

**MILTON CHURCH OF ENGLAND PRIMARY SCHOOL
LOCAL GOVERNING BODY
MINUTES OF MEETING
Wednesday 9th May 2019 AT 6.45PM**

PRESENT:

Kathy English (KE)
 Andrew Everitt (AE) Chairman
 Janay Fehr (JFr)
 James Fraser (JF)
 Josie Gaynord (JG)
 Nick Haycraft (NH)
 Andrew Latchem (AL)
 Lillian Leedham (LL)
 Nicola Parsons (NP)
 Clive Petry (CP)

IN ATTENDANCE: Stuart Hales Clerk

Action Log

Item	Agenda Item	Action
5	Strategic Plan to be taken to LGB on 10.07.19	SH/AE
6	AE to liaise with DEMAT as to when trainer can visit school	AE
6	Governors to then agree date for Ofsted Readiness training	ALL

Action Log (outstanding actions from LGB on 24.04.19)

Item	Agenda Item	Action
2	All governors to upload a personal photo onto governor hub if not already done so	ALL
2	All governors to email AE a short 'bio' if not already done so	ALL
2	All governors to complete register of interests on governor hub	ALL
2	JFr to continue to liaise with MSA to recruit new members and fill vacancies on LGB	JFr
2	Findings from Workload/Wellbeing surveys to be taken to B&P Committee on 05.06.19	SH/LL
2	Findings from SCR audit to be taken to B&P Committee on 05.06.19	SH/LL
2	Comments on Appraisal Policy to be forwarded to DEMAT	AE
2	AE to email meeting dates for 2019/20 to CP	AE

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1	AE welcomed everyone to the meeting and opened with a prayer. APOLOGIES FOR ABSENCE Apologies were received and accepted from David Chamberlin, Mike Edey, Rebecca Hawes, Sophie Jenkins and Anna Reeder.	
2	Minutes of previous meeting dated 24.04.19 Item 2.0 – NP advised that she had liaised with Rosemary Mullen from Cambridgeshire County Council who agreed that the school would receive a mini pod bike rack and she would go back to RM to confirm the school's choice of colour for the rack. Item 2.0 – NP advised that a small number of governors still had to upload a personal photo onto governor hub.	

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	<p>Action: All governors to upload a personal photo onto governor hub if not already done so A governor queried if photos from either governor hub or the school's website could be used for the governor display board in the school's entrance? AE advised that for most governors, the photos should be the same.</p>	ALL
	<p>AE reminded for those that hadn't done it, could ALL governors email him a short 'bio' to be included on the governor's page of the school's website. Action: All governors to email AE a short 'bio' if not already done so</p>	ALL
	<p>AE then reminded for those that hadn't done it, could ALL governors complete register of interests on governor hub. Action: All governors to complete register of interests on governor hub</p>	ALL
	<p>Item 2.0 – JFr advised that she had met with the MSA and agreed that as national volunteers week would be in June, governors and the MSA would run a coffee morning or stand at the school sports day. Action: JFr to continue to liaise with MSA to recruit new members and fill vacancies on LGB</p>	JFr
	<p>Item 2.0 – It was agreed that the Strategic Plan would be discussed later in the meeting.</p>	
	<p>Item 2.0 – It was agreed that the Vision Statement would be discussed later in the meeting.</p>	
	<p>Item 2.0 – It was agreed that the findings from the stakeholder survey had been shared with parents via a newsletter.</p>	
	<p>Item 2.0 – NP advised they she had completed two surveys on Staff Workload/Wellbeing during the governor Visit day in March 2019 – both were now on governor hub. A governor queried if there were any actions from the surveys to be taken to Business & Personnel Committee? AE suggested they could be reviewed at the B&P Committee on Wednesday 5 June 2019 Action: Findings from Workload/Wellbeing surveys to be taken to B&P Committee on 05.06.19</p>	SH/LL
	<p>Item 2.0 – LL advised that she had completed a report on the SCR, and it could be also reviewed at the B&P Committee on Wednesday 5 June 2019. Action: Findings from SCR audit to be taken to B&P Committee on 05.06.19</p>	SH/LL
	<p>Item 2.0 – AE advised that he had completed an overall report on the governor visit day and uploaded it onto governor hub. He thanked governors for their comments on the draft version.</p>	
	<p>Item 2.0 – AE advised that ME had sent him his comments on the Appraisal Policy. Action: Comments on Appraisal Policy to be forwarded to DEMAT</p>	AE
	<p>Item 2.0 – It was agreed that the SEND Report would be discussed later in the meeting.</p>	

