

**MILTON CHURCH OF ENGLAND PRIMARY SCHOOL
LOCAL GOVERNING BODY
MINUTES OF MEETING
Wednesday 23TH January 2019 AT 6.45PM**

PRESENT: David Chamberlin (DC)
Michael Edey (ME)
Kathy English (KE)
Andrew Everitt (AE) Chairman
Janay Fehr (JFr)
Josie Gaynord (JG)
Rebecca Hawes (RH)
Andrew Latchem (AL)
Lillian Leedham (LL)
Nicola Parsons (NP)

IN ATTENDANCE: Andrew Read (ARd)
Nick Haycraft (NH) Deputy Headteacher
Lindsey Russell (LR) Vice Chair, Dry Drayton and Oakington
Stuart Hales Clerk

Action Log

Item	Agenda Item	Action
2	NP to determine what surveys need to be conducted to enable access to funding for a 'mini pod' bicycle rack to be provided. Liaise with AR to have these complete.	NP
2	LL agreed to update proforma to include safeguarding question	LL
2	Governors to forward photos to NP to include on governor photo board in schools entrance (or upload to GovernorHub)	NP
2	RH to meet with governors and Miss Tilley during Governor Visit day to discuss literacy/writing	RH/ALL
2	AE/AR and governors to meet to complete SWOT analysis	AE/AR
2	AE to check with DEMAT for MAT level Mobile Phone Policy	AE
6	JFr agreed to liaise with MSA to recruit new members and fill vacancies on LGB	JFr
6	AE to forward contact for MSA to JFr	AE
7	Governors to inform AE if they can attend visit day	ALL
8	Strategic Plan update to be taken to next LGB	AE/AR
8	Governors to consider reviewing plan during Governor Visit day	ALL
9	AE to review and update policy tracker at next Policy Review Group meeting	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 Sophie Jenkins, James Fraser, Bridget Gaynord, Clive Petry and Anna Reeder.	
2	Minutes of previous meeting dated 29.11.18 Item 2 – It was suggested that if the school carries out a survey on behalf of Rosemary Mullen, a road safety officer at Cambridgeshire County Council, the council would fund the purchase and installation of a mini pod bike rack. Action: NP to determine what the nature of survey would be and to liaise with AReeder if required to allow it to take place Item 6.0 – The update of the visit report proforma would be carried over as an	NP

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	<p>outstanding action. Action: LL agreed to update proforma to include safeguarding question</p> <p>Item 6 – Governors agreed that they include a safeguarding comment within governor visit reports, not a question on safeguarding.</p> <p>Item 9 – NP advised that she is currently collecting photos to include on the governor photo board and asked governors to forward a photo of themselves if not already done so. Action: Governors to forward photos to NP to include on governor photo board in schools entrance</p> <p>Item 9 — Governors asked if during the Governor Visit Day, they could observe a literacy lesson and meet staff to understand the steps being taken to address attainment in writing. Action: RH to meet with governors and Miss Tilley during Governor Visit day to discuss literacy/writing</p> <p>Item 12 – The completion of a S.W.O.T. analysis, of where the school currently is, where governors would like it to be in five years and how it could be achieved would be carried over as an outstanding action. Action: AE/AR and governors to meet to complete SWOT analysis</p> <p>Item 13 – It was agreed to change the Mobile Phone Policy to allow for a consistent approach to the use of mobile phones in the school and also on school trips. Action: AE to check with DEMAT for MAT level Mobile Phone Policy</p> <p>AE asked if there were any further queries on the minutes? There were none.</p> <p>The minutes of the meeting held on 29th November 2018, once updated, were agreed to be a true reflection of the meeting and were signed by the Chair.</p>	<p>LL</p> <p>NP</p> <p>RH/ALL</p> <p>AE/AR</p> <p>AE</p>
3	<p>Andrew Read, CEO, DEMAT</p> <p>JFr and SH arrived at meeting A separate document titled 'Note For Discussion' was distributed prior to the meeting.</p> <p>DEMAT - ARd began by thanking the LGB for the work that they're doing and the staff for the hard work and long hours that they do. He proceeded to give a detailed presentation of DEMAT, its structure and services. He advised that there are currently 41 schools in the MAT, and he considered that it had a good relationship with both the DfE and Ofsted.</p> <p>ARd then advised that it was sometimes difficult to balance the right level of support to schools and that DEMAT were focusing on providing support rather than direction. He suggested that the DfE would prefer MATs not to have a 'light-touch' approach and he sometimes worried that local governors felt disconnected. A governor suggested that he considered the current light-touch approach by DEMAT was favorable and had generally been well received by the school.</p> <p>ARd advised that DEMAT would not accept an insolvent school to join without arrangements being made to provide the needed funds. DEMAT has been very successful in turning around schools that had been in special measures. When underperforming schools are accepted to join DEMAT, it would be conditional on specific improvements being made and that there would be</p>	

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	<p>additional funding to oversee this.</p> <p>The percentage of school budgets retained by DEMAT to provide central services is less than by other MATs (currently 6%) to allow greater funding to be passed onto schools and ARd would not expect this to rise in the near future. He advised that he does not have a deputy, to reduce costs and trustees are adamant that they would not pull funding into DEMAT for redistribution to other schools.</p> <p>ARd advised of how the DfE would prefer academies to operate from a financial view point and that he considered schools to generally be in a better place in a MAT, as there continued to be financial pressures on the services that local authorities could offer maintained schools.</p> <p>Funding - ARd advised that DEMAT are now reporting on a monthly basis (was annually) to the Education and Skills Funding Agency (ESFA) and they have a team of eight in their finance dept. He then advised of the specialist directors at DEMAT and they would also like to appoint directors to focus on Science and IT.</p> <p>A Governor advised that there had been issues in the cross-over between the old and new financial reporting system? ARd agreed that most schools report similar problems and that it is necessary for schools in MATs to report their finances in greater detail compared to schools under LA control.</p> <p>A Governor suggested that when the Budget Monitoring Group meet, it is often difficult for governors to review up to date financial costings and financial projections? ARd suggested that the school contact Alex Rutterford-Duffety, the finance director at DEMAT who would be willing to visit the school to meet with governors and the school business manager to review finances.</p> <p>ARd advised that from meetings with unions, some local MATs had not agreed to pay the announced awards and the DfE confirmed that they won't know how many MATs have paid the increase in full until the end of the year.</p> <p>Governor Feedback - A governor suggested that since the school joined the MAT some 18 months ago, from a governor point of view he considered that the transition had been mostly fine, and that the level of delegation to the LGB meant that he felt it still worthwhile to be a governor.</p> <p>A governor advised that other local schools often ask Milton Primary School for their views of being in a MAT.</p> <p>A governor welcomed termly review visits (DRV), the specialist directors at DEMAT and centrally developed policies.</p> <p>Headteacher Performance Management - It was agreed that having HT Performance Management carried out by DEMAT was a significant benefit of being part of the MAT.</p> <p>A governor queried who would attend such the meeting? ARd advised that he has responsibility for performance management of Head Teachers and that he delegates this to senior members of the central team. The meeting is attended by the Head Teacher, the delegated person from DEMAT and a representative of the LGB which in our case is KE.</p> <p>Health & Safety - A Governor suggested that having a central DPO role had been valuable and could this be extended to the H&S designated person? ARd advised that DEMAT had commissioned an external company to review H&S issues in all schools in the MAT and that inherited conditions surveys were often desktop based.</p> <p>AE suggested the funding amount that the school would like to spend to address remedial items of work over the next few years and gave examples.</p> <p>ARd advised that DEMAT had appointed a fully qualified inhouse surveyor to</p>	

