



**Full Governing Body Meeting**

**Minutes**

**Tuesday, 28 March 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.*

**Present:** Jackie Morris (Chairman), Jimmy Heslop, Andrew Stear (Headteacher), Maureen Holland and Fiona Campbell.

**In attendance:** Rachel Dunnage (Clerk), Kirsty Morris (School Business Manager – SBM), Jo Fulterer (Inclusion Manager)

*Meeting is quorate 5 /10*

	TOPIC	When	Whom
1	<b>APOLOGIES:</b> Melanie Isherwood, Luke Bozeat, Linda Chung, Emma Hardy and Mel Wells <b>WELCOME:</b> Jo Fulterer, Inclusion Manager		
2	<b>DECLARATION OF INTEREST</b> ( <i>conflict and pecuniary</i> ) <i>Governors declared no interest in specific agenda items at this meeting.</i>		
3	<b>MINUTES OF PREVIOUS MEETING</b> The minutes of the previous meeting were agreed as an accurate record and signed by the Chair.		
4	<b>FINANCE</b> JM formally thanked the School Business Manager for an excellent finance pack which clearly addressed strategic issues. <b>a. 2016/17 Financial Monitoring Report (FMR) - P11</b> SBM has been through this with FC and all governors have reviewed the previously circulated report. They had no further questions. <b>b. 2017/18 Budget Plan</b> The SBM considers the budget plan to be a good illustration of how well the SLT are now working together, meeting each week and keeping focus on the strategic elements rather than getting bogged down in operational detail. The Surrey County Council (SCC) financial advisor has been through the budget and is happy that the assumptions used are sensible. <ul style="list-style-type: none"> <li>JM reported the query from LB submitted by email about the unexpected cost of £5k for the alarm system. He wished to know if there was anything else coming up that should be included in the budget plan and if there was a planned maintenance programme. The SBM confirmed that there was nothing anticipated and the school had a good idea of what was due for update or renewal. Unexpected items can be covered by the small surplus or, if appropriate, capital expenditure.</li> <li>JM asked if there was still a requirement for classroom doors that could be seen through. The Inclusion Manager (JF) suggested that this had arisen from safeguarding suggestions for transparency, but given the open doors policy of the school, regular pop-ins and significant visibility through windows meant that this was not a priority as the school manages it effectively.</li> </ul> FC confirmed that she has been through the 17/18 budget and the SBM was able to clarify and answer all her queries. She was satisfied that the budget addressed		

