

**MILTON CHURCH OF ENGLAND PRIMARY SCHOOL
LOCAL GOVERNING BODY
MINUTES OF MEETING
Wednesday 10th July 2019 AT 6.45PM**

PRESENT: David Chamberlin (DC)
Mike Edey (ME)
Kathy English (KE)
Andrew Everitt (AE) Chairman
Janay Fehr (JFr)
James Fraser (JF)
Josie Gaynord (JG)
Rebecca Hawes (RH)
Nick Haycraft (NH)
Sophie Jenkins (SJ)
Andrew Latchem (AL)
Lillian Leedham (LL)
Nicola Parsons (NP)
Clive Petry (CP)
Anna Reeder (AR)

IN ATTENDANCE: Stuart Hales (SH) Clerk

Action Log

Item	Agenda Item	Action
2.	AE to contact Richard Moore to update governors page on school website	AE
2.	AE to confirm if any governors are still to complete their interests for 2018-19	AE
2.	JFr and AE to meet separately to discuss recruitment to MSA and LGB	JFr/AE
9.	It was agreed to take Safeguarding Review to B&P Committee on 09.10.19	ALL
11.	Governors to sign their agreeance to Code of Conduct Policy and to new KCSIE legislation at LGB on 25.09.19	ALL
11.	KE to email spelling mistakes to AR who will amend English Policy	KE/AR
11.	Parents to be emailed recommended weekly times to be spent on homework at start of new year	AR
11.	Draft Premises Hire Policy to be revised to include governor comments	LL/AR
11.	DC to forward specific comments on Policy to AE who will amend Site Security Policy	DC/AE
12.	AR offered to prepare governor cheat sheet for Ofsted	AR
12.	Data to be analysed in greater detail at E,E & S Committee on 13.11.19	ALL
13.	NP offered to organise skills audit	NP
14.	NP to prepare something for travel plan and forward to AE	NP/AE
14.	Draft governor newsletter to be taken to LGB on 29.09.19	AE

Item	Agenda Item	Action
1.	AE welcomed everyone to the meeting and opened with a prayer. He asked if there were any matters of any other business? There were none. APOLOGIES FOR ABSENCE No apologies were received as everyone present.	
2.	Minutes of previous meeting dated 09.05.19 Actions (from LGB on 24.04.19) Item 2 – It was agreed that all governors had uploaded a personal photo onto governor hub.	

	<p>Item 2 – AE advised that he had received a short ‘bio’ from all governors. Action: AE to contact Richard Moore to update governors page on school website</p> <p>Item 2 – AE asked that all governors complete the register of interests on governor hub and also again in September for the start of the new school year. Action: AE to confirm if any governors are still to complete their interests for 2018-19</p> <p>Item 2 – JFr advised that she had continued to liaise with MSA to recruit new members and fill vacancies on the LGB and would discuss this further with AE outside of the meeting. Action: JFr and AE to meet separately to discuss recruitment to MSA and LGB</p> <p>Item 2 – It was agreed that the findings from the Workload/Wellbeing surveys had been taken to the B&P Committee on 05.05.19</p> <p>Item 2 – It was agreed that the findings from the SCR had been taken to the B&P Committee on 05.06.19</p> <p>Item 2 – It was agreed that comments on the Appraisal Policy had been forwarded to DEMAT, but the school had not received a response to date.</p> <p>RH left meeting</p> <p>Item 2 – Governor meeting dates for 2019-20 had been uploaded onto governor hub.</p> <p>RH returned to meeting with LL</p> <p>Actions (from LGB on 09.05.19) Item 5 – The strategic Plan would be discussed later in the meeting.</p> <p>Item 6 x 2 – AE had liaised with DEMAT regarding a date for Ofsted Readiness Training which was held on 12 June 2019.</p> <p>AE asked if governors had any further queries on the minutes? There were none.</p> <p>The minutes of the meeting held on 9th May 2019, were agreed to be a true reflection of the meeting and were signed by AE.</p>	<p>AE</p> <p>AE</p> <p>JFr/AE</p>
<p>3.</p>	<p>Declaration of Interest There were no declarations of pecuniary interest by members of the LGB in respect of any item on the agenda.</p>	
<p>4.</p>	<p>Adopt proposed budget for 19/20 Two documents titled ‘June 2019 Management Accounts’ and ‘Minutes from Budget Review Group meeting dated 03.07.19’ were distributed prior to the meeting.</p> <p>AE first advised that there had been no formal governor approval to the budget for 2019/20 at the LGB on 24.04.19 and also that it had since been submitted to DEMAT and the school had received no comments on it.</p>	

	<p>LL advised that school finances and the forecast in-year deficit had not changed to that presented to governors at the LGB in April 2019. There had been some revisions to teachers pensions which should be 'cost neutral'. LL advised that the in-year deficit would reduce the reserves at the end of 2018-19. She then advised that there is no insurance for teacher absence in place, the school considered that the insurance schemes offered to academies were not cost effective.</p> <p>A governor queried if insurance schemes should be managed centrally by DEMAT? AE advised that they are currently working on a cost-effective solution adding that schemes had 'add-ons' for specific types of absence.</p> <p>LL advised that the Budget Monitoring Group had discussed a cost estimate for a worst-case scenario of a teacher going on long term sickness with full pay for three months and part pay for an additional three months – from this she felt that the school should have a level of funding held back to contribute both to the teachers sickness pay and for a supply teacher.</p> <p>A governor queried if the school was financially in line with other schools? AE advised that it was in a better financial situation compared to many other schools.</p> <p>AE asked if there were any further queries on the budget? There were none.</p> <p>The adoption of the budget for 2019-20 was proposed by AE, seconded by ME and unanimously agreed by a show of hands.</p> <p>Action: LGB adopted budget for 2019/20</p>	
5.	<p>Headteachers Report</p> <p>The Headteachers Report was distributed prior to the meeting and AR asked if there were any queries from it? She first advised that there is a high number of children who do not take part in PE lessons and they would now participate in other ways.</p> <p>It was agreed to minute that governors continue to have concerns on the budgetary pressures and in order to balance the budget, governors would consider cost savings that would not have a negative impact on children's learning.</p> <p>AE asked if governors would support him in writing to either the DBE or the trust board at DEMAT to raise governors' concerns? It was agreed not at present and for the reasons for this.</p> <p>AE then suggested that he felt Andrew Reed from DEMAT understood the pressures that schools are under. Andrew Reed also meets regularly with the DfE and provides them with evidence of the impact of low funding on pupil attainment.</p> <p>AE asked if there were any further queries on the Headteachers Report? There were none.</p>	
6.	<p>Pupil Progress and Attainment YTD</p> <p>Three documents were distributed prior to the meeting; -</p> <ul style="list-style-type: none"> • EYFSP Performance Summary Milton • KS1 Summary • Phonics Benchmark <p>A further document titled 'KS2 Provisional Results 2019v1 (External)' was distributed at the meeting.</p>	

	<p>AR first advised that the data showed good progress since January and that the school could now be in a confident position for an Ofsted inspection.</p> <p>A governor noted that there had generally been good progress since last year and could staff link that to specific interventions and support that had been introduced? AR advised that some measures could only be fully assessed over three years.</p> <p>EYFS – A governor queried if there had been a gender analysis completed? AR advised there had not been one.</p> <p>A governor queried if there was any data for children with English as an Additional Language? AR advised that data had only been published on Monday 9 July and there had not been opportunity for staff to undertake a more detailed breakdown of the data.</p> <p>A governor queried if the data had been moderated and if the school would appeal any results? AR advised that the school would appeal six papers which might have an effect on the combined score data.</p> <p>A governor queried if the scores from the papers could go down after being appealed? AR advised they could, but the original scores were below the threshold anyway.</p> <p>A governor queried how long would the appeals take? JF advised they would be returned to the school by Friday 19 July 2019.</p> <p>KS1 – A governor queried why there was a difference between writing data in KS1 to EYFS? AR advised that there was a difference assessment used for both and added that schools would trial a new baseline for EYFS in 2019/20.</p> <p>Phonics – AR advised of six children who are working at pre key stage and could not access the tests and were included as 0 within all data for this age group. Staff had concerns of how to move these children on as they progressed through the school and how to target the curriculum to meet their needs.</p> <p>AR advised that whilst they would benefit from additional adult support, there would be less TA support than in previous years due to financial pressures that schools face.</p> <p>A governor queried if any of the children had SEN? NH advised some were included under SEN support.</p> <p>A governor queried the mobility of the six children? NH advised that whilst some had moved to the school, others had been there since reception.</p> <p>A governor queried the gender split of the six children? NH advised of this for governors' awareness.</p> <p>A governor queried if the school would operate with the same class structure in 2019/20? AR advised that it would.</p> <p>AE asked if there were any further queries on the data? There were none.</p>	
7.	<p>Single Plan & SEF Update</p> <p>AR suggested that this had already been discussed within the Headteachers Report and AE asked if there were any queries on it?</p> <p>AR advised that there would be a focus on writing in 2019/20 as well as embedding the measures that had started this year. She then advised that children in Year 5 would move away from the best fit model to using the Y6 national assessment criteria for writing from next year.</p> <p>AR advised that from Pupil Voice, children had enjoyed newer units of writing and there would be a rolling programme to refresh one unit of work each year to maintain children's interest in writing.</p>	

	<p>AR advised that the revised Marking Policy was clearer for all concerned and there would be more work to improve spelling, perhaps with dyslexia friendly classrooms.</p> <p>JF advised that children would be encouraged to take ownership of writing instead of teachers 'pushing' some children through each lesson. He added that writing proforma grids should assist children.</p> <p>A governor queried that the Grammar, Punctuation and Spelling data was encouraging but this did not always transfer to children's writing?</p> <p>JF advised that the school would remind parents of the policy during parents' meetings.</p> <p>A governor noted that the school used to organise parental subject drop-in sessions and queried if it would be beneficial to reintroduce them?</p> <p>A governor queried if specific Yr7 children could be asked to revisit the school to share their experience with Yr6 children?</p> <p>AE asked if there were any further queries on the item? There were none.</p>	
8.	<p>Adopt Strategic Plan</p> <p>The following documents were distributed prior to the meeting; -</p> <ul style="list-style-type: none"> • Milton CE Primary - Strategic Plan 29.06.19 • Strategic Plan – Staff Meeting – 16 May 2019 • SDP 2018-19 • SEF Final 2019 • SDP 2018-19 Milton Priority Index with Science <p>AE first thanked those governors who attended the LGB on 9 May 2019 to discuss the Strategic Plan. He added that the plan would be discussed with the school council at the start of the new academic year. There had been a second evening parental consultation but unfortunately there had been no attendees. AE then proposed that the LGB adopt pages 2 and 3 of the strategic plan and asked if there were any queries? There were none. DC advised that the biblical references used in the document were appropriate.</p> <p>The adoption of pages 2 and 3 of the strategic plan was proposed by AE, seconded by LL and unanimously agreed by a show of hands.</p> <p>Action: LGB adopted Page 2 and 3 of the Strategic Plan</p> <p>AE advised that the mission statement would be included with a governor newsletter.</p> <p>AR advised that there had been the first Yr5 pupil video placed on the school's website relating to 'Life in all its Fullness'.</p>	
9.	<p>Annual Report on Health & Safety</p> <p>A separate document titled 'Annual Health & Safety Report to Governors – 2019' was distributed prior to the meeting and AL apologised for its late issue and that some items had already been covered within the Headteachers Report. He then added that health & safety is linked with safeguarding.</p> <p>AL advised that the school was 91% compliant at its last full audit and a governor noted that the school is entitled to an annual audit as part of its SLA. A governor suggested that the school could use consultancy hours within its SLA to address some actions from the report.</p> <p>AL noted that risk assessments are being revised. AR briefly advised of how they had been simplified.</p>	

