



Full Governing Body Meeting

Minutes

Thursday, 04 May 2017, 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.

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

In attendance: Rachel Dunnage (Clerk)

Meeting is quorate 8 /10

	TOPIC	When	Whom
1	APOLOGIES: Luke Bozeat and Fiona Campbell		
2	DECLARATION OF INTEREST (<i>conflict and pecuniary</i>) Governors had no interest in specific agenda items at this meeting to declare.		
3	MINUTES OF PREVIOUS MEETING Governors will agree the minutes of the March meeting at the July FGB.		
4	FINANCE UPDATE a. Financial Monitoring Report – period 12 b. Budget Revision JM explained to governors that post the March meeting, it was deemed prudent to allocate an additional £8k funding to allow for a child that is likely to be coming in to Reception with an Education Health Care Plan (EHCP), but with only 15 hours paid. Governors agreed this sensible revision of the budget plan.		
6	CHAIR'S ACTION (<i>statutory</i>) During JM's weekly visits, it has been clear that ASt has been fully engaging stakeholders in the process of bringing about changes in the school. She has nothing further to report.		
7	HEADTEACHER Report (<i>statutory</i>) Governors thanked ASt for his very clear and succinct report which was previously circulated and studied by all. MH had previously sent questions to ASt on the Headteacher's Report and these were clarified. <ul style="list-style-type: none"> • AFL - ASt confirmed that AFL stands for Assessment for Learning and explained how the assessment works in taking children's learning forward. • Why is Spring term progress not as rapid as that of autumn? - ASt had reviewed the data again and found that the slight slowing in Spring term progress in Year 1 and 2 maths was to: <ul style="list-style-type: none"> - The End of Year data shows that progress and attainment had improved for all areas and has improved significantly this year to be in line or above likely national average (based on perspective projections - the company that processes most LA's data). - Early Years attainment and progress has also improved significantly to be above national average. - Based on the formative judgements grid given to governors to review in the last meeting, this is correct as it clearly states (and the government framework suggests), to be 'working at' the expected standard, children need to be meeting all of the end of year expectations. This grid is also 		

	<p>successfully used by Busbridge Infants.</p> <p>This means that during Spring term, some children may not yet have covered all of the curriculum areas (e.g. in maths) and cannot therefore be confirmed as being secure in these judgements. For those children who began the year 'above expected', it means they will almost definitely complete the year 'above expected', but at the point of Spring term data retrieval, they may not look as though they have made as much progress with a summative judgement if all of the assessment areas have been covered. This is why Milford are moving to formative assessment alongside summative. This will mean next year, for some of these children, even if the summative judgement doesn't look as though they have made as much progress as hoped at this point, the SLT will be able to look at the formative tracking of curriculum criteria and see how much progress these children have actually made and how close they are to making the next assessment band criteria.</p> <ul style="list-style-type: none"> • Data is just based on in-school teacher assessment. • How does this compare to Surrey averages? We will not know until the end of this year. • ASt clarified the error in the second recording of Ever6 children number. He will update his report and re-distribute to governors. <p>Governors checked their understanding of the data and noted that whilst progress is reasonable, attainment does not look as good. ASt has explored this with other schools who report that their data is looking similar and most Headteachers feel this is really reflection of the new system of assessment without levels.</p> <p>LC reported that the new play equipment is very popular with the children. ASt expressed his thanks to the Friends and the School Business Manager for funding and organising its implementation.</p>		
8	<p>STRATEGIC OBJECTIVES</p> <p>Governors formally thanked ASt for leading the development of a new Vision for Milford Infants. He has fully involved stakeholders within the school and community.</p> <p>Governors have already had the opportunity to review the updated Vision and Mission and are content that the new wording reflects all their input very effectively. ASt wished to record his thanks to the staff who had also helped him crystallise ideas and wording.</p> <p>Governors, therefore, agreed the new Vision and Mission for Milford School:</p> <p>Our Mission</p> <p>At Milford School we nurture curiosity and creativity through our enriching and inclusive curriculum. Children develop a growth mindset approach to become resilient and resourceful in our safe and stimulating environment. Everyone is challenged and encouraged to thrive to become life-long reflective learners showing respect and responsibility as British citizens in our ever changing world.</p> <p>Our Vision</p> <p>Milford aims to be an inspiring school at the heart of our community, allowing everyone to grow and learn in their own unique way. We will strive for excellence by supporting our children to believe and that they can achieve the best possible outcomes as they begin their journey as life-long learners.</p> <p>Our Vision Statement</p> <p>Everyone to Grow, Learn, Believe, Achieve</p> <p>To achieve this we will:</p> <ul style="list-style-type: none"> • Provide a balanced, broad and exciting curriculum to enrich learning 		

