

**MILTON CHURCH OF ENGLAND PRIMARY SCHOOL
LOCAL GOVERNING BODY
MINUTES OF MEETING
WEDNESDAY 7TH MARCH 2018 AT 6.45PM**

PRESENT:

Mrs. A Reeder	Headteacher
Mr. Andrew Everitt	Chairman
Dr. Clare Wilson	Vice Chairman
Dr. Clive Petry	
Mrs. Kathy English	
Mrs. Lillian Leedham	
Mrs. Bridget Gaynord	
Ms. Josie Gaynord	
Mrs. Nicola Parsons	
Mr. Steve Blatch	
Rev. David Chamberlin	
Miss. Sophie Barry	

IN ATTENDANCE:

Mr. J Fraser	Deputy Head
Mr N Haycraft	Deputy Head
Mr. B Jones	Clerk
J Manwaring	Bursar

Item	Agenda Item	Action
	The Chairman led the opening prayer.	
1	<p>APOLOGIES FOR ABSENCE</p> <p>Mr. Andrew Latchem Mr. Michael Staplehurst</p> <p>Apologies were agreed and accepted.</p>	
2	<p>MINUTES</p> <p>The minutes of the 29th November 2017 were approved.</p>	
3	<p>MATTERS ARISING</p> <p>The Chair confirmed that much of matters arising were included within the agenda items.</p> <p>The Chair requested governors to inform the Headteacher whether would like to have access to the Analyse School Performance system.</p>	
4	<p>DECLARATIONS OF INTEREST</p> <p>No declarations of interest were made.</p>	
5	<p>CHAIR AND CLERKS UPDATE</p> <p>The Chair confirmed that there had been a safeguarding concern raised by a parent to the HMI. In summary, it was alleged that the child was allowed to leave the school building without a parent or guardian in attendance. The</p>	

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	<p>Chair confirmed that the matter had been thoroughly investigated and that protocols are now in place to avoid this happening in the future.</p> <p>The Chair informed governors that Cambridgeshire County Council had informed schools that CCS (cleaning and catering service) would be closed from December 2018 and therefore the school should seek alternative providers. It was confirmed that DEMAT responded immediately to inform the schools that they would support a tender process.</p> <p>The Chair informed governors that Cygnets Pre School had requested an opportunity to expand their space to create a forest school. The Head confirmed that this request has been forwarded onto DEMAT for consultation.</p> <p>It was agreed that the Head would liaise with Cygnets to consider other options. Action</p> <p>Letter from a parent re access – doors open whilst the gates were open at the end of the day. Head – asked Phil Hill from the local authority to undertake a risk assessment – awaiting a response.</p> <p>The Chair confirmed that Cambridgeshire County Council and Peterborough City Council have appointed a shared Service Director of education; Mr. Jonathan Lewis.</p> <p>It was noted that a group of parents wish to establish an SEN group to provide a place for conversations with the school. Dr. Clare Wilson, Vice Chairman agreed to attend a meeting with the group on behalf of the school.</p> <p>It was confirmed that the renewal for ‘The Key’ had been completed.</p> <p>The Chair informed governors of two resignations which had been received from Mrs. Nadine Blanding and Mrs. Stephanie Stafford. The Chair has informed DEMAT.</p> <p>Governors were informed that the Vice Chair; Dr. Clare Wilson will step down at the end of the academic year. Dr. Wilson agreed that, upon the appointment of a new SEN link governor, she would be willing to mentor the individual for their first year.</p>	<p>Head</p>
6	<p>HEADTEACHER REPORT</p> <p>The Headteacher introduced this report. In summary, the Head confirmed that;</p> <p>Pupil numbers remained static at approx.390.</p> <p>33 languages in school whilst 36 pupils were entitled to FSM.</p> <p>Miss Middleton returned from maternity leave.</p> <p>The Head confirmed that the office team had been restructured resulting in Mrs. Manwaring being successfully appointed as the School Business Manager, the purpose of which was to be a more strategic role.</p> <p>Following the appointment of the School Business Manager, it was confirmed that a clerical assistant role had been created to support the front of house work.</p>	

