



Full Governing Body Meeting

Part 1 MINUTES

Wednesday 04 December 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 and are posted on the school website.

Attendees: Mel Isherwood (Co-Chairman), Andrew Stear (Headteacher), Fiona Campbell, Melissa Wells, Emma Hardy (Co-Chairman), Dan Keat, Gregory Clements (new Parent Governor)

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

Meeting is quorate 7/9

	TOPIC	ACTION Who & when
1.	APOLOGIES: Luke Bozeat, Justin Shreeve WELCOME: Gregory Clements, new Parent Governor	
2.	DECLARATION OF INTEREST (<i>conflict and pecuniary</i>) A: Remaining governors to send their completed RoI annual update to RD for this Friday. Carry forward. Governors declared no interests in specific agenda items at this meeting.	
3.	FINANCE a. Financial Monitoring Report (FMR) Governors briefly reviewed the school's current financial position which has fed into the draft budget plan. b. Revised Budget Plan 2019-2020 There were no revisions to the current approved budget plan 2019-2020. c. Draft Budget Plan 2020-2021 Governors confirmed that the draft budget was agreed via email as the postponement of our November FGB meeting took us beyond the 30 November submission date. The discussion and highlights from supporting documentation is for information. The School Business Manager (SBM) confirmed that the Local Authority (LA) has only requested a 2 year budget this year and that Revenue Funding has been verified using the Verification and Forecasting Tool which is published by the Schools Funding Team <i>Assumptions</i> <ul style="list-style-type: none"> • 5 Education Health and Care Plans – the same as this year • 2.75% pay increase plus performance-related pay elements for teachers, 2% for support staff • Continuation of Sports Grant funding (£16k) • Reduction in Pupil Premium eligible children from 9 to 5, reducing income significantly. <i>Costs</i> <ul style="list-style-type: none"> • Salaries are our biggest cost. The school's current staffing profile has a majority of very experienced staff who are necessarily more expensive than one which incorporates higher levels of newly qualified teachers. We are using our reserves each year to fund the in-year deficit this creates. We are likely to have nil reserves in 2-3 years. • We have been able to trim costs in IT and software e.g. terminating the JSPC contract and recruiting an IT specialist on a 4 hour a week contract who has already been able to find a number of cost-savings in areas of licensing. • We have cut costs in school support by: 	

	<ul style="list-style-type: none"> - halving HT performance management support costs now we can contact Michael Youlton directly instead of through Babcock4S - receiving a School Improvement Partner adviser from the Schools Alliance for Excellence (SAfE) which takes a89pence per child from us - receiving an annual data <i>Healthcheck</i> provided by the Godalming Learning Partnership (GLP) external adviser, who is doing each school - receiving Improvement through Peer Review support from the GLP. <p><i>Unknowns</i></p> <ul style="list-style-type: none"> • There are many unknowns regarding funding next year as we are in this election period. Promises of additional funding per child might well be covered by the removal of grants elsewhere such that the school's overall position remains largely unchanged. • The Local Authority (LA) is suggesting it will be introducing performance related pay for support staff, potentially leading to additional costs <p>FC: How will we balance our in-year position? AS and the SBM have been looking at different scenarios and will provide additional detail at the February FGB meeting.</p> <p>FC: Did our catering costs go up? AS reported that we need to be careful that retain at least the 8p per meal on the catering when contract comes up for renewal and it may be that we</p> <p>FC: Is the sports premium going to be maintained? It is not at all clear yet.</p> <p>GC: What are the zero allocations in other grants? Are we confident that we can't access anything else? We have put in for bids but have not had much success at winning any awards. Our Friends have been able to access funding.</p> <p>FC noted that our Pupil Premium grant has reduced; the SBM reported that we have checked very carefully and numbers of qualifying children have reduced.</p> <p><i>Other</i></p> <p>Governors thanked the Friends for their generous donations to the school. AS explained that we do have a number of premises projects that we would like Friends support for but we would also like to use some additional monies to strengthen our phonics. The new Ofsted framework emphasises the quality of phonics materials as well as excellent phonics teaching and we judge that this will help drive up standards in reading. AS reported that we received a very generous anonymous donation to help pay for the toilet refurbishment project. A talented grandparent is painting a mural for us in the hall saving us requesting funds from the Friends for this project and freeing up their fundraising for other projects.</p> <p>Governors would like the SBM to investigate if we are able to set up a fund for donations to the school that can receive gift aid.</p> <p>d. Schools Financial Value Standard (SFVS) Governors agreed that finance governors FC and DK will review the SFVS and draw up an action plan to address any identified financial risks and issues, meeting initially in the second week in January 2020. This will allow time to complete actions before the submission of SFVS to the Local Authority (LA) by Mon 16 March 2020. The Clerk attended recent training on the new style SFVS. She will send the document and her training notes to DK, FC and the SBM. FC to notify all governors of their meeting date with the SBM in case any wish to also attend.</p>	<p>L Breen 04 Feb 2020</p> <p>R Dunnage 15 Dec F Campbell 15 Dec</p>
4.	<p>SCHOOL FUND ACCOUNT (statutory) The School Fund audit has not yet been completed. For the benefit of the new governor, AS explained that monies raised from ad hoc activities such as Christmas photos is saved in this account. MW confirmed that AS has been able to bring quite a degree of additional funding into the school through his Christmas photo initiative.</p> <p><i>Lorraine Breen left the meeting.</i></p>	