	<p>the school's priorities and represented a prudent approach to using the school's funds.</p> <p>Governors asked for a break-down of the planned Sports Premium spend. The SBM confirmed that it will continue to be used to pay for the sessions from SCL and the Sports Leader has identified sports resources to purchase, staff training and a cross curriculum program called 'Active Maths' that she plans to spend the remainder. The Sport Leader is applying for the Activemark accreditation this year and it looks as though we will be able to go in at the Silver level.</p> <p><b>The governors unanimously agreed the budget and thanked the SBM for her thorough presentation.</b></p> <p><i>3-year plan</i></p> <p>The SCC financial advisor reported that the soft introduction of the national funding formula next year will not bring the school all the additional funding identified in the DfE consultation tables. He, in fact, thinks the whole amount is unlikely to be forthcoming until some 5 years into the roll out, by which time inflation will likely have eroded any positive value. He said he was not aware of a Multi Academy Trust in Surrey that was working effectively.</p> <p><b>c. School Fund</b></p> <p>The accumulated balance stands at c£6k. ASt would like to spend some of the funds on a new maths scheme, which includes training for the staff, for c£3.5k with an annual subscription cost. ASt looked at a number of schemes and identified the best mastery of maths schemes for the school. He has managed to negotiate a reduction in the cost. <b>Governors are content that due process has been followed.</b></p> <p><b>d. Purchase of Service Level Agreements (SLAs)</b></p> <p>The governors raised no objections on the SLAs proposed in the financial report. They accepted that these are all 'must-haves' and as yet, there are no cost-effective alternatives. JM confirmed that she is aware through her SLT meetings that their value for money is kept under reviewed.</p> <p><b>e. Projects update</b></p> <p>The playground equipment funded by the Friends is being installed over Easter. Their next project will be the pond. The SLT would like to consider what could be done to the school to improve its attractiveness for lettings.</p>		
5	<p><b>SCHOOL FUND ACCOUNT</b> (<i>statutory</i>)</p> <p>The school fund was audited in January and there were no issues identified. It has been approved and signed off by JM.</p> <p><i>Kirsty Morris left the meeting.</i></p>		
6	<p><b>CHAIR'S ACTION</b> (<i>statutory</i>)</p> <p>Nothing to report.</p>		
7	<p><b>HEADTEACHER UPDATE</b> (<i>statutory</i>)</p> <p>ASt has received additional training on Pupil Asset and as he better understands the system is able to produce data that is helping with the management of pupils' learning.</p> <p><b>a. Review of standardised tests:</b></p> <p><i>PiRa (Progress in Reading assessment) and PuMa (Progress and understanding in Maths assessment)</i></p> <p>The standardised tests (from company Rising Stars) compare children's attainment with national standards. They also give an age standard which helps validate teachers' judgements and fine tunes the school's assessments. The results of these tests are very useful for the SLT; they are shared with teachers and form part of a whole picture which is discussed with parents. Results suggest that the school is solidly heading towards reaching expected</p>		

	<p>standards. Governors raised a number of questions about:</p> <ul style="list-style-type: none"> <li>• Inclusion of standard deviation - yes</li> <li>• how long the tests take to administer - once a term for c20mins per test</li> <li>• how the national standard is reached - across c2k schools already using the tests</li> <li>• whether identified children are then suitably stretched or supported - yes, through a range of interventions.</li> </ul> <p>JH sought reassurance that the SLT are really sure that the information resulting from the tests is worthwhile because he is not keen that children are subject to so many tests. ASt reported that the test is presented as 'MyQuiz' and the children are not fazed by it; this is also how the SATs will be presented. JH is keen that tests only be used if they really are giving the school and governors useful management information. The SLT are considering whether or not to continue with Pupil Asset as it is not working well for the school at the moment.</p> <p><b>b. School Self-Evaluation Form (SEF)</b> Governors reviewed the previously circulated new format SEF which everyone recognised was requiring updating. MC would like ASt to highlight more the work being done to keep up the pace of learning for the school's high achievers. Recent training that JM has attended suggests that the SEF need not include grades.</p>		
8	<p><b>STRATEGIC OBJECTIVES</b> ASt has used the recent parents' evenings to canvass more views on the development of the school's strategic objectives and vision. He has also put draft wording up on the staffroom board for teachers' views. Governors present made initial comments. <b>Ast will send the document out to all governors for their comment.</b></p>	30 Mar	<b>A Stear</b>
9	<p><b>GOVERNOR MONITORING</b> (<i>statutory</i>) <i>Governors to report back on monitoring activity since previous meeting.</i></p> <p><b>a. SDP</b> <b>Priority:</b></p> <ol style="list-style-type: none"> <li><i>To accelerate progress and raise attainment for all learners (including PP and SEND) – MC and MI</i> MH visited each class and looked at writing, She conducted pupil interviews and saw how progress had been made over the term, that marking included next steps for progress, that children were engaged and excited by their learning. JM visited to review Maths with the Deputy Headteacher. She also came in to look at phonics with Mrs Ward had identified as an issue during her learning walk. <b>ASt requested that governors ask staff if their visit had had any impact on the teacher's way of teaching.</b></li> <li><i>To review and develop assessment systems throughout the school – EH</i> JM has reviewed the work that ASt undertook to evaluate whether or not Pupil Asset is the right assessment tool for the school. He agreed to also attend Pupil Asset training and has now decided to modify the Pupil Asset system and trial this with staff in the coming academic year before making changes.</li> <li><i>To develop leadership at all levels to ensure positive outcomes for the children (Grow, Learn, Believe, Achieve) – LC and JM</i> Nothing to report.</li> <li><i>To develop the use of ICT throughout the school and across the curriculum to enhance the provision and learning for all children.</i> Nothing to report.</li> </ol>	Ongoing	<b>All Govs</b>

	<p><b>b. Individual responsibilities</b> e.g. H&amp;S, SEND</p> <ol style="list-style-type: none"> <li>i. <i>Curriculum</i> EYFS teacher has leadership responsibility for curriculum across the school. MH will become the governor lead on curriculum. This does not preclude other governors from undertaking curriculum monitoring.</li> <li>ii. <i>Health &amp; Safety (H&amp;S)</i> Mel Wells reported via email that she completed the H&amp;S tour. Few issues were identified and these are being addressed.</li> </ol> <p><b>c. Statutory Reports</b></p> <ol style="list-style-type: none"> <li>i. <b>Schools Financial Value Standard (SFVS)</b> Completed. FC confirmed that she undertook the review of the SFVS with the School Business Manager and that governors had agreed that the resulting document represented an accurate picture of the school. JM was very positive about the progress made since the last review. The Chairman had signed the document and it was submitted by the 15 March deadline.</li> <li>ii. <b>Safeguarding</b> Largely complete. The two new parent governors are still to attend safeguarding training and one is still to confirm that she has read both parts of Keeping Children Safe in Education (KCSiE).</li> </ol>		
10	<p><b>STRUCTURAL CHANGES TO SCHOOL ORGANISATION</b></p> <p><b>a. Future school structure</b> JM reported that the SBM's financial report made the helpful point that Milford's finances are such that we do not need to rush into joining a Multi Academy Trust (MAT). The Surrey County Council (SCC) financial adviser explained that, to make savings, school must make a fundamental shift in leadership. We are not in that place at the moment. JM's research into the Cooperative Trust shows that it is an interesting philosophical approach to joining together and might be worth exploring if it is something the Godalming Confederation are considering.</p> <p><b>b. Community links</b> ASt reported that the school is part of the Godalming Carnival this year as well as the Milford Fete. Some money from both these events will come to the school and the current plan is to spend it on improvements to the Library. ASt attended the Witley and Milford Neighbourhood plan meeting which touched on:</p> <ul style="list-style-type: none"> <li>• traffic around schools - ASt raised poor placing of traffic lights on bend and asked if speed bumps could be added</li> <li>• parking - ASt asked if solutions could be found for parents so they can park for free at the car park opposite the Co-op</li> <li>• school places and proposed numbers.</li> </ul>		
11	<p><b>SAFEGUARDING (general)</b></p> <ol style="list-style-type: none"> <li>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> See 9.c.i. above</li> <li>ii. <i>LB to review single central record.</i> Completed. LB confirmed before the meeting that he had reviewed</li> <li>iii. <i>RD to email Inclusion Manager the updated Governor Safeguarding info.</i> Paper copy for the Safeguarding file provided at the meeting as well as the register of who has read KCSiE.</li> <li>iv. <i>Add to Governor Code of Conduct requirement to keep safeguarding training up</i></li> </ol>		

