p>Governors <b>agreed</b> this process <b>subject to the following:</b></p> <ul style="list-style-type: none"><li>• Remove people’s names and replace with roles</li><li>• Add in an explanation for the timescales.</li></ul> <p><b>EH will raise the organisational difficulties again at the next Friend’s committee meeting.</b></p>	Jan 2019	<b>E Hardy</b>												
<b>13</b>	<p><b>ACTIONS</b></p> <p>The governors updated the Governing Body on their Actions (see table below).</p>														
<b>14</b>	<p><b>To note any Part 2 business</b></p> <p>There were no agenda items identified as Part 2 business.</p>														
<b>15</b>	<p><b>DATES OF NEXT MEETINGS AND FUTURE AGENDA ITEMS</b></p> <p>Governors confirmed the dates of meetings for the year</p> <p><b>Dates:</b></p> <table><tr><th>DATE</th><th>FOCUS</th></tr><tr><td><b>21 Nov</b></td><td>Draft budget <b><i>NB the Pay Committee will meet beforehand at 6.45pm</i></b></td></tr><tr><td><b>13 Feb</b></td><td>Autumn term data analysis; SFVS</td></tr><tr><td><b>03 Apr</b></td><td>HT report; Finance incl budget approval</td></tr><tr><td><b>08 May</b></td><td>Spring term data analysis; SEND; British Values</td></tr><tr><td><b>11 Jul</b></td><td>HT report ; Summer term data analysis; GB business</td></tr></table> <p><b>Future Agenda items:</b></p> <p>No future items were requested at this meeting.</p>	DATE	FOCUS	<b>21 Nov</b>	Draft budget <b><i>NB the Pay Committee will meet beforehand at 6.45pm</i></b>	<b>13 Feb</b>	Autumn term data analysis; SFVS	<b>03 Apr</b>	HT report; Finance incl budget approval	<b>08 May</b>	Spring term data analysis; SEND; British Values	<b>11 Jul</b>	HT report ; Summer term data analysis; GB business	21 Nov 6.45pm	<b>Pay Committee</b>
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#### ACTIONS

	RAISED	ACTION	When	Whom
1.	July 18	RD will ensure a parent election process is run later in the autumn term. On hold. RD will undertake the paperwork for proposing JS as our LA Governor. <b>Completed.</b> RD will send out the revised documents Code of Conduct and Alternative Voting Protocol. <b>Completed.</b>	Oct 18  Aug 18  Oct 18	R Dunnage  R Dunnage  R Dunnage
2.	July 18	AS reminded governors that they are invited to the INSET day on 04 September when they will review Yr3 of the 5 year plan. <b>Completed.</b>	04 Sept	All Gobs to note
3.	May 18	JF will send a copy of the presentation for storage on Dropbox. <b>In progress.</b>	06 June	J Fulterer
4.	May 18	LC will ask the Friends leader to confirm how they are ensuring GDPR compliance. <i>Carry forward.</i>	25 May	L Chung
5.	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. <b>Completed.</b>	24 May	R Dunnage
6.	May 18	LB will ensure LAC report is completed for July FGB	30 June	L Bozeat
7.	May 18	FC to complete performance management report <i>AS has produced this and it will be reviewed at the pay committee next week.</i>	30 June	F Campbell A Stear
8.	May 18	LC to send out parents' survey <b>Completed.</b>	25 May	L Chung
9.	May 18	LC to conduct British Values monitoring	15Dec	L Chung

		<i>Ofsted took precedence over the scheduled monitoring so a new date will be made. AS confirmed that British Values was looked at by the Inspector.</i>		
10.	May 18	Equality Objectives statement to be presented at July FGB <i>This will be covered next week.</i>	21 Nov	<b>A Stear</b>
11.	May 18	LB to review SCR in summer term 2 <b>Completed.</b>	30 June	<b>L Bozeat</b>
12.	May 18	RD will ensure a parent election process is run in the autumn term. <i>Now on hold until the Spring term.</i>	Spr 18	<b>R Dunnage</b>
13.	May 18	Each governor to modify the job descriptions already on dropbox so that they more closely relate the reality of their various roles. <i>RD to send out JDs by email.</i>	21 Nov 16 Nov	<b>All Govs</b> <b>R Dunnage</b>
14.	May 18	All governors to send MW short summaries of their focus this term for the Governors' end of term newsletter. <i>MW prepared the newsletter but it was not sent out at the end of term. She agreed to amend the content and ensure it is sent out before Christmas.</i>	15 Dec	<b>M Wells</b>
15.	May 18	DK will investigate document storage options and liaise with RD regarding data compliance. <i>DK has identified OneDrive and we have new logins. We are awaiting confirmation of the sign in process – hopefully will be received in the next week or so.</i>	July FGB	<b>D Keat</b>
16.	Mar 18	MI agreed to take on developing a staff questionnaire with the Inclusion Manager, particularly focusing on well-being. <i>JS will take this on.</i>	15 Dec	<b>J Shreeve</b>
17.	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. <i>MC offered to approach Green Oak.</i>	15 Dec	<b>M Campbell</b>
18.	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.	15 Dec	<b>L Bozeat</b>
19.	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>
20.	Jan 18	JM will document Progress Data Analysis going forward. <i>Data will be included in next week's HT report.</i>	On-going	<b>J Morris</b>
21.	Jan 18	AS to set up a meeting once a month with Mel Isherwood on training. <i>MI has asked for training history from the LSAs but has only received responses from one or two. AS confirmed that the school has a good system for providing up-to-date information on all staff CPD.</i>	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. <b>Completed. RD to bring form next week.</b>	21 Nov	<b>R Dunnage</b>

Meeting closed 9.30pm

Chairman's signature: *Jackie Morris*

Date: 21.11.18





## Appendix 1

### Instrument of Government

It was agreed at the meeting of Milford School Governing Body, held on 14<sup>th</sup> November 2018, that the Trust would adopt a “minority” Trust model of Governing Body for the school, consisting of 11 members.

#### **Surrey County Council is asked to make the Instrument of Governance, as set out below.**

Enquiries should in the first instance be directed to:

Andy Withers, Adviser to the Trust, Godalming Learning Partnership  
[andy@csnetwork.coop](mailto:andy@csnetwork.coop) 07445251429

#### **INSTRUMENT OF GOVERNMENT: FOUNDATION SCHOOL**

- 1) The name of the school is **Milford School**
- 2) The school is a **Foundation** school.
- 3) The name of the Governing Body is “**The Governing Body of Milford School**”
- 4) The Governing Body shall consist of:
  - a) 1 Headteacher
  - b) 1 Staff Governor
  - c) 1 Local Authority Governor
  - d) 3 Parents
  - e) 3 Co-opted Governors
  - f) 2 Foundation Governors
- 5) The total number of Governors shall be **11**.
- 6) The name of the body entitled to appoint Foundation Governors is the Trust entitled **Godalming Learning Partnership**
- 7) The school has a Trust entitled **Godalming Learning Partnership**
- 8) The term of office of Governors is to be four years
- 9) This instrument of government comes into effect on 1st December 2018
- 10) The instrument of government was made by order of Surrey County Council

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A copy of the instrument must be supplied to every member of the Governing Body and any Trustees