**Full Governing Body Meeting**

**MINUTES**

**15 June 2016, 6.30pm**

*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.*

**Present:** Jackie Morris (Chairman), Jimmy Heslop, Kay Leggett (Headteacher) Nick Riley, Luke Bozeat, Abi Morgan (Deputy Headteacher), Maureen Holland, Dawn Hook and Melissa Wells.

**In attendance:** Rachel Dunnage (Clerk), Kirsty Morris (School Business Manager)

*Meeting is quorate*

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|  | **ITEM** | **When** | **Whom** | |
| **1** | **APOLOGIES FOR ABSENCE and WELCOMES**  Apologies were received and accepted from Jess Wilson and Fiona Campbell. |  |  | |
| **2** | **DECLARATION OF INTEREST**  Governors had no declarations of interest in specific agenda items at this meeting. |  |  | |
| **3** | **CONSTITUTION OF THE GOVERNING BODY**  **Actions:**   1. *Governors to complete online skills survey.*   RD to remind those governors who have not yet completed the survey.   1. *Named governors to contact new Reception parents to gauge interest in becoming a governor.*   This is planned for Wed 06 July 2-3pm, JM and NR will try to attend and explain which skills sets are required.   1. *JM will liaise with Kathryn Wilkinson from FRIENDS to arrange the Governor Question & Answer event.*   JM has spoken with a very busy Kathryn Wilkinson and decided that she pursue without involving the FRIENDS.   1. *All governors to send LB a photo with their name as soon as possible.*   LB took photos of governors at the meeting. Staff governors will send him the photos that have just been taken at school.   1. **Resignations and category of governors whose term of office is due to expire before the end of term or the end of the year.**   *Dawn Hook (LA) will be leaving on 31.08.16.*  FT presented plans for recruiting new governors. It is key that the skills survey is completed as a matter of urgency so that we can go to parents and the community to find the requisite skills set and begin the new academic year well placed to have a full complement of governors.   1. **Category of any vacancies to be filled (see a. above):** 2. 2 x Parent 3. 1x Local Authority – Mel Isherwood is very interested in joining us. We are   *Note: governors have agreed that one of the new governors should have suitable marketing and communication skills and be able to write articles about governance at Milford for the school newsletter.*   1. **Succession planning**   *The process for nomination of chairman and vice chair must be agreed at this meeting.*  JM is very keen that the GB starts managing her exit as she plans to step down in June 2017.  Maureen Holland is happy to consider being Vice-Chair with a view to becoming Chairman.  Governors agreed that the process should be self-nomination and public vote. This vote will take place at the first meeting in September. | **24 June**  **06 July**  **24 June**  **24 June**  **Sept 16** | **R Dunnage**  **J Morris**  **N Riley**  **J Morris**  **A Morgan**  **M Wells**  **R Dunnage** | |
| **4** | **CHAIR’S ACTION**  There were no actions to report. |  |  | |
| **5** | **FINANCE**   1. **Budget 2016-2017**   **Communications**  KM reported that RM are offering to migrate the school’s email. Governors would support the investigation of a different provider as RM has consistently provided a poor service. Kirsty Morris and Andrew Steer will meet in early July and can discuss this further.  KM noted that the Milford website provider has a communications package which covers email, online governors’ secure area on the website, phone apps, online booking for parents’ evenings etc. Governors agreed that these services sounded very useful.  **Premises**  Pond - Governors were delighted to hear the FRIENDS’ plans to develop the pond area and agreed that this could go ahead under the control of the SLT.  Cycle shelter - the quote has come in at £15k so governors would like to wait until the other quotes are received before making any decision.  NR sought clarification and KM confirmed that these projects (apart from £5k of the cycle shelter) will come out of the £73k committed to support future budgets or projects.  **Governor actions**  Governors agreed:   * H&S audit will be conducted by NR with MW and Luke Bozeat, who will take H&S over from September 16 as it logically falls within the Safeguarding remit. * Fixed Asset Register check is expected to be done by Fiona Campbell. * The Safer Recruitment check on the HT recruitment process will be undertaken by Dawn Hook.  1. **3 Year budget plan**   Not covered at this meeting.   1. **SCL Clubs**   Not covered at this meeting.   1. **Finance update**   KM noted that there were 80 other Surrey schools with a carry forward of 15% or more. In September schools will be consulted on the national funding formula and governors are recommended to be ready to respond to this consultation.   1. **SBM & D Headteacher office proposal**   Governors agreed wholeheartedly with the proposal to improve the office space which is hampering effective working. KM will bring a range of quotes to the next meeting. This project will also come out of the £73k committed to support future budgets or projects. | **15 July**  **15 July**  **15 July**  **Sept 16**  **Sept 16** | **N Riley**  **M Wells**  **L Bozeat**  **F Campbell**  **D Hook**  **All govs**  **K Morris** | |
| **6** | **HEADTEACHER UPDATE**  **Children**  KL confirmed that there are 20 children on our waiting lists and extra days are being offered to prospective parents who wish to visit the school.  There has been one fixed-term exclusion for 3 days for violence directed at the HT & SENCo.  **Staffing**  KL confirmed that there are sufficient class teachers for September despite the fact one class teacher is leaving.  A member of staff has requested flexible working to reduce from 5 days a week down to 2 days and the SLT has been able to accommodate this and still ensure a full complement of staff for September 2016.  **SDP**  The review of the Milford School Action Plan will form the basis of the INSET day on 04 July. Andrew Stear, the new HT, and as many governors as possible will attend. KL would like evidence to support completion/progress under the governance items. Governors are to send this by email to JM by Monday 20 June.  JM confirmed that governors would like to incorporate the school vision into the new ideas for the school development plan and be part of the strategic development. KL was keen to stress that the SDP will be only a suggestion for Andrew Stear to take forward and develop or change as he wishes.  KL asked that governors are mindful of the workload that Andrew Stear will be under as a new HT and asked that they consider the content of the HT’s report required at each meeting. | **20 June** | **All govs** | |