	<ul style="list-style-type: none"> • Work smart to support all learners to achieve, improving progress and attainment for all • Raise consistent expectations and aspirations for our school community through our growth mindset approach • Promote and engage our school in the wider community, celebrating and sharing the successes and strengths of our children and staff <p>Core values for children, staff and parents: Respectful, Responsible, Resilient, Resourceful, Reflective</p> <p>JM and ASt will meet in the coming week to pull together a Strategic Plan by the middle of June so that governors have plenty of time to review the objectives before the July meeting.</p>		
9	<p>GOVERNOR MONITORING (<i>statutory</i>) Governors reported back on monitoring activity since previous meeting.</p> <p>a. SDP Priority:</p> <ol style="list-style-type: none"> 1. <i>To accelerate progress and raise attainment for all learners (including PP and SEND) – MC and MI</i> EH reported on her familiarisation visit. She saw great progress in children’s writing books. She really appreciated seeing how confident the children were and how enthused by their work. The discussions about assessments with ASt were productive. ASt appreciated that EH had done some pre-reading which proved very useful for leading the discussion. 2. <i>To review and develop assessment systems throughout the school – EH</i> Not covered, but EH will combine with monitoring Priority 4. 3. <i>To develop leadership at all levels to ensure positive outcomes for the children (Grow, Learn, Believe, Achieve) – LC and JM</i> 4. <i>To develop the use of ICT throughout the school and across the curriculum to enhance the provision and learning for all children</i> <p>EM will come into school to conduct monitoring in this area.</p> <p>b. Individual responsibilities e.g. H&S, SEND</p> <ol style="list-style-type: none"> i. Health & Safety (H&S) - Another H&S walk will be conducted later in the term. ii. SEND - MI came into school to conduct a learning and school walk with the SENCo and saw that facilities are provided for children with special needs. She also witnessed a lovely interaction between a special needs child and the Headteacher. In addition, MI met with two parents to discuss their experience of Milford school’s SEND provision and the support that they had received. One parent explained how fantastic the transition support provided to her child has been. <p>Additional</p> <ol style="list-style-type: none"> iii. LC has also had her familiarisation visit and attended a school lunch which was very nice and the children very happy to welcome her to their table and talk. She also attended a school council meeting and would like to attend another once this group are established. She walked around classes during Planning Preparation and Assessment (PPA) time and found that all children were fully engaged in their different sessions. She also had an opportunity to talk with a child who had no English when he joined the school and is now both speaking English well and writing very effectively. iv. MH attended a school visit to the Clockhouse and found the children to be very well behaved and very clear on road safety. v. Finally, MI has been working on a questionnaire which was sent to 		

	<p>parents, staff and governors. 48 families responded, 11 staff and 2 governors. However, governors and Clerk do not recall having seen the questionnaire, so this may well be why responses were limited.</p> <p>Comments from parents about governors were:</p> <ul style="list-style-type: none"> • some are more visible than others • why do we do it? <p>There was only one negative comment about the school and this has been addressed.</p> <p>JM will conduct her next visit with MW to look at science.</p> <p>RD will send ASt her list of acronyms to distribute to all govns and append to the Headteacher's Report.</p>		
10	<p>STRUCTURAL CHANGES TO SCHOOL ORGANISATION</p> <p>a. Future school structure</p> <p>ASt reported that the Godalming Confederation has been looking at becoming a Co-operative Trust and is getting closer to taking this forward.</p> <p>He explained further, for the benefit of the newer governors, the difference between Multi Academy Trusts (MAT) and the Cooperative Foundation Trust (CFT) as well as the complications for working with, and joining with, church schools.</p> <p>ASt has asked for a meeting with the Guildford Educational Partnership to better understand what joining an established MAT would be like.</p> <p>JM is still part of the working party looking at setting up a MAT.</p> <p>The governors agreed that it is important to consider all options for the future of the school before making any decision to change. They currently see the 4 main options as:</p> <ul style="list-style-type: none"> • Joining an established MAT • Setting up a MAT with other community schools • Becoming a Foundation School and joining the Godalming Confederation schools in a CFT • Doing nothing. <p>ASt has also spoken to Rodborough secondary about closer collaboration but they do not see themselves in a position to pursue this in the near future. ASt has spoken to Surrey's place planning officer and explained how the school would be able to grow into a primary without losing playing field space. He was informed that current predictions suggest pupil numbers will drop in the coming years.</p> <p>b. Community links</p> <p>Governors will plan to have at least one governor representative at each of these events:</p> <ul style="list-style-type: none"> • Godalming Town Show/Carnival , Sat 3rd June: Milford School have been invited to run the tea & cakes at this event for the first time, 12-4pm. • Milford Fete -10th June: a local community event where we have a couple of stalls. The Friends have suggested a stall with some promotional materials about the school, etc. • Milford Farmers Market -18th June: Again running teas and coffees; another good opportunity to promote Milford school in the local community. • Sports Day-26th June -1pm onwards: Would any Governors be willing to sell soft drinks/ice lollies at the event? • Summer Fair -30th June after school: Would Governors be willing to run the bar or BBQ or take on another task? It will be a new format for the event. <p>Governors will reply directly to the Milford Friends.</p>		

	<p>ASt has invited the school neighbours into school for a tour and a chat. He has been able to agree a solution to the drain issue. Surrey will remove the tree and ensure there is no further negative impact on the drains. ASt will talk with the other neighbour (who will be 101 next week) to ensure she is aware of the plan for the tree and has no significant concerns over it.</p> <p>MW expressed her pleasure at the school being more involved in community events.</p>		
11	<p>SAFEGUARDING (general)</p> <p>i. <i>Remaining governors to sign the safeguarding register to confirm that they have read Parts 1 and 2 of the Keeping Children Safe in Education (KCSiE).</i> LC confirmed that she has now read both parts of the documentation. She will now sign the form that is with the SENCo.</p> <p>ii. <i>RD will update the Governors Code of Conduct to reflect the agreed safeguarding commitments.</i> Not yet completed.</p> <p>iii. <i>JF will send to RD a digital copy of her presentation to circulate to all governors so they better understand the safeguarding procedures at Milford.</i> Not yet completed.</p>		
12	<p>POLICIES (statutory)</p> <p>ASt reported that the schedule for statutory policies is now in place, with dates for review. Some months have a large number of policies due so he will stagger their review appropriately.</p>		
15	<p>CONSTITUTION OF THE GOVERNING BODY</p> <p>a. There is one parent governor whose term of office is due to expire before the end of the year (Jimmy Heslop) in Nov 2017.</p> <p>b. There has been no resignation since Jan FGB.</p> <p>c. There has been no election or appointment since the Jan FGB.</p> <p>d. Category of any vacancies to be filled:</p> <p>I. 1x LA – <i>RD will ask for the Local Authority panel for a governor recommendation with the required skills set.</i></p> <p>JM has approached a local resident about becoming the LA governor as the governors are very keen for a community perspective on the Governing Body.</p> <p>JM brought up again the succession plan issue. She is confident that the role of Chairman is in a good place for the next person to take on. RD explained that if no Chairman comes forward from within the Governing Body, Surrey County Council will impose one. Governors must seriously consider the future leadership of the GB.</p>		
16	<p>ACTIONS</p> <p><i>See table at end of Minutes.</i></p>		
17	<p>GOVERNOR TRAINING & DEVELOPMENT</p> <p>a. Training feedback JM and MI attended an Ofsted workshop. LC has attended the Governor Induction 1 and 2 training and found the information useful, albeit the training delivery was rather dry. MW will attend H&S training in July.</p> <p>b. Governor Induction <i>JM will ask M Isherwood to develop this programme.</i> LC will email MI with the content recommended for this governor pack. RD will email MI the governor pack she has developed for use in another local school.</p>		

	<p>JM requested that another governor take on looking at how governors can raise their profile amongst parents and the community.</p> <p>Governors agreed to ASt's suggestion of adding governor content to the school newsletter once a month.</p> <p>JH has established a training record and would like governors to use this to record their training.</p> <p>RD reminded governors that it is also very important to record any questions their training has raised about governance at Milford.</p>												
18	To note any Part 2 business												
19	<p>DATES OF NEXT MEETINGS AND FUTURE AGENDA ITEMS</p> <p>Dates:</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>Time</th> <th>TYPE</th> <th>FOCUS</th> <th>KEY ADDITIONAL</th> </tr> </thead> <tbody> <tr> <td>THUR 13 July</td> <td>7.30pm</td> <td>FGB</td> <td>T&L</td> <td>EofY data No MI</td> </tr> </tbody> </table> <p>Agenda items: For Oct/Nov add ASt to cover Data Dashboard and RAISEonline.</p>	DATE	Time	TYPE	FOCUS	KEY ADDITIONAL	THUR 13 July	7.30pm	FGB	T&L	EofY data No MI		
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THUR 13 July	7.30pm	FGB	T&L	EofY data No MI									
	<p>AOB</p> <ul style="list-style-type: none"> LC has met with the Friends to ensure that they are meeting their legal commitments and requirement under the Charities Act. She will investigate the usefulness of becoming part of the national parent and teacher association. 												

ACTIONS

When raised	Meeting Actions	Whom	By	Status
4 Sept 16	A number of governors still to return the Register of Interests form as soon as possible.	Govs	27 Sept	Relevant govts to complete. LC is the only governor remaining.
6 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.	All Govs	Ongoing	This is starting to work effectively.
7 Jan 17	LB will ensure photos of new governors are on the entrance notice board.	L Bozeat	Ongoing	Not yet completed.
9 Jan 17	JM recommended that the new governors both attend Governors Induction Courses 1 and 2 as soon as possible.	L Chung E Hardy	Ongoing	Completed. MI and MW will also attend.
10 Jan 17	Governors are recommended to look online at the MATs set up by the Coop.	All govts	Ongoing	Changed action to JM sending out her presentation to the Guildford schools.
15 Jan 17	RD to re-send SDP to all govts	All govts	30 Jan	Not yet complete.
16 Jan 17	LC and EM to undertake a familiarisation visit with AS before they undertake any monitoring.	L Chung E Hardy	30 Jan	Completed.
18 Jan 17	JM encouraged all governors who have not yet done so to go on RaiseOnline training.	All Govts as relevant	Ongoing	Agreed that ASt will also conduct training at the Sept 18 meeting.

Meeting ended 9.15pm

Chairman's signature: *Jackie Morris*

Date: 13.07.17