

Writing

SLT confirmed that reading attainment is often at a higher level than writing. They recognised that the lack of literacy subject lead may have had an impact, as well as the high turnover of teaching staff in Yr2.
68% have made at least expected progress in writing
64% are on track to reach expected attainment in writing by the end of the year
Of the 36% not expected to reach expected attainment 4 children (8%) are high level SEND and are currently awaiting an EHCP
31% of pupil premium children are on track to achieve expected level of attainment
18% of SEND children are on track to achieve expected level of attainment

Maths

Attainment in maths is on track.
87% have made at least expected progress in Maths
87% are on track to reach expected attainment by the end of the year
Of the 13% not expected to reach expected attainment 4 children (8%) are high level SEND and are currently awaiting an EHCP
77% of pupil premium children are on track to achieve expected level of attainment
54% of SEND children are on track to achieve expected level of attainment

SLT confirmed that they are continuing to employ a variety of techniques and interventions to drive progress and improve attainment in this cohort; many children are receiving 3 or 4 interventions in one afternoon. The SENDCo has also led two parent workshops to help drive progress at home and these have been well supported and appreciated. Governors asked if parents could be told specifically how they can help their children at home. MW has found that conducting a reading audit and bringing to parents' attention the lack of reading they have done with their children at home has helped to improve parents' involvement with reading. JW informed governors that Wood Street Infants (an outstanding school) is piloting improving attainment by sending study packs home with a variety of fun activities for children to do with their parents over the week. Initial results are looking positive.

MH, JM and DH both expressed a strong desire to bring governor focus on the attainment of the higher achievers.

KL confirmed that 29% of the Yr2 cohort is SEND or Pupil Premium.

b. Safeguarding

KL has led two safeguarding update meetings for parent helpers in January 2016. These included updates on FGM, Prevent duty and Whistle blowing. PB also attended and said that it was well received.

We now have a looked after child in school who has a comprehensive Personal Education Plan in place.

c. Staffing

A new mid-day supervisor is covering additional hours in Yr2 on top of the increased 10 hours already put in place. The teaching staff job share in Yr2 was changed in February so that it could work more effectively and their PPA time re-modelled so that all 3 teachers have their planning time together. Mrs Hearsom has been appointed as KS1 teacher from September. She will be an NQT.

Changes to assessment are continuing to cause confusion and additional workload

	<p>The next T&L agenda will include a Yr2 assessment presentation and issues caused by the government's raised expectations.</p> <p>d. Recruitment KL advised governors that they must think strategically about how to successfully retain staff, particularly with the increased teacher workload. Governors agreed that they must look at this in some detail, possibly using exit interviews and looking at the budget to see if additional funding needs to be allocated. Milford is fully staffed for September.</p> <p>e. Confederation Governors agreed that they will sign up to the Confederation Partnership Agreement which commits schools to working together with peer to peer review of performance.</p> <p>f. Appraisals KL reported that appraisals with clear evidence of targets that contribute towards pupil progress and reflect SDP priorities have been reviewed, along with evidence to support teacher standards at the teacher and support staff mid-term reviews this week. The impact of current CPD and any future training needs have also been identified.</p> <p>g. Attendance and Numbers on roll <i>Attendance</i> (last term figures in brackets) Current attendance whole school 96.2% (97%) EYFS= 96.7 (98 %) ; Y1= 96.7% (98%) ; Y2 =96.6% (96%) <i>Numbers on roll</i> Whole school NOR= 160 (160) EYFS=49 (46) ; Y1= 58 (60) ; Y2= 53 (54) NR asked if the changes in numbers on roll were due to any dissatisfaction with the school and requiring of further investigation. KL confirmed that they were not, although one parent was moving her child to ensure she can get them to the Junior school of her choice (rather than The Chandler).</p>		
5	<p>FINANCE</p> <p>a. FMR (P11 2016) Current projections are for £107k carry forward, reflecting a £24k in-year surplus. This is due to premises costs coming in £21k below budget as a number of planned one-off projects have not been undertaken (Doors £10k, Blinds £5k. The SLT decided to implement the new carpets and blinds for the EYFS and Yr1 and to leave the remaining funds for the new Headteacher to use on projects that they identify as most important. NR reminded governors that at the last finance meeting they had agreed to spend the entire planned budget because the surpluses have always been greater than expected. He expressed his frustration that this has left the school with a higher level of carry forward than before. He re-stated that he did not wish the school to be focussing on the long-term to such an extent that we would lose sight of the short-term need. KM reported that the Surrey financial consultant, Stephen Penny, was in agreement with the SLT decision about the doors because he recognised that it is very easy to use 100k over the next few years if pupil numbers drop.</p> <p>Staffing costs are largely in line with budget but supply costs are slightly higher due to long-term absence of Yr2 teacher.</p> <p>KL reassured governors that the school has put in place all that governors asked for last time. She would like to ensure that the new Headteacher will have money available for any projects they decide they would like to introduce.</p>		

