



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

	TOPIC	When	Who
1	APOLOGIES FOR ABSENCE (<i>statutory</i>) Emma Hardy, Linda Chung		
2	DECLARATION OF INTEREST (<i>statutory</i>) Governors declare no interest in specific agenda items at this meeting.		
3	<p>FINANCE AND SCHOOL BUDGET 2016-2017 AND 2017-2018 Governors thanked KM for her excellent, comprehensive report.</p> <p>a. Financial Monitoring Reports (FMR) Governors reviewed the October FMR. There was nothing in particular to highlight.</p> <p>b. Re-forecast Budget Plan 2017-2018 Areas highlighted:</p> <ul style="list-style-type: none"> 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. <p>c. Draft Budget Plan 2018-2019 KM highlighted:</p> <ul style="list-style-type: none"> 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 receiving value for money. The standard of cleaning within the school has improved somewhat but KM will 	15 Dec	K Morris A Stear

	<p>still be looking at other companies.</p> <ul style="list-style-type: none"> • 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. <p>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 (EHP) 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.</p> <p>Governors agreed the budget should be submitted to Surrey County Council (SCC), accepting the adjustment required by the pay committee.</p> <p>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.</p> <p>e. Facilities and Marketing Strategic Plan Governors thanked KM for this useful and very good document.</p> <p>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.</p> <p>g. Fair Funding Consultation Governors responded to the Fair Funding consultation.</p> <p>Note: The School Fund Audit has not yet been audited</p>	<p>15 Jan</p> <p>On-going</p> <p>Mar 18</p>	<p>SLT</p> <p>M Isherwood</p> <p>F Campbell K Morris</p>
3	<p>CURRICULUM DEVELOPMENT This will be carried forward as the teacher is no longer able to attend tonight.</p>		
4	<p>CHAIR’S REPORT & ACTIONS (<i>statutory</i>) There was nothing to report.</p>		
5	<p>HEADTEACHER REPORT (<i>statutory</i>) Governors were given one correction to the number of days MW is working (3.0 rather than 3.5)</p> <p>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.</p> <ul style="list-style-type: none"> • 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 		

	The updates are nearly completed.												
8	<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>Parental Complaints</i> This has had to be changed back to its first version. Governors agreed the change. ii. <i>E-Safety</i> Agreed. iii. <i>Milford staff ICT loan scheme</i> Agreed. iv. <i>Pay - JM</i> v. <i>Performance Management - called Appraisal</i> vi. <i>Governor Visits – MC will review this policy.</i> <p>b. DOCUMENTS</p> <ul style="list-style-type: none"> i. <i>British Values Statement</i> Governors liked this document and approved it. ii. <i>Safeguarding statement</i> Already reviewed and approved. iii. <i>Single Central Record</i> This has been checked by LB and the only outstanding issue is that the contractors should provide evidence of DBS checks. iv. <i>EYFS profile assessment</i> AS confirmed that the EYFS results are on the school website under School Info, Assessments. v. <i>Equality Objectives Progress Statement</i> The Equality Objectives Progress Statement is on the website and is updated annually in the policies section. vi. <i>Pupil Premium statement</i> The statement is on the website. The use of funding is clear and the impact will be added shortly. vii. <i>Sports Premium statement</i> FC will work with MW to establish baselines to enable impact to be shown. <p>Note: <i>Safeguarding & Child Protection policy and British Values Statement are reviewed and agreed in the summer term.</i></p>	15 Jan	M Campbell										
9	<p>GOVERNOR TRAINING & DEVELOPMENT Governors have reported back on the training & development activities they have undertaken this term (see above items) and highlighted how they will help Milford governors improve their effectiveness.</p>												
10	<p>MINUTES & MATTERS ARISING (statutory) Governors 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 meeting.</p>												
11	<p>DATES OF NEXT MEETING AND FUTURE AGENDA ITEMS (statutory)</p> <p>a. Dates of next meetings</p> <table border="1"> <thead> <tr> <th>Date</th> <th>FGB FOCUS</th> </tr> </thead> <tbody> <tr> <td>10 Jan</td> <td>Internal progress data for Autumn term; SFVS</td> </tr> <tr> <td>28 Mar</td> <td>HT report; Spring term data; Budget approval</td> </tr> <tr> <td>18 Apr</td> <td>SEND; Safeguarding; British Values</td> </tr> <tr> <td>11 Jul</td> <td>HT report ; End of Year internal data</td> </tr> </tbody> </table> <p>b. Future Agenda items</p>	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		
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12	<p>CONFIRM PART 2 BUSINESS (statutory) Governors did not identify any items to be recorded as Part 2 business.</p>												

ACTIONS

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

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: