

**MILTON CHURCH OF ENGLAND PRIMARY SCHOOL
LOCAL GOVERNING BODY
MINUTES OF MEETING
THURSDAY 29TH November 2018 AT 6.45PM**

PRESENT:

David Chamberlin (DC)	
Michael Edey (ME)	
Kathy English (KE)	
Andrew Everitt (AE)	Chairman
Janay Fehr (JF)	
Bridget Gaynord (BG)	
Josie Gaynord (JG)	
Rebecca Hawes (RH)	
Andrew Latchem (AL)	
Lillian Leedham (LL)	
Nicola Parsons (NP)	
Clive Petry (CP)	
Anna Reeder (AR)	Headteacher

IN ATTENDANCE:

James Fraser (JF)	
Nick Haycraft (NH)	
Hazel Morrison (HM)	
Stuart Hales	Clerk

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1	<p>AE welcomed everyone to the meeting and DC opened with a prayer.</p> <p>AE then welcomed HM, the Chair of Governors at Little Thetford C of E Primary School to the meeting advising that they had been paired as part of his chairs training. He also welcomed SH as the new clerk and ME and JF to the meeting and governors agreed unanimously to appoint them onto the GB. Governors introduced themselves around the table.</p> <p>APOLOGIES FOR ABSENCE Apologies were received and accepted from Sophie Jenkins.</p>	
2.	<p>Minutes of previous meeting dated 27.09.18</p> <p>Item 1 – AE advised that Brian Jones had unfortunately been ill but the school had since appointed SH as Clerk.</p> <p>Item 2 – AE advised that the Acceptable Use Policy would be discussed later on in the meeting.</p> <p>Item 5 – It was confirmed that AR had written to parents regarding the change in personnel/contractor for the caretaker and cleaning services.</p> <p>Item 7 – AE advised that the working party to focus on the updated SIAMS Inspection Framework and Vision And Values Review would be discussed later on in the meeting.</p> <p>Item 9 – NP advised that she had uploaded the parental survey on travel options to school onto the governor hub. She also advised that she had drafted a letter from governors to update parents on actions/ findings of the</p>	

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	<p>working group and information regarding the Take 5 project. It was agreed that the parking banners on the fence in Butt Lane had been removed. It was also agreed that the working group would put a further survey with walking, bus and car pooling on hold.</p> <p>Cycle Storage – Mrs Manwaring had sourced a small number of companies regarding the installation of a further cycle storage in main car park. NP noted that Rosemary Mullen, a road safety officer at Cambridgeshire County Council, had advised that there is a grant funding opportunity each July. AR suggested that sports premium funding could be used to purchase the cycle storage.</p> <p>Action: NP to contact RM to see if grant funding is available to help finance the additional cycle storage?</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 27th September 2018 were agreed to be a true reflection of the meeting and were signed by the Chair.</p>	NP
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 It was agreed that governors consider items 4 and 5 together.</p> <p>The Headteacher Report ‘Autumn 2 2018’ was distributed prior to the meeting.</p> <p>Safeguarding Update – AR proceeded to go through the item in detail. She advised that she would attend training on Tuesday 4 December 2018, on how schools will work with the new Assessment Teams from the local authority which replaces the MASH service. She added that all services are under increased financial pressures.</p> <p>AR then advised that social care will not become involved in a referral without first obtaining the permission of the child’s parents/carer – she advised that the school would liaise directly with the police for a serious safeguarding concern.</p> <p>HM advised that as a part of her job, schools can make referrals to local authority services without parental permission, but are required to keep parents informed.</p> <p>A governor queried what was CPOMS AR advised that it was an electronic recording system to allow staff to log safeguarding and bullying concerns, then submit them to the DSL/DP – this would move away from filing paper forms. The school is waiting to transfer data on to the system and it will become ‘live’ in January 2019.</p> <p>A governor queried if only the DSLs will have access to it? AR advised that all staff will have a layered access dependent upon their role.</p> <p>A governor queried if non-specific data could be shared with governors? AR suggested that this could be.</p> <p>Action: Anonymous data to be shared with governors</p> <p>A governor queried what was the pupil voice activity under the ‘Next Steps’ activity? AR advised that year 5 children had completed a survey and staff will action any issues raised from it</p> <p>Governors agreed to continue to request Tesco to introduce lighting into the</p>	AR

