

Board of Governors' Meeting
Milford Community Primary School
Wednesday 9th. December 2015 at 6:30p.m.

Minute	Item	Action
FGB91215/1	<p style="text-align: center;"><u>Attendance</u></p> <p>G.T. (Chair), P.F., L.T., J.W., J.M., D.L., R.B., B.B. (arrived 6:40p.m.) A.S. (Clerk) Guest: Lindsey Partridge SIP – see FGB91215/7</p>	
FGB91215/2	<p style="text-align: center;"><u>Apologies</u></p> <p>Apologies received and accepted from S.F.</p>	
FGB91215/3	<p style="text-align: center;"><u>Declaring a Business Interest</u></p> <p>None declared</p>	
FGB91215/4	<p style="text-align: center;"><u>Minutes of Previous FGB on 7th. October 2015</u></p> <p>Minutes unanimously agreed.</p>	
FGB91215/5	<p style="text-align: center;"><u>Matters Arising</u></p> <p>FGB71015/5 (FGB200515/9): GT reported that a Drop-In session had been arranged but only 1 parent had attended. They were extremely positive about the school however.</p> <p>FGB71015/6: GT reported that DM's Governor vacancy has still not been filled, 1 possible candidate had decided at the last minute to withdraw because of the time & workload needed to be a Governor. GT asked RB to contact a gentleman who lives in the community who has expressed an interest in becoming a governor. If he is still interested PF/GT to speak to them about the role and time commitment. GT informed the board that she was still in contact with SGOSS and governor support with regards to finding a governor with health and safety experience but so far no candidates have come forward. GT has looked into Associate Governor positions and it is possible that the GB could appoint someone with health and safety experience in such a role and fill the remaining position with someone with other skills. GT suggested that perhaps we approach Jem Sarna who had previously been a governor but had to resign due to time pressures. Jem has vast experience of health and safety and could assist the GB without the time commitment of being a full time governor. The governors agreed to PF approaching Jem regarding this issue.</p> <p>FGB71015/6: School Blog: JW reported that it is still a work in progress but hopes to present a "dummy" copy at the next meeting.</p> <p>FGB71015/6: GT informed the meeting that not all Governors' Evaluation Forms had been returned & were now needed as soon as possible.</p>	

Signed..... (Chair)

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	<p>FGB71015/7: GT & PF attended a Prevent Duty training course. PF reported that it was useful & informative. Hopefully, SF will still be able to loan the school a Training DVD which covers most aspects of the meeting.</p> <p style="text-align: center;"><u>Minutes</u> <u>Curriculum Committee & Resources Committee</u></p> <p>CC160915/10: JW asked for clarification about implementing the Wider Offer. DL said that the scheme was fully inclusive and available to all pupils. However sometimes numbers have to be limited and have to be on a first come first served basis. PF highlighted that whilst the school may feel some opportunities would be beneficial to some pupils and could be funded through PP money it is not possible to force children to participate in activities which take place outside school hours.</p> <p>GT reminded all the Governors that it is important that they read all documents distributed before each meeting. GT said that although it was her signature on the documents she signs on behalf of the FGB and therefore, all Governors have shared responsibility for their content and accuracy.</p> <p style="text-align: center;"><u>SIRR</u></p> <p>Clerk's Note: This minute was conducted at the beginning of the meeting so LP didn't have to wait.</p>	
<p>FGB91215/6</p> <p>FGB91215/7</p>	<p>LP said that, technically, the SIRR submitted to the Governors was still a draft. However, she was confident this would be the final version. LP gave a brief overview of the report together with further explanation of some of the data.</p> <p>Throughout the report LP was impressed with the progress made & pupil achievements were consistently better than the National Average & previous school reports. LP explained that, as a small community school, one child's behaviour, achievement levels etc can & does have a major impact on the percentage figures & this must be borne in mind when reading the data. However, despite this reservation, LP said the 3 year Trend is consistently above average. The Performance Summary (Pg4 of Report) is especially strong.</p> <p>All aspects of school's self-evaluation (Pgs 5 & 6) were judged to be "good" &, in some cases, "very good". LP said that the level of progress is "outstanding" but the time-scale involved in this analysis is too short and this needs to be sustained to be accepted as a true judgement. However, it bodes well for the future.</p>	

Signed..... (Chair)

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FGB91215/7	<p style="text-align: center;"><u>SIRR - continued</u></p> <p>Clerk's Note: This minute was conducted at the beginning of the meeting so LP didn't have to wait.</p> <p>Several Governors asked LP for more information regarding the East Midlands Challenge (Pg5). LP said the Government was concerned about the low academic achievements of "white working class" children & the EMC was initiated, in part, to address these concerns.</p> <p>When asked what the definition of "white working class" included, LP said it included children on free meals, children on Pupil Premium, data extracted from various forms &/or official declarations (e.g. Census Forms) & teacher's own knowledge of the child's family background, ethnicity etc. A brief discussion was held identifying problems associated with these criteria. However, PF said that a teacher had been appointed to ensure the school complied with the EMC & would be attending a Training Course on 10th. December about it. So, hopefully, more information will be available & the school can meet the EMC more effectively.</p> <p>LP concluded her presentation by saying, once again, that the school's progress & achievements were extremely strong & positive & offers a solid ground for the forthcoming OFSTED inspection.</p> <p>Governors thanked LP for her report & comments. LP left the meeting at 7:25pm</p>	
FGB91215/8	<p style="text-align: center;"><u>FGB Administration</u></p> <p>Chair said that only one candidate had come forward for the vacancy of Vice-Chair of the Governing Body and invited the other Governors to offer themselves as candidates. As none came forward, Laura Tomlinson was unanimously elected as Vice-Chair. It was agreed & accepted by all parties that the position would be for 1 calendar year only.</p>	
FGB91215/9	<p style="text-align: center;"><u>Governor Training</u></p> <p>GT and PF recently attended a seminar about Ofsted. They reported that all inspectors are now HMI & will inspect schools "as is" rather than "as was", a change from previous inspections. The Governors discussed the implications of this & the overall mood was confident thanks to the new systems put in place, the improved data it was producing & the progress being made as highlighted in SIRR (See FGB91215/7). GT circulated a handsheet of questions which OFSTED Inspectors may ask. GT asked all Governors to read the questions before the next meeting for further discussion, comments & analysis.</p> <p>RB gave a brief resume of the governor briefing she, GT and JM had attended at County Hall. GT informed governors that notes from the briefings can be found on the Governor Support section of the DCC website.</p>	