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	<p>Item 2.0 – LL advised that she had received meeting dates for 2019/20 from AE.</p> <p>Action: AE to email meeting dates for 2019/20 to CP</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 24th April 2019, were agreed to be a true reflection of the meeting and were signed by AE.</p>	<p>AE</p>
3	<p>Declaration of Interest</p> <p>There were no declarations of pecuniary interest by members of the committee in respect of any item on the agenda.</p>	
4	<p>SEND Review & Report</p> <p>A separate report titled ‘SEND Report to Governors Spring 2019’ was distributed prior to the meeting and NH proceeded to go through it in detail.</p> <p>NH advised of the strategies that had been put in place for one child with an ECHP. He then advised that if the child was involved with any further incidents, the school would suggest that the setting is not the right choice for the child.</p> <p>A governor queried that if the strategies that had been put in place were not successful, was there an alternative option for the child? Perhaps a managed move to another mainstream school? NH advised that support staff at another school would not know the child like staff do at Milton Primary School and suggested that an SEMH school would not be the best choice for the child either.</p> <p>NH advised of the meditation and intervention groups called ‘Zones of Regulation’ that had been put in place to allow specified children in Year 2 to manage their emotional needs. The intervention would now be rolled out across the rest of the school.</p> <p>He then advised that two TAs had run a ‘Bucket Therapy’ group for specified children and what it involved.</p> <p>NH advised that a pupil with an ECHP will be joining the school in September 2019.</p> <p>A governor queried if any modifications will be required around the school for the child’s benefit? NH advised that the child’s support worker would visit and complete an audit of the school and highlight any actions that are required before the child starts at the school.</p> <p>AE thanked NH for his report and asked if there were any further queries on the item? There were none.</p>	
5	<p>Workshop to develop the schools Strategic Plan</p> <p>A separate presentation titled ‘LGB Strategic Plan’ was shown on the Interactive White Board and AE briefly went through it for governor’s awareness.</p> <p>Governors then split into small groups to discuss the school’s mission and values, visions and strategic plan and fed back to the whole group after each session. Supporting papers were given to each group, which could also be found on governor hub.</p> <p>At the end of the meeting, governors attempted to place the priorities that had been discussed within each group, into an overall priority list</p>	

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	<p>AE advised that he would now incorporate these discussions into a revised draft strategic plan to be taken to the LGB on 10 July 2019. Action: Strategic Plan to be taken to LGB on 10.07.19</p> <p>A brief discussion then followed on whether from a financial view point the school swimming pool should remain open.</p> <p>AE advised that Elite Swimming Academy had approached the school offering to capital fund the installation of a roof over the pool, if the school agreed to them renting out the facility during the evenings and weekends. Governors noted that if this was agreed the school would lose access to the pool for afterschool swimming.</p> <p>A brief discussion then followed on increasing pupil numbers at the school. It was suggested that the school include an article within local village publications. Also governors discussed is the work of the governor body being publicised to stakeholders and how this could be increased.</p>	SH/AE
6	<p>Any Other Business Ofsted Readiness Training – AE advised that the school had been offered a ‘Ofsted Readiness’ training session by the National Lead of Governance via DEMAT, likely to be held at the school. AE then advised that he would liaise with Kitt Smith at DEMAT on Friday 10 May to agree possible dates for when the trainer is available. Governors would then have an opportunity to agree the most popular date via a doodle poll. Action: AE to liaise with DEMAT as to when trainer can visit school Action: Governors to then agree date for Ofsted Readiness training</p> <p>A governor queried if all governors would be expected to attend an Ofsted inspection? LL advised no, only those governors who are available, although it would be beneficial for those governors with ‘links’ to specific areas in the school to attend. She added that inspectors would expect to be able to discuss any matter with those governors in attendance.</p> <p>AE thanked all governors for attending the meeting.</p>	AE ALL
7	<p>Close (including dates of next meetings)</p> <ul style="list-style-type: none"> • Budget Monitoring Group – Wednesday 22nd May 2019, at 08.30am • Ethos, Education & Standards – Wednesday 19th June 2019, at 6.45pm • LGB – Wednesday 10th July 2019, at 6.45pm 	ALL

The meeting closed at 8.30pm

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