	<p>b. Budget Plan 2016 - 2017 Our funding has been confirmed as £3k lower than expected due to a funding error in SCC's model. Stephen Penny has advised the school that we will not receive any monies back because the difference is so small.</p> <p>KM highlighted that the in-year deficit has reduced to c£28k which can be easily covered by our healthy carry forward. Governors discussed the plan in some detail and agreed the SLT approach, which has also been endorsed by Surrey financial consultant, Stephen Penny.</p> <p>KM will modify the figures as required up to the April meeting for final approval.</p> <p>c. Feedback from Babcock 4S Finance Visit The minutes from Stephen Penny's visit are on Dropbox.</p> <p>d. Schools Financial Value Standard (SFVS) FC and K M have been through the SFVS items and completed the review, updating as required. JM signed the final document so that it could be submitted by the deadline. The SFVS is on Dropbox and governors formally recorded their approval of its submission.</p> <p>e. Babcock SLAs The buybacks for the coming year have been confirmed, largely on the same basis as last year. Exceptions are:</p> <ul style="list-style-type: none"> • no longer taking the caretaking support as it was not used at all last year • increasing finance support to include free Academisation training and support for the new Headteacher • reduced governance support from level 2 to level 1. <p>f. Update on Capital expenditure & Projects All the work planned has been completed (although the staff pointed out there is still a broken window in the staff room), except the boiler.</p> <p>KL has succeeded in accessing another £1k from the Hall Hunter Charitable fund for pond refurbishment. MW asked that she and Helen Szczepanski be included in the refurbishment plans as they already have many ideas.</p> <p>g. School Fund Audited Account for governor approval KM reported that the fund has been audited and JM has seen the final accounts. There were no issues raised for governors to consider.</p> <p>KM has shown in the new school fund policy that a surplus in the school fund may be used to write off deficits in other areas, e.g. swimming funding.</p> <p>h. SCL & holiday lettings Governors are in agreement that the SLT can go ahead with this project. KM will liaise with NR and SCL. The school may gain up to £1k from these clubs or lettings.</p>		
6	<p>POLICIES</p> <p>a. Remaining Governors to sign Code of Conduct Keep on agenda.</p> <p>b. Outstanding policies</p> <ol style="list-style-type: none"> i. Teacher Pay ii. Teacher Appraisal & Capability <p>These two policies have been more closely linked and were ratified without further amendment.</p> <p>c. Additional policies according to review timetable</p> <ol style="list-style-type: none"> i. Finance ii. Design & Technology (in dropbox) 		

