

**MILTON CHURCH OF ENGLAND PRIMARY SCHOOL  
LOCAL GOVERNING BODY  
MINUTES OF MEETING  
THURSDAY 27<sup>TH</sup> September 2018 AT 6.45PM**

**PRESENT:**

David Chamberlin (DC) (arrived 6.50pm)  
 Kathy English (KE)  
 Andrew Everitt (AE)                      Chairman  
 Bridget Gaynord (BG)  
 Rebecca Hawes (RH)  
 Sophie Jenkins (SJ)  
 Andrew Latchem (AL)  
 Lillian Leedham (LL)  
 Nicola Parsons (NP)  
 Clive Petry (CP)  
 Anna Reeder (AR)                      Headteacher

**IN ATTENDANCE:**

Judith Manwaring      Acting Clerk

Item	Agenda Item	Action
1	<p>The chair opened the meeting with a prayer and welcomed everyone to the meeting.</p> <p><b>APOLOGIES FOR ABSENCE</b>            Steve Blatch            James Fraser            Josie Gaynord            Nick Haycraft</p> <p>Apologies were received and accepted.</p> <p>AE reported that Brian Jones, Clerk had not been contactable. DEMAT are currently in the process of recruiting / engaging clerk services and it is anticipated that Milton will be able to access the provision.</p> <p><b>DECLARATIONS OF INTEREST</b>            None</p> <p><b>ITEMS OF AOB</b>            None</p>	
2	<p><b>MINUTES</b></p> <p>The minutes of the meeting held on 10th July 2018 were agreed to be a true reflection of the meeting and were signed by the Chair.</p> <p><b>MATTERS ARISING</b></p> <p>Outstanding Action: AE to email DEMAT regarding Acceptable Use Policy</p> <p>Actioned: AE wrote to Mike Staplehurst and Clare Wilson to thank them for their work as governors.</p>	<b>AE</b>
3	<p>a) Pecuniary Interest Declaration            Signed documents were passed to AE.</p>	

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	<p>Action: Governors, who had not done so, were asked to print and return the signed copy either to AE or the office as they were required to be published on the school website.</p> <p>b) Sign KCSIE part 1 The KCSIE document was circulated in advance of the meeting. All those present signed the form circulated. Action: SB, JG to sign form</p> <p>c) NGA Learning Link availability It has been established that the school has access to the link through the LA. AE has circulated the individual access registration details via the hub.</p>	<p><b>JG, SB</b></p>
4	<p><b>ALLOCATION OF ROLES AND COMMITTEE MEMBERSHIP</b></p> <p>Local Governing Body Roles 2018-19 document was updated. Membership of the main committees will remain unchanged.</p> <p>The following governor roles were agreed by all present: DC - Vice Chair NP - Champion for SEN/ Inclusion, supported by Clare Wilson LL – Governor Induction &amp; Training BG – Monitoring Single Central Record KE – GDPR SB – Website BG - Link to Sports Premium to be added.</p> <p>Link to Foundation Stage and School Nutrition to be removed.</p> <p>AR requested a working group to support SIAMs be added – Foundation governors.</p>	
5	<p><b>HEADTEACHER REPORT</b></p> <p>The report had been circulated in advance of the meeting. AR summarised the main points from the report.</p> <p>Action: AR to write to parents re change in personnel / contractor for caretaker and cleaning services.</p> <p>AR reported that the school is under increasing pressure to apply penalties to families who take their child out of school during term time. The current attendance level is in line with the national average. The governors supported AR in not introducing fines.</p> <p>LL raised concern that the amount of AR's time that is being taken to update / train staff on Safeguarding and Child Protection may not be cost effective</p> <p>Action: AR to explore alternative provision i.e. The Key online resource centre</p> <p>KE raised the need for a Designated LAC (Looked After Children) Lead. AR confirmed that NH is the Designated Lead and has completed the necessary training.</p>	<p><b>AR</b></p> <p><b>AR</b></p>
6	<p><b>REVIEW DRAFT SCHOOL DEVELOPMENT PLAN (SDP)</b></p> <p>AR shared the working document of the School Development Plan. The</p>	

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	<p>details are being refined.</p> <p>Action: SDP – ES agenda item</p>	CP
7	<p><b>INTRODUCTION TO UPDATED SIAMS INSPECTION FRAMEWORK AND VISION AND VALUES REVIEW</b> (SIAMS - Statutory Inspection of Anglican &amp; Methodist Schools)</p> <p>AR shared a presentation outlining the changes to the inspection framework</p> <p>Action: AR to circulate evaluation statement</p> <p>Action: Working party to be formed – AE, DC, BG, JG &amp; KE</p>	AR
8	<p><b>POLICIES</b></p> <p>a) Keeping Children Safe in Education (KCSIE) – statutory DfE document – adoption not required</p> <p>b) Safeguarding and Child Protection Policy – DEMAT adopted, local school version to reflect staff/ governor roles.</p>	
9	<p><b>TRAVEL WORKING GROUP</b></p> <p>NP reported on the meeting held on 14th September.</p> <p>The parent survey received approximately 160 responses, overall these support the conclusions being reached by the working group and governing body.</p> <p>Action: NP to upload survey report to the hub</p> <p>NP had also met with the year 6 teachers Gemma Tilley and RH with regard to the Take 5 project to identify parking spaces within a 5 minute walk from the school. Rosemary Mullen will be providing supporting publicity documents to circulate and place on lampposts etc.</p> <p>Milton Parish Council are yet to report their decision with regard to the road markings on Butt Lane.</p> <p>Action: AR to arrange for parking banners on Butt Lane fence to be removed</p> <p>Action: NP to draft letter from governors to update parents on actions/ findings of working group and information regarding the Take 5 project</p> <p>Action: NP to prepare further survey with working group on walking bus and car pooling</p> <p>Action: Health &amp; Safety Group to review need to revise risk assessment for car park following changes agreed by the working group</p> <p>Action: JM to investigate installation of further cycle storage in main car park</p>	<p>NP</p> <p>AR</p> <p>NP</p> <p>NP</p> <p>AL</p> <p>JM</p>

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	<p>and funding from Sports Premium</p> <p>Action: NP to contact Rosemary Mullen to see if grant funding available to support.</p>	NP
10	<p><b>BRAINSTORM IDEAS FOR STRATEGIC PLAN</b></p> <p>AE said that as part of his undertaking to complete the Chairs training he is required to complete a project. He proposed that creating a strategic plan for the school would be beneficial. AE shared the timescale for creating the plan. AE recorded the ideas put forward.</p> <p>Action: AE to collate list and share with committee chairs for further refinement.</p>	AE
11	<p><b>AOB</b></p> <p>KE asked who the David Lee Award was presented to. AR said that Jessica Hoyle was presented with the award at the leavers' church service.</p>	
17	<p><b>DATE OF NEXT MEETING</b></p> <ul style="list-style-type: none"> <li>• Business &amp; Personnel – Wed 10 Oct, 6.45pm</li> <li>• Ethos, Education &amp; Standards – 14 Nov, 6.45pm</li> <li>• LGB – Thursday 29 Nov, 6.45pm</li> </ul>	

The meeting closed at 8.35pm

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