	<p><i>to date (initial training by current training provider, repeat every 2/3 yrs plus annual update from school's safeguarding lead)</i></p> <p>Governors discussed, clarified and agreed what all governors should do:</p> <ul style="list-style-type: none"> <li>• attend Babcock Safeguarding for Governors training</li> <li>• whilst not a requirement, sign to confirm that they have read both parts of KCSiE.</li> <li>• undertake school training on the school safeguarding procedures either by a full governor session or joining the volunteer sessions.</li> </ul> <p><b>RD will update the Code of Conduct accordingly.</b></p> <p><b>a. Review of Safeguarding Audit</b></p> <p>Jo Fulterer presented that review of safeguarding that she has been through with governor Luke Bozeat. This took governors through the processes used in school to ensure staff, governors and club providers have undertaken suitably high standard training. Some club leaders have undertaken training by the school.</p> <p>Training for staff has been undertaken in September with another, mop-up session in December. This will include kitchen staff as well, since SCC does not train them. Safeguarding training for volunteers happens once each term and a log is kept of who attends training.</p> <p>Safeguarding is a standard item on all meeting agendas. It is limited to a 10 min slot which is used to cover a range of safeguarding areas over the year.</p> <p>Child Friendly safeguarding policy is around school and being used in circle time. It uses photos as well as text. The school council is being used to monitor safeguarding as well.</p> <p>Safeguarding and e-safety are being updated currently.</p> <p>Further child-friendly policies are being developed.</p> <p>LB to work with JF on ensuring school is clear IT filtering levels are adequate.</p> <p><b>JF will send to RD a digital copy of her presentation</b> to circulate to all governors so they better understand the safeguarding procedures at Milford.</p>	15 Apr	<b>R Dunnage</b>
12	<p><b>POLICIES (statutory)</b></p> <p><b>a. Policies according to review timetable</b></p> <ul style="list-style-type: none"> <li>• Admissions</li> <li>• <b>Accessibility plan</b></li> <li>• EYFS</li> <li>• <b>Special leave of absence</b></li> <li>• <b>Disability</b></li> <li>• Equality, diversity and community cohesion</li> <li>• Safeguarding (small changes)</li> <li>• <b>E Safety</b></li> <li>• <b>Data Protection</b></li> <li>• Staff Code of Conduct</li> </ul> <p>Points on policies have already been emailed and considered. Some of the policies do not reflect the latest guidance and the Clerk advised that they should not be ratified until the updates have been made. Policies in red font were not available for consideration.</p> <p><b>Governors ratified:</b> Admissions, EYFS, Equality, diversity and community cohesion and the Staff Code of Conduct.</p> <p>The Admin Assistant has been putting together a schedule for policy review. RD has been working with SBM to audit policies and ensure the school has all those it should. A number of required policies were outstanding and will be reviewed as a priority.</p>	30 Mar	<b>J Fulterer</b>
15	<p><b>CONSTITUTION OF THE GOVERNING BODY</b></p> <p><b>a.</b> 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>b. There has been no resignation since Jan FGB.</b></p> <p><b>c. There has been no election or appointment since the Jan FGB.</b></p> <p><b>d. Category of any vacancies to be filled:</b></p> <p>I. 1x LA – governors are aware of the time pressure to identify a Local Authority nomination in time for the next Panel meeting (completed forms must be submitted by 16 March to be considered).  <b>RD will ask for the Local Authority panel for a governor recommendation with the required skills set.</b></p>																	
16	<p><b>ACTIONS</b></p> <p><i>See table at end of Minutes.</i></p>																	
17	<p><b>GOVERNOR TRAINING &amp; DEVELOPMENT</b></p> <p><b>a. Governance self-evaluation feedback</b> The minutes from the meeting</p> <p><b>b. Training feedback</b> Governors have been letting JH know the courses they have attended as requested.</p> <p><b>c. Governor Induction</b> <b>JM will ask M Isherwood to develop this programme.</b></p>	15 Apr	<b>J Morris</b>															
18	<p><b>To note any Part 2 business</b></p> <p>There was no agenda item identified as Part 2 business.</p>																	
19	<p><b>DATES OF NEXT MEETINGS AND FUTURE AGENDA ITEMS</b></p> <p><b>Dates:</b></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>19 Apr</td> <td>7.30pm</td> <td>FGB</td> <td>T&amp;L</td> <td>Plus final Budget sign off</td> </tr> <tr> <td>THUR 13 July</td> <td>7.30pm</td> <td>FGB</td> <td>T&amp;L</td> <td>EofY data</td> </tr> </tbody> </table> <p><b>Agenda items:</b> None specified.</p>	DATE	Time	TYPE	FOCUS	KEY ADDITIONAL	19 Apr	7.30pm	FGB	T&L	Plus final Budget sign off	THUR 13 July	7.30pm	FGB	T&L	EofY data		
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## ACTIONS

