



**AGENDA**

Present: Andi Everitt (AE) - Chair, Clare Wilson (CW), Josephine Gaynord (JG), Bridget Gaynord (BG), Andrew Latchem (AL), Sophie Barry (SB), Clive Petry (CP), Nicola Powers (NP), Lillian Leedham (LL), Kathleen English (KE), Anna Reeder (AR) Head, Stephanie Stafford (SS) from 6:50pm

Invited: Alison Lycett (ALY), James Fraser (JF)

Apologies: Steven Blatch (BP) and David Chamberlin (DC). Michael Staplehurst sent his apologies post meeting, due to illness.

Clerk: Amanda Scarborough (Clerk)

<p><b>1</b></p>	<p><b>Welcome and Apologies</b></p> <p>The Chair opened the meeting with a prayer, and welcomed all those present.</p> <p>Apologies were accepted from Steven Blatch and Rev. David Chamberlin.</p>	
<p><b>2</b></p>	<p><b>Minutes of the previous meeting held on 27<sup>th</sup> September 2017</b></p> <p>The minutes of the previous meeting held on 27<sup>th</sup> September were agreed to be true reflection of the meeting and signed by the Chair.</p>	
<p><b>3</b></p>	<p><b>Matters Arising from the meeting held on 27<sup>th</sup> September 2017</b></p> <p>Matters Arising were highlighted and discussed where appropriate:</p> <p>a) Parent Complaint: No feedback has been received from Chris Meddle, The Chair will telephone Chris, as emails have not been answered.</p> <p>b) Admissions Policy: DEMAT has not replied to the Head's correspondence regarding Admissions criteria. This would be followed up.</p> <p>c) Heads Job Description: A meeting has been arranged for next week, LL, KE and AR will review.</p> <p>d) Individual responsibilities confirmed following the last meeting:-</p> <ul style="list-style-type: none"> <li>• Foundation Stage: Bridget Gaynord</li> <li>• Safeguarding and Child Protection: Andrew Latchem assisted by Stephanie Stafford</li> <li>• School Nutrition: Rev. David Chamberlin</li> </ul> <p>e) Solar Panel Report – to be carried over to a meeting when Michael Staplehurst present.</p>	<p>Chair</p> <p>Head</p> <p>LL/KE/AR</p> <p>MS</p>

4	<p><b>Declaration of any interest</b></p> <p>There were no items of interest declared.</p>	
5	<p><b>Pecuniary Interest</b></p> <p>The Clerk reminded members that a copy of the Pecuniary Form was required ASAP. The Clerk will write to any Governor who is still outstanding.</p>	Clerk
6	<p><b>Chair and Clerks Correspondence</b></p> <p>The Clerk had circulated all correspondence received.</p> <p>The Head had circulated Attendance Report</p> <p>The Chair briefed the Governors on what he receives :-</p> <ul style="list-style-type: none"> <li>a) NGA Gold membership had been advertised which had been reviewed by CW, however it wasn't thought to be advantages for Milton to join – the main difference was legal services, which are provided by DEMAT. CW will liaise with Judith to check NGA membership.</li> <li>b) DEMAT Governor Consultation – The Chair had received an acknowledgement for the feedback given, a full report is still expected.</li> <li>c) Pupil Exclusions: The Chair is aware of a number of exclusions that had taken place this term.</li> <li>d) Parents often write in on a variety of topics, often requests are made without thinking of the implications.</li> <li>e) The Chair also reported that the Clerk would be finishing at the end of term. An advert and job description would be created.</li> </ul>	<p>CW</p> <p>Chair/Head</p>
7	<p><b>Committee Reports</b></p> <p>The relevant Chair of each Sub-Committee gave a short report of their recent meeting:</p> <p><b>Business &amp; Personnel 11<sup>th</sup> October 2017</b></p> <p>Health and Safety Management had been discussed. The school had 'bought in' the LA service and an audit is booked for the start of January. Data Protection and the new GDPR had also been discussed, with DEMAT having an expectation that local schools are responsible. CW explained her understanding that there should not be too many requirements for school as people tend to opt into school correspondence. There may be a conflict with some Child Protection data that needs to be kept. A data protection officer will need to be appointed and a Governor should have an overview. There is a self-assessment available on the website – CW volunteered to carry out in the new year.</p>	CW

