

**MILTON CHURCH OF ENGLAND PRIMARY SCHOOL
LOCAL GOVERNING BODY
MINUTES OF MEETING
Wednesday 24TH April 2019 AT 6.45PM**

| | | |
|---------------------------|-----------------------|---------------|
| PRESENT: | David Chamberlin (DC) | Vice-Chair |
| | Michael Edey (ME) | |
| | Kathy English (KE) | |
| | Andrew Everitt (AE) | |
| | 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) | Headteacher |
| IN ATTENDANCE: | Judith Manwaring | School Bursar |
| | Stuart Hales | Clerk |

Action Log

| Item | Agenda Item | Action |
|------|--|--------|
| 2 | NP to liaise with Rosemary Mullen to agree next steps and date for installation of bike rack | NP |
| 2 | Governors to upload a personal photo onto governor hub if not already done so | ALL |
| 2 | Governors to email AE a short 'bio' if not already done so | ALL |
| 2 | 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 | Strategic Plan to be taken to LGB on 09.05.19 | SH/AE |
| 4 | Vision Statement to be reviewed and adopted by governors at LGB on 09.05.19 | ALL |
| 7 | Findings from stakeholder survey to be shared with parents | AR |
| 8 | NP to complete report on Staff Workload/Wellbeing | NP |
| 8 | LL to complete report on the SCR | LL |
| 8 | AE to complete overall report on the governor day | AE |
| 9 | ME to consider collating comments on Appraisal Policy for forwarding to DEMAT | ME |
| 10 | SEND Report to be taken to LGB on 09/05/19 | SH/AE |
| 12 | AE to email meeting dates for 2019/20 to LL and CP | AE |

| Item | Agenda Item | Action |
|------|---|--------|
| 1 | DC as Vice-Chair welcomed everyone to the meeting and opened with a prayer. APOLOGIES FOR ABSENCE Apologies were received and accepted from Janay Fehr (JFr) | |
| 2. | Minutes of previous meetings dated 23.01.19 Item 2 – NP advised that the school had carried out a survey on behalf of Rosemary Mullen, a road safety officer at Cambridgeshire County Council, | |

| Item | Agenda Item | Action |
|------|---|--|
| | <p>who had agreed to then fund the purchase and installation of a mini pod bike rack. Action: NP to liaise with Rosemary Mullen to agree next steps and date for installation of bike rack</p> <p>Item 2 – It was agreed that the governor visit proforma had been updated to include a safeguarding question.</p> <p>Item 2 – NP reminded for those that hadn't done it, could ALL governors to upload a personal photo onto governor hub. Action: All governors to upload a personal photo onto governor hub if not already done so</p> <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> <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> <p>Item 2 – It was agreed that governors had met with staff to discuss literacy/writing during the Governor Visit day.</p> <p>Item 2 – It was agreed that governors had met with AR to complete a SWOT analysis.</p> <p>Item 2 – AR advised that the school had sourced an alternative Mobile Phone Policy via 'The Key', to allow for a more sensible approach to the usage of personal phones on the school site during the day.</p> <p>Item 6.0 – AE advised that Janay Fehr had met with the MSA with regard to recruiting new members and filling vacancies on the LGB but was unsure of her progress. AE advised that he had forwarded contact details for MSA to JFr. Action: JFr to continue to liaise with MSA to recruit new members and fill vacancies on LGB</p> <p>Item 8 – It was agreed that governors would discuss the Strategic Plan at the LGB on Thursday 9 May 2019, instead of during the Governor Visit day. Action: Strategic Plan to be taken to LGB on 09.05.19</p> <p>Item 9 – It was agreed that AE had reviewed and updated the policy tracker at the Policy Review Meeting on 03/03/19.</p> <p>DC asked if there were any further queries on the minutes? There were none.</p> <p>The minutes of the meeting held on 23rd Janaury 2019, were agreed to be a true reflection of the meeting and were signed by DC.</p> | <p>NP</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>JFr</p> <p>SH/AE</p> |
| 3. | <p>Declaration of Interest There were no declarations of pecuniary interest by members of the committee in respect of any item on the agenda.</p> | |
| 4. | <p>Headteachers Report The Report was distributed prior to the meeting and AR asked that instead of her going through it, did governors have any queries from it?</p> | |