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	<p>The Head informed governors that there had been two resignations from part time teaching assistants. However, as a result of this, the school has been able create one full time role instead.</p> <p>The governors recognized the service of Mrs Dann who has been with the school for 24 years.</p> <p>The school continues to recruit mid-day supervisors.</p> <p>The Head confirmed that attendance is at 97.1% Within the cluster the school is performing better than others.</p> <p>It was noted that there had been 5 exclusions.</p> <p><u>Health and safety</u></p> <p>It was confirmed that the school is 91% compliant with targets to be included within the next monitoring plan. Action</p> <p>It was noted that contractors were not signing out once they had completed their works even though they are signing in.</p> <p>It was noted that the fire extinguishers are not 'in date', however, the Head confirmed that these are due to be maintained imminently.</p> <p>Question (CW): Would it be useful to have a risk champion within the staff group? Head: All the teachers have conducted risk assessments.</p> <p>Question (CW): What about DSE Checks? Head: This is only applicable to the office staff and this has been completed.</p> <p><u>School development plan</u></p> <p>The Head informed the governors that the school had received a visit from the School Improvement Director. During the visit, he was able to watch a range of classes including Art and PE.</p> <p>The Head advised that the feedback from the visit was that pupil premium support is clear with a strong middle leadership. It was also noted that the library was well developed.</p> <p>It was noted that areas for improvement included increasing the opportunity to respond to marking. The Head informed governors that as the school has pursued a strategy of minimizing marking, it isn't able to show clearly how teacher feedback moves children on.</p> <p>The Head confirmed that she will obtain information and examples from a school which she supports as a tool to increase visibility of marking. Action</p> <p>The Head informed governors that all staff have been to Ely to complete moderation with other schools. It was considered that this exercise has helped staff make more accurate judgements.</p> <p>It was noted that the school will be sending out a pupil wellbeing survey next week.</p> <p>The Head advised the governing body that the progression towards becoming a teaching school is continuing. The school will be participating in two projects; writing assessments in year 6 and 7 and developing a rich</p>	<p>Head</p> <p>Head</p>

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	<p>vocabulary project in year 5. The Head considered that this might bridge gap between reading and writing outcomes.</p> <p>The Head informed governors that the school needs to ensure that the budget balance is correct and consider which projects to pursue.</p>	
7	<p>REVISED SCHOOL BUDGET</p> <p>This item was introduced by Mrs. Lillian Leedham.</p> <p>Mrs. Leedham explained that DEMAT allows the school to submit a revised budget, however this does require the approval from the Governing Body.</p> <p>Mrs. Leedham advised the Governors that the revised budget has been produced using the DEMAT system. DEMAT requires a different budget management process that expects income to be spent in-year.</p> <p>Question (Head): Do we know what happens if there is an excess of funding at year-end. Mrs. Leedham: We are still waiting for advice from DEMAT.</p> <p>Last year the school had a surplus position of £209k reducing to £50k with the difference spent on capital works.</p> <p>It was noted that SEN funding has risen due to a rise in the number of statements and Sports premium has similarly increased.</p> <p>Governors were informed that staff costs represent 71% of expenditure. This is relatively unchanged from the submitted to the revised budget. This doesn't include cleaners and catering staff which are outsourced.</p> <p>Indirect costs have reduced largely because the school is able to access training direct from DEMAT.</p> <p>Question: Why is there a difference in agency costs? Mrs. Judith Manwaring; the initial budget set for the SENDCO was higher than actual cost.</p> <p>Question: What does agency represent? Mrs. Judith Manwaring; Much of the supply which covers sickness absence amongst the teaching staff.</p> <p>The Governors were advised that fire alarm system costs have been avoided whilst the learning resources budget has increased.</p> <p>Mrs. Leedham explained that this exercise has enabled the school to have ownership of the budget. Key pressures and key uncertainties remain unchanged with the exception of two additional items. The Catering and cleaning and caretaking contract costs have been added to the 2019 budget forecast but, due to the uncertainty surrounding the future contractual arrangements, particularly whilst we have yet to proceed with a tender exercise, these future costs remain unclear.</p> <p>The budget was proposed by Mrs. Lillian Leedham Mrs. Nicola Parsons seconded the proposal</p> <p>Unanimous approval.</p>	

