


Full Governing Body Meeting
Part 1 MINUTES
Wednesday 04 February 2020, 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 and are posted on the school website.

Attendees: Mel Isherwood (Co-Chairman), Andrew Stear (Headteacher), Helen Szczepanski (new staff governor), Helene Goddings (new Foundation Governor)

In attendance: Rachel Dunnage (Clerk); Lorraine Breen, School Business Manager (SBM)

Meeting is quorate 5/9

	TOPIC	ACTION <i>Who & when</i>
1.	APOLOGIES: Gregory Clements, Emma Hardy, Luke Bozeat, Fiona Campbell WELCOME: MI welcomed Helene Goddings, new Foundation Governor and Helen Szczepanski, new Staff Governor to their first Full governing Body meeting.	
2.	DECLARATION OF INTEREST (<i>conflict and pecuniary</i>) A: Remaining governors to send their completed RoI annual update to RD. Governors declared no interests in specific agenda items at this meeting.	
3.	SAFEGUARDING TRAINING Due to the low numbers attending, the training was postponed to the next meeting.	
4.	FINANCE a. Financial Monitoring Report (FMR) Governors reviewed the school's current financial position via the latest FMR. The School Business Manager (SBM) highlighted: <ul style="list-style-type: none"> The Inclusion Manager has secured £11k grant funding to facilitate positive touch training for all staff, releasing Learning Support Assistants (LSAs) to attend additional training. We can only use it for very specific purposes but it helps us address the needs we have identified at previous meetings. The SBM is ensuring that the Friends Association will be registered to receive gift aid on their donations. Governors also reviewed the Service Level Agreements (SLAs): <ul style="list-style-type: none"> Governors agreed to continue with StrictlyEducation4S governor training this year and monitor closely why governors are not attending courses. SBM suggested that we look closely at our SLAs for premises, maintenance and inspections visits which currently cost c£10.5k. AS reminded governors that that we have had to pay for the refurbishment of the toilets (£30k) because the Local Authority (LA) challenged the conditions survey, but they had already wasted £8k on ineffective patches. Governors would like to be clear whether or not we can still access LA money and service to replace our school roof. DK will help investigate the premises area as well. SBM will investigate what other GLP schools are doing. HS: PIRA and PUMA has been transferred across in the curriculum area but we haven't used it. It costs c£800 so may not be required? AS agreed and it won't be in the final budget. HS: Can we also save money by looking into our licensing? Yes, we are looking at this as part of our full IT review. We have been able to reduce the cost of broadband and our new external IT support is cheaper and very effectively helping solve teachers' problems.	D Keat L Breen 01 Mar

