

	<ul style="list-style-type: none"> 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. <p>Staffing:</p> <ul style="list-style-type: none"> Interviews for MDS will be held tomorrow. Yr2 class teacher interviews are on Mon – there are 3 applicants. <p>C&L:</p> <ul style="list-style-type: none"> The Parent workshop on supporting children’s learning at home was exceptionally well attended and appreciated. <p>Admissions:</p> <ul style="list-style-type: none"> 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	<p>GOVERNOR REPORTS (see Governors page on school website)</p> <p>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.</p> <p>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.</p> <p>Parental involvement: DH and NR attended the very popular Grandparents day. It seemed to be very successful.</p> <p>EYFS DH informed governors that she is planning to come to look at EYFS and Subject Leader planning.</p> <ol style="list-style-type: none"> <i>i. SDP priority 1 visit feedback</i> <i>ii. SDP priority 2 visit feedback</i> <i>iii. SDP priority 3 visit feedback</i> JM asked governors to look at all the SDP priorities and commit to covering areas through visits to school. Governors to note that they must call the school to arrange a mutually convenient time to visit. <i>iv. Internal management control processes monitoring</i> Not covered at this meeting. <i>v. Annual Reports</i> <ol style="list-style-type: none"> a) Safeguarding –this must be completed online by 31 December 2015 LB is coming in December to work through this with KL. b) Looked after Children There are no Looked after children at Milford this year. c) Teacher Appraisal This will be completed in the Spring term. 	<p>Jan 16</p> <p>20 Dec</p> <p>Mar FGB</p>	<p>All Govs</p> <p>L Bozeat K Leggett</p> <p>K Leggett</p>
7	<p>FINANCE AND SCHOOL BUDGET 2015-2016 AND 2016-2017</p> <p>I. Revised Budget Plan 2015 – 2016 KM highlighted a number of areas:</p> <ul style="list-style-type: none"> 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, nevertheless, been able to manage costs better this year primarily by more effective use of HLTAs. 		

	<ul style="list-style-type: none"> • Teacher costs have lowered in this year. <p>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.</p> <p>KM confirmed that most of the planned improvements have been completed:</p> <ol style="list-style-type: none"> i. Touch screens in all years. ii. Replacement of rotten fencing. iii. Establishment of Nurture Group. <p>II. <u>Draft Budget Plan 2016 - 2017</u></p> <p>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.</p> <p>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.</p> <p>Governors agreed after significant, robust discussion the draft budget that should be submitted to SCC.</p> <p>The budget discussion highlighted for governors the importance of reviewing the school's strategic objectives.</p> <p>III. <u>Projects Update</u></p> <p>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.</p> <p>IV. <u>Schools Financial Value Standards (SFVS)</u></p> <p>FC will review this with KM.</p> <p>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.</p>		
8	<p>SCHOOL FUND ACCOUNT</p> <p>This will be audited in January 2016 and presented at the Mar FGB.</p>	Mar FGB	K Morris
9	<p>ADMISSIONS 2016-2017 AND 2017-2018</p> <p>Governors confirmed that they are not planning to make any changes to the current admissions arrangements.</p> <p>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.</p>		
10	<p>POLICIES</p> <p>a. <i>Agree and sign Governors Code of Conduct</i></p> <p>This was agreed without amendment. RD to bring Code of Conduct to next meeting so that remaining governors can sign.</p> <p>b. <i>Terms of Reference and Governance Regulations</i></p> <p>This item will be carried forward to Jan FGB.</p> <p>c. <i>Additional policies according to review timetable</i></p> <ol style="list-style-type: none"> 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 	Jan FGB	R Dunnage

	6.	10/06/15	Distribute flyer re: Breakfast Club at Milford Fete	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	PB			
	13.	9/09/15	Draft ToR for the FGB to be re-circulated and approved 22/09	JM	22/09/15		
	14.		Investigate cost/process/support for uniform colour change	NR	On-going	KM has found out that introducing a phased change to uniform does not need parental agreement. NR to progress this project with KM.	
17	DATES OF NEXT MEETING AND FUTURE AGENDA ITEMS (<i>statutory</i>)						
	a. Dates of next meetings						
	Wednesdays, 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						
	No items were identified.						
18	CONFIRM PART 2 BUSINESS						
	Governors agreed one item to be considered as Part 2 business.						
19	AOB						
	<ul style="list-style-type: none"> JM asked that feedback on new style of running meetings to be sent to her as soon as possible. KM noted that we may need to review the date of the Finance FGB meeting. 						Dec
							All Govs

Chairman's signature: **Jackie Morris**

Date: **13.01.16**