

Meeting of the Milton CE Primary School, Education, Ethos and Standards Meeting
Wednesday 17th January 2018
6.45pm start to 8.15pm



Present: Clive Petry (chair), Clare Wilson, Kathy English, Sophie Barry, Josie Gaynord, Nicola Parsons, Anna Reeder.

Invited: James Fraser, Nick Haycraft

Temporary Clerk: Kitt Smith

Not present: Nadine Blandin

Time	Item	Subject	Presenter
6.45	1	Welcome & Apologies The meeting was opened with a prayer. The Chair welcomed everybody to the meeting. He noted that there was a good attendance from the SLT.	Chair
6.47	2	Minutes of the last ES Meeting held 15th November 2017 and matters arising The minutes were accepted and signed by the Chair with minor additions to update them.	Chair
6.55	3	Declaration of any other business None declared	Chair
7.00	4	Declaration of Interest None declared	Chair
7.05	5	Correspondence None declared	Chair/Clerk
7.07	6	Head Teacher Job Description The Chair reminded everyone that the reason for reviewing the Head Teacher Job Description was that the current one was a little out of date. <i>CW</i> suggested that the proposed new description was a little dry and perhaps needed to be a bit more engaging. She suggested that Accountability and Safeguarding should be mentioned before Health & Safety – <i>AR</i> responded that there was not an order of any relevance. <i>JF</i> said that the actual pack would give relevance to the school context. <i>CP, KE and CW</i> all agreed that the broader links were more aligned to the community as opposed to any employer, although the Phoenix Trust was mentioned. <i>CP</i> asked if the job description should go to a vote or to the Local Governing Body meeting, <i>AE</i> said that the aim for the job description was for the Head and DEMAT to be happy	Chair/Head

		with it and it was agreed that it would be presented to them.	
7.10	7	<p>DEMAT Review visit</p> <p>AR explained that the DRV happens termly, the one for autumn 2017 was held early September. KS was asked to find out the date of the next DRV in February. The DRV is a self-evaluation form which is rag rated and is led by a DEMAT consultant. It is a record of how the school is progressing, covering all areas of potential risk and concern and how this is being addressed.</p> <p>At the time of the DRV the Health and Safety check had not been carried out. The school has bought into the LEA Health and Safety service. They will be visiting the school in two weeks time to establish a baseline.</p> <p>The Single Central Record covers all categories and is a work in progress.</p> <p>The Safeguarding Audit has been sent to DEMAT.</p> <p>The fire alarm has been fitted and is tested each Friday.</p> <p>There is a need to get to grips with the finance pack and this will require help from the Central Team. There is also a need to look at business manager's job description as the role may need to be shared around the business manager and the admin assistant. It is possible that the admin assistant's job may need to be advertised as current staff may not be able to cover essential hours.</p> <p>There has been 1 permanent exclusion. This child caused very high stress levels, the support of the TA's have been required, NH has done work surrounding why and what support is needed.</p> <p>CP asked whether evidence has been kept of the actions, behaviours and consequences. This was confirmed. CW suggested that mind set is an assistance, AR advised that a whole mix of people i.e. TA's are assisting to get this through, the TA's are also being helped and supported by other members of staff. The LEA is not happy about the permanent exclusion. The school has agreed to keep the child on the role until they have found an alternative plan. The child is legally unfit to attend school – a care plan is being written but could take up to 20 weeks to go through upon which it be a managed move rather than a permanent exclusion. The child possibly has PTSD. The right decision has to be made.</p> <p>AE has advised that time has nearly run out as regards the formal complaint to the governors - just 10 school days to go before the parent can lodge a review request, when report is finalised then it can be discussed, and recommendations reviewed. It is hoped that this will soon</p>	Head

		<p>be resolved as child has been out of school since February 17.</p> <p><i>SB</i> raised a point as regards teacher assessments at Milton School – perhaps they marking more harshly than other schools. <i>AE</i> advised that an independent adviser suggests that they are accurate.</p>	
7.10	8	<p>School Plan relevant to EES Questions to develop reasoning skills are going well, although it's early days yet.</p> <p>Next steps need to be written up by the teacher – ask children to Plan, Edit, Review - teachers will draw these skills out of the children over time.</p>	Head
7.20	9	<p>Maths Update (standing item) This will be taken off agenda for next time as part of School Plan covers it. White Rose maths development website - Angela will be going on a course for more ideas and problem solving challenges.</p>	Head/Deputy
7.25	10	<p>Pupil Premium visit report <i>CP</i> reported on a meeting that he had with the 2 teacher pupil premium champions. He concluded that:</p> <ol style="list-style-type: none"> 1. Flexibility is required in use of the PP funding. If a technique to close the attainment gap of PP children fails to make any difference, it needs to be dropped and something else tried. The use of TA's can be patchy as sometimes they are swapped from PP-related work to other jobs such as SEN support. 2. Pupil Voice Data shows that PP funding has helped with self-esteem of the disadvantaged children. It can enable children to attend clubs that they would otherwise not be able to attend. 3. The government are investigating changing access to free school meals, which would impact upon the Pupil Premium that the school receives. 	Chair
7.40	11	<p>SEND Update (standing item) <i>NH</i> has already had meetings with parents, professionals and pupils. Tina (TA) has made great inroads in bringing things up to date. The current priorities include chasing up HCP applications that are in progress.</p> <p><i>CW</i> proposed setting up parent group/forum to share experiences, perhaps organise a parent survey, perhaps with input from <i>NH</i>.</p> <p><i>AR</i> advised that they would be happy to host the group at school.</p>	Head/Clare

7.45	12	<p>DEMAT Vision and Values</p> <p><i>KE</i> advised that the pupils had engaged in good acts of worship at the two school assemblies that she had attended.</p> <p><i>AR</i> said it was good to see how the resources were being used.</p> <p><i>KE</i> advised that KS1 children were really interested and used a bible story about forgiveness to comment about the subject of bullying.</p> <p><i>AE</i> thanked <i>KE</i> for writing up the reports</p>	Kathy
8.10	13	<p>AOB if declared in advance</p> <p><i>CW</i> asked who would like hard copies of the National Governor Association magazines - <i>KE, JG</i> and <i>NP</i> responded</p>	Clerk
8.15	14	<p>Date of next meeting: 7th March 2018 as part of the LGB meeting</p>	Clerk

Clive thanked everyone for their attendance.

The meeting closed at 8.15pm.

The minutes were agreed to be a true and accurate record.

Signed by Chair:

Date: