



Full Governing Body Meeting

Part 1 MINUTES

Wednesday 30 April 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: Andrew Stear (Headteacher), Fiona Campbell, Mel Isherwood, Emma Hardy, Daniel Keat

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

Meeting is quorate 5/10 (see agenda item 7a)

	TOPIC	ACTION Who & when
1.	APOLOGIES FOR ABSENCE (statutory) Maureen Holland, Luke Bozeat, Mel Wells, Justin Shreeve,	
2.	DECLARATION OF INTEREST (statutory) Governors declared no interests in specific agenda items at this meeting.	
3.	<p>FINANCE AND PROJECTS Governors received an update to the school's financial position and plans from the School Business Manager (SBM).</p> <p>a. Financial Monitoring Reports (FMR) <i>Governors reviewed the latest FMR; There were no surprises at all in this final FMR of the last financial. The carry forward is as expected £79k.</i></p> <p>b. Projects Governors reviewed the school's projects. <i>Planned</i> The SBM confirmed:</p> <ul style="list-style-type: none"> • the computer server upgrades will happen over the summer break. • The Fire doors will be replaced in May half-term. • Milford Friends are making the upgrade of the toilets their fundraising project this year. We will review their progress in the autumn term and perhaps allocate money from the school budget in the short term which they can reimburse to enable us to move the start time of the project forward. <p>Completed During the Easter break, the side fencing was replaced and is now high enough to effectively deter intruders – and obviously not allow any children escapees.</p> <p>EH: How secure are the Friends' belongings stored in sheds on-site? AS explained that they are still vulnerable, but that security will improve once the front gates are raised and the intercom installed.</p> <p>The SBM will check the permitted usage of sports premium funding because we believe that spending on capital projects is no longer allowed.</p>	<p>K Morris 24 May</p>
4.	<p>SCHOOL BUDGET 2019-2020 Governors reviewed the 2019-2020 budget plan for approval and submission to the Local Authority (LA) by the required deadline.</p> <p>The SBM confirmed that we are operating with a c£49k in-year deficit which will reduce our carry forward to c£31k.</p>	

	<p>Looking at the 2nd-year budget picture, funding for the SEND EHCPs changes significantly, reducing by £30k year on year. In conjunction, teachers' salary costs (incl pensions) are rising by c£30k a year. Support staff will also move to their next step on the pay scale. Governors recognised that this position is not sustainable long-term and that they should focus energies this year on driving down costs and seeking additional income possibilities.</p> <p>FC confirmed that she has met with KM to review the budget and is happy with it as it is presented. They have both decided that they would like to further analyse the SEND costs. The SBM explained that we are able to submit a revised budget to the LA later in the year and any cost savings would be carried forward. She stressed that our focus must be on getting value for money in all areas; our numbers on roll (NOR) are nearly at capacity and so our basic per pupil funding will not be increasing much at all.</p> <p>FC noted that Milford is slightly lower than other schools on gaining income from lettings. The SBM confirmed that the school has tried to obtain summer holiday lets but has been unsuccessful so far; many private school grounds are preferred because of access to a swimming pool. AS has been chasing a cricket club but their funding has dried up. The SBM reported that Moss Lane Infant school, in the centre of Godalming, is let 7 days a week, generating £6k per year</p> <p>Governors unanimously agreed the 2019-2020 Budget as presented to the meeting.</p>	
5.	<p>SCHOOL FUND</p> <p>Governors to sign off the latest audited accounts.</p> <p>Our contracted certified Accountant has audited the accounts and has identified no concerns. Our Chairman has also reviewed the accounts and signed them off.</p>	
6.	<p>CONSTITUTION OF THE GOVERNING BODY (Statutory)</p> <p>Governors confirmed that all appointments/elections will be informed by the skills required to ensure effective governance of the school.</p> <p>a. There has been one resignation since the last meeting.</p> <p>LC has tendered her resignation, with immediate effect, due to increasing work commitments. Governors were sorry to lose her skills from the team, but understood the time pressures.</p> <p>b. The following governors' terms of office are due to expire within the next year:</p> <ul style="list-style-type: none"> i. Co-opted Governor, Mrs Fiona Campbell 31.05.19 Governors considered appointing FC for another term as Co-opted Governor and agreed unanimously to do so. ii. Co-opted Governor, Mrs Maureen Holland, 24.11.19 Governors agreed that in the continued absence of our sealed Instrument of Government from the LA, MH will be appointed Co-opted Governor with immediate effect. iii. Staff Governor, Mrs Melissa Wells, 01.02.20 <p>c. Vacancies</p> <p>There is one vacancy for a Foundation Governor (see above) and one for Parent. RD to guide the parent election process with the SBM. Governors agreed to ask for premises skills.</p> <p><i>Kirsty Morris left the meeting.</i></p>	
7.	<p>HEADTEACHER REPORT</p> <p>Governors reviewed the previously circulated HT report and the end of term 2 performance data.</p> <p><i>Attendance</i></p> <p>AS reported that he has had a significant increase in requests for exceptional absences. He has started sending out the formal letter from the LA regarding penalty notices and may well send out his first penalty notices in line with Surrey guidance.</p> <p><i>Pupil Premium</i></p> <p>We have identified an anomaly with pupil premium funding as the DfE has higher numbers recorded</p>	

<p>on their system than we have in school. The SBM is investigating.</p> <p><i>Teaching & Learning</i> AS is pleased to report that lesson observations in classrooms have noted some really good practice.</p> <p><i>Apprenticeship Levy</i> Moving to Foundation School status has brought us some savings on the apprenticeship levy as we no longer meet the threshold for paying it.</p> <p><i>School Improvement</i> AS has met with other GLPartnership Headteachers to agree the joint appointment of an annual data-based <i>health check</i>. This joint approach has allowed us to employ a current Ofsted inspector who will provide us with a School Improvement Partner (SIP) visit in each term. Our current SIP is no longer working with Babcock and we are likely to be able to contract him more cheaply than this past year.</p> <p><i>Year R 2019</i> We received 62 first choices for our Early Years Foundation Stage (EYFS) in Sept 19. However, the offers have gone out to 51 first choice children, a couple of second choice children and a couple of fourth choices. Governors agreed that this appeared somewhat illogical. AS confirmed that we already have 8-10 first choice children on our waiting list.</p> <p><i>Performance Data Report</i> <i>EYFS</i> AS confirmed that the EYFS results are slightly above national averages but still slightly below the LA's.</p> <p>EH: Where is the SEND data set information? AS thanked EH for pointing out the omission. He presented the data at the meeting to show:</p> <ul style="list-style-type: none"> i. <i>Yr1 : 6 children</i> <i>Maths:</i> progress looks positive at this point. <i>Reading:</i> progress for SEND children is strong. <i>Writing:</i> Attainment - 2 children are on track, 4 slightly below. Progress - most are making expected progress. ii. <i>Yr 2: 13 children</i> <i>Maths:</i> Attainment - 2 children are significantly below but have significant needs. Progress overall is as expected although one is below. <i>Reading:</i> Attainment - 4 are on track, the others slightly below. Progress is mostly on track. <i>Writing:</i> Attainment - 4 children are at expected or above, most are slightly below with a couple well below. Progress is as expected for most, with one child significantly above. <p>AS invited governors to email any questions about this data to him after the meeting.</p> <p><i>SATs</i> We are predicting that the following % of children will meet the expected standard in their SATs: Maths: 75-78% Reading: 76% Writing: 71%</p> <p>Levels may not be quite as high as we had hoped because changes in cohort over the past 3 years have had an impact on the percentages.</p> <p>We were moderated last year and so our 67.7% expected last year can be regarded as an accurate level against which to compare. If our predictions are borne out by the assessment results, they will represent our best results for the end of Key Stage 1.</p>	<p>All Govs 15 May</p>
<p>8. CHAIR'S REPORT & ACTIONS (<i>statutory</i>) Not covered.</p>	
<p>9. GODALMING LEARNING PARTNERSHIP Governors reviewed the plans for the GLP launch event on 13 May. Waverley Councillor, Peter</p>	