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8	<p>PLAN FOR GOVERNOR DAY IN SCHOOL</p> <p>This item was introduced by the Chair</p> <p>The Chair advised the Governors that he Hoped that everyone with a link responsibility will come into school and meet with their counterpart school staff member.</p> <p>The plan is to meet at 8.55am.</p> <p>Timetable is fluid.</p> <p>If any link governors have set specific meetings, please can you provide Chair with details to include within the calendar. Action</p>	Governors
9	<p>PARENT COMPLAINT</p> <p>The Chair introduced this item.</p> <p>The Chair explained to Governors that a formal complaint had been raised in the summer term last year and the previous Chair appointed an investigator with the final report shared with the Governors.</p> <p>The Chair advised Governors that the report provides some useful points for the school.</p> <p>The Governing Body participated in a short discussion concerning the specific content of the report.</p> <p>The Chair explained that the complaint was submitted a long time after the incident which made it difficult to investigate.</p> <p>Mr. Steve Blatch commented that 'having read the report it had been dealt with in a professional manner'.</p> <p>It was noted that the Head informed Governors that the reporting was upsetting because of the amount of effort that the school had provided to the child which wasn't necessarily recognized.</p>	
10	<p>POLICIES TO BE APPROVED</p> <p>The Chair introduced this item.</p> <p>The Chair informed the Governors that the admissions policy should have been ratified by the 28th February 2018. However, upon reviewing the draft policy issued by DEMAT it was felt that it wasn't entirely clear and would need to be tailored to reflect the requirements of the school.</p> <p>The draft policy presented was approved with agreement that section 5 in its entirety within the draft would be removed.</p> <p>The policy was proposed by Mr. Andrew Everitt Mrs. Anna Reeder (Head) seconded the proposal</p> <p>Unanimous approval.</p> <p>The Chair requested that the decision to ratify the updated policy should be included within the newsletter, advising the policy effectively remains the</p>	

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	same Action	Head
11	<p>STRUCTURE AND TERMS OF REFERENCE</p> <p>This item was introduced by the Chair.</p> <p>The Chair explained that the purpose of the document was to set out the structure and responsibilities of the committee whilst capturing the ethos of the school.</p> <p>The Chair requested that individual committees should review their own terms of reference.</p> <p>The document was proposed by Mr. Andrew Everitt Mrs. Lillian Leedham seconded the proposal</p> <p>Unanimous approval</p>	
12	<p>GOVERNING BODY MONITORING PLAN</p> <p>Mrs. Lillian Leedham introduced this item.</p> <p>It was proposed that this document should be used as a guide to agenda setting in the future.</p> <p>Committee members were advised to inform Mrs. Leedham whether there were any other items that they required to be added in the future. Action</p> <p>It was agreed that this document will be added to the Governor hub. Action</p>	Governors Chair
13	<p>ETHOS, EDUCATION AND STANDARDS COMMITTEE</p> <p>Dr. Clive Petry, Chair of the Committee introduced this item.</p> <p>The Chair advised Governors that the Headteacher job description had been completed.</p> <p>It was noted that the pupil premium visit report had been included for governors to review.</p> <p>Governors were advised that there would need to be flexibility on use of PP funding although this is difficult when using teaching assistants.</p> <p>The Chair advised Governors that there had been an SEN update to the committee.</p> <p>Mrs. Kathy English had provided a couple of reports regarding collective worship within assemblies.</p> <p>The minutes of the Committee held on the 17th January 2018 were accepted.</p>	
13a	<p>REPORT ON MEETING OF 17TH JANUARY 2018</p> <p>This was addressed in the item above.</p>	
13b	PROGRESS AND ATTAINMENT – YEAR TO DATE	

