Godalming GU8 5JA

Grow, Learn, Believe, Achieve



Full Governing Body Meeting

MINUTES

Wednesday 22 November 2017, 7.15pm

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), Andrew Stear (Headteacher), Fiona Campbell, Maureen Holland, Melissa Wells, Luke Bozeat, Mel Isherwood

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

Meeting is quorate 7/9

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Govern 3 FINAN Govern a. Fi Gu b. Ro An • • • • • • • • • • • • •	OLOGIES FOR ABSENCE (statutory) nma Hardy, Linda Chung		
Goveri a. Fi Gu b. Ra An • • • • • • • • • • • • • • • • • •	CLARATION OF INTEREST <i>(statutory)</i> vernors declare no interest in specific agenda items at this meeting.		
C. DI	Governors thanked KM for her excellent, comprehensive report.		
•	 Re-forecast Budget Plan 2017-2018 Areas highlighted: Sports Premium revenue and spending has doubled. Additional needs children have joined the school and have required use of the contingency funding. There has also been a doubling of income from lettings. Pupil Premium children are being funded for their swimming and one club a term. 		
•	 Draft Budget Plan 2018-2019 KM highlighted: The soft national funding formula figures are still not clear because Surrey is still consulting. All versions of funding that KM has considered are still higher than the non-national funding formula option. The change in catering service provider will lead to a lower cost. Governors are invited to attend the taster evening next Wednesday. KM pointed out that the staffing structure has a very high proportion of teachers at the top or near the top of their pay scales. The staff pay bill is still only 77% to the total costs which is below the Surrey average of 80%. LB questioned whether there are enough hours in each role to fulfil the work effectively. LB raised as an example a number of premises issues that were highlighted in the H&S tour and have not yet been completed. KM understood the concern; unfortunately she has been unsuccessful in increasing caretaking hours. Governors expressed their support for a re-evaluation of support staff work to ensure that they do have sufficient hours to take the administrative tasks away from teaching staff or senior leaders. KM registered her appreciation of governor focus on premises as this is a huge part of her role and additional help will make a difference. A large allocation of funding has been made to premises, particularly the toilets. Governors asked that the school investigate how they can upgrade the toilets for both boys and girls at the same time. KM will be re-examining all the buy backs and services to ensure we are 	15 Dec	K Morris A Stear

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	 still be looking at other companies. KM will also be re-evaluating the IT provider to ensure we are getting the best deal. The school has a clear breakdown of the costs but requires a clearer picture of when higher cost items such as the server might need replacing. KM understood that cloud servers are becoming more possible but it is not clear how this might be used by schools. Following the pay committee, KM will need to make a small adjustment to the budget as costs will increase slightly. 			
	 3-yr plan KM warned governors that the 3-yr plan is very hypothetical. It assumes the same staffing structure. Following governor questioning KM explained that funding drops dramatically as Education Health Care Plan (ECHP) children leave the school. The Learning Support Assistant (LSA) numbers have not been correspondingly dropped however, so reductions there would mitigate the impact of this loss of funding. Governors asked that the Senior Leadership Team (SLT) look at what impact the LSA structure is having on pupil outcomes. MI will also review the impact of LSA intervention during her monitoring meetings with the Inclusion Manager. Governors agreed the budget should be submitted to Surrey County Council (SCC), 	15 Jan On-going	SLT M Isherwood	
	 Governors agreed the budget should be submitted to Surrey County Council (SCC), accepting the adjustment required by the pay committee. d. Proposal for new office space and Tenders Whilst KM realises that the school does not require governor approval for spend under £5k, she wishes governors to approve this project as it is not money which has a direct impact on the children's outcomes. AS explained that it will in fact improve children's well-being in school in that they will have a sick bay area in the privacy of the office rather than sitting in the public reception area. Governors unanimously agreed the new office space. They see it as an effective use of school funds since it will undoubtedly allow the School Business Manager to work more efficiently as well as offering additional space to teachers for their meetings and planning time.			
	e. Facilities and Marketing Strategic Plan Governors thanked KM for this useful and very good document.			
	 f. Schools Financial Value Standards (SFVS) FC and KM will work on the SFVS review and ensure that it is ready for submission in March 18. 			
	g. Fair Funding Consultation Governors responded to the Fair Funding consultation.	Mar 18	F Campbell K Morris	
	Note: The School Fund Audit has not yet been audited			
3	CURRICULUM DEVELOPMENT This will be carried forward as the teacher is no longer able to attend tonight.			
4	CHAIR'S REPORT & ACTIONS (statutory) There was nothing to report.			
5	 HEADTEACHER REPORT (statutory) Governors were given one correction to the number of days MW is working (3.0 rather than 3.5) a. Analyse School Performance (ASP) data (provisional) The data did not track progress of children from the end of Reception to the end of KS1. The School Improvement Partner (SIP) and AS analysed the ASP data and highlighted areas for investigation. Governors will need to monitor the Special Educational Needs & Disabilities (SEND) children in particular. LB asked whether the numbers of SEND and English as Additional Language (EAL) are high compared to Surrey and AS explained that they are not. However, there are 4 EHCPs in one year. The school will also be looking at the gender gap in both writing and maths. Work started last year and AS was pleased to note that the Early Years 			