	<p>The SBM drew governors' attention to the SYNERGY quote for the toilet block which has given us a very clear picture of what we are required to install to be Health & Safety Executive (HSE) compliant. They can offer us a range of services from providing plans only to running the whole project. We will be using the plans they have provided to source two additional quotes to ensure we are achieving value for money.</p> <p>DK: <i>Can we ask other GLP schools if they can make recommendations?</i> Yes; we did this when we refurbished our last toilet block.</p> <p>MI: <i>Can we just get an ordinary builder in to do this work?</i> AS explained that we have to be careful about this project particularly because it is in a de-mountable building which is also clad. The SBM pointed out that any company working in a school must be aware of all of the additional HSE demands of working in schools.</p> <p>b. Schools Financial Value Standard (SFVS) Governors reviewed the SFVS document and action plan prepared by FC and DK. A: <i>The Clerk will send the new style SFVS document and her training notes to DK, FC and the SBM.</i> A: <i>FC to notify all governors of their meeting date with the SBM in case any wish to also attend.</i> Governors received the SFVS prior to the meeting and submitted some additional questions which the SBM has been able to answer. Governors agreed that they were happy with the SFVS and it can be sent to the Local Authority as required before the deadline of 15 March.</p>	
5.	<p>SCHOOL FUND ACCOUNT (statutory) We are still awaiting the independent reviewer's report.</p>	
6.	<p>EDUCATION PERFORMANCE MONITORING Governors reviewed the educational performance data for Term 1.</p> <p>HG: <i>What period does this data cover?</i> This covers the progress from date of entry and the end of term. The codes are: BMI=Black minority ethnic, E=Emerging, D=Developing, S=Secure</p> <p>Early Years HS: <i>Are Reception still using educator?</i> Yes, because this system works well for their Foundation Stage. Other years are using the other system which has been modified to use our development statements at a point in time assessment (commonly known as PIT). Teachers also use the PIT assessment at the pupil progress meetings part way through the term.</p> <p>DK: <i>Would it be possible to look at the same numbers year on year?</i> Yes, we can do this and see if there is comparable data.</p> <p>HG: <i>What does the 70% mean at this stage?</i> For example, in Early Years, the Early Learning Goal at the end of the Foundation Stage AS highlighted that the Pupil Premium child is on track to achieve the Good Level of Development (GLD) so our data looks great at 100%, however governors should remember that this is only one child.</p> <p>MI: <i>Would the data for an area be skewed significantly by the EAL?</i> It could be, but it is not significant this year.</p> <p>HS: <i>Could we be given the gender breakdown within the term birth split because it is particularly summer born boys whose progress can be slower than everyone else?</i> Yes, this can be done for the next data meeting.</p> <p>HG: <i>Why is it that we have good percentages in most of the areas but GLD falls down to 73%?</i> HS and AS explained that you have to reach GLD across all 12 areas to achieve the GLD rating overall. The data suggests that one or two different children are not reaching GLD in different elements of the 12 areas.</p>	

	<p>AS explained that we are concerned that children are increasingly coming to school with poor levels of language development which is why we took part in an EEF research project which measured children's baseline language, provided us with an intervention to help improve language and now is asking us to measure again.</p> <p>AS confirmed that the government focuses on children's attainment and progress achieved at end Foundation Stage and end Yr2, with an assessment of attainment with the phonics screening in Yr1.</p> <p>Year 1 Maths 67% children are on track to make expected progress 2% children are on track to make greater than expected progress One child has made significantly accelerated progress (up 2 points); they are SEND and Pupil premium. One pupil premium child has also made excellent progress.</p> <p>HG: <i>How many levels are there in total?</i> We have <i>well below, below, working towards, expected and exceeding</i> 5 areas in total.</p> <p>Of the pupils that are working <i>below</i>, we are very aware of the particular additional challenges these children are facing, which range from attendance to health and learning barriers. The school is working with each child and their family to reduce the impact of these barriers and is working with the teachers to ensure that we are always driving their progress with initiatives such as nurture groups and a range of targeted interventions.</p> <p>HG: <i>Can you please add the actual number of children to the data as well as the percentages?</i> Yes.</p> <p>HG: <i>What is the reason for the greater improvements in maths rather than reading and writing?</i> This could be because maths is quite black and white. Reading is more nuanced for children because they have to absorb the phonics, be able to comprehend the story, emotion, plot and so on.</p> <p>Phonics Phonics is not included in this data. Our phonics scores here have been stable over the past few years. HS has introduced tight tracking of phonics which we are hoping will improve phonics use and have an impact on reading. The standards already being achieved in Yr1 are higher than AS was seeing in Yr2 when he first arrived. AS believes that the drop we experienced last year was perhaps down to too quickly challenging children to read complex texts at the expense of ensuring they were all really secure in the fundamentals.</p> <p>AS informed governors that we will not necessarily be continuing with our current assessment software because as we have linked our descriptors to our new curriculum development it is not necessarily the best one to use and could save us £800; we may well be able to manage our assessments through SIMS or even Excel. The other possibility is looking at a whole new Management Information System.</p> <p>AS invited governors to send any additional questions if they occur to them after the meeting.</p>	
7.	<p>SAFEGUARDING UPDATE A: <i>All governors to sign to confirm that they have read the entirety of the Sept 2019 update to the DfE's Keeping Children Safe in Education document.</i> Completed. The form will be stored in the Safeguarding folder.</p> <p>a. Safeguarding audit report Not covered in this meeting.</p>	
8.	<p>CONSTITUTION OF THE GOVERNING BODY (Statutory) Governors confirm all appointments/elections will be informed by the skills required to ensure effective governance of the school. A: <i>Governors agreed they should promote the Foundation and Co-opted governor vacancies in the local area and with school grandparents.</i> Completed, with some success.</p>	