	<p><b>Ethos, Education and Standards 15<sup>th</sup> November 2017</b></p> <p>The schools Data had been reviewed. The disadvantaged children do have a larger attainment gap, however the number of children Milton have is small. Data is available on individual children that can be presented to OFSTED inspectors. A similar school with similar numbers has been difficult to find to allow detailed comparisons. Fisher Family Trust data has now highlighted that progress is low in Key Stage 1. This understanding is not shown in the new Analyse School Performance (ASP) data. The Leadership Team felt that this was unexpected. The Head will discuss how the progress measure is made with Owen Rhodes DEMAT School Improvement Director, to see if he is aware of how this data is worked out. The Curriculum report's had also been discussed and were valued by the Governors.</p> <p>The Head has 4 people allowed to use data passwords. The Head, JM, AE and CP. AE and CP will investigate whether additional people can be added, as no deputies currently have access.</p> <p><b>Budget Review Group meet 15<sup>th</sup> November.</b></p> <p>A Report is still not available to show the year end position. The Office is still having problems, such as downloading bank account statements to consolidate records. Invoicing is slow and the accounting process are not updating to allow accurate forecasts. It is not anticipated that the year-end figure will be very different to what is expected. Reduced pupil numbers will have an impact on funding for next year.</p> <p>There is a budget tool available – Orovia however, it is proving difficult to find support to help produce the information.</p>	AE/CP
8	<p><b>Heads Report</b></p> <p>The Head informed the Governors that pupil numbers are increasing and are currently 389 however, the improved numbers are too late to impact on funding for 2018/2019.</p> <p><b>Staffing</b></p> <p>Alison is now very close to retirement, Anna thanked her for all her commitment and support over the years. The new Deputy and Inclusion Manager spent a day in school this week. Mrs Middleton is returning after Christmas. Mr Chappell is staying until the end of the school year.</p> <p>Education and Health Care Plans have been awarded to 2 Foundation Stage Children.</p> <p>Lunch Time Supervisors have been appointed and further recruitment is taking place.</p> <p>The TA's have been very accommodating over incorporating midday supervision into their allocated time</p> <p>Mrs Farr is currently off work and known ex members of staff are covering the teaching for the class where they can, support is offered through parallel teaching. The Head will keep the parents informed.</p>	Head

	<p>Other absences such as bereavement and jury service had also occurred during the term.</p> <p><b>Attendance Report.</b></p> <p>The report had been received and circulated.</p> <p>A 3 letter system is now in place, network meetings will be set up from front line staff and Smita Lakani will spend time at Histon school to see how they manage their system.</p> <p>Milton is the only school in the cluster who do not fine parents for holidays during term time, however, the Head recognises that the school population has a high portion of people with family members abroad.</p> <p>There are no examples of people taking regular holidays in school time. If the Head felt our absence was poor, she would have put the fines in place. If the situation changes, notice would be given to implement fines.</p> <p>The Attendance Policy will need to be updated.</p> <p>The creation of the report on the new software took much longer to produce than previous software.</p> <p>97.38% with no persistent absence is well above the national target.</p> <p><b>Exclusions</b></p> <p>A discussion took place over a situation where the LA are working with a case where there had been 15 exclusions in the term. The pupil has remained on the school roll.</p> <p>One racist incident has been recorded.</p> <p><b>Health and Safety</b></p> <p>The Fire Compliance visit had been useful.</p> <p><b>Teaching and Learning</b></p> <p>Progress targets have been identified for all teaching staff.</p> <p>Staff Training has taken place.</p> <p>Impington has become a Teaching School and Milton is a strategic partner in the bid. The first joint projects involve English moderations across Years 6/7. Staff Training, cost of course and their release time will be paid for and a project for developing richer vocabulary will also take place.</p> <p>The Chair thanked the Head, and asked if there were any questions.</p> <p>No questions were raised.</p>	<p>Office Team</p> <p>Head</p>
--	---	--------------------------------