| Item | Agenda Item | Action |
|------|--|-------------------|
| | <p>Vision Statement – A governor queried the use of ‘we’ within the statement to cease funding support to a named child at the end of the summer term due to financial concerns? AR advised that ‘we’ referred to the SLT and budget setting team. AR advised that there would be a child starting in Year 2 in September 2019 with a new care plan and the staff would transfer over to this child.</p> <p>A governor queried if AR would still like the Vision Statement to be formally adopted at this meeting to allow the school to then share it with all stakeholders? AR advised that she had already shared it with staff and used it to write the SIAMS sef and suggested that governors could review and adopt the statement at the LGB on 09/05/19. Action: Vision Statement to be reviewed and adopted by governors at LGB on 09.05.19</p> <p>Risks - A governor highlighted the schools concerns over the attainment and progress in writing and queried if there were any ‘quick fixes’ to address these concerns? LL advised that the benefit of most actions would be seen over the longer term.</p> <p>A governor queried if the measures already implemented to address these concerns are having an impact or would the benefits be seen over a longer time frame? BH advised that all writing is Teacher Assessed in Year 6 and although there has been progress during the year it has not been sufficient to comply with statutory requirements for this age group. AR added that children have to meet all 20 areas to get Age Related Expectations in Year 6. A governor queried if there were any common areas of writing that children found difficult to achieve? BH advised that children in primary schools do not naturally use higher level punctuation. AR suggested that often, when children focus on punctuation in a piece of writing, there is an effect on the overall composition quality of the writing.</p> <p>AR advised that the SLT would meet on 25.04.19 to agree a list of non-negotiables for writing in all year groups and she had sourced a model plan from another school. She then advised that although the quality of writing had improved, the school had not yet changed its style of teaching to meet with new SATS assessment criteria. AR advised that a letter had been sent home to families of year 6 children to confirm that there is an expectation for children to continue to have good attendance and work hard after the SATs in May. She then advised that the school felt confident in both the quality of children’s work and marking and of actions that are required in readiness for an Ofsted inspection.</p> <p>AR advised of the high percentage of children with English as an Additional Language (EAL) who find it harder to achieve Greater Depth, as often they would not be as fluent and confident with using English as a language at the level required.</p> <p>A governor queried how does the outcomes for children with EAL compare with national figures? This is a group of pupils who achieve well. AR advised of comparisons staff had made with other local schools during moderation visits. A governor queried why the high quality of children’s writing in the school did not correlate to children’s attainment? AR suggested that</p> | <p>ALL</p> |

| Item | Agenda Item | Action |
|------|---|--------|
| | <p>writing might be marked at different level in other schools, which would have an effect on their attainment data.</p> <p>A governor suggested that if there is a concern of meeting Age Related Expectation thresholds in writing this year, there would have been a downward trend over three years and would place the school at risk of a lower outcome in an Ofsted inspection.</p> <p>A governor queried if the school had engaged with parents through the year to encourage children to complete homework? AR advised that it had done so and of the steps that teachers had used to help those children who find writing difficult.</p> <p>Safeguarding Update – A Governor Visit Report on the monitoring of the SCR dated 15 March 2019 was distributed prior to the meeting.</p> <p>DC asked if governors had any further queries on the report? There were none. On behalf of governors, DC thanked AR for her report.</p> | |
| 5. | <p>Budget Approval for 2019-20</p> <p>Separate documents titled ‘Milton CE Primary School Budget 2019/20 dated 24th April 2019’ and ‘Management Accounts Report March 19’ were distributed prior to the meeting and LL proceeded to go through them in detail via the interactive whiteboard in the meeting room. She first advised that the proposed budget was for the period September 2019 to August 2020 and then went through the overview of the original budget for 2018/19 against the March 2019 forecast figures.</p> <p>LL advised that the most significant point to note was the difference between the SEND funding received by the school and the expenditure on education support staff. The school had not been successful with one application and the local authority clawed-back funding from two other children’s funding who left the school, at the end of the summer term last academic year.</p> <p>Income - LL advised of the income received in 2018-19 and that allowed for in the 2019-20 budget. She advised that next year, schools will not receive additional funding from central government for ‘those little extras’, but there was an allowance for increased teacher pension funding and universal free school meal funding with the budget proposal for 2019-20.</p> <p>AR queried what did the donations item include for? LL advised contributions from MSA – it was usual practice to not budget for this item when setting the budget.</p> <p>LL advised that the Schools Forum had agreed to move money away from Basic Entitlement/Pupil to Other Pupil Led Factors. She added that although funding had increased for next year, it only allowed for the increase in pupil numbers.</p> <p>Expenditure – LL advised that staffing costs had increased in next year’s budget due to the national pay award and an increase in pension contributions which were both outside of the control of the school. It was agreed that by the school outsourcing its catering and cleaning services, this has an effect on expenditure, when comparing to other schools.</p> <p>A governor queried if it had been financially beneficial to outsource the cleaning and caretaking service? LL advised there was now a better service to CCS, and if brought in-house would create additional management and training costs for office staff.</p> <p>LL then advised of staff costs as a percentage of overall expenditure which fell between lower and higher boundaries for academies.</p> | |