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	<p>Pupil progress year to date all year groups achieving 65% reading, writing and math's age related expectations.</p> <p>Governors were advised that now that there is a new system in place, we need to monitor pupil premium children carefully.</p>	
14	<p>BUSINESS AND PERSONNEL COMMITTEE</p> <p>The Chair of this committee explained that the minutes have not yet been completed but will distribute these once they are ready. Action</p> <p>It was noted that the key activities of the committee had already been discussed earlier in the meeting.</p>	<p>Mrs. Lillian Leedham</p>
14a	<p>REPORT ON MEETING OF 31ST JANUARY 2018</p> <p>Governors were advised that the minutes of this meeting had not been circulated.</p> <p>It was noted that there had been a Health and Safety Audit with a result that there was good level of compliance. Governors were advised that the key outstanding actions from the audit would be reviewed at the governors' school day.</p> <p>It was noted that Mrs. Stephanie Stafford had completed a Single Central Record audit. It was further agreed that the Headteacher would target the historical data by May with a further governor review thereafter. Action</p> <p>Governors were advised that Mr. Michael Staplehurst had conducted a review of the energy project. It was reported that there have been more savings than expected on electricity however, the use of gas has increased.</p> <p>Governors were advised that Bouyges are due to provide an annual report.</p> <p>Mr. Steve Blatch had provided a report on website compliance. Governors were informed that this had achieved 95% compliance.</p> <p>It was noted that traffic and parking was discussed extensively at this meeting, with a request for the Head to contact Mr. Phil Hill to enquire whether he could look at the site aspects of it and review the site safety risk assessments. Action</p>	<p>Head</p> <p>Head</p>
14b	<p>REPORT FROM BUDGET MONITORING GROUP OF 28TH FEBRUARY 2018</p> <p>The Governors were advised that the end of Jan management accounts had been reviewed. The actual figures for PP and FSM didn't reflect what the school should have received. It was confirmed that the school is satisfied by DEMAT that the money has now been received and accounted for.</p> <p>Governors were advised that DEMAT staff are making transactions in the school account without informing the school.</p> <p>The Governing Body agreed that the Chair should write to Mr. Nick Hills, Finance Director, DEMAT, regarding the lack of end of year accounts for the school. Action</p>	<p>Chair</p>

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	Governors were advised that the ESPO are conducting a tendering exercise for Gas supplies. It was confirmed that DEMAT and ESPO will discuss this further.	
14c	<p>GDPR</p> <p>It was confirmed that DEMAT will provide the GDPR support required to ensure that the school is compliant.</p> <p>The school have been requested to advise DEMAT of the staff member that will be responsible for data protection on a day-to-day basis.</p> <p>It was agreed that Mrs. Reeder (Head) will determine who will be the staff lead and inform DEMAT of this.</p> <p>Mrs. Kathy English agreed to be the GDPR Lead Governor</p> <p>It was noted that training would be available for governors and staff regarding the new GDPR. A training video will also be available.</p> <p>Governors were advised that DEMAT will act as the DPO.</p>	Head
15	<p>GOVERNOR TRAINING</p> <p>No information presented.</p>	
16	<p>AOB</p> <p>The Chair introduced this item.</p> <p>The Chair Informed Governors that the offsite issues are the responsibility of highways and the local authority. It was suggested that the school produces a list of the concerns, Rosemary Mullen, Road Safety Advisor at the Local Authority can raise this with the Highways dept, Parish and other partners. Governors agreed that we should provide a lead on seeking solutions to the issues and work with the local authorities and other interested parties.</p> <p>It was agreed that a summary of the issues and photos should be sent to Rosemary Mullen by the end of term. Action</p> <p>Question (LL): Is it worth writing to parents from Governors to explain that this is what we are doing etc.? It was agreed that Mrs. Lillian Leedham would prepare a draft for the Chair to review. Action</p> <p>Governors were advised that the school travel plan should be updated by a task group of 2-3 people. Dr Clare Wilson and Mrs Nicola Parsons agreed to form a task group to look at this.</p>	<p>Dr. Clare Wilson</p> <p>Mrs. Lillian Leedham</p>
17	<p>DATE OF NEXT MEETING</p> <p>Thursday 26 April 2018</p> <p>Update the calendar in Governor hub - Clerk</p>	

The meeting closed at **21.05**

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