<p><b>9</b></p>	<p><b>School Development Plan</b></p> <p>The Head explained the 2 page summary at the beginning of the plan.</p> <p>A consistent approach the across the school, and cross curricular writing is important.</p> <p>Maths will continue as last year with more focus on reasoning.</p> <p>Well-being of pupils and staff has been highlighted as important by staff, some staff are due to attend courses that will be feedback to the rest of the team.</p> <p>Governor Feedback – the SEF was found to be useful, however a Governor asked who had contributed? The Head responded that core subject leaders had contributed fully, alongside the senior leadership team and that staff had influenced the decision to include Staff well-being.</p> <p>The DEMAT REVIEW VISIT (DRV) identifies challenges and risks for the school. The Head has only just received the report and more information will be available for the next meeting’s agenda. The next DRV review is 21<sup>st</sup> February.</p> <p>The Chair asked if there were any questions. He also asked the Governors to read the information as it recognises the progress made over the last few years. The Governors expressed their appreciation to the Head and Leadership Team for their commitment to this progress.</p>	<p>Head</p>
<p><b>10</b></p>	<p><b>Governor Monitoring Plan</b></p> <p>LL had started to produce a plan that had been circulated in advance. The plan included information from the Scheme of Delegation, Health and Safety Policy, Pay Policy, Information received from DEMAT in the last term. The Plan aims to help steer the LGB to remember to monitor everything it should be considering.</p> <p><b>Governor Question:</b> What does A and B mean, LL explained that it related to the separate half terms. The Plan also spreads the workload across the year.</p> <p>The Chair asked the Governors how they felt this plan should be used? Would it be helpful if Committee Chairs met and trialled the document over the next year.</p> <p>The Governors requested that a Glossary be added or initials to be shown in full – first time to aid understanding. A column for Outcomes should also be added.</p> <p>The Chair will meet with the sub-committee chairs, CW and AL.</p>	<p>Chair, CP, LL, CW, AL</p>
<p><b>11</b></p>	<p><b>Governor Training</b></p> <p>CW had reviewed the training had been completed over the last year, and encouraged all Governors to own their own training. When training has been completed, Governors can either record themselves on The Hub or email CW who will record. If training is recorded on the Hub, it’s easy for people to access. CW would also like feedback on quality of training – and whether it would be useful for other people to attend. CW will circulate questions to help gather information on training received.</p>	

	<p>CW will attempt to summarise Governor Services Training courses and also the webinars. It was suggested that Governors commit to one course a year.</p> <p>There is a free EPM webinar on Child Protection.</p> <p>The Key provides reading materials and also a Training Resource. CW will investigate.</p>	CW
<b>12</b>	<p><b>Governor Hub</b></p> <p>Ideally all papers will be uploaded in a meeting folder.</p> <p>The Chair has started to pull together notes and has found various tools that can be useful to the LGB. Further information will be shared when appropriate.</p>	Chair
<b>13</b>	<p><b>Meetings Dates for next year</b></p> <ul style="list-style-type: none"> <li>• EES 17<sup>th</sup> January 6.45pm</li> <li>• Budget Monitoring Group 24<sup>th</sup> January 2018 - 8.30 to 9.30AM</li> <li>• BP 31<sup>st</sup> January 6.45pm</li> <li>• BMG 21<sup>st</sup> February 8.30pm</li> <li>• LGB 7<sup>th</sup> March with EES and BP included</li> <li>• Governor Day 8.55am Tuesday 13<sup>th</sup> March 2018 includes RE, Health and Safety, SEND, David's presentation at an Assembly.</li> <li>• LGB to consider Draft budget 25<sup>th</sup> April 6.45pm</li> <li>• BMG May 23<sup>rd</sup> 8.30 to 9.30am</li> <li>• BP 13<sup>th</sup> June 6.45pm</li> <li>• EES 4<sup>th</sup> July Headline data 6.45pm</li> <li>• LGB 11<sup>th</sup> July 2018 6.45pm</li>   <li>• 2018/2019 EES September meeting to discuss Data</li> </ul>	
<b>The meeting closed at 8.50pm</b>		
<b>The minutes were agreed as true and curate record of the meeting</b>		
<b>Signed:</b>		<b>Date:</b>

Please note the following:

- Swimming Pool/Grant applications update will be put back on the agenda when priorities allow.