When raised	Meeting Actions	Whom	By	Status
1 Mar 16	<p><b>Annual School Governance Impact Evaluation</b></p> <p>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><b>Governors agreed this should be posted online.</b></p>	<b>All gobs</b>	July 16	This will be produced once the skills survey has been completed. JM to complete. RD will review. Completed.
2 Jun 16	H&S audit to be conducted by MW and LB.	<b>R Dunnage</b> <b>M Wells</b> <b>L Bozeat</b>	30 Jan 30 Mar	<b>RD to arrange. Completed.</b> <b>Completed.</b>
3 Jun 16	Fixed Asset Register check to be completed by FC	<b>F Campbell</b>	15 July	Still to complete. <b>Completed.</b>
4 Sept 16	A number of governors still to return the Register of Interests form as soon as possible.	<b>Gobs</b>	27 Sept	<b>Relevant gobs to complete.</b>
5 Sept 16	RD will meet with Kirsty Morris to ensure the policy programme is fully up-to-date.	<b>R Dunnage</b>	15 Oct	<b>Completed.</b> A number of required policies are missing or need updating. These will be addressed as a priority.
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.	<b>All Gobs</b>	Ongoing	
7 Jan 17	LB will ensure photos of new governors are on the entrance notice board.	<b>L Bozeat</b>	Ongoing	

8	Jan 17	RD to ensure any names are removed from the HT report.	<b>R Dunnage</b>	30 Jan	<b>Completed.</b>
9	Jan 17	JM recommended that the new governors both attend Governors Induction Courses 1 and 2 as soon as possible.	<b>L Chung E Hardy</b>	Ongoing	
10	Jan 17	Governors are recommended to look online at the MATs set up by the Coop.	<b>All gobs</b>	Ongoing	
11	Jan 17	Governors agreed that LB will sign the single central record checks.	<b>L Bozeat</b>	Ongoing	<b>Completed.</b>
12	Jan 17	RD to email SENCo the updated Governor Safeguarding info.	<b>R Dunnage</b>	30 Jan	<b>Completed.</b>
13	Jan 17	FC will complete SFVS and JM will sign before deadline.	<b>F Campbell J Morris</b>	15 Mar	<b>Completed.</b>
14	Jan 17	All governors to respond to Safeguarding info requests from LB.	<b>All gobs</b>	28 Jan	<b>Completed.</b>
15	Jan 17	RD to re-send SDP to all gobs.	<b>All gobs</b>	30 Jan	
16	Jan 17	LC and EM to undertake a familiarisation visit with AS before they undertake any monitoring.	<b>L Chung E Hardy</b>	30 Jan	
17	Jan 17	AS to pull together the various Strategy elements into a more coherent format before it is presented to parents for their views.	<b>A Stear</b>	Mar 17	<b>Completed.</b>
18	Jan 17	JM encouraged all governors who have not yet done so to go on RaiseOnline training.	<b>All Gobs as relevant</b>	Ongoing	
19	02 Nov 16	Online Safeguarding Report	<b>L Bozeat</b>	End Feb	<b>Completed.</b>
20	02 Nov 16	MI will contact KM direct to check DBS validity	<b>M Isherwood</b>	20 Nov	<b>Completed.</b> MI has now had the required Milford DBS check.

Chairman's signature: *Jackie Morris*

Date: 13.07.17