	<p>a. Two governors have been appointed since the last meeting.</p> <p>i. <i>Foundation Governor</i> Helen Goddings has been appointed as Foundation Governor with a four year term of office to run from 01.12.19 to 30.11.23.</p> <p>ii. <i>Staff Governor</i> Helen Szczepanski has been appointed as Staff Governor with a four year term of office to run from 02.02.20 to 01.02.24. She was the only nominee in the recent Staff Governor election.</p> <p>b. One governor has resigned since the last meeting. Justin Shreeve has resigned with immediate effect as changes to his circumstances mean that he is no longer able to commit the time the role requires. Governors thanked Justin for the contribution that he has made during his time with Milford governors.</p> <p>c. The following governors' terms of office are due to expire within the next year:</p> <p>i. Co-opted Governor, Mel Isherwood, 15.09.20</p> <p>ii. Parent Governor, Emma Hardy, 30.11.20</p> <p>iii. Foundation Governor, Luke Bozeat Luke Bozeat has resigned his position as Foundation Governor but is kindly delaying the date he leaves due to the number of vacancies we are currently carrying.</p> <p>d. Vacancies Governors confirm that they are still seek suitable nominees who have finance or premises skills/experience and/or are prepared to take on a leadership role.</p> <p>i. <i>1x Co-opted Governor</i></p> <p>ii. <i>1x Foundation Governor</i></p> <p>Governors to consider two possible candidates for the above roles:</p> <ul style="list-style-type: none"> Margaret Ford – Governors were delighted to accept the nomination of Margaret for Foundation/Co-opted governor. Jane Harrap – awaiting return from travels. <p>RD to send out the Godalming Learning Partnership GLP skills audit.</p>	<p>R Dunnage 15 Feb</p>
9.	<p>ADMISSIONS 2021</p> <p><i>A: Clerk will ensure the admissions consultation is sent out to all relevant parties so that it meets the 6 week requirements.</i></p> <p>Completed.</p> <p>Governors reviewed the responses to the admissions consultation so that they could consider determining the Milford School admissions arrangements. The SBM confirmed that only one response which was in agreement with all points.</p> <p>Governors accordingly determined the 2021-2022 admissions arrangements as presented for consultation.</p> <p>RD will take school through how to manage the next step in the process.</p>	<p>R Dunnage 15 Feb</p>
10.	<p>GOVERNOR MONITORING (statutory)</p> <p>a. Governor Monitoring development</p> <p><i>A: MW will identify two dates to offer all governors to pop in and spend some time in classes so that staff get to know them.</i></p> <p>HS and MI will pin this date down.</p> <p>b. Assemblies MI will now take on this monitoring and come along to school tomorrow 9.15am on Friday to see Cherry class PE assembly.</p>	<p>H Szczepanski M Isherwood 15 Feb</p> <p>M Isherwood 6 Feb</p>
11.	<p>POLICIES</p> <p><i>A: AS to check the level of SEND register children recorded in the accessibility plan.</i></p> <p>Completed. It is correct.</p>	