	<p>AR advised that sports coaches would now be asked to provide risk assessments.</p> <p>A governor queried what were the five C's for contractors? A governor queried the training requirements for new staff?</p> <p>AE asked if there were any further queries on this item? There were none.</p> <p>Action: It was agreed to take Safeguarding Review to B&P Committee on 09.10.19</p> <p>AR advised that DEMAT would complete a follow-up safeguarding audit during the w/c 15 July 2019.</p>	AL
10.	<p>Priorities for next academic year</p> <p>AE suggested that governor priorities for 2019/20 could be; -</p> <ul style="list-style-type: none"> • Ofsted readiness • Continuing to develop Strategic Plan • Discussions on finances, particularly ways of increasing income generation <p>AE asked if governors were happy with these suggestions? No comments were received.</p>	
11.	<p>Policies</p> <p>A governor asked if there could be a more consistent approach to the layout of policies. AE advised that he had placed approved policies in the policies folder on governor hub.</p> <p>Art & Design – A separate document was distributed prior to the meeting. It was agreed that the Policy had been approved by governors at the E,E and S Committee on 19 June 2019. Action: Art & Design Policy approved at E,E & S Committee on 19.06.19</p> <p>Code of Conduct for all Adults – A separate document was distributed prior to the meeting. A governor queried if it was a DEMAT Policy? AE advised that it was from EPM and that there had only been minor revisions from the previous version. A governor queried if the school still adopted the local authorities safeguarding policy as there were differences between that and the Code of Conduct Policy? AR advised that it came from DEMAT but was identical to the LA document. Action: Governors to sign their agreeance to Code of Conduct Policy and to new KCSIE legislation at LGB on 25.09.19 Action: Code of Conduct for all Adults Policy (Nov 2018) unanimously approved</p> <p>English – A separate document was distributed prior to the meeting. A governor noted that there were spelling mistakes within the policy. Action: KE to email spelling mistakes to AR who will amend English Policy</p> <p>It was agreed to include Appendixes 1 and 2 via a web-link. Action: English Policy conditionally approved</p> <p>Geography – A separate document was distributed prior to the meeting. There were no comments and governors acknowledged that they had seen the policy. Action: Geography Policy unanimously approved</p>	<p>ALL</p> <p>KE/AR</p>

	<p>Handwriting – A separate document was distributed prior to the meeting. A governor noted that he found the policy hard to read. A governor queried if pen licences were awarded annually? JF advised that children can apply to have a licence at the start of each year and the rationale behind this, but agreed that the process should be included within the policy. Action: Handwriting Policy conditionally approved</p> <p>Homework – A separate document was distributed prior to the meeting. A governor queried how well were the recommended times for children to spend on homework within the table on pages 1 and 2 communicated to parents? AR advised that the school followed national guidelines. A governor queried if children understand the expectations? A brief discussion then followed. AR advised that the policy had been revised due to an issue that arose from the recent parental homework survey. Action: Parents to be emailed recommended weekly times to be spent on homework at start of new year Action: Homework Policy unanimously approved</p> <p>Phonics – A separate document was distributed prior to the meeting. There were no comments received. Action: Phonics Policy unanimously approved</p> <p>Draft Premises Hire – A separate document was distributed prior to the meeting. A governor queried that there should be consistency in the terminology used in the document between ‘you must do’ and the ‘hirer’? AE advised that the policy had been reviewed by the legal dept at DEMAT A governor queried that the caretakers phone number was missing under item 6? Action: Draft Premises Hire Policy to be revised to include governor comments Action: Draft Premises Hire Policy conditionally approved</p> <p>AE advised that Milton Colts had seen a significant rise in hiring costs which had been discussed at B&P and BMG – AE had offered to meet with them.</p> <p>AE then advised that Premier Sports are attempting to attract more children to their clubs to increase their funding. He then suggested that the school allows them one year’s grace to increase pupil numbers and that they be asked to communicate the clubs on offer with significant notice to allow parents to organise after school supervision for their children.</p> <p>Site Security – A separate document was distributed prior to the meeting. A governor had several queries on the policy. Action: DC to forward specific comments on Policy to AE who will amend Site Security Policy A governor suggested that could target significant investment agreed by governors monitoring of investment and policy. Action: Site Security Policy unanimously approved and to be reviewed at B&P Committee on 09.10.19</p>	<p>AR</p> <p>AR</p> <p>DC/AE</p>
12.	<p>Review of Ofsted Readiness Training AE advised that he had uploaded a report from the training on 12 June 2019 onto governor hub and asked if there were any queries from governors who were unable to attend the training?</p>	

