

**Board of Governors' Meeting**  
**Milford Community Primary School**  
**Wednesday 7<sup>th</sup>. October 2015 at School 6:30pm**

<b>Minute No.</b>	<b>Item</b>	<b>Action</b>
<b>FGB71015/1</b>	<p style="text-align: center;"><b>Attendance</b></p> <p>G.Taylor (Chair), P.Fox (Head), L.Tomlinson, D.Lawday, J.Mobbs, J.White, R.Baker, B.Bennett, S.Fitton and A.Shaefer (Clerk)</p>	
<b>FGB71015/2</b>	<p style="text-align: center;"><b>Apologies</b></p> <p>Apologies received from D.M.</p>	
<b>FGB71015/3</b>	<p style="text-align: center;"><b>Declaring a Business Interest</b></p> <p>No business interests were declared by Board members.</p>	
<b>FGB71015/4</b>	<p style="text-align: center;"><b>Minutes of Previous FGB, 8<sup>th</sup>. July 2015</b></p> <p>Amend dates of March Resource Meeting and FGB. To now be:-  Resources Committee 16/03/16 6:30pm  FGB 23/03/16 6:30pm</p>	
<b>FGB71015/5</b>	<p style="text-align: center;"><b>Matters Arising</b></p> <p>FGB200515/5- PAN  Chair reported that this will be discussed later in meeting.  FGB200515/8- School Shed.  LT asked if there was any further news. PF said that the situation is still the same but they were waiting for a further reappraisal of the shed and it's position.  FGB200515/9- Newsletter  GT has produced a Governors' Booklet for distribution to parents and/or published on school's website. GT confirmed that a Drop-In-Session for parents will be held on the afternoon of 21<sup>st</sup> October. GT, RB and JW will lead the session and will report back to governors at the next FGB meeting.  The Breakfast Club is now up and running. Initial impression is that it's success has come earlier than expected so that augurs well for the future.</p>	
<b>FGB71015/6</b>	<p style="text-align: center;"><b>FGB Administration</b></p> <p>Governor Code of Practice – Agreed  A new Declaration of Pecuniary &amp; Personal Interest form was distributed for each Governor to complete and sign. (To be kept by Clerk.) Form needs to be completed at the start of each new school year.</p> <p>Chair informed Governors that DM has now resigned for personal reason and, as such, there is another Governor vacancy. Further enquiries to be made to fill both vacancies.</p> <p>GF informed Governors that Governor Induction Pack had been updated in line with latest recommendations. This was approved by the board.</p> <p><b>Signed.....(Chair)</b>  <b>Date.....</b></p>	

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<p><b>FGB71015/6</b></p>	<p style="text-align: center;"><b>FGB Administration continued.</b></p> <p>GT said that at a previous FGB, DM had offered to write a school blog. JW volunteered to write a "dummy" version for consideration.</p> <p>Terms of Reference for Curriculum Committee – To remove reference to a Clerk being appointed at each meeting as role now filled by A. Shaefer</p> <p>Terms of Reference for Resources Committee – To remove reference to a Clerk being appointed at each meeting as role now filled by A. Shaefer</p> <p>Terms of Reference for the Appraisal and Pay Committee – Accepted without amendment.</p> <p>Terms of Reference for the FGB – Appraisal and Pay Committee to be added to the list of committees. Review of the Performance Management Policy to be removed from the list of duties as this has now been passed to Appraisal and Pay Committee for review.</p> <p>Proposed Governor Responsibilities. GT circulated a proposed list of Governors' responsibilities. Some areas of responsibility are a prerequisite of certain Governors/staff but others are open for discussion and/or volunteers, especially in the light of DM's resignation. (See above) JW offered to take on some of these now-vacant areas of responsibility. GT asked if all Governors could visit the school before the next FGB in order to evaluate the school's progress and work, especially in the areas of their own speciality/responsibility. SF commented that Ofsted are really keen on certain aspects of training, e.g. WRAP/Prevent Duty. PF said that applications had been made for a Training Programme in November but there were no vacancies and the next scheduled programme is March 2016. SF offered to check out the details and/or supply a Training video for PF.</p> <p>Annual Statement from Governors GT informed Governors that a lot of the information is already available across other formats and suggested that the proposed Governors' Booklet (See above FGB71015/5) be uploaded to the school's website with suitable additions and/or amendments. GT to circulate all Governors with proposal. GT thanked those governors who had already completed a FGB evaluation form and asked for those Governors who have not already done so to return them asap.</p> <p><b>Signed.....(Chair)</b></p> <p><b>Date.....Page 2 of 6</b></p>	

<p><b>FGB71015/6</b></p>	<p style="text-align: center;"><b>FGB Administration continued.</b></p> <p>GT said from the evaluation reports that had been completed the general consensus was that the governing body is now improving at interpreting data and reports and asking more challenging questions but there was still a weakness around setting the school's strategic direction and setting out the school's vision and ethos. BB said the foundation of such an ethos should come from the school's motto; "care...share...and respect..."</p> <p>Following a lengthy discussion, it was suggested that the school's vision needed to include "...to be an outstanding school within the local community..."</p> <p>SF asked what evidence do the Governors have that such a vision is achievable. PF said that all the available data, protocols put in place and the written school plans awaiting implementation now support the school being a "Good" school and is more than prepared to challenge Ofsted with that fact.</p> <p>SF said that SIP, which has been written, needs to be considered before any plan can be formulated. PF concurred; the Governors have a shared ethos and the school has a Vision Statement. Further discussions on this when governors meet next week to review the governor audit and write the Governor Action Plan.</p>	
<p><b>FGB71015/7</b></p>	<p style="text-align: center;"><b>Governor Training</b></p> <p>PF reported on a Governors' training course attended by PF, GT &amp; AS. PF said that she came away from the course "informed &amp; pleased that the FGB had completed all relevant tasks."</p> <p>RB, JM &amp; GT to attend a Governors' Strategic Briefing on Monday 12<sup>th</sup> October.</p> <p>GT also recommended using the DCC website for information regarding Governor information &amp; training.</p>	
<p><b>FGB71015/8</b></p>	<p style="text-align: center;"><b>Head's Report</b></p> <p>PF gave an overview of her report:-</p> <p><b>STAFFING</b></p> <p>Governors' attention was drawn to para 4/ of Staffing which stated that Jackie Hemstock was appointed on a temporary contract at 11 hours per week to support a child in Year3, utilising GRIP funding.</p> <p><b>SAFEGUARDING</b></p> <p>All Safeguarding issues are on target but PF highlighted the problem of the need for DBS checks for casual/temporary workmen on site when most of the work is done outside of school hours. SF suggested using List 99 and, after a brief discussion, it was agreed.</p> <p>The school has adopted Safeguarding Case Management System set up by DCC. PF &amp; BB have signed the agreed protocol between school and DCC.</p> <p><b>Signed.....(Chair)</b></p> <p><b>Date..... Page 3 of 6</b></p>	

<p><b>FGB71015/8</b></p>	<p style="text-align: center;"><b>Head's Report Continued</b></p> <p><b>TACKLING EXTREMISM &amp; RADICALISATION</b>  PF commented on the current need for all schools to tackle extremism in all its forms. A Prevent Risk Assessment had been undertaken &amp; although it showed that the present risk is low, all staff &amp; volunteers have received the relevant training &amp; information should concerns arise. GT asked what would be considered a "risk" or sign for concern. PF said that it could include changes in behaviour or expressing extreme opinions during, say, RE. The school has adopted a proactive approach to promoting British Values. This is done through: assemblies, ICT, PSHE, RE, School Council, English and work on the School Mission Statement. The schools programme of anti-bullying ambassadors is a useful contribution. (See FGB80715/7)</p> <p><b>ATTENDANCE</b>  Last year's figure of 96.73% just missed the target of 97%. However, the majority of the absenteeism is because of 1 child which has been a cause of concern. A meeting was arranged between the school, the parents &amp; a family support worker. The family support worker has offered to investigate ways of assisting the family.</p> <p><b>SCHOOL IMPROVEMENT PLAN</b>  SIP approved.</p> <p><b>PUPIL PREMIUM</b>  A full programme of support &amp; intervention has been put together. Because of conflicting methods of calculation, clarification has been requested for the final PP figure.</p>	
<p><b>FGB71015/9</b></p>	<p style="text-align: center;"><b>Policies and Reports</b></p> <p>GT asked for any grammatical errors to be noted and passed to PF.  <b>SEN</b>  Amendment suggested by PF accepted.  GT asked that reference be made to the SENCO's statutory National Award in the policy under Role of the SENCO</p> <p><b>ACCESSIBILITY PLAN</b>  Title to be changed to Accessibility Policy and Plan  Amend "disabled students" to "students with disabilities" throughout the document.  GT asked if timescales could be provided for the accessibility plan.</p> <p><b>TEACHERS' APPRAISAL POLICY</b>  Agreed</p> <p><b>GOVERNORS' SCHOOL VISITS POLICY</b>  Agreed. LEA to be amended to LA</p> <p><b>Signed.....(Chair)</b></p> <p><b>Date..... Page 4 of 6</b></p>	

	<p>ADDENDUM TO SAFEGUARDING POLCY Agreed.</p> <p>AFTER SCHOOL AND BREAKFAST CLUB POLICY Agreed</p>	
<b>FGB71015/10</b>	<p style="text-align: center;"><b>Report on Governor Visits</b></p> <p>SPORT JW gave a brief resume of her report. Was impressed with what she observed. JW is due to meet with Miss Derbyshire next week (w/c 12/10/15)for further updates etc. GT asked about criteria for selecting children for the various activities. Selection a combination of ability and enthusiasm. There are plans to join other small schools for inter-school events. The proposed Knitting Club is still an on-going possibility. (See Minute CC160915/10)</p>	
<b>FGB71015/10</b>	<p style="text-align: center;"><b>Report on Governor Visits Continued</b></p> <p>MATHS RB did a Maths review on 6/10/15 with the school's Maths Coordinator, choosing 3 books from each year group. Was impressed with standard of work and the progress being made.</p> <p>GT suggested that before the next Resources Committee Meeting there is a meeting for all Governors at 6.00p.m. in order that PF can explain the school's approach to the new curriculum and assessment without levels.</p>	
<b>FGB71015/11</b>	<p style="text-align: center;"><b>Correspondence</b></p> <p>Confidential Item. PAN GT said the school's current PAN is set at 20 per year. GT outlined current situation and the potential impact on the school of an increased intake. SF said that "Trend Figures" are needed before any plan can be settled due to the government's local/national intentions. The Governors had a general discussion about the need or otherwise for an increase in school's PAN. The overall consensus at this time was that, while an increase is desirable and possibly inevitable, all steps need to be taken to protect and maintain the school's ethos, vision and "small community school environment". PF to investigate the "Trend Figures", as suggested and SF offered to