	<ul style="list-style-type: none"> iii. Religious Education iv. Charging (in dropbox) v. Computing & Internet Safety (in dropbox) vi. Credit Control (in dropbox) vii. Social Networking (in dropbox) viii. School Banking Card (in dropbox) ix. School Fund <p>All policies were ratified without amendment.</p>																																																		
9	<p>TRAINING UPDATE</p> <p>a. Annual skills survey Governors will need to update their survey next term.</p> <p>b. Annual School Governance Impact Evaluation Governors agreed to put together a brief annual report for parents which can also be used on the governance page of the school website.</p> <p>c. Safeguarding – all governors to confirm if they have attended safeguarding training (must be completed by end 2016) JM has passed the online safer recruitment training. LB has completed safeguarding his safeguarding training. Governors are to email LB to confirm when they are booked onto training. A check will be made at each FGB meeting to ensure we remain on track to have all safeguarding training completed by end 2016.</p> <p>d. Mentor Governors Governors agreed that it might prove helpful for new governors to have a named mentor to speed up their understanding of the role and take some of the pressure off the chairman. Paula Bradley offered to mentor Maureen Holland Melissa Wells has recently been a governor and so does not feel she needs a mentor.</p> <p>e. Record daytime availability Governors to send RD their availability to come into school during its working hours so that a more complete picture can be built up of governing body capacity to cover all the monitoring requirements of their role.</p>	<p>July</p> <p>July</p> <p>On-going</p> <p>End Mar</p>	<p>All govs</p> <p>J Morris L Bozeat</p> <p>All govs</p> <p>All govs</p>																																																
10	<p>MINUTES & MATTERS ARISING Governors agreed the Part 1 and Part 2 minutes of the January meeting.</p> <p>Actions table:</p> <table border="1"> <thead> <tr> <th></th> <th>When raised</th> <th>Meeting Actions</th> <th>Whom</th> <th>By</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>10/06/15</td> <td>Template for Governor Synopsis for Web Page</td> <td>LB Office Govs</td> <td>9/9/15</td> <td>10/06/15 - LB to update/Office to give Luke dates when Newsletter is going out Completed</td> </tr> <tr> <td>2.</td> <td>10/06/15</td> <td>Work with local agents to make Milford the school of choice</td> <td>KL & DH</td> <td>Ongoing</td> <td>DH has begun this process. Governors agreed no further action was required.</td> </tr> <tr> <td>3.</td> <td>10/06/15</td> <td>Make work done with high achievers more transparent to parents/community</td> <td>KL</td> <td></td> <td>To remain on actions. AM questioned whether this conflicts with the ethos of Growth Mindset.</td> </tr> <tr> <td>4.</td> <td>10/06/15</td> <td>"Grow Your Own" recruitment drive</td> <td>KL</td> <td>9/9/15</td> <td>Completed. We have recruited former student, Lisa Hearsam as NQT from Sept 2016.</td> </tr> <tr> <td>5.</td> <td>10/06/15</td> <td>EYFS To produce information on when the impact would be seen for the 10 pupils in writing</td> <td>KL</td> <td>9/9/15</td> <td>Completed.</td> </tr> <tr> <td>6.</td> <td>09/09/15</td> <td>Publish parent questionnaire</td> <td>PB</td> <td></td> <td>Completed.</td> </tr> <tr> <td>7.</td> <td>19/01/16</td> <td>Governors decided that they would like the LT to consider additional people resource to support these children as soon</td> <td>SLT</td> <td>16 Mar</td> <td>Completed.</td> </tr> </tbody> </table>				When raised	Meeting Actions	Whom	By	Status	1.	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 Completed	2.	10/06/15	Work with local agents to make Milford the school of choice	KL & DH	Ongoing	DH has begun this process. Governors agreed no further action was required.	3.	10/06/15	Make work done with high achievers more transparent to parents/community	KL		To remain on actions. AM questioned whether this conflicts with the ethos of Growth Mindset.	4.	10/06/15	"Grow Your Own" recruitment drive	KL	9/9/15	Completed. We have recruited former student, Lisa Hearsam as NQT from Sept 2016.	5.	10/06/15	EYFS To produce information on when the impact would be seen for the 10 pupils in writing	KL	9/9/15	Completed.	6.	09/09/15	Publish parent questionnaire	PB		Completed.	7.	19/01/16	Governors decided that they would like the LT to consider additional people resource to support these children as soon	SLT	16 Mar	Completed.
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	8.	Nov 15	Remaining governors to send in Governor profile as soon as possible	Govs	16 Mar	Staff gobs still to complete.	
	9.	Nov 15	NR to progress Uniform colour change project with KM.	NR 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.	
11	CONFIRM PART II BUSINESS Governors confirmed items to be considered as Part 2 Business.						
12	DATES OF NEXT MEETING AND FUTURE AGENDA ITEMS <i>a. Dates of next meetings</i> Wednesdays, at 6.30pm: Summer Term 2016 FGB Teaching and Learning 27 April FGB Finance and Resources 15 June <i>b. Future Agenda items</i> Academies						
13	AOB <ul style="list-style-type: none"> RD to include documents as email attachments as well as storing on Dropbox. JM and RD will ensure Melissa Wells has access to Dropbox. 					April End Mar	R Dunnage J Morris

Meeting ended 8.30pm

Chairman's signature: *Jackie Morris*

Date: 27.04.16