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	<p>alleyway behind their store.</p> <p>AE asked if there were any further queries on this item? There were none.</p> <p>OFSTED Update – A governor queried if the school was satisfied with the DRV (DEMAT Review visit) risk ratings. AE advised that it is our own RAG ratings concerning risks, and that any re-gradings are driven by the school.</p> <p>AR advised that OFSTED will now focus on the broader curriculum and that there is an expectation for subject leaders to know about children’s progress throughout the school. She added that teachers will look at a new assessment tool in the spring term.</p> <p>A governor queried if there will be parental engagement? AR advised not yet as we want to trial it at school level first, but there is the possibility of broadening it’s use to include parents in the future.</p> <p>A governor suggested that parents of KS1 children miss ‘Tapestry’.</p> <p>Personnel – AR advised that one member of the office staff had resigned, and the school was shortlisting to fill the post on Friday 30 November – there had been one application to date. One 1to1 TA had also resigned and shortlisting would take place on Monday 3 December. There had been no other staff changes.</p> <p>Finances – AR advised that from a meeting on Wednesday 28 November, there were no issues to report back to governors</p> <p>AR advised of a response from DEMAT to a letter that staff had written regarding the payment of the national pay award to teachers. A brief discussion then followed on the content of DEMATs response.</p> <p>A governor queried if the response had been circulated to staff? AR advised not to date. A governor advised that the DfE only set the top and bottom of the pay scales and it is up to schools to set the intermediate pay award levels.</p> <p>A governor queried when did local authority-controlled schools receive their pay award? AR advised they were paid the increase at the end of October.</p> <p>A governor queried if the pay award had been allowed for within the schools’ budget? It was agreed that pay awards are set centrally by DEMAT at 2%. Central government would pay schools a grant to cover the difference between the 1% and the 3.5% from their proposal, but governors agreed there was a lack of clarity from the DfE in this process.</p> <p>A governor queried how are other schools within DEMAT responding to the queries of receiving pay awards? AR advised that many other schools have a lower roll and may have just paid the increment without checking.</p> <p>Governors agreed that teachers at the school generally do not take industrial action and of the importance of staff being happy and settled.</p> <p>A governor queried if staff had sought the advice from unions? AR advised that they had been visited by a union representative prior to writing the letter.</p> <p>A governor queried when would DEMAT make a final decision on pay awards? AR advised that DEMAT had not produced a timetable of when this would happen other than a decision being made in December.</p> <p>AE advised that DEMAT are seeking additional funding from the DfE to pay</p>	

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	<p>for the award but agreed that there was an issue of communication between DEMAT and the schools under its control</p> <p>AE queried if Andrew Read the CEO of DEMAT, should be invited into the school to explain DEMATs response? Action: DC agreed that he would invite Andrew Read into school and any governor would be welcome to attend the meeting</p> <p>Finance – AR advised that she had met with Chartwells, the school’s new caterers earlier in the day with the school business manager and that the school would no longer provide school dinners to Mepal & Witcham Primary School from the start of the spring term. AR then briefly advised of several small issues with the caterers and that a dietician would visit and meet with Mrs Columbus. She added that DEMAT were responsible for the maintenance of equipment in the school kitchen Action: School caterers to be discussed further at Business & Personnel meeting on 23 January 2019.</p> <p>AE advised of the number of parents who had responded to the Parent View questionnaire which was available via a link on the schools’ website. It was agreed that it was a short survey but was difficult to access. AR advised that during the spring term, parents will be invited to complete the questionnaire during parents’ evenings. A governor suggested that the school offer a supportive opportunity to help parents complete it? AR advised that iPads could be made available during the parents evening. A governor queried when did the school expect an OFSTED inspection? AR advised during the autumn term 2019.</p> <p>AE asked if there were any further queries on the item? There were none.</p>	<p>DC/ALL</p> <p>LL</p>
5.	<p>DEMAT Review Visit (DRV) summary It was agreed that this had already been discussed under the previous item.</p>	
6.	<p>Safeguarding The following documents were distributed prior to the meeting; -</p> <ul style="list-style-type: none"> • Keeping Children Safe In Education Part 1 • Safeguarding and Child Protection Policy – December 2018 • Effective Support for Children and Families in Peterborough and Cambridgeshire • Safeguarding Checklist for Governors • Safeguarding Item LGB 29 Nov 2018 <p>AL advised that he had met with AR on 12 November 2018 and agreed that Safeguarding should be included on every LGB agenda. AL advised that he had checked policies which are all up to date on the school’s website. A governor suggested that governors should include a safeguarding comment within their governor visit report. AE asked if a governor would be willing to update the governor visit report proforma? Action: LL agreed to update proforma to include safeguarding question</p> <p>AR advised that the school issues a termly report to DEMAT for any child who requires to go to hospital as a result of an accident or incident during the school day. A governor queried if there had been any accidents? AR advised one to</p>	<p>LL</p>