	<p>Isherwood, will be asked (MI to ask) to attend the celebration.</p> <p>FC: Is Milford now paying employer's liability insurance? What would happen if there were grievances?</p> <p>The Clerk and AS were unable to answer FC's questions but will find out.</p> <p>FC to email RD all her questions so she can find out the answers.</p>	<p>F Campbell 03 June</p>						
<p>10.</p>	<p>GOVERNOR MONITORING (<i>statutory</i>)</p> <p>a. Specific Governor Responsibilities</p> <ul style="list-style-type: none"> i. <i>Safeguarding</i> (LB) Governors confirmed receipt of LB's report; they had no further questions. ii. <i>Curriculum</i> (MH) Governors confirmed receipt of MH's report; they had no further questions. iii. <i>British values and an assembly</i> (LC) DK agreed that he will now monitor British Values. iv. <i>Communication</i> (EH) EH confirmed that she will send out her report on the website soon v. <i>Fixed Asset Register</i> (FC) FC will look at this now the budget has been completed. <p>b. School Development Plan (SDP) Governors thanked DK for his report on writing monitoring; they had no further questions.</p> <p>c. Monitoring plans for remainder of term Governors agree to carry this forward to the 15 May FGB.</p>							
<p>11.</p>	<p>POLICY & DOCUMENT REVIEW <i>Policies and Documents in blue text are statutory requirements</i></p> <p>a. POLICIES</p> <ul style="list-style-type: none"> i. <i>Governor Visits</i> ii. <i>Educational Visits</i> iii. <i>Whistleblowing</i> <p style="color: blue;">Governors agreed all the above policies without amendment.</p> <p>b. DOCUMENTS</p> <ul style="list-style-type: none"> i. <i>Single Central Record</i> LB confirmed that he has checked the SCR as part of his safeguarding monitoring visit and is content that it is up-to-date. 							
<p>12.</p>	<p>GOVERNOR TRAINING & DEVELOPMENT</p> <p>a. Governor Skills Audit There was insufficient time to fully review the skills audit but governors agreed it was clear that Premises skills or experience should be sought from the new governor.</p> <p>b. Training this term Governors reported that they had been unable to get on the Babcock website to book courses.</p>							
<p>13.</p>	<p>MINUTES & MATTERS ARISING (<i>statutory</i>)</p> <p>Governors agreed the minutes of the 13 February meeting as an accurate record. Minutes of the meeting were not signed due to the Chairman's absence. They will be signed at the next meeting.</p> <p>Governors updated he FGB on their Actions (see table below) and matters arising from the last meeting.</p>							
<p>14.</p>	<p>DATES OF NEXT MEETING AND FUTURE AGENDA ITEMS (<i>statutory</i>)</p> <p>a. Dates of next meetings</p> <table border="1" data-bbox="180 1848 1155 1984"> <thead> <tr style="background-color: #008000; color: white;"> <th>Date</th> <th>FGB FOCUS</th> </tr> </thead> <tbody> <tr> <td>15 May</td> <td>SEND; Safeguarding; British Values maybe another SDP thing or gov self-evaluation. A learning and premises walk.</td> </tr> <tr> <td>10 Jul</td> <td>HT report ; End of Year internal data. No MI or EH</td> </tr> </tbody> </table> <p>b. Future Agenda items</p>	Date	FGB FOCUS	15 May	SEND; Safeguarding; British Values maybe another SDP thing or gov self-evaluation. A learning and premises walk.	10 Jul	HT report ; End of Year internal data. No MI or EH	
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15.	CONFIRM PART 2 BUSINESS (<i>statutory</i>) Governors confirmed one item to be considered as Part 2 business.	
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ACTIONS

	RAISED	ACTION	When	Whom
1.	13 Feb 19	DK to issue his English monitoring report in the next week. Completed.	22 Feb	D Keats
2.	13 Feb 19	RD will send out the audit for governors to complete as soon as possible. Completed.	22 Feb	R Dunnage
3.	13 Feb 19	RD to identify if training will return to the Guildford area. Completed.	01 Mar	R Dunnage
4.	21 Nov 18	EH will liaise with AS to update the <i>Governor Visits</i> policy in time for the Apr FGB Completed	03 Apr	E Hardy
5.	14 Nov 18	Governors asked that JM 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. RD to check with Andy Withers from CSNet.	21 Nov 01 Mar	J Morris R Dunnage
6.	14 Nov 18	EH will raise the organisational difficulties of accommodating last minute volunteers again at the next Friend's committee meeting. Completed	Jan 19	E Hardy
7.	May 18	JF will send a copy of the presentation for storage on Dropbox. MH will check if this is complete.	06 June	J Fulterer
8.	May 18	LC will ask the Friends leader to confirm how they are ensuring GDPR compliance. RD will ask SBM to do this.	25 May 01 Mar	L Chung R Dunnage
9.	May 18	LB will ensure LAC report is completed for July FGB	30 June	L Bozeat
10.	May 18	LC to conduct British Values monitoring Moved to Dan.	03 Apr	L Chung
11.	May 18	Each governor to modify the job descriptions already on dropbox so that they more closely relate the reality of their various roles. Carry forward for mMAY RD to send them as email attachments.	03 Apr	All Govs
12.	May 18	All governors to send short summaries of their focus this term for the Governors' newsletter. Now send to EH. She is working with MW to complete governor news and would like to do biog on new Chairman	03 Apr	M Wells
13.	Mar 18	JS agreed to take on developing a staff questionnaire with the Inclusion Manager, particularly focusing on well-being. Carry forward and underway. Has met with Inclusion Manager.	03 Apr	J Shreeve

Meeting closed 9.30pm

Chairman's signature: *Mel Isherwood*

Date: 10.07.19