| **7** | **POLICIES**  *Policies to be ratified by Full Governing Body:*   1. Staff IT Equipment Loan Scheme – KM has added a section about iPads. 2. Staff Expenses – new policy following Surrey recommended format. 3. Lettings – KM will check that policy does cover the SCL use of keys.   **All policies were ratified by governors.** |  |  | |
| **8** | **GOVERNOR VISITS, TRAINING AND DEVELOPMENT**  **Actions:**   1. *NR will conduct a H&S tour in the rest of this summer term.*   Agreed in 6 a. above.   1. *LB will meet with Jo Fulterer this term re Safeguarding.*   LB and JF have met twice and have another visit planned. Both visit reports will be uploaded to Dropbox. They have been through the Safeguarding audit action plan which will all be complete by the end of this term, with the exception of Safeguarding training for governors.   1. *Governors agreed that KL should add a prompt to the Governor Visit form to remind governors to ask pupils about safety when they come in.*   Completed.   1. **Visits**   Maureen Holland has been in reading with the children and would like to now come in to be in during maths so she can help in class. The SLT will liaise with Yr1 teachers and try and arrange this.   1. **Training**   *Note: Governors to send details of courses they attend throughout the year to RD who will maintain a record.*  NR reported that he has undertaken Safeguarding training.  *Jo Fulterer (JF) joined the meeting.*   1. **Safeguarding** 2. **Email communications**   Governors were reluctant to have to have an additional school email as experience suggests that this reduces the effectiveness of communication. They agreed that governor email addresses should not be shared or accessible by a partner for confidentiality reasons but did not regard email communications as a safeguarding risk since details of individual children were not discussed. They will look at this item again once the school email system has been finalised.  NR reported that it was recommended at his Safeguarding training that all governors read Part 1 of the Keeping Children Safe in Education document. KM will also put this document on the school website so that parent helpers can ensure they have read it before they come into school.  JF reported that she can now deliver the ½ day training for safeguarding for staff. The September INSET day will be used to cover all staff and governors are also invited. JF will confirm date with Andrew Stear so that RD can send out to all governors. | **24 June**  **01 July**  **Nov 16**  **15 July**  **15 July**  **01 July** | **L Bozeat**  **K Leggett**  **R Dunnage**  **All govs**  **K Morris**  **J Fulterer**  **R Dunnage** | |
| **9** | **MINUTES**  Governors agreed the minutes of the meeting on 27.04.16. |  |  | |
| **10** | **MATTERS ARISING**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **When raised** | **Meeting Actions** | **Whom** | **By** | **Status** | | **1** | Nov 15 | **Governor profile**  Remaining governors to send in Governor profile as soon as possible | **All govs** | 16 Mar | Staff govs still to complete.  MH to re-send. | | **2** | Mar 16 | **Re-constitution to reduce size of GB**  Governors to consider this idea again, alongside a review of exactly what is to be expected of the governor role at Milford. | **All govs** | June 16 | Carry forward to Sept | | **3** | Mar 16 | **Annual skills survey**  Governors to update their survey next term. | **All govs** | July 16 | Governors agreed to bring forward given the new GB vacancies. RD to distribute the link as soon as possible. | | **4** | Mar 16 | **Annual School Governance Impact Evaluation**  Governors agreed to put together a brief annual report for parents which can also be used on the governance page of the school website. | **All govs** | July 16 | This will be produced once the skills survey has been completed. | | **5** | Apr 16 | **JM to write to LSAs to thank them for their significant support.** | **JM** | June 16 | Completed. | | **6** | Apr 16 | **JF to report back to governors on how we might improve SEND skills of staff.** | **Jo Fulterer** | July 16 | JF attended to update: JF reported that they have been able to keep an HLTA out of class who will run interventions and allow LSAs to focus on in-class support. She will also be able to cover LSAs to allow them the flexibility to attend training off site. | | | | |
| **11** | **DATE OF NEXT MEETING AND FUTURE AGENDA ITEMS**  Governors identified that difficult days for them to attend meetings are Mondays, Wednesdays and Thursdays so agreed that meetings should be arranged for Tuesdays. The Business Meeting was agreed as Tues 20 September 2016, 6.30-8.30pm. Other dates for the year will be set at that meeting in conjunction with Andrew Stear. | **Sept 16** | | **R Dunnage** |
| **12** | **ANY OTHER BUSINESS**   * MW invited governors to the Sports Day. JM will hand out medals. * JM will source parent feedback survey and LB will review and ensure it is sent out to parents. * KL will ask Andrew Stear to put together an email for parents to introduce himself. She will try and arrange for him to attend the parent day 06 July so that he can make himself known to new parents.   JM formally expressed the governors’ considerable thanks to Kay Leggett for the improvements she has made over her years at Milford School, such that the school has achieved a GOOD Ofsted rating and is now oversubscribed, with 20 children on the waiting list. | **01 July**  **01 July** | | **J Morris**  **L Bozeat**  **K Leggett** |
| **13** | **PREVENT TRAINING FOR GOVERNORS** (30mins)  *It is a statutory requirement that governors undergo Prevent training.*  JF attended to take governors through the required Prevent training. Staff governors, the Clerk and DH (who is leaving in August) left the meeting before training started at 7.50pm.  RD to send JF confirmation of the fact that she has already attended Prevent training at St James Primary, Elstead. | **15 July** | | **R Dunnage** |

Meeting closed at 7.50pm

**Chairman’s Signature: Jackie Morris Date: 21 September 2016**