



Full Governing Body Meeting

MINUTES

Wednesday 20 September 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.

Attendees: Jackie Morris (Chairman), Jimmy Heslop, Andrew Stear (Headteacher), Maureen Holland, Emma Hardy, Linda Chung, Melissa Wells, Luke Bozeat, Mel Isherwood,

In attendance: Rachel Dunnage (Clerk)

Meeting is quorate 8/10 (9/10 from item 9)

	TOPIC	When	Whom
1	APOLOGIES: Apologies were received from Fiona Campbell. Mel Isherwood will be arriving late.		
2	DECLARATION OF INTEREST (<i>conflict and pecuniary</i>) Governors will review their Register of Interests and email RD with the update. Governors declared no interest in specific agenda items at this meeting.	29 Sept	All Govs
3	APPOINTMENTS FOR THE EDUCATIONAL YEAR 2017-2018 Governors agreed the following responsibilities based on their experience and skills set. RD will send out job descriptions that can be adapted to suit Milford's circumstances. a. Statutory Appointments i. Chair – Jackie Morris ii. Vice-Chair – Maureen Holland iii. Governor responsible for liaison with the LA in the event of allegation (Child Protection) against Headteacher – Jackie Morris b. Nominated Governors i. Safeguarding, incl CLA and Young Carers – Luke Bozeat ii. SEND (Inclusion) incl Pupil Premium – Mel Isherwood iii. Premises, incl Health & Safety – Mel Wells iv. Training & Skills – Jimmy Heslop & Mel Isherwood v. Finance – Fiona Campbell vi. Performance Management – Jackie Morris vii. Curriculum & EYFS incl Sports Premium – Maureen Holland viii. Communication – Emma Hardy ix. SMSC, incl RE and British Values – Linda Chung	29 Sept	R Dunnage
4	CONSTITUTION OF THE GOVERNING BODY (Statutory) All appointments/elections will be informed by the skills required to ensure effective governance of the school. Having allocated the annual responsibilities and looked at the future work of the Governing Body, governors identified that the skills & experience required for any new governor are: <ul style="list-style-type: none"> • data analysis • educational/training background • project management • company start-up a. No governors have been appointed or elected since the last meeting. b. The following governors' terms of office are due to expire within the next year: i. Parent Governor Jimmy Heslop 03.11.17 RD will ensure that the school manages the parent governor election process as required. JM is finalising the Induction pack with MI in the coming week. c. Vacancies 1 x Local Authority governor	23 Sept	R Dunnage

	<p>RD will submit a request to the Panel for a recommendation, based on the identified skills and experience required.</p> <p>d. Succession Planning JM explained that she is prepared to continue as Chair for the coming year as long as governors are proactive with the allocated responsibility area and undertake the monitoring and reporting that is required. She is very keen that the Governing Body operate as a more collaborative group of experts. Additionally, MH confirmed that she would be prepared to take on the role of Chair if she receives more experience of what the Chair actually does.</p> <p>All governors undertook to learn about and monitor their responsibility area between meetings, reporting back to the Governing Body – ideally in writing, but also verbally at the FGB meetings.</p> <p>JM will identify how MH can gain experience of her Chair role, starting with attending the regular meetings with the Headteacher.</p>	On-going	All govs
		On-going	J Morris M Holland
5	<p>EMERGENCY PROCEDURES (Statutory) Governors identified who will be the emergency contacts for the school.</p> <p>RD will ensure this information is provided to the school for their details and then sent to Surrey County Council (Schools Support Service).</p>	29 Sept	R Dunnage
6	<p>GOVERNORS’ DETAILS: contact information and publication of data Contact Information for Governors Governors will verify their contact details are correct. They confirmed that this information may be circulated amongst all governors, the school and Babcock 4S Governance Consultancy.</p> <p>National Governors’ Database (Get information About School) Governors confirmed they will not give the school their date of birth and nationality. They accept that the information held by the school will be stored on the DfE’s Get information About School (GIAS) database.</p> <p>RD will ensure the correct information is sent to the school to upload.</p>	29 Sept	All govs
		06 Oct	R Dunnage
7	<p>PROCEDURAL MATTERS</p> <p>a. Code of Conduct – governors agreed the revised Code of Conduct which takes account of the new powers to remove staff and parents governors.</p> <p>b. Open or Closed Meetings – governors agreed closed meetings.</p> <p>c. Alternative Participation/Voting Arrangements – governors agreed their approach, in line with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and accepted the Alternative Participation Protocol.</p> <p>d. Professional Negligence Statement - governors agreed to record the professional negligence statement: <i>“Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.”</i></p> <p>e. Confidentiality Statement - governors agreed to respect the confidence of those items of business which the governing body decides are confidential, recording the statement <i>“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.”</i></p>		
8	<p>COMMITTEES (Statutory)</p> <p>a. Agree Terms of Reference Terms of reference were agreed subject to changing the Headteacher limits from £2k to £5k.</p> <p>b. Membership of the Headteacher’s Performance Panel Governors agreed: Jackie Morris, Mel Isherwood and external consultant, Michael Youlton.</p> <p>c. Membership of Pay Committee and Pay Appeals Panel Governors agreed that the Pay Committee should be: Jackie Morris, Mel Isherwood, Fiona Campbell The Pay Appeals Panel will be: Maureen Holland to lead plus two other governors not yet involved in the process; the other governors may be from another local school to ensure impartiality.</p>		