| Item | Agenda Item | Action |
|------|--|--------|
| | <p>A governor noted that the budget for building maintenance had been reduced and there was no allowance for ICT Resources. LL advised of the proportion of the building maintenance budget that is spent on property management services.</p> <p>JM advised that the SLA with CCS covered the maintenance and replacement of equipment in the kitchen – this is not in place with the new catering company. Recent repairs to a freezer and dishwasher had come from the schools’ budget. When this cost had been raised with DEMAT, the school had been instructed to proceed with the repairs and meet the costs directly</p> <p>Resources beyond 2029/20 – A governor queried what did the acronym GAG stand for? LL advised General Academies Grant.</p> <p>LL advised of the forecast closing budget for the three years to 2021/22 which was forecast to be in deficit.</p> <p>AE advised that the school would be challenged by DEMAT if it proceeded with a deficit budget. After discussions with the budget monitoring group, he proceeded to read out a list where savings could potentially be made. He added that some items from the list are currently being funded from pupil premium grant which was required to be spent on those children entitled to it. Also, it was noted that some other schools had agreed to operate on a 4½ day week to save costs.</p> <p>A governor queried if schools need to offer a minimum number of sessions over the school year and if this would be affected by moving to a 4½ day week? AR advised that schools might agree to a reduction in the school week after a consultation period with parents. A governor suggested that Golden Time on Friday afternoons could be removed from the timetable?</p> <p>A governor queried how this proposal would save costs? AE advised by saving on PPA cover. LL added that each teacher is allowed one PPA session per week which equated to 1 week for a full-time teacher in the school. Also, PPA cover could be provided by HLTAs. AR stated that with the staff composition a half day closure would not be workable because of the number of part time staff and their working days.</p> <p>It was agreed that the school could operate on a max of 420 children in 14 classes but in recent years there had only been 380-390 children which equated to 13 classes. The school might decide not to replace a teacher who decide to leave the school. AR advised that the class composition numbers with just 2 or so pupils missing from a year group would not mean that a mixed age structure would work. The curriculum would potentially have to be re- written with a 4-year rolling programme and parents do not like this structure and could ultimately decide to leave the school, causing further budgetary pressures.</p> <p>AE advised that governors have until September 2019 to agree proposals for reducing costs.</p> <p>JF advised that if there were any redundancies in the future, the school had to learn from the recent TA redundancy process and make full and thorough assumptions about real costs including the funding of pension contributions from the budget and as a member of staff he was happy to declare an interest in the item and leave the meeting if necessary. Governors agreed that redundancies would be a last choice option.</p> <p>A brief discussion then followed as to whether to inform parents of the financial pressure that the school is under. It was noted that other schools in</p> | |

| Item | Agenda Item | Action |
|------|---|--------|
| | <p>DEMAT are either facing closure, not being able to recruit a headteacher, reduced TA cover or sharing a school business manager to reduce costs.</p> <p>A governor suggested that there would likely be negative comments should the governing body agree ways of reducing costs – the other option is to wait for a deficit budget.</p> <p>A governor queried that as costs are increasing each year, would a deficit budget be likely again in the future, even if steps were taken to reduce costs now?</p> <p>A governor queried if local companies, Cambridge University or parents could be asked to assist with grants/funding? LL advised that it was easier for academies to approach alternative grant funding than schools under local authority control, but some grants were tied to deprivation factors or whether schools were also made available to the local community. It was agreed that funding from Lettings would be income neutral due to the cost of staffing the site with caretakers.</p> <p>AR queried if DEMAT had been approached for their views on the proposed budget? AE advised that he would prefer not to draw attention to the budgetary issues but thought an open discussion would be required in the near future.</p> <p>AE advised that JFr was investigating sources of additional funding in conjunction with other local schools.</p> <p>DC suggested that although final decisions could not be made at the meeting, it had been a useful conversation for governors to have.</p> | |
| 6. | <p>Financial Performance YTD</p> <p>It was agreed that this had already been discussed under the previous item. On behalf of governors, DC thanked JM for preparing the budget.</p> <p>JM then left the meeting.</p> | |
| 7. | <p>Review of Parent Survey/ Pupil Safeguarding Survey</p> <p>A governor queried if the questions within each survey were broadly similar or different? AR advised that the children’s survey focussed on safeguarding and the adult survey had a broader set of questions.</p> <p>Children’s Safeguarding Survey 2019 Tuesday 12 March 2019 – A governor queried the responses to Q5 – I feel safe in the playground? AR advised that MDSA levels are at a minimum and this might be connected to responses to the question. There are a large number of children on the playground at any one time, but this would ease when children are allowed on the playing field. She added that all TAs complete a minimum of ½ hour of MDSA supervision each day.</p> <p>A governor queried the responses to Q6 – There is always someone in school I can go to if I have a worry? BH advised that discussions are held in class as to what adults’ children are safe to talk to both in and outside of school.</p> <p>A governor queried the number of children who responded with ‘usually’ to Q9 – I learn about e safety at school? BH advised that e safety is taught at the start of each year and some children might have forgot since then.</p> <p>A governor suggested that there had been good responses to Q7 and 8.</p> | |

| Item | Agenda Item | Action |
|------------------|---|--|
| | <p>Governors agreed that the survey was generally positive.</p> <p>Stakeholder Survey 2019 – A detailed discussion took place as to the parental responses to Q21 – What do you think we could do better at school? AR advised that a follow up survey had been carried out with regard to parental views on the amount of homework and the school would redo the stakeholder survey next year using this survey as a baseline.</p> <p>A governor queried if the findings from the survey would be fed back to parents? AR advised it would via a newsletter perhaps with a thank you for participating and highlighting a couple of issues?</p> <p>Action: Findings from stakeholder survey to be shared with parents</p> <p>A governor queried if the school should agree a time frame for when it would respond to parental emails?</p> <p>A governor noted that she thought the opportunity to speak with teachers at either the start or end of the school day worked well, and staff were always approachable.</p> <p>JF advised of the low percentage of parents that had responded to the survey.</p> | <p>AR</p> |
| <p>8.</p> | <p>Review of Governor Day</p> <p>AE apologised for not presenting an overall report of the day, but it was agreed that the following governor visit reports from the day had been completed and uploaded onto governor hub; -</p> <p>Monitoring of the catering provision – (LL) Results of the school lunch survey – (JG) Governors’ Day in School – (KE)</p> <p>Action: NP to complete report on Staff Workload/Wellbeing Action: LL to complete report on the SCR Action: AE to complete overall report on the governor day</p> <p>AE thanked staff for their assistance during the day and AR advised that they had enjoyed having governors visit.</p> <p>AE asked if there were any suggestions for the governor day in 2019/20? A governor advised that it had been useful to link it to school development issues.</p> <p>A governor queried if there were views as to whether it should continue as a whole day or run as a half day activity? Governors agreed that they felt by having it run over the whole day, they were able to get a better view of the school and that the planning for the day had been very useful.</p> <p>DC asked if there were any further queries on the item? There were none.</p> | <p>NP LL AE</p> |
| <p>9.</p> | <p>Policies</p> <p>A governor asked if there was any reason not to adopt them and governors agreed that they could be adopted ‘en masse’ instead of individually. For the sake of any governor who did not have an agenda, DC read out the list of policies to be adopted.</p> <p>Governors unanimously adopted the following policies by a show of hands; -</p> <ul style="list-style-type: none"> • Attendance_Policy_2018 - no changes • Complaints_Procedure_2017 - no changes • Critical Incident Plan 2018-2019 - updated contact details | |