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	<p>date.</p> <p>AE asked if there were any further queries? There were none.</p>	
7.	<p>Critical Incident Plan A separate document titled 'Critical Incident Management Plan 2018-2019' was distributed prior to the meeting. AE asked if there were any queries on the document? A governor queried that regarding timings of bereavement on page 08, what would happen if the school receives information at a later time? AR agreed to change it to "at an appropriate time". A governor queried if the school maintains a list of children whose parents have a long-term illness? AR advised that it does on a need to know basis.</p> <p>AE asked if there were any further queries on this item? There were none.</p>	
8.	<p>Behaviour Policy A separate document titled 'Positive Behaviour Policy June 2018' was distributed prior to the meeting. JF advised that the only revision to the policy was to the content of 'Milton Manners'.</p> <p>AE asked if there were any further queries on this item? There were none.</p>	
9.	<p>Governor Photo Boards – AE advised that he has a photo board at home and asked if a governor would be willing to fill it with photos? AR suggested that the school could purchase a similar photo board for governors to that used for staff? AE advised that most governor photos are already on the school's website. Action: School to purchase new photo board and NP to complete it with governor photos DC queried if the old photo boards could be used by the church? It was agreed that they could be.</p> <p>Governor Recruitment – AE asked if any governor knew of someone with a financial background who would be willing to become a governor? Action: Governors to consider filling two vacancies with candidate with financial background</p> <p>AE advised that Steve Blatch had unfortunately stepped down from the LGB and he had written to thank him for his hard work in his time as a governor.</p> <p>Date for Governor Visit day – AE advised that the school had run a governor visit day for a number of years and encouraged governors to attend, if only for part of the day if governors had other commitments. He then advised that last year, governors met with the parent SEND group and that governors can join in with assemblies, have lunch with the children and attend a debrief at the end of the day with staff.</p> <p>From the alternative dates on the agenda, governors agreed to visit on Thursday 14 February 2019. Action: Governors agreed to Governor visit day on Thursday 14 February 2019 Action: AE to propose schedule for the day, based on the priorities in the SDP</p> <p>AR suggested that nearer the time, if governors would like to meet with a</p>	<p>AR/NP</p> <p>ALL</p> <p>ALL</p> <p>AE</p>

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	specific teacher, please let her know and she will endeavor to make that teacher available.	
10.	<p>Reminder to submit pecuniary interest declarations (please use Governor Hub) and read Code of Conduct A separate document titled 'Code of Conduct for all Adults Nov 18' was distributed prior to the meeting.</p> <p>AE reminded governors that had not already done so, to complete the form and read the Code of Conduct policy.</p>	
11.	<p>ICT acceptable use policy update Separate documents titled 'ICT Acceptable Use Policy Governors and Trustees Aug 2018 GDPR V2' and 'ICT Acceptable Use Policy – Reply from DEMAT DPO regarding ICT Policy' were distributed prior to the meeting. A governor queried that the policy states that governors are to use a school-based emails for the issue of sensitive documents as all documents are distributed via GovernorHub and not email</p> <p>AR advised that governor school email accounts using a numerical basis have already been set up. A governor queried if all confidential documents are issued via governor hub? AE advised that committee lists for sending emails can be arranged but it was not possible to message individual governors via GovernorHub. A governor queried the procedure if a complaint was made against a governor? AE advised that a temporary group can be set up using GovernorHub to manage such a complaint.</p> <p>AE asked if governors were happy for him to respond DEMATs correspondence? Governors agreed to this. Action: AE to respond to DEMATs letter Action: AE to approach David Lee, former chair on trust board</p>	<p>AE AE</p>
12.	<p>Strategic Plan development A separate document titled 'Strategic Plan dated 22 Nov 2018' was distributed prior to the meeting and AE proceeded to go through it in detail, using the interactive screen in the meeting room. He advised that the draft would be available in the spring term and the document finalised by the end of the summer term. AE advised of the mission statement which he suggested should be short and memorable. A governor queried if it should include a biblical reference? AE advised that this would be included in the vision statement. He added that whilst the mission statement would remain in place, the vision statement could change over time. A governor queried that a large number of children who don't live in Milton could feel alienated by the statement? It was agreed to change the wording to include '...the community of Milton School...' AE asked that if any governor had comments upon the document, please let him know outside of the meeting. It was agreed that five governors would meet with AR and AE to form a working party to develop the mission statement and that other governors are welcome to attend. A governor queried what were the MET 'goals' from within the document? AE advised that they were from the Morris Education Trust.</p>	

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	<p>Post Meeting Note: AE asked Mrs Manwaring to arrange with the NGA to add Learning Link to the schools' subscription on 30.11.18</p> <p>AE wished governors a merry Christmas.</p>	
14.	<p>Close (including dates of next meetings)</p> <ul style="list-style-type: none"> • Child Protection Training – Thursday 3rd January 2019 between 9.00 and 12.00am. Action: Governors welcome to attend training. Please inform AR if able to attend. If not, there is 'on-line' training as an alternative. • LGB inc. Business & Personnel – Wednesday 23 January 2019, at 6.45pm • Ethos, Education & Standards – Wednesday 6th February 2019, at 6.45pm • Business & Personnel – Wednesday 6th March 2019, at 6.45pm 	ALL

The meeting closed at 8.45pm

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