

Board of Governors' Meeting
Milford Community Primary School
Wednesday 7th. December 2016 at 6:30p.m.

Minute	Item	Action
FGB71216/1	Attendance G.Taylor (Chair), P.Fox (Head), L.Tomlinson, D.Lawday, J.Mobbs, J.White, R.Baker, B.Coot, P.Royal and A.Shaefer (Clerk) All Minutes, Reports & Policies had previously been circulated.	
FGB71216/2	Apologies Apologies received from S.Fitton	
FGB71216/3	Declaring A Business Interest No business interests were declared by Board members.	
FGB71216/4	Minutes of Previous FGB 12/10/16 Confidential Items Minutes accepted & agreed. It was also agreed there were no confidential items.	
FGB71216/5	Matters Arising Chair informed Governors that not all the Evaluation Forms had been returned & it was now a matter of urgency (See FGB121016/7). Chair said the Governors' Annual Report had been written & circulated. PR had suggested several amendments which had been actioned & the Report is now on the School's website (See FGB121016/7). The necessary changes for After School Club signatories had been made (See FGB121016/18).	
FGB71216/6	Minutes Resource Committee Minutes accepted & agreed. DL gave a brief summary of Budget Update, explaining several apparent anomalies, e.g. Equipment School Admin overspend was for a much needed Document Shredder. Chair asked for volunteers to conduct a Culture and Ethos visit and an After School Club monitoring visit. JW volunteered. Chair informed Governors that, further to PR's question re "independent" Governors for a Formal Appeal Procedure, the school can ask Governors, if need be, from another school (See RC141116/9). Signed.....(Chair) Date.....Page 1 of 5	

FGB Administration—Declaration Of A Business Interest

FGB71216/7

Clerk had distributed "Declaration Of A Business Interest" forms at the start of the meeting, requesting they be completed & returned at the end of the meeting. They were all returned except for SF (See **FGB71216/2**). PF also distributed Governors' Information forms to be completed & returned by end of the meeting. Again, all returned except for SF. Chair informed Governors of a new organisation, Inspiring Governors, which would be useful to recruit new Governors. All agreed to enrol. Chair said there will be two Governors' Surgeries at the Mill House next Wednesday 14th. December 2016, one in the afternoon and one in the evening. Chair said there were still Governor vacancies & asked Governors to let her know if they knew anybody who might be interested in becoming a School Governor.

School Improvement Plan

FGB71216/8

A team of governors met this morning to finalise the SIP and PF to write the revised Plan over the Christmas break & submit it for the next FGB.

Governor Training

FGB71216/9

PR completed her Induction Course which she had found to be very useful & informative. PR also remarked that it had been advantageous having attended several of the School's FGBs before the course as it had given her some "background" knowledge of its workings. PF & GT had also attended the strategic briefing for Heads, Chairs and Clerks. Both agreed it had not been as good as last years. PF remarked that it seemed to be aimed at new Governors rather than sitting members.

Head's Report

A/ Safeguarding, Attendance & Punctuality

B/ Anti-bullying work & incidents

C/ Behaviour

D/ Performance Management Review

PF gave a brief overview of her report. There was a short discussion regarding attendance which PF said she is monitoring closely. Chair asked what happens if a child is persistently late. PF said usually a conversation with the parent rectifies the issue but if the situation continues the case would be referred to DCC. Chair said the Attendance Policy is available on the School's website but as new guidance has been issued regarding penalties for children who miss school suggested parents should also be formally informed of this.

FGB71216/10

Signed.....(Chair)

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FGB71216/11 All Governors signed a form acknowledging receipt of their copy of the KCSIE report. PF said she was maintaining a continuous programme to ensure all staff are aware of any changes/amendments & new staff attend any relevant training programmes etc.

Health & Safety Action Plan – update

FGB71216/12 PF said that all the points raised by the H&S Report had been completed or now in progress (See **FGB60716/4**).

Pupil Premium

FGB71216/13 PF said the School had purchased books which would be especially helpful for dyslexic pupils.

Sports Premium

FGB71216/14 No new information.

Governor Visits

FGB71216/15 **Maths book scrutiny:** Report was only distributed today (7/12/16) so Governors didn't have time to review & comment. Held over.
English book scrutiny: Review read & accepted by Governors.
Music review: Review not yet done.
Anti-bullying review: Review still in progress. Report to follow.
History, Geography & School Culture and Ethos reviews to be conducted early 2017.

Policies/Reports

FGB71216/16 **Behaviour:** Chair said that parents had been asked for comments regarding the behaviour principles but none had been received. Policy agreed & accepted.
Confidential Reporting Code: Code is standard DCC document. Agreed & accepted.
Governor Induction: Standard Induction Pack from DCC being used. Agreed & accepted.

Academisation

FGB71216/17 GT, PF & JW had attended a seminar about Academies. It was agreed that, although the Government is no longer forcing Academisation, the school is a small school & still potentially vulnerable. Consequently, it is vital the School & Governors still need to be vigilant & continue researching as many options as possible. Kathryn Boulton has been contacted for further information/advice. It is possible she could arrange a seminar, possibly in conjunction with another school, to give more information about alternative options such as federation and collaboration.

Signed.....(Chair)

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PAN

FGB71216/18 Chair introduced the item by stating that the School's PAN is in urgent need of discussion. There are currently 17 pupils in Reception & the current PAN is 20. However, because the School has shared year groups, if the current PAN was met this could create problems later with over subscribed classes, lack of space etc. It would also impact on the children's learning experience/achievements. It may mean additional staff which would effect budgets & impact greatly on the School's infrastructure, e.g. lack of proper toilet facilities (**FGB121016/10** & **FGB71015/11**). The Governors discussed as many options as they could but it was felt that each "solution" in turn created more problems. Chair proposed the PAN be reduced to 15 &, after a further discussion, it was agreed unanimously to reduce the School's PAN to 15 with effect from September 2018.

Staffing

FGB71216/19 PF said there will be interviews for the 2 TA positions on Friday 16th. December 2016 (See **RC141116/15**).
PF briefly left the meeting while Chair informed the Governors that PF's Performance Management Report had been completed. PF had achieved all set targets & Chair informed the board that salary level. Governors approved & agreed unanimously.

Correspondence

FGB71216/20 PF reported that she had finally had a meeting with James Richards of Clowes (See **RC141116/7**) regarding the School's lease. PF said that Clowes were keen to renew the lease & that the length of lease would be entirely up to the Governors. PF had contacted Jill Beacham & Christine Bostock (Estates) who also said the e the optimum length for the lease. PF said that during the meeting she had raised the issue of utilising the empty ground adjacent to the school. James said he would approach Amber Valley on the school's behalf. Governors had a discussion as to whether it would strengthen or weaken the school's position regarding the ground if the lease was signed before such an approach was made. It was unanimously agreed to sign the lease for a further 15 years & PF is to ask Clowes to pursue the matter of the empty ground with Amber Valley.

Signed.....(Chair)

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Correspondence (Continued)

Chair informed Governors that she had received from JM a letter of resignation from the School's Governors. JM briefly explained her reasons, saying she felt she now had a conflict of interest as she was involved with the care of 1 of the pupils' family. The Governors all said they understood her reasons, thanked her for contributions & the resignation was accepted with regret.

FGB71216/21

Declaration of Confidentiality

Confirmed by all Governors.

FGB71216/22

Date & Time of Next Meeting

Confirmed as Wednesday 8th. February 2017, 6:30pm at school.

Signed.....(Chair)

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