	<p>A governor queried when might Ofsted confirm an inspection? AE advised that it would be by the latest 9th term after academisation which would suggest Summer 2020.</p> <p>A governor suggested that a governor 'cheat sheet' was prepared in advance of a previous inspection and queried if a similar document could be prepared for the next inspection? AR advised that governors should be knowledgeable about the key priorities in the SDP, three-year data trends and progress on actions as a result of the previous inspection.</p> <p>Action: AR offered to prepare governor cheat sheet</p> <p>A governor queried how would governors have an understanding and comparison of different groups of children (ie, mobility v core)? AR advised that data comparisons were usually for the whole school, boy/girl split, EAL and SEN.</p> <p>A governor noted that it would be useful for governors to compare data between mobile children and those that had been at the school since reception and how does the school help those children with mobility in their learning?</p> <p>Action: Data to be analysed in greater detail at E,E & S Committee on 13.11.19</p> <p>AE asked if there were any further queries on the item? There were none.</p>	<p>AR</p> <p>ALL</p>
<p>13.</p>	<p>Review of Governor Skills</p> <p>AE advised that the last review of governor skills was two years ago and asked if there was a volunteer to complete a governor skills audit?</p> <p>Action: NP offered to organise skills audit</p>	<p>NP</p>
<p>14.</p>	<p>Governor newsletter to parents Sep 2019</p> <p>AE advised that he had some initial suggestions as to the content of the newsletter; -</p> <ul style="list-style-type: none"> • Funding (to share in year deficit and impact this will have on the school) • Update travel plan and to encourage parents to walk with their children to school. It was suggested that parents be reminded of this prior to every event at the school. • Encourage parents to join MSA and LGB • To explain the role of the LGB <p>Action: NP to update travel plan and forward to AE</p> <p>Action: Draft governor newsletter to be taken to LGB on 29.09.19</p> <p>AE asked if there were any further queries on this item? There were none.</p>	<p>NP/AE AE</p>
<p>15.</p>	<p>Any Other Business</p> <p>SJ Maternity Leave – SJ offered to ask staff if they would like to join the LGB to cover her maternity leave.</p> <p>Safeguarding – A separate document titled 'CCC Safeguarding Monitoring Report 18-19' was distributed prior to the meeting for governor's awareness.</p>	
<p>16.</p>	<p>Close (including dates of next meetings)</p> <ul style="list-style-type: none"> • LGB – Wednesday 25th September 2019, at 6.45pm • Business & Personnel – Wednesday 9 October, at 6.45pm • Ethos, Education & Standards – Wednesday 13th November 2019, at 6.45pm • LGB – Wednesday 27th November, at 6.45pm 	<p>ALL</p>

The meeting closed at 8.35pm

Signed:..... Date:.....