	Foundations Stage profile assessment shows that the gap was the lowest it has been for a number of years. The school is continuing this work through the upper years.		
	AS took governors through the new Inspection Dashboard Summary Report (IDSR). He was pleased to see that the children who were below expected at the end of Reception were achieving national standards in higher numbers than nationally. This was also the case for children who were above expected at the end of Reception. The disadvantaged children did not convert as well as others, but there is some discrepancy about the children who are included in this data.		
	The school development plan covers areas highlighted by this data plus the combined results of children achieving expected in reading, writing and maths. Governors have also asked that the children who need to be working at greater depth are also a priority. These priorities are reflected in pupil progress meeting and teacher performance management targets.		
	Moderation takes place with other schools in the Confederation and AS anticipates that we will be moderated by Surrey County Council (SCC) this year.		
	FC asked if any governors have analysed the process of assessment and can verify that it is effective. JM confirmed that this is checked through monitoring, particularly of curriculum areas. She asked about where we should be compared to Surrey averages. AS explained that whilst we are apparently an affluent areas, the school caters for a very diverse range of incomes and family circumstances. He explained that the current Yr2 cohort has had high mobility.		
	b. Early Years Foundation Stage (EYFS) data This was not covered as a separate item.		
	Milford Headteacher and Chairman are meeting with the other schools who are going to be founder members and the Cooperative Schools Network (CSNET) on 05 Dec. The school has paid the £300 membership to the CSNET as required to move to the next step of the process.		
7	GOVERNOR MONITORING (statutory)		
	a. Annual Reports Governors to confirm who will be responsible for completing:		
	i. Safeguarding – this is kept up-to-date and so will be completed online by LB		
	and the Inclusion Manager by the later deadline of Feb 2018.	Feb 18	L Bozeat
	 Looked after Children – There are currently 2 children falling into this category. LB will a report on their progress in the spring term. 	Mar 18	L Bozeat
	iii. Performance Management – RD will send AS and KM the sample	30 Nov	R Dunnage
	performance management report. b. Monitoring	50 1101	n Duniage
	i. Specific Governor Responsibilities		
	Safeguarding: LB will circulate notes. The Inclusion Manager will refresh		
	safeguarding training at an FGB meeting in the spring. Governors have been asked to sign that they have re-read the Keeping Children Safe in Education		
	document (KCSiE) again. LB will prepare a sign sheet which will be stored	20 Dee	L Desset
	in the Single Central Record file in the school office.	20 Dec	L Bozeat
	All governors must ensure they come in to school to sign the document as soon as possible in the new year.	15 Jan	All Govs
	Curriculum: MC met with the curriculum leader to monitor the creative		
	curriculum and science. The science planning looks very effective and uses a		
	cross-curricular approach. MC has sent out the curriculum question prompts to all governors. Her recent training was very helpful.		
1	Performance management: JM has been involved in the HT performance		
1	review.		
	SEND: MI will be in to monitor SEND in the new year. H&S: The H&S tour will be completed by the end of term. LB has recently	Feb 2018 20 Dec	M Isherwood M Wells
	attended useful H&S training.		L Bozeat
	Sports Premium: FC will meet with MW to review sports premium.	20 Dec	F Campbell
1	ii. School Development Plan (SDP)		1

		The updates are nearly completed.		
8		OCUMENT REVIEW		
5	Policies and Documents in blue text are statutory requirements			
	a. POLICIES			
	i.	Parental Complaints		
		This has had to be changed back to its first version. Governors agreed the		
		change.		
	ii.	E-Safety		
		Agreed.		
	iii.	Milford staff ICT loan scheme		
		Agreed.		
		Pay - JM		
		Performance Management - called Appriasal	15 100	
	VI.	Governor Visits – MC will review this policy.	15 Jan	M Campbell
	b. DOCU	MENTS		
	i.	British Values Statement		
		Governors liked this document and approved it.		
	ii.	Safeguarding statement		
		Already reviewed and approved.		
	.	Single Central Record		
		This has been checked by LB and the only outstanding issue is that the contractors should provide evidence of DBS checks.		
	iv	EYFS profile assessment		
	IV.	AS confirmed that the EYFS results are on the school website under School		
		Info, Assessments.		
	۷.	Equality Objectives Progress Statement		
		The Equality Objectives Progress Statement is on the website and is updated		
		annually in the policies section.		
	vi.	Pupil Premium statement		
		The statement is on the website. The use of funding is clear and the impact		
		will be added shortly.		
	vii	Sports Premium statement	20 Dec	F Campbell
		FC will work with MW to establish baselines to enable impact to be shown.		
		uarding & Child Protection policy and British Values Statement are reviewed		
	and agreed	in the summer term.		
9	GOVERNOR	TRAINING & DEVELOPMENT		
	Governors l	nave reported back on the training & development activities they have		
	undertaken this term (see above items) and highlighted how they will help Milford			
	governors i	nprove their effectiveness.		
10	MINUTES &	MATTERS ARISING (statutory)		
		agreed the minutes of the September meeting subject to amendments which		
	were made and initialled by the Chairman.			
	Governors updated the FGB on their Actions (see table below) and matters arising from			
	the last me	eting.		
11	DATES OF N	IEXT MEETING AND FUTURE AGENDA ITEMS (statutory)		
	a. Dates of next meetings			
	Date	FGB FOCUS		
	10 Jan	Internal progress data for Autumn term; SFVS		
	28 Mar	HT report; Spring term data; Budget approval		
	18 Apr	SEND; Safeguarding; British Values		
	11 Jul	HT report ; End of Year internal data		
	b. Future	e Agenda items		
12	CONFIRMAT			
12		ART 2 BUSINESS (statutory) Iid not identify any items to be recorded as Part 2 business.		
	Governors	and not identify any items to be recorded as Part 2 business.		

ACTIONS RAISED ACTION When Whom Governors will review their Register of Interests and email RD with the update. All Govs 1. Sept 17 29 Sept Not yet completed. 2. Sept 17 RD will send out job descriptions that can be adapted to suit Milford. 29 Sept R Dunnage RD will email job descriptions as well. 3. Sept 17 RD will submit a request to the Local Authority Governor Recruitment Panel for 23 Sept **R** Dunnage a recommendation, based on the identified skills and experience required. Completed. Sept 17 RD will ensure that the school manages the parent governor election process 4. 01 Nov **R** Dunnage as required. JM will prepare the advert, emphasising the skills required and the time commitment involved. All governors undertook to learn about and monitor their responsibility area Sept 17 On-going All govs 5. between meetings, reporting back to the Governing Body. This is well underway. 6. Sept 17 JM will identify how MH can gain experience of her Chair role, starting with On-going J Morris attending the regular meetings with the Headteacher. M Holland RD will ensure the emergency contact information is provided to the school. 7. Sept 17 29 Sept **R** Dunnage Completed. 8. Sept 17 Governors will verify their contact details are correct. 29 Sept All govs Not yet completed. RD to ensure the correct information is sent to the school to be uploaded to 9. Sept 17 06 Oct **R** Dunnage GIAS. Not yet completed. 10. Sept 17 KM to present her marketing plan to governors at the next meeting Oct FGB **R** Dunnage Completed. EH will conduct the Website Audit in mid-October once RD has had an Sept 17 15 October E Hardy 11. opportunity to update all the governor information. Not yet completed. AS will check that the Pupil Premium information is up-to-date. A Stear 12. Sept 17 30 Sept Completed. 13. Sept 17 RD will send her briefing out with the minutes. 30 Sept R Dunnage Completed. 14. Sept 17 KM and AS will meet to put together the schedule and send to RD on Monday 25 Sept A Stear 25 Sept to check her availability. **K** Morris Completed. 15. Sept 17 AS to ensure that Mrs Szczepanski attends the next meeting to cover Oct FGB A Stear curriculum development at Milford. Carry forward. 16. Jul 17 SBM will pursue concerns with cleaning contractors and report back at the Autumn 17 **K Morris** Autumn meeting. Completed. May 17 JM will conduct her next monitoring visit with AM to look at maths. Nov 17 J Morris 17. To clarify 18. May 17 LC will now sign the KCSIE form that is with the SENCo. 04 Sept L Chung Not yet completed. LC will pursue the governors' request that the FRIENDS become part of the 19. May 17 Nov 17 L Chung national parent and teacher association to ensure the reputational security of the school. Carry forward. 20. May 17 AS will conduct RAISEonline training at the Sept 17 meeting. Sept 17 A Stear Completed.

21.	Jan 17	LB encouraged governors to email feedback from training, school visits etc as soon as possible to establish effective dialogue and action between meetings. Completed .	Ongoing	All Govs
22.	Jan 17	LB will ensure photos of new governors are on the entrance notice board. All to re-send.	Ongoing	L Bozeat
23.	May 17	EH will look at how governors can raise their profile amongst parents and the community. Carry forward.	Ongoing	E Hardy

Chairman's signature:

Date: