MILFORD INFANTS

Church Road, Milford Godalming GU8 5JA

Grow, Learn, Believe, Achieve



Full Governing Body Meeting

Part 1 MINUTES

25 November 2015, 6.30pm

Present: Jackie Morris (Chairman), Jimmy Heslop, Jonathan Secker, Kay Leggett (Headteacher), Nick Riley, Fiona Campbell, Paula Bradley, Abi Morgan (Deputy Headteacher), Maureen Holland (new Co-opted governor) **In attendance:** Rachel Dunnage (Clerk), Kirsty Morris (School Business Manager)

Meeting is quorate

| | TOPIC | By when | By whom |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------|
| 1 | APOLOGIES FOR ABSENCE & WELCOME | | |
| | Apologies were received and agreed from Dawn Hook, Sarah McKinley and Luke | | |
| | Bozeat. | | |
| | JM welcomed the new Clerk, Rachel Dunnage. | | |
| 2 | DECLARATION OF INTEREST | | |
| | Governors to declare any interest in specific agenda items at this meeting. | | |
| | JH declared an interest in the discussion regarding staffing. | | |
| 3 | CONSTITUTION OF THE GOVERNING BODY | | |
| | a) Name and category of Governors whose term of office is due to expire: | | |
| | before the next meeting | | |
| | I. Sarah McKinley, Parent - 31.12.15 | D | 1 D A a vivia |
| | JM to contact SM to see if she would like to continue | Dec | J Morris |
| | as a governor. II. Jonathan Secker, Parent – 30.11.15 | | |
| | , and the second | | |
| | by the end of the calendar year | | |
| | I. Dawn Hook, Local Authority – 12.11.16 | | |
| | b) No Governors have been appointed or elected since the last meeting | | |
| | c) Category of any vacancies to be filled: | | |
| | I. 1 x Co-opted (See d) I. Below) | | |
| | II. 1 x Staff | | |
| | d) Appointment of co-opted governors to be approved I. Maureen Holland | | |
| | MH's appointment was confirmed and Maureen | | |
| | welcomed to the Governing Body. | | |
| | e) Succession planning | | |
| | JM confirmed that she will be stepping down as Chair at the end of this | | |
| | academic year and would like to receive nominations early so that there | | |
| | can be an effective handover. RD reminded governors that the role of the | | |
| | vice-chair is ideally that of Chair-in-waiting and that a governing body can | | |
| | have a job-share Chairmanship. All governors to seriously consider how | | |
| | they can help lead the GB and if a joint chairmanship is the best way | less FCD | All Cours |
| | forward. | Jan FGB | All Govs |
| 4 | CHAIR'S ACTION | | |
| | JM reported that in a recent meeting, SCC informed Chairs that they are restricting | | |
| | the monies spent in a wide range of areas. SEND spending is, however, protected. | | |
| 5 | HEADTEACHER UPDATE | | |
| | Governors considered and interrogated the HT's report update which had been | | |
| | previously circulated. The key points to note were: | | |
| | Safeguarding: |] | |

