

**MILTON CHURCH OF ENGLAND PRIMARY SCHOOL
LOCAL GOVERNING BODY
MINUTES OF MEETING
TUESDAY 10TH July 2018 AT 6.45PM**

PRESENT:

Mr. Andrew Everitt	Chairman
Dr. Clare Wilson	Vice Chairman
Dr. Clive Petry	
Mrs. Lillian Leedham	
Mr. Andrew Latchem	
Mrs. Kathy English	
Mrs. Nicola Parsons	
Rev. David Chamberlin	
Mrs. A Reeder	Headteacher

IN ATTENDANCE:

Mr. James Fraser	Deputy Head
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Item	Agenda Item	Action
	The Chairman led an opening prayer.	
1	<p>APOLOGIES FOR ABSENCE</p> <p>Miss. Sophie Barry Mr. Steve Blatch Miss. Josie Gaynord Miss. Rebecca Hawes Mr. Nick Haycraft Mr. Brian Jones Mr. Mike Staplehurst</p> <p>Apologies were agreed and accepted.</p>	
2	<p>MINUTES</p> <p>The minutes of the meeting on 25th April 2018 were approved with the correction that Andrew Latchem had been present.</p>	
3	<p>MATTERS ARISING</p> <p>The Chair confirmed that all matters arising were included within the agenda items.</p>	
4	<p>DECLARATIONS OF INTEREST</p> <p>No declarations of interest were made.</p>	
5	<p>HEADTEACHER END OF YEAR REPORT Including: Pupil Progress and Attainment, Single Plan & SEF Update</p> <ul style="list-style-type: none"> • The headteacher had provided a full report to the LGB beforehand, key items were highlighted. • We have a complete teaching staff team for September, 2 teachers will be joining: Miss Tucker and Miss Childs. 	

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	<ul style="list-style-type: none"> • Mr Brown is off on long term sick leave, staff are covering locking up of the school. We have a relief caretaker from CCS. A new cleaning contract should be in place for September. • Attendance was discussed at the EES committee meeting last week. Exclusions have been unusually high for Milton, these have come from a small group of children. Following advice case studies have been written to understand why these are happening. In September the whole school will undertake 'steps' training which focuses on de-escalation strategies. • All children have had a 'Forest Schools' experience at Milton Country Park, would like to develop onsite provision for this. • The school has had moderation visits for Foundation and Key Stage 2. The feedback for the Foundation team was particularly positive: "both class teachers have an overwhelmingly extensive deep and reflective knowledge of every child, their family and home life and their cultures and traditions. We had no development points." • Initial results for KS2 SATS were shared, these were very good for Reading and Maths. Writing continues to be challenging. The results will be reviewed in detail by the EES committee. • The PSHE syllabus had been amended in response to matters revealed by the pupil survey on well-being. • The use of peer coaching had boosted staff confidence. 	
6	<p>DEMAT REVIEW VISIT (DRV) SUMMARY</p> <ul style="list-style-type: none"> • The headteacher provided a summary of the meeting on 3 July. • Question: The risk rating for behaviour has been reduced, is that because you are better able to manager or because behaviour has improved? <ul style="list-style-type: none"> ◦ With a full time SENDCo the school is now better able to manage issues due to increased availability. • We have some challenging children coming into Foundation in September which carry risks to staff load and finance. • The DRV process has been positive and we have seen issues raised at the start of the year consistently improve through the year. 	
7	<p>COMMITTEE MEETING UPDATES</p> <ul style="list-style-type: none"> • Business & Personnel – LL <ul style="list-style-type: none"> ◦ Single Central Record (SCR) remains a serious concern. For employed staff we are satisfied that checks are being completed. For supply staff we are relying on our supplier. For volunteers there is less clarity. AR mentioned that there is an updated KCSIE (Keeping Children Safe in Education) policy for September which has a flowchart which should help • Ethos, Education & Standards – CP <ul style="list-style-type: none"> ◦ A Pupil survey had been conducted and the results were shared and discussed. ◦ The DEMAT proposed ICT acceptable use policy was discussed and concerns raised. AE to write to DEMAT. 	Andi
8	<p>ANNUAL REPORT ON HEALTH AND SAFETY</p> <ul style="list-style-type: none"> • AL had presented an annual Audit report to the BP committee. • Accident books have been reviewed, nothing significant noted. 	

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	<ul style="list-style-type: none"> • Sickness absence reports look similar to previous years. • Need to continue regular reviews to keep on top of H&S 	
9	<p>TRAVEL WORKING GROUP</p> <ul style="list-style-type: none"> • Following the previous meeting CW and NP have established a working group which includes parents, a representative from Cygnets and from the Parish Council. The group has met twice and with a representative from the County Council. • The only solution to the issues being observed is to change how people travel to and from school. • A survey has been sent out to parents today, 88 responses have been received already which include some thoughtful comments. • A further communication to parents and neighbours will be planned when the group meet on 14 September. • The LGB expressed their thanks to CW and NP and all the members of the working group. 	
10	<p>PRIORITIES FOR NEXT ACADEMIC YEAR</p> <ul style="list-style-type: none"> • The Chair asked for input regarding priorities for the Governing Body to work on during the next academic year. A number of ideas were shared and will be collated and presented by the Chair at the LGB meeting in September. 	
11	<p>GOVERNOR TRAINING</p> <ul style="list-style-type: none"> • We will cease subscription to Cambridgeshire Governor Services at the end of the academic year. • CW proposed that the LGB subscribe to the NGA online training offer which is only a small additional cost to our existing subscription. • CW to send details to the Chair to put this in place. 	Chair
12	<p>AOB</p> <p>The Chair thanked Clare Wilson for her service to the governing body as she steps down at the end of term. The Chair has also received a letter from Mike Staplehurst tendering his resignation from the LGB, the Chair will write to Mike and thank him for his service over the past 19 years.</p>	Chair
13	<p>DATE OF NEXT MEETING</p> <p>LGB – Thursday 27 Sep, 6.45pm</p>	

The meeting closed at

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