STRUCTURAL CHANGES TO SCHOOL ORGANISATION

Abi Morgan and Kirsty Morris joined the meeting to listen to the debate on structural changes. Mel Isherwood also arrived.

a. Future school structure - Godalming Confederation Cooperative Foundation Trust (CFT)

AS reported that the timelines for changes to the Confederation due to funding had now changed; last week it was confirmed that funding will continue for another year. However, funding is now going directly to schools and is not ring-fenced so schools will still need to commit to allocating monies to the Confederation. AS feels it is still pertinent for governors to discuss the future of collaborative working and what that will look like in the Godalming area.

He has followed the debate over becoming a Cooperative Foundation Trust closely and moved from his original reluctance for a number of reasons:

- Becoming a Foundation school means that Milford Infant School becomes the employer, reducing our wage bill to under £3M. This in turn means that we do not have to pay the (currently) annual £3k Apprenticeship Levy.
- Becoming a Foundation school means that our land and assets go into a Trust under the control of the Governing Body and cannot be used for any other purposes by any other body. We retain complete control over what happens to our land and assets even when joining with other schools in the CFT.
- We are able to shape exactly how the CFT will operate and how it will be funded.
- Tighter, more formal relationships provide impetus for longer-term investment in shared school improvement activities and continuing professional development of staff across a number of schools.
- Greater buying capacity will help with cost management.

LB reported on the recent Confederation meeting with governors about partnership working and the CFT model in particular. He judges the 3 main realistic options to be:

1. A Multi Academy Trust (MAT) – however local faith schools would not be able to join with the Community schools.
2. Cooperative Foundation Trust – largely similar to the current operation of the Confederation but with a change in status for Community schools and legally binding Articles of Association.
3. Stay as we are.

LB also judges that the Confederation will need a year to properly conduct the consultation process, work through the establishment of Articles and actually set up the Trust. It is therefore helpful that the Confederation has received funding for another year.

JM raised her concern over the commitment of other schools to joining a CFT. Both JM and AS are very clear that working with the three other local Community schools is very important for improving outcomes for children in the Godalming area. They think that becoming a CFT, even just with those three schools could be a very useful future for Milford. (Note: the other schools are Moss Lane Infants, Busbridge Infants and Godalming Junior).

LB identified a number of areas that governors should consider when thinking about setting up such a Trust:

- autonomy for us to do as we wish
- time and energies to set up and manage effectively affecting focus on performance in school
- political manoeuvring within a large group
- single school's strength of voice within the group
- risk of negligence or even corruption because of the new layer of charitable law
- commitment to focus on benefit of all rather than benefit of one.

JM asked if governors had any other questions or wished further information before making a decision. Governors agreed they were happy to go to a vote on the following question:

"Are we willing to go to consultation with a view to becoming a founder member of a

14	To note any Part 2 business No items were considered to be Part 2 business.		
15	DATES OF NEXT MEETINGS AND FUTURE AGENDA ITEMS Dates KM and AS will meet to put together the schedule and send to RD on Monday 25 Sept to check her availability. Future Agenda Items: <ul style="list-style-type: none"> • AS to ensure that Mrs Szczepanski attends the next meeting to cover curriculum development at Milford. 	25 Sept	A Stear K Morris
		Oct FGB	A Stear

Meeting closed 9.45pm

Chairman's signature: *Jackie Morris*

Date: 22.11.17

Note: Dates agreed post meeting:

Date	FGB FOCUS
22 Nov	HT report; SEF; RaiseOnline data and Data dashboard; draft budget review
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