| | Prevent duty training was covered at a Staff meeting. A section has also | | |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------|
| | been included in the Safeguarding Policy. | | |
| | All governors have read the Prevent information as part of the | | |
| | Safeguarding process. The presentation is stored on Dropbox. | | |
| | Staffing: | | |
| | Interviews for MDS will be held tomorrow. | | |
| | Yr2 class teacher interviews are on Mon – there are 3 applicants. | | |
| | C&L: | | |
| | The Parent workshop on supporting children's learning at home was | | |
| | exceptionally well attended and appreciated. Admissions: | | |
| | Additional Open Day dates have had to be added due to high demand. The | | |
| | deadline for applying is 15 Jan and we already have 29 first preferences. KL | | |
| | is monitoring how the numbers are changing so that this year can be used | | |
| | as a baseline to evaluate effectiveness of marketing. | | |
| 6 | GOVERNOR REPORTS | | |
| U | (see Governors page on school website) | | |
| | SEND: | | |
| | PB met with SENDCo briefly last week and she is working well towards the | | |
| | objectives identified. Their formal meeting takes place early in December which | | |
| | she will report on at Jan FGB. She witnessed an intervention which was incredibly | | |
| | powerful, by the simple addition of a physical partition which allowed the child to | | |
| | access the teacher rather than be distracted by the classroom. | | |
| | Finance: | | |
| | NR met with KM to fully discuss the Budget and probe the rationale behind the SLT | | |
| | decisions. He was satisfied that the SLT had followed a rigorous approach to | | |
| | drawing up the draft budget. | | |
| | Parental involvement: | | |
| | DH and NR attended the very popular Grandparents day. It seemed to be very | | |
| | successful. | | |
| | EYFS | | |
| | DH informed governors that she is planning to come to look at EYFS and Subject | | |
| | Leader planning. | | |
| | i. SDP priority 1 visit feedback | | |
| | ii. SDP priority 2 visit feedback | | |
| | iii. SDP priority 3 visit feedback | | |
| | JM asked governors to look at all the SDP priorities and commit to covering | Jan 16 | All Govs |
| | areas through visits to school. Governors to note that they must call the | | |
| | school to arrange a mutually convenient time to visit. | | |
| | iv. Internal management control processes monitoring | | |
| | Not covered at this meeting. | | |
| | v. Annual Reports | 20 D | 1.0 |
| | a) Safeguarding –this must be completed online by 31 December 2015 | 20 Dec | L Bozeat |
| | LB is coming in December to work through this with KL. | | K Leggett |
| | b) Looked after Children There are no Looked after children at Milford this year | | |
| | There are no Looked after children at Milford this year. c) Teacher Appraisal | Mar | |
| | c) Teacher Appraisal This will be completed in the Spring term. | FGB | K Loggott |
| 7 | FINANCE AND SCHOOL BUDGET 2015-2016 AND 2016-2017 | מטו | K Leggett |
| • | | | |
| | I. Revised Budget Plan 2015 – 2016 | | |
| | KM highlighted a number of areas: | | |
| | Currently in Mth 7 and looking at taking a healthy carry forward into next | | |
| | year due to reduced costs in supply cover. | | |
| | Supply costs are higher than expected this term. The SLT have, The supply costs are higher than expected this term. The SLT have, The supply costs are higher than expected this term. The SLT have, The supply costs are higher than expected this term. The SLT have, The supply costs are higher than expected this term. The SLT have, The supply costs are higher than expected this term. The SLT have, The supply costs are higher than expected this term. The SLT have, The supply costs are higher than expected this term. The SLT have, The supply costs are higher than expected this term. The SLT have, The supply costs are higher than expected this term. | | |
| | nevertheless, been able to manage costs better this year primarily by | | |
| | more effective use of HLTAs. | | |

| | Togehor costs have lowered in this year | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------|
| | Teacher costs have lowered in this year. | | |
| | NR reminded governors that, although costs are appearing high, over the past years, income has always improved as the financial year has drawn to a close. | | |
| | KM confirmed that most of the planned improvements have been completed: i. Touch screens in all years. | | |
| | ii. Replacement of rotten fencing.iii. Establishment of Nurture Group. | | |
| | II. <u>Draft Budget Plan 2016 - 2017</u> KM reported that NR had already probed the rationale behind the draft budget as presented for governor discussion at this meeting. NR confirmed that the school has prepared a 3Yr plan which includes very prudent scenarios. | | |
| | Governors clearly understood and accepted the operational rationale for the SLT proposals. They were very keen that whatever happened, performance of children should not be affected. | | |
| | Governors agreed after significant, robust discussion the draft budget that should be submitted to SCC. | | |
| | The budget discussion highlighted for governors the importance of reviewing the school's strategic objectives. | | |
| | III. <u>Projects Update</u> New carpets and new blinds are currently on hold. NR and the SLT will review these projects in late January and decide whether or not to go ahead. | | |
| | IV. Schools Financial Value Standards (SFVS)FC will review this with KM. | | |
| | V. Governors considered whether during the year they were likely to place orders which are subject to a tendering process and were aware of the time that would be required to undertake this process. | | |
| 8 | SCHOOL FUND ACCOUNT | Mar | |
| | This will be audited in January 2016 and presented at the Mar FGB. | FGB | K Morris |
| 9 | ADMISSIONS 2016-2017 AND 2017-2018 | | |
| | Governors confirmed that they are not planning to make any changes to the current admissions arrangements. | | |
| | They noted that the local authority is required under the DfE 2014 School Admissions Code to have a Fair Access Protocol in place to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school, and all schools are required to participate in this protocol. | | |
| 10 | and all schools are required to participate in this protocol. POLICIES | | |
| 10 | a. Agree and sign Governors Code of Conduct | | |
| | This was agreed without amendment. RD to bring Code of Conduct to next | Jan FGB | R Dunnage |
| | meeting so that remaining governors can sign. | | |
| | b. Terms of Reference and Governance Regulations | | |
| | This item will be carried forward to Jan FGB. | | |
| | c. Additional policies according to review timetable | | |
| | i. SEND – Not yet available ii. Inclusion | | |
| | iii. Gifted & Talented – No longer required | | |
| | iv. Teacher Pay | | |
| | v. Teacher Appraisal & Capability | | |
| | vi. Health & Safety (unchanged) | | |
| | vii. Best Value | | |

| | viii. | Teaching & Learning (unchanged) | | | | |
|----|-------------------|---------------------------------------------------------------------|--|--|--|--|
| | | Teaching & Learning (unchanged) | | | | |
| | ix. | Fairness & Dignity at work | | | | |
| | х. | Staff Attendance Management (unchanged) | | | | |
| | xi. | Maths | | | | |
| | xii. | Whistleblowing | | | | |
| | xiii. | Equality, Diversity & Community Cohesion | | | | |
| | This ite | m will be carried forward to Jan FGB. | | | | |
| 11 | CONFEDERATI | ON DEVELOPMENT | | | | |
| | The Confedera | tion Closer Collaboration project is looking at how Chairs of | | | | |
| | Governors can | work more closely together. | | | | |
| 13 | CHAIRS' AND | CLERKS' BRIEFINGS | | | | |
| | There was not | ning to report. | | | | |
| 14 | TRAINING UP | ATE | | | | |
| | a. Annua | skills survey | | | | |
| | b. Annua | School Governance Impact Evaluation | | | | |
| | c. Prever | t Strategy | | | | |
| | d. 2015 C | 9 Governor Factsheet | | | | |
| | All training ite | ms are to be carried forward to the Jan FGB. | | | | |
| 15 | PUPIL ACHIEVEMENT | | | | | |
| | a. 2015 r | esults compared to Surrey Averages | | | | |
| | KL con | firmed that results were broadly below Surrey Averages. This and b. | | | | |
| | below | will be covered in more depth at the Jan FGB. | | | | |
| | b. 2015 r | esults compared to National Averages | | | | |
| | See a. | above. | | | | |

16 MINUTES & MATTERS ARISING

Minutes from the September meeting were agreed as an accurate record and signed by the Chairman. All governors are to send an update on their actions below to JM, with a copy RD so that the Actions Table can be updated before the Jan FGB.

| | When | Meeting Actions | Who | Ву | Status |
|----|----------|-------------------------------|--------|----------|-----------------------------------------|
| | raised | | m | | |
| 1. | 27/04/15 | Annual Calendar of School | KL | 9/9/15 | 10/06/15 - KL to send dates to DDS/Luke |
| | | Events for Governors | | | to email DDS dates that Governors are |
| | | | | | able to attend |
| | | | | | 9/9/15 – draft calendar circulated at |
| | | | | | business meeting |
| | | | | | ACTION: amalgamate with Governor |
| | | | | | Meetings |
| | | | | | KM to add gov meeting dates to website |
| | | | | | calendar |
| 2. | 10/06/15 | Template for Governor | LB | 9/9/15 | 10/06/15 - LB to update/Office to give |
| | | Synopsis for Web Page | Office | | Luke dates when Newsletter is going out |
| | | | Govs | | Remaining govs to send in Governor |
| | | | | | profile as soon as possible |
| 3. | 27/04/15 | Source meeting and Events | NR | Ongoing | |
| | | dates of "Friends" | | | |
| 4. | 27/04/15 | Email all training details to | All | On-going | This will be replaced by all govs |
| | | RD | Govs | | completing the on-line GovernorSkills |
| | | | | | Survey |
| 5. | 10/06/15 | Decide the best date to put | JM & | 9/9/15 | |
| | | out an advert for a | KL | | |
| | | replacement for JS | | | |

| | 6. | 10/06/15 | Breakfast Club at Milford | KL | 9/9/15 | | | |
|----|-------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------|-------------------|---------------|-----------|----------|--|
| | 7. | 10/06/15 | Work with local agents to make Milford the school of choice | KL & DH | Ongoing | | | |
| | 8. | 10/06/15 | Make work done with high achievers more transparent to parents/community | KL | | | | |
| | 9. | 10/06/15 | "Grow Your Own" recruitment drive | KL | 9/9/15 | | | |
| | 10. | 10/06/15 | EYFS To produce information on when the impact would be seen for the 10 pupils in writing | KL | 9/9/15 | | | |
| | 11. | | Co-opted Governor vacancies | | Ongoing | | | |
| | 12. | 09/09/15 | Publish parent questionnaire | РВ | | | | |
| | 13. | 9/09/15 | Draft ToR for the FGB to be re-circulated and approved 22/09 | JM | 22/09/15 | | | |
| | 14. Investigate | | | uniform do it. | pes not need | | | |
| 17 | NR to progress this project 17 DATES OF NEXT MEETING AND FUTURE AGENDA ITEMS (statutory) | | | | | | | |
| | а | Wednesda | ext meetings ays, at 6.30pm: | | | | | |
| | Spring Term 2016 FGB Teaching and Learning 13 January FGB Finance and Resources 16 March Summer Term 2016 | | | | | | | |
| | FGB Teaching and Learning 27 April FGB Finance and Resources 15 June (May be subject to change) b. Future Agenda items | | | | | | | |
| | | _ | were identified. | | | | | |
| 18 | | IRM PART | | | | | | |
| 19 | | | | | | | All Govs | |
| | • | meeting. | d that we may need to review | r the da | ate of the Fi | nance FGB | | |

Chairman's signature: Jackie Morris Date: 13.01.16