5.	<p>HEADTEACHER REPORT</p> <p>Governors reviewed the previously circulated Headteacher report. AS explained that anything highlighted in yellow is what has changed since his report to the October FGB. Since writing this report we have had one child leave the school and a different child join, so the overall numbers on roll have remained the same.</p> <p><i>Behaviour</i></p> <p>The behaviour difficulties we were experiencing at the last meeting have reduced significantly. We now have Nurture Group access, intensive therapy work and other help from the Local Authority. Some of our new Teaching Assistant (TA) recruits have been amazing at working with the special needs children. We have managed to recruit another TA today which means that we only have one vacancy now. Our supply costs should now reduce significantly. AS is mindful that we are not perfect and is happy to explain to concerned parents how the school manages keeping challenging children in school as much as possible; he finds that parents are generally very understanding.</p> <p><i>Analyse School Performance (ASP) and Information Data Summary Report (IDSR)</i></p> <p>Both of these documents reflect the information governors received in the summer term, but do now show us the definite national picture. Unfortunately this year the ASP has produced a set of data that is not very helpful e.g. comparing costs of an infant with an all through primary.</p> <p>We have had a slight dip in our reading at greater depth, which is now slightly below national averages. It is not clear why. However, this data still confirms that we have gone from a school three years ago that was below national, and significantly below the Surrey, averages with a number of areas for development to a school at or above national and Surrey averages with no areas for development. The reading issue is one of the reasons that we will be focussing on phonics learning; reading is a crucial skill which help learning across the curriculum.</p> <p>Other news</p> <ul style="list-style-type: none"> • We have 26 first choices for entry to Reception 2020 already (the closing date is 15 Jan). • AS has been selected to be part of this year's Inclusion Committee, which makes decisions on the awarding of EHCPs. He has attended the previous iteration of this committee over the past year and found it very useful for understanding what the committee is likely to approve. • We have been awarded our second gold Sports Mark award. • We have received bronze award accreditation for our travel plan • AS is considering whether or not to introduce a school dog, something which governors broadly supported but would like additional information on. • We have started training for co-coaching and have modified the approach we are taking to focus on learning the skills at this early stage before moving on to specific school improvement areas. • It has been fantastic to see the impact of the Talk for Writing Inset training already – it is in its early stages but will be the Godalming Learning Partnership project for 2 years giving us incredibly cost effective access to amazing training. • We have been developing our diversity curriculum with a Divali dance day and writing our own Christmas play looking at Christmas from around the world, focusing on countries from which some of our children have originated. <p>MI reflected the governors' pleasure that the school is able to end the term on a positive note. AS acknowledged that the behaviour issue has had a real impact on the whole staff team. He is aware that the delay in recruiting replacement TAs has not helped but he was determined to employ high quality staff. AS is saving staffing costs by covering PPA sessions and many playtimes; he also facilitates mentor meetings for the School Direct trainee. AS judges this to have been a period of surviving rather than thriving but he is now confident that we are getting back to a position of being able to thrive.</p>	
6.	<p>SAFEGUARDING UPDATE</p> <p>A: 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.</p> <p>The Clerk will drop the form at the school in the coming week so that governors can sign it whenever they are next in school.</p>	
7.	<p>CONSTITUTION OF THE GOVERNING BODY (Statutory)</p> <p>Governors confirm all appointments/elections will be informed by the skills required to ensure effective governance of the school.</p>	

	<p>A: <i>Governors agreed they should promote the Foundation and Co-opted governor vacancies in the local area.</i></p> <p>a. One governor has been appointed since the last meeting.</p> <ul style="list-style-type: none"> i. <i>Parent Governor</i> Gregory Clements has been appointed as Parent Governor for a four year term running from 01.11.19-31.10.23. He is appointed as the only nominee in the recent Parent Governor election. GC has a wide range of management skills at strategic level within Sport England. For more information, see Appendix 1. ii. <i>Staff Governor</i> Helen Szczepanski will be 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>b. Governor resignations</p> <ul style="list-style-type: none"> i. <i>Foundation Governor, Jackie Morris</i> Jackie Morris has resigned her position as Foundation Governor with effect from today's meeting 20.11.19. <p>c. The following governors' terms of office are due to expire within the next year:</p> <ul style="list-style-type: none"> i. <i>Staff Governor, Mrs Melissa Wells, 01.02.20</i> As this is MW's final FGB meeting, (her term ends at the beginning of Feb 2020, before our next FGB meeting), governors thanked her for the commitment she has made to the work of the GB, in particular in the areas of health & safety and communication. ii. <i>Co-opted Governor, Mel Isherwood, 15.09.20</i> iii. <i>Foundation Governor, Luke Bozeat</i> 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>d. Vacancies Governors confirmed that they are still seeking suitable nominees who have finance or premises skills/experience and/or are prepared to take on a leadership role.</p> <ul style="list-style-type: none"> i. <i>1x Co-opted Governor</i> ii. <i>2x Foundation Governor</i> See bi and c.iii. above. <p>Governors considered one possible candidate for the above roles: a parent who had been inspired by the recent parent governor election but been unable to submit an application at that time. Governors judged her skills and experience to be a useful addition to our Governing Body and agreed they would like to appoint her to the role of Foundation Governor for a 4 year term of office to start on 01 January 2020.</p> <p>Governors will also approach King Edward's school, Milford grandparents and Squires. We may need to review who has responsibility for what at our next meeting.</p>	
8.	<p>ADMISSIONS 2021</p> <p>A: <i>RD will send all governors the consultation procedure.</i></p> <p>Completed.</p> <p>A: <i>JM will lead on the consultation and changes and will keep Co-Chairmen involved.</i></p> <p>The Clerk informed governors that she will complete the admissions consultation paperwork now that Jackie Morris has resigned. She reminded governors that in order to meet the required deadlines, we must send out our consultation by mid December at the latest.</p> <p>a. Governors' changes to admissions criteria</p> <p>Governors agreed they wish to make the following changes to the admissions criteria for 2021:</p> <ol style="list-style-type: none"> 1. Looked after and previously looked after children (see Note 1) 2. Exceptional social/medical need (see Note 2) 3. ADD IN CHILDREN OF STAFF using LAs wording. 4. Children who will have at least one sibling on roll at Milford School at the time of admission (See Notes 3 & 4) 5. ADD IN CHILDREN who have at least one sibling on roll at Milford School AT THE TIME OF 	

	<p>APPLICATION (See Note 3)</p> <ol style="list-style-type: none"> 6. Children for whom the school is the nearest to their home address (see Notes 4 & 5) 7. Any other children (see Note 5) <p>Governors agreed to add Withdrawal of offer to notes as below:</p> <p>Withdrawal of an Offer</p> <p>The Governing Body reserves the right to withdraw the offer of a place where the parent has not responded within a reasonable period, or it is established that the offer was obtained through a fraudulent or intentionally misleading application, which effectively denied a place to another child. Where an offer is withdrawn on these grounds, the application will be considered afresh, and a right of appeal offered.</p> <p>For full detail, including the notes, see Appendix 2</p> <p>b. Changes proposed by the Local Authority</p> <p>Governors noted the changes proposed by the Local Authority:</p> <ol style="list-style-type: none"> 1. Additional criteria for all community and voluntary controlled schools - priority for children of staff where the member of staff has been employed at the school for two or more years and/or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage 2. Modification to definition of Looked after and previously looked after children 3. Use of a relative's address amended wording on home address to provide for the circumstances whereby a relative's address might be used. 4. Multiple births amendment to admission arrangements to any child from a multiple birth will be offered a place if one child has already been offered a place and the subsequent child(ren) are ranked consecutively (relevant where children might be ranked in different categories). Governors did not wish to make this change because they were not sure that they wouldn't have to employ an additional teacher the moment the class size goes over 30. The Clerk did not think this was the case and will investigate further. 5. Home to school distance – governors checked that the school stipulates the measuring point(s) within the school which will be used and has made sure that these are consistent with the coordinates provided by the school to the Admissions team during the summer term. Governors noted that when referring to the child's home the LA recommend use of 'home' or 'address' rather than 'house'. <p>Clerk will ensure the admissions consultation is sent out to all relevant parties so that it meets the 6 week requirements.</p>	
9.	<p>GOVERNOR MONITORING (statutory)</p> <p>a. Governor Monitoring development</p> <p>A: <i>MW to ascertain from staff how they think it would be best to hold such a termly group monitoring session when all governors come in to the school to monitor together and also have lunch/coffee with staff.</i></p> <p>Staff have reported that they are very keen to have governors to pop in and spend some time in classes so that staff get to know them. They do not feel that governors need always be conducting a formal monitoring visit. They would be happy with it being all on one day.</p> <p>MW will identify two dates to offer all governors.</p> <p>b. British Values (DK)</p> <p>See Appendix 2.</p> <p>c. Finance (DK)</p> <p>A: <i>MW will send DK and FC the Sports Premium information.</i></p> <p>This information is on the website.</p> <p>d. Assemblies (JS)</p> <p>Carry forward.</p>	<p>R Dunnage 15 December</p> <p>M Wells 15 Jan 2020</p>
10.	<p>POLICIES</p> <p>a. Policies considered and ratified since October FGB</p> <p>Governors confirmed the following policies have been ratified via email since the last meeting.</p>	

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Meeting closed 10.10pm

ACTIONS

	ACTION	Who & when
1.	Governors agreed they should promote the Foundation and Co-opted governor vacancies in the local area. See agenda item 7. above	??? How/who
2.	AS will send governors a blank version of the staff exit questionnaire and ask leaving staff if they	A Stear

	are happy for governors to contact them. One has been completed but has asked that it not be shared with governors.	25 Nov
3.	Governors asked that the HT add all staff CPD to his regular HT report so they can have a better idea of the training and development that all staff are undertaking. This information will be included in the February report.	A Stear On-going
4.	AS will include the online safety tip from the NSPCC whereby any O2 store will help parents set up parental controls on any device in newsletters home. Completed.	A Stear On-going
5.	AS to ask Jon O'Connor from CSNet to 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.) No response has been received from Jon O'Connor. AS will go back again.	A Stear 20 July
6.	Remaining governors to send their completed Rol annual update to RD for this Friday. Carry forward.	All Govs 11 Oct
7.	All governors to send short summaries of their focus this term to Mel Wells for the Governors' newsletter. She would also like to do biog on new Chairmen! Completed. It was great.	All Govs 18 July
8.	DK to send British Values monitoring report will go to all governors Completed	D Keat 25 Oct
9.	FC to email RD all her questions regarding employer's insurance so she can find out the answers. FC to now send to AS.	F Campbell 03 June
10.	JS agreed to take on developing a staff questionnaire with the Inclusion Manager, particularly focusing on well-being. Carry forward.	J Shreeve 01 July
11.	The SBM will check the permitted usage of sports premium funding because we believe that spending on capital projects is no longer allowed. Confirmed as not allowed.	L Breen 03 June
12.	RD to prepare the letter for Parent and Staff Governor elections for Friday 11 Oct. Completed.	R Dunnage 11 Oct
13.	RD will send all governors the admissions consultation procedure. Completed.	R Dunnage 25 Nov
14.	RD will investigate the cost of online training for governors. RD to set-up with the School Business Manager.	R Dunnage 30 July
15.	RD to check if JF has sent copy of her SEND presentation for storage on Dropbox. AS will put it on Governors OneDrive.	R Dunnage 24 May
16.	RD will ask SBM to ask the Friends leader to confirm how they are ensuring GDPR compliance. Completed. They are using ClassList.	R Dunnage 24 May

Chairman's signature: *Mel Isherwood*

Date: 04.02.2020

Appendix 1

Parent Governor Appointment – Gregory Clements

The points below provide a high-level summary of my motivations and suitability for the role:

- My son is a pupil at Milford School. My wife and I couldn't be happier with how he is developing.
- We recently moved to Milford and I want to give something back to the school and community that is such an influential part of our lives.
- My skills and experience can help the school continue to be a success. This role can also help me develop my skills in a board-level environment.
- Professionally I work for Sport England – a national agency helping people of all ages, backgrounds and abilities to benefit from sport.
- I have over 10 years' experience leading, managing and developing people.
- Working across government I create strategies to invest £200m+ of public money to deliver outcomes. I can help the school manage budgets and decide how money is spent to get the best return.
- I regularly look at data and evidence, ask challenging questions and review evaluation reports to monitor and where necessary improve return on investment.

I am an experienced leaders and relationship manager and will help engage pupils, staff and parents to ensure we exceed expectations.

Name: Dan Keat
Date: 01/10/19
Purpose of visit: British Values – monitoring how the values are evident throughout the school
Attendees: Dan Keat / Andrew Stear
<p>The school aims to ensure the British Values are evident in everything they do, but there are a few specific examples to call out.</p> <p>Recently Year R were voting on which their next book to study should be (Democracy).</p> <p>Mutual Respect and Tolerance of Those with Different Faiths and Beliefs – with “Respect” being one of the school values, there is a specific focus on this, as there is with all the values, during one term every year. But more than that, it is fair to say that the value of “Respect” is central to much of the day to day work that the school does. There are also Value Leaves in classrooms related to “Respect” and Star Of The Week awards are often linked to “Respect” and then referenced in the school newsletter.</p> <p>The main religious festivals are planned into the school calendar and celebrated with various events (e.g. Creative Day for Diwali and another planned for Chinese New Year). A Dance & Music session was also planned in where children were to be taught about various dances and music of different cultures.</p> <p>Abiding by the school rules is an obvious demonstration of The Rule of Law, but moreover this is shown through visits to the school by the local Police Liaison Officer and Police Dogs as well as periodic reminders via email or newsletter about the importance of parents adhering to Surrey’s Park SMART initiative. Pupils are also taught about Road Safety.</p> <p>Respect for Self and Others: Individual Liberty – Behaviour policy rewards exist (rainbow/pot of gold, stickers, certificates). A Restorative Approach has also been introduced to assist with behaviour so that children are able to accept responsibility for their actions and understand consequences.</p> <p>PANTS workshop groups to develop self-esteem, self respect and understanding of others.</p> <p>Mrs Wells is using school funding to work on the Playground Pals initiative, linked to Sport.</p> <p>Support for charities – local, national and international. Children learn and appreciate that they may be more fortunate than others and can contribute to the fund raising efforts.</p> <p>Mr Stear acknowledged that it can sometimes be more difficult to celebrate different faiths/cultures/ foods in a predominantly white, English school and having done an audit identified that there is potential to improve. He is looking at ideas to develop this such as including parents or family members of different backgrounds to share and celebrate different cultures/faiths.</p> <p>The British Values Impact Statement shows that British Values are indeed evidenced throughout the school.</p>
Any key issues arising for the governing body n/a
Action following governing body meeting A follow-up visit in twelve months to monitor that British Values are at least as strongly evidenced throughout the school.