



Full Governing Body Meeting

Part 1 MINUTES

13 January 2016, 6.30pm

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.

Present: Jackie Morris (Chairman), Jimmy Heslop, Kay Leggett (Headteacher) Nick Riley, Jess Wilson, Dawn Hook, Luke Bozeat, Abi Morgan (Deputy Headteacher)

In attendance: Rachel Dunnage (Clerk)

Meeting is quorate

	ITEM	By When	By Whom
1	APOLOGIES FOR ABSENCE (<i>statutory</i>)& Welcomes Apologies were received and accepted from Paula Bradley, Sarah McKinley, Maureen Holland and Fiona Campbell. JM welcomed Jess Wilson, newly appointed parent governor.		
2	DECLARATION OF INTEREST (<i>statutory</i>) Governors declared no interest in specific agenda items at this meeting.		
3	CONSTITUTION OF THE GOVERNING BODY (<i>statutory</i>) <ul style="list-style-type: none"> a. <i>Name and category of Governors whose term of office is due to expire:</i> <ul style="list-style-type: none"> • by the Jan meeting <ul style="list-style-type: none"> I. Sarah McKinley, Parent - 31.12.15 Confirmed she would not be continuing due to new work commitments. • by the end of the calendar year <ul style="list-style-type: none"> I. Dawn Hook, Local Authority – 12.11.16 b. <i>Governors appointed or elected since the last meeting</i> <ul style="list-style-type: none"> • Jess Wilson was appointed as parent governor with effect from 01.01.16 c. <i>Category of any vacancies to be filled:</i> <ul style="list-style-type: none"> I. 1 x Parent (Sarah McKinley’s new vacancy) II. 1 x Staff JM encouraged staff to consider joining the GB at her recent meeting with them. <ul style="list-style-type: none"> d. <i>Succession planning</i> No governors came forward at this meeting to take on/share the role of Chairman. JM urged all governors to think about how the leadership of the Governing Body can best be taken forward. This will remain an agenda item. 	Mar FGB	All Govs
4	CHAIR’S ACTION JM has written to a parent who had concerns over staffing in Yr2 and the impact that this has had on her child’s progress. JM has explained that the situation was managed carefully and that the new team is working successfully.		
5	HEADTEACHER REPORT KL informed governors that they have 57 first place preferences for this year and 37 second preferences. <ul style="list-style-type: none"> a. Quality of teaching and learning Not specifically covered at this meeting. b. Pupil progress EARLY YEARS 		

	<p>There was nothing in particular to report except that the age-related expectations make understanding progress easier. Michael Youlton has looked at the results and reports that results have improved and that areas of weakness had been identified and an action plan developed which is having a positive effect.</p> <p>YEAR 1</p> <p>Provision maps are in place for those children not reaching expected progress. 60% of the class are meeting or exceeding expectations. There are a number of children in the 'expected' level of progress who have been identified for close monitoring to ensure they at least remain in this band.</p> <p>Writing shows less progress than in other areas and particular work is being done in this area.</p> <p>This is a cohort with a high level of summer born children.</p> <p>YEAR 2</p> <p>29% of this cohort are SEND or Pupil Premium, or both. However, of these only 7 are below expected progress. One of the children is refusing to come to school (a managed transfer from another school) and all the work with this child is around getting them into the class before teaching is even possible.</p> <p>KL confirmed that the SLT have assessed this cohort, given the change in staffing. AM will be asking the Yr2 teachers for more data at half-term to ensure a more realistic picture can be assessed. She confirmed that a high number of interventions are already in place and the children have a very busy timetable from the moment they enter school.</p> <p>LITERACY</p> <p>NR raised the possibility of improving the book stock so that really exciting books are available for children to read. The Friends have donated £1k for this purpose. JM raised her concern that there is no subject lead for Literacy due to the temporary teaching situation. Teachers are covering the base for day-to-day literacy work but they are struggling to take on the development work alongside everything else. KL agreed that a book audit would be useful. NR asked if it would be possible to recruit another individual to help free up teachers further. He reassured KL that there would be sufficient monies in the budget to fund this.</p> <p>Governors decided that they would like She LT to consider additional people resource to support these children as soon as possible.</p> <p>KL reported that all staff have a folder which contains resources to help new staff understand the curricular planning and assessment ways of working at Milford to get them up to speed as soon as possible. Current staff have found this useful too.</p> <p>c. Staffing</p> <p>There will be a 'Meet the teachers' session next week for Year 2 parents to help build relationships.</p> <p>Training for SEND is being increased given the higher number of SEND children this year. A particular focus is being given to ASD and dyslexia, with positive touch training taking place on the Feb INSET day.</p> <p>d. Safeguarding</p> <p>Governors felt that instances of reporting to parents were worrying high (9 – split equally between the year groups). KL explained that on analysis there are a number of instances from the same child (with SEND) and certain behaviours that are more common at the beginning of school life and will settle down. KL will report back to RD the number of children involved.</p> <p>Milford has 2 children on the CP register but the SLT are still involved in</p>	<p>Mar 16</p> <p>Feb 16</p>	<p>SLT</p> <p>KL</p>
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	<p>monitoring the situation on a number of children who have recently been taken off the register.</p> <p>LB pointed out that the action from the safeguarding audit for governors was that all governors should attend the safeguarding training over the coming year. KL noted that actions to move to outstanding in all areas of safeguarding are now part of the School Development Plan.</p> <p>e. Personal Development, behaviour and welfare Not covered at this meeting.</p> <p>f. Attendance and Punctuality The children who had achieved 100% attendance during the Autumn term all received a certificate in our final assembly last term. Current attendance is running at 96.2%</p>	By end 2016	All Govs
8	<p>POLICIES</p> <p>a. Sign Governors Code of Conduct Not all governors present. RD to bring again on Monday.</p> <p>b. Terms of Reference and Governance Regulations These were agreed without amendment.</p> <p>c. Additional policies according to review timetable</p> <ul style="list-style-type: none"> <i>i. SEND</i> Agreed and ratified without amendment. <i>ii. Inclusion</i> Governors noted that this is now included with SEND. <i>iii. Gifted & Talented</i> Governors noted that this policy is no longer required. <i>iv. Teacher Pay</i> JM would like this and the one below to be closer linked. <i>v. Teacher Appraisal & Capability</i> JM will look more closely at these two policies to ensure they are fully consistent with each other and current practice. She will then re-issue for governor ratification. <i>vi. Health & Safety</i> Agreed and ratified without amendment. <i>vii. Best Value</i> Agreed and ratified without amendment. <i>viii. Teaching & Learning</i> Agreed and ratified without amendment. <i>ix. Fairness & Dignity at work</i> Agreed and ratified without amendment. <i>x. Staff Attendance Management</i> Agreed and ratified without amendment. <i>xi. Maths</i> Agreed and ratified without amendment. <i>xii. Whistleblowing</i> Agreed and ratified without amendment. <i>xiii. Equality, Diversity & Community Cohesion</i> Agreed and ratified without amendment. <p>RD will ensure that the newly ratified policies are posted on the school website.</p>	Feb 2016	R Dunnage
9	<p>TRAINING UPDATE</p> <p>a. Annual skills survey RD will chase those who have not yet completed the online survey.</p> <p>b. Annual School Governance Impact Evaluation</p>	Feb 2016	R Dunnage