| Item | Agenda Item | Action |
|-------------------|--|---------------------|
| | <ul style="list-style-type: none"> • Milton School Health and Safety Policy 2018 - minor changes • Adoption Policy – EPM standard policy • Bullying and Harassment Policy and Procedure – Re-adopt existing • Data Protection • Data Retention • Shared Parental Leave Policy (Birth) – EPM standard policy • Shared Parental Leave Policy (Adoption) – EPM standard policy • Equality Policy – Re-adopt existing, note that we need to review objectives • Equality and Diversity Policy for School Staff – Re-adopt existing <p>Governors unanimously acknowledged the following policies by a show of hands; -</p> <ul style="list-style-type: none"> • 1 DEMAT Appraisal Policy-Jan 2018 V2 • 2 DEMAT Capability Policy-November 2017 Final V2 • 3 DEMAT Disciplinary Procedure and Rules Relating to Misconduct Employees-November 2017 Final * V2 • 4 DEMAT Grievance-Procedure-November 2017 Final V2 • 46-Sickness-Absence-Management-Policy-FINAL • 5-DEMAT-Whistle-Blowing-Policy-November-2017-Final-V2 • DEMAT-Discretionary-Leave-Policy-FINAL-DEC-2018 • DEMAT-Flexible-Working-Policy-FINAL • DEMAT-Probation-Procedure-FINAL • DEMAT-Recruitment-Selection-Policy-FINAL-DEC-2018 • 57-DEMAT-Equality-Statement-FINALv1 <p>A governor advised that he had found the Appraisal Policy confusing, especially around the process of the Headteacher appraisal. AE suggested that he note down comments on the policy - they could be forwarded to DEMAT.</p> <p>Action: ME to consider collating comments on Appraisal Policy for forwarding to DEMAT</p> | <p>ME</p> |
| <p>10.</p> | <p>SEND Review & Report</p> <p>A separate document titled 'Report to governors on special educational needs and disability (SEND) – 6 February 2019' was distributed prior to the meeting. It was agreed to discuss this at the next LGB meeting on 9th May 2019.</p> <p>Action: SEND Report to be taken to LGB on 09/05/19</p> | <p>SH/AE</p> |
| <p>11.</p> | <p>H&S Report</p> <p>AL advised that from the report dated February 2019 and there were several non-compliant issues. AR advised that the school had since gone back to the company with comments on their findings and await a revised report.</p> | |
| <p>12.</p> | <p>Any Other Business</p> <p>LGB 09 May 2019 – AE advised that there would be an open agenda to allow governors to work on and discuss the schools strategic plan – all supporting papers will be in placed on governor hub.</p> <p>Governor Meeting Dates for 2019/20 – AE advised that the LGB run with the same meeting structure as this year. Proposed dates had been sent to SH and AR and he would next send them to LL and CP as Committee Chairs.</p> <p>Action: AE to email meeting dates for 2019/20 to LL and CP</p> <p>Apologies – ME gave his apologies for the LGB meeting on 9 May 2019.</p> | <p>AE</p> |

| Item | Agenda Item | Action |
|------|--|------------|
| 13. | Close (including dates of next meetings) <ul style="list-style-type: none"> • LGB (inc. training) – Wednesday 9th May 2019, at 6.45pm • Ethos, Education & Standards – Wednesday 19th June 2019, at 6.45pm • LGB – Wednesday 10th July 2019, at 6.45pm | ALL |

The meeting closed at 8.25pm

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