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Minute	Item	Action
FGB91215/10	<u>Heads Report</u> Confidential Items	
FGB91215/11	<p style="text-align: center;"><u>Pupil Premium</u></p> <p>No new information to report. Data is currently being collated and PF and RB will meet in the new term to discuss this. A report will be available for the FGB at the next meeting.</p>	
FGB91215/12	<p style="text-align: center;"><u>School Development Plan</u></p> <p>PF presented her "draft" copy of the SDP, asking all the Governors to read, review & offer comments &/or amendments in time for the next FGB meeting. GT suggested that Objective 1 – Success Criteria be amended to reflect the latest SIRR assessment, i.e. 50% outstanding. This was agreed.</p> <p>JW raised concerns how Governor's visits are perceived by the teachers. GT said that, as Governors, they are not only entitled to visit the school but also have a responsibility to do so. JW didn't disagree but said that, as a small community school, she didn't want to be seen as interfering or making the staff feel uncomfortable. GT emphasised that each visit should have a specific purpose and governors should only visit school as often as is necessary to reassure themselves that the information being given to them with regards to progress, behaviour etc. is correct. PF said she would canvass staff as to what their experience &/or opinions are of Governor visits.</p> <p><u>Governors Item 1</u> PF said that GT & herself had had a conversation on how to word the questionnaire so that everybody's opinion can be reflected in the school's ethos. After a brief discussion BB suggested using it as a discussion topic with the children & include it as homework which, hopefully, will include the parents in a more natural environment.</p>	
FGB91215/13	<p style="text-align: center;"><u>Finance – Audit Update</u> <u>-Additional Payments</u></p> <p>PF reported that the recent Audit had been extremely successful. 4 years ago there had been 33 items identified as needing urgent attention, this year there were less than 12 & most of these were minor tweaks. PF said that an additional payment of £1400.00 had to be made towards the undercroft. Whilst not expected, provision for the payment had been made in previous budgets so this year's budget didn't need adjusting. GT thanked DL and PF for all their hard work in preparing for the audit.</p>	

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Minute	Item	Action
FGB91215/14	<p style="text-align: center;"><u>Safeguarding – DBS checks</u></p> <p>The school has received a directive from DCC that w.e.f. 1st. January 2016 DBS checks will only need to be undertaken upon taking up a position within the school and will no longer need to be repeated during employment. After a brief discussion about possible repercussions or it's impact, the Governors agreed to comply with the DCC recommendation; initial DBS checks will continue for any new members of staff but, from 1/01/16, existing staff are to complete "Personal Disclosure" Forms.</p>	
FGB91215/15	<p style="text-align: center;"><u>H&S Action Plan Update</u></p> <p>Of the 21 points identified in the last H&S Inspection, only 3 are still outstanding. Unfortunately, due to lack of space 1 of the points (only 1 toilet for all the staff) cannot be resolved.</p>	
FGB91215/16	<p style="text-align: center;"><u>Policies & Reports</u></p> <p><u>Behaviour</u> GT read an extract from the Governors' Handbook concerning the Behaviour Policy regarding the necessity for the governing body to produce a set of behaviour principles for the headteacher who should have regard for these when composing the behaviour policy. All stakeholders need to be consulted before these principles are issued. She then asked the Governors to read the relevant section & inform the Chair of any suggestions &/or comments for possible inclusion. It was agreed, in view of this the Behaviour Policy will not be discussed until the next FGB meeting.</p> <p style="text-align: center;"><u>Policies & Reports (Continued)</u></p> <p><u>Confidential Reporting Code</u> Several amendments were offered & agreed:- 1.1 To include appropriate in "...an outside authority." 2.6 To add "...or employees supporting a colleague" line 4 after "employees" 4.5.5 To add "agreed" to "...or other representative to be present..."</p> <p><u>Physical Intervention</u> The review of this policy was postponed till May 2016 in line with the other policies relating to safeguarding</p> <p><u>Formal Competence Procedure</u> Agreed</p> <p><u>Governor Induction</u> GT said the school follows the Derbyshire List as a procedure guideline. Chair gave a brief overview of this procedure & recommended that all the Governors read the Governors' Handbook on a regular basis as it is constantly being updated.</p>	

Signed.....(Chair)

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FGB91215/17	<p style="text-align: center;"><u>Governor Visit Reports</u></p> <p>All reports had been previously distributed. No comments were offered, all reports accepted. GT asked that any outstanding visits be completed before the next FGB so the governing body has a complete overview of the school's position.</p>	
FGB91215/18	<u>Correspondence</u> Confidential Item	
FGB91215/19	<u>Staffing</u> Confidential Item	
FGB91215/20	<p style="text-align: center;"><u>Declaration of Confidentiality</u></p> <p>Confirmed by all Governors.</p>	
FGB91215/21	<p style="text-align: center;"><u>Date & Time of Next Meeting</u></p> <p>Confirmed as 27th. January 2016, 6:30p.m.</p> <p>Meeting closed at 9:20p.m.</p>	

Signed.....(Chair)

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