Not covered at this meeting.

- 10 MINUTES & MATTERS ARISING**
 The minutes of the November meeting were agreed without amendment.
 The matters arising are detailed below, or already included in the minutes of this meeting.
- KM to add gov meeting dates to website calendar*
 Completed. K Morris has put Governor dates online in school calendar.
 - Remaining gobs to send in Governor profile as soon as possible*
 - NR to progress Uniform colour change project with KM.*
 KM has looked at other colour options from current provider and is not happy with the selection.
 She is now investigating other uniform suppliers.
 - JM asked that governors send feedback on new style of running meetings to her as soon as possible.*
 Not covered at this meeting.

Actions table:

	When raised	Meeting Actions	Whom	By	Status
1.	27/04/15	Annual Calendar of School Events for Governors	KL	9/9/15	10/06/15 - KL to send dates to DDS/Luke to email DDS dates that Governors are able to attend 9/9/15 – draft calendar circulated at business meeting ACTION: amalgamate with Governor Meetings Completed.
2.	10/06/15	Template for Governor Synopsis for Web Page	LB Office Govs	9/9/15	10/06/15 - LB to update/Office to give Luke dates when Newsletter is going out
3.	27/04/15	Source meeting and Events dates of "Friends"	NR	Ongoing	Jan 16 – P Bradley to become the link with the Friends and encourage them to pass dates to Susanne (in office) to put online.
4.	10/06/15	Decide the best date to put out an advert for a replacement for JS	JM & KL	9/9/15	Completed. Jess Wilson appointed 01.01.16.
5.	10/06/15	Distribute flyer re: Breakfast Club at Milford Fete	KL	9/9/15	Completed.
6.	10/06/15	Work with local agents to make Milford the school of choice	KL & DH	Ongoing	DH has begun this process.
7.	10/06/15	Make work done with high achievers more transparent to parents/community	KL		
8.	10/06/15	"Grow Your Own" recruitment drive	KL	9/9/15	
9.	10/06/15	EYFS To produce information on when the impact would be seen for the 10 pupils in writing	KL	9/9/15	
10.		Co-opted Governor vacancies		Ongoing	Completed. Maureen Holland joined 25.11.15.
11.	09/09/15	Publish parent questionnaire	PB		
12.	9/09/15	Draft ToR for the FGB to be re-circulated and approved 22/09	JM	22/09/15	Completed. To be agreed at Jan FGB.

- 11 CONFIRM PART II BUSINESS (statutory)**
 Governors confirmed one item to be dealt with as Part 2 Business.

- 12 DATES OF NEXT MEETING AND FUTURE AGENDA ITEMS (statutory)**
- a. Dates of next meetings*
- Wednesdays, at 6.30pm:**
- Spring Term 2016**
- HT Recruitment EFGB MON 18 Jan, 6.30pm**
- FGB Finance and Resources 16 March**
- 18 Jan 2016
- All Gobs**

	<p>Summer Term 2016</p> <p>FGB Teaching and Learning 27 April</p> <p>FGB Finance and Resources 15 June</p> <p><i>b. Future Agenda items</i></p> <p>Academies</p>		
13	<p>AOB</p> <ul style="list-style-type: none"> Loseley Fields have announced they are considering becoming part of the Guildford Education Partnership – a multi-academy trust that includes the schools that have been giving Loseley additional support. 		

Meeting closed 8.45pm

Chairman's signature: *Jackie Morris*

Date: **16.03.16**