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	<p>improve their H&S service.</p> <p>Areas to improve; - Pay Awards - ARd acknowledged that there had been issues of communication between DEMAT and the school regarding the recent pay awards and that they would communicate directly with staff in the future. He considered that the pay increase over Cambridgeshire was not sustainable and of the increase in employers pension contributions and other above inflation rises. ARd then advised of the large additional funding that DEMAT would receive if it was a London based MAT.</p> <p>Staffing - DEMAT would consider how to best recruit, maintain and look after the well-being of staff and also to raise standards with the help of governors.</p> <p>Social Media - ARd advised that DEMAT are looking into how schools manage social media and any stress from parental comments it might cause staff. They are considering the appointment of a communications director to focus on this.</p> <p>DC thanked ARd for his presentation.</p> <p>LR re-joined and DC and ARd left the meeting</p>	
4	<p>Headteachers Report The Heads Report, LSCB Monitoring Report 2017-18 and Governor Visit Note focusing on H&S dated 15.01.19 were distributed prior to the meeting. As AR was not at the meeting to brief governors on her report, AE asked if there were any queries that could be passed onto AR to respond to?</p> <p>A governor queried that concerning the change of focus in Ofsted Inspections from September 2019, would the school have to revise the format which it reported progress and attainment data? NH suggested that there might be minor revisions but no major changes. A governor suggested that she felt proposed changes to the focus of inspections to be positive way forward.</p> <p>A governor queried that when completing an audit of personnel files, induction and training records could not be seen? NH advised that these are carried out but need to be recorded in a clearer format.</p> <p>A governor queried if there were any issues from the January census to report and if forecast numbers were similar to actual pupil numbers? AE suggested that numbers are similar to previous years.</p> <p>AE asked if there were any further queries? There were none.</p>	
5	<p>Annual review of Admissions policy A separate document titled 'Admissions Policy' was distributed prior to the meeting. AE advised that the policy is required to be reviewed annually and DEMAT are currently writing their own version. He advised that the current policy was created after the school became an academy adopting the previous criteria.</p> <p>A governor queried the catchment area of the school? AE suggested that the boundaries of Milton formed the catchment area but in reality, children were accepted from north Chesterton and Waterbeach.</p> <p>AE advised that from previous years the school would expect between 40-50 children initially be placed in Reception, but this would normally increase to between 55/60 nearer to the start of each academic year. He added that there were a couple of spaces in most classes.</p>	

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	<p>AE asked if there were any further queries? There were none.</p> <p>Action: The approval of the admission policy was proposed by AE, seconded by LL and agreed by the LGB by a show of hands</p>	
6	<p>Governor recruitment – suggestion from MSA for a needs sharing event. Looking for a volunteer to work with the MSA</p> <p>AE advised there are currently two vacancies on the LGB and that Milton School Association (MSA) are also looking for volunteers. It was suggested that an event be arranged to allow parents an opportunity to gain a better understanding of both organisations and to fill these vacancies.</p> <p>A governor advised that as a parent of a new child at the school she had not been informed that either the LGB or MSA were looking for new members.</p> <p>It was agreed that MSA do attend meetings for new parents and it would also help for a governor to be in attendance.</p> <p>Action: JFr agreed to liaise with MSA to recruit new members and fill vacancies on LGB</p> <p>Action: AE to forward contact for MSA to JFr</p>	<p>JFr</p> <p>AE</p>
7	<p>Governor Visit day – Friday 15th Mar 2019</p> <p>AE asked if there were any areas that governors would like to focus on during the day? Governors asked if they could observe a writing and RE lesson to add to monitoring lunches, the SCR, H&S and staff well-being as was suggested on the agenda. KE asked if she could also meet with Mrs Tucker, the new RE lead.</p> <p>A governor queried if governors would focus on one area during their visit or if they would all be covered over the day? AE advised that it would be likely that each governor would focus on one area.</p> <p>He added that governors would be welcome to attend for a part or the whole day and could take school dinners with the children.</p> <p>Action: Governors to inform AE if they can attend governor visit day</p> <p>AE asked if there were any further queries on the item? There were none.</p>	<p>ALL</p>
8	<p>Strategic Plan development – progress update</p> <p>AE apologised for not presenting the updated plan and advised that it would be presented to governors at the LGB on either 24.04.19 or 09.05.19.</p> <p>Action: Strategic Plan update to be taken to next LGB</p> <p>Action: Governors to consider reviewing plan during Governor Visit day</p>	<p>AE/AR</p> <p>ALL</p>
9	<p>Any Other Business Policies</p> <p>Action: AE to review and update policy tracker at next Policy Review Group meeting</p>	<p>AE</p>
10	<p>Close (including dates of next meetings)</p> <ul style="list-style-type: none"> • Ethos, Education & Standards – Wednesday 6th February 2019, at 6.45pm • Business & Personnel – Wednesday 6th March 2019, at 6.45pm • LGB – Wednesday 24th April 2019, at 6.45pm • LGB (inc. training) – Wednesday 9th May 2019, at 6.45pm 	<p>ALL</p>

The meeting closed at 8.40pm

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

DRAFT