	<p>a. Policies considered and ratified since November FGB Governors confirmed the following policies have been ratified via email since the last meeting.</p> <ul style="list-style-type: none">i. Behaviour,ii. Recruitment,iii. Special Educational Needs & Disabilities <p>b. Policies to be considered and ratified at this meeting</p> <ul style="list-style-type: none">i. <i>Relationships & Sex Education Policy</i> Development is being led by Deputy Headteacher. Governors agreed who will monitor the development and consultation with parents to ensure we are ready for the Sept 2020 start date. AS explained that on the INSET day next Fri staff will be looking at the development of this policy.									
12.	<p>GOVERNOR TRAINING & DEVELOPMENT</p> <p>a. Governors to confirm the training they have planned for this term. Clerk highlighted the following: Surrey County Council, SAfE, Surrey Governance Association, Cognus and Strictly Education 4S Surrey School Governors Partnership Briefing. Thursday 12th March – morning 9-11am – at ACS Cobham International School, Heywood, Portsmouth Road, Cobham, Surrey, KT11 1BL OR Wednesday 18th March – evening 7-9pm – at George Abbot School, Woodruff Avenue, Guildford, Surrey, GU1 1XX To book your place, please email: education.businesssupport@surreycc.gov.uk. Please note that this is a free event for a maximum of 2 governors per school.</p> <p>b. Training review A: All governors to check their training entries are up-to-date. EH attended a Managing Allegations against Staff course, looking at it from a safeguarding perspective. AS referred governors back to his email about the key courses at least one governor should attend over this year.</p> <p>c. Annual school improvement calendar & additional tools A: RD will put together a format for review at Feb meeting. Not covered at this meeting.</p> <p>AS informed governors that the school is accessing an additional school improvement visit.</p>									
13.	<p>MINUTES OF PREVIOUS MEETING Governors agreed the minutes of the December meeting as an accurate record. Minutes were signed by the Chair and passed to the Headteacher for storing in the Governors’ file at school.</p>									
14.	<p>ACTIONS Governors updated their actions arising from the previous meeting not already covered in the agenda (see table at end of minutes).</p>									
15.	<p>To note any Part 2 business Governors confirmed no items to be considered Part 2 business.</p>									
16.	<p>DATES OF NEXT MEETINGS AND FUTURE AGENDA ITEMS</p> <p>a. Dates:</p> <table><tr><th>DATE</th><th>FOCUS</th></tr><tr><td>18 Mar</td><td>HT report; Finance update; Monitoring session MI sends her apologies; HG may not be able to make it.</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: June – stakeholder questionnaire</p>	DATE	FOCUS	18 Mar	HT report; Finance update; Monitoring session MI sends her apologies; HG may not be able to make it.	22 Apr	Spring term data analysis; Budget approval	08 Jul	HT report ; Summer term data analysis; GB business	
DATE	FOCUS									
18 Mar	HT report; Finance update; Monitoring session MI sends her apologies; HG may not be able to make it.									
22 Apr	Spring term data analysis; Budget approval									
08 Jul	HT report ; Summer term data analysis; GB business									

Meeting closed 9.50pm

ACTIONS

	ACTION	Who & when						
1.	JS agreed to take on developing a staff questionnaire with the Inclusion Manager, particularly focusing on well-being. This will need to be re-assigned.	J Shreeve 15 Jan						
2.	RD will investigate the cost of online training for governors. Completed post meeting. National Governance Association online training offers a wide range of modules. Costs are below: <table><tr><td>Learning Link (with no NGA membership)</td><td>£159</td></tr><tr><td>Learning Link (if you have NGA Gold membership)</td><td>£159 £79</td></tr><tr><td>Learning Link (if you have NGA Standard membership)</td><td>£159 £119</td></tr></table>	Learning Link (with no NGA membership)	£159	Learning Link (if you have NGA Gold membership)	£159 £79	Learning Link (if you have NGA Standard membership)	£159 £119	R Dunnage 15 Jan
Learning Link (with no NGA membership)	£159							
Learning Link (if you have NGA Gold membership)	£159 £79							
Learning Link (if you have NGA Standard membership)	£159 £119							
3.	RD to check if JF has sent copy of her SEND presentation for storage on OneDrive. Completed. It is now online.	A Stear 15 Jan						
4.	RD will ask SBM to ask the Friends leader to confirm how they are ensuring GDPR compliance. Completed.	R Dunnage 15 Jan						

Chairman's signature: *Mel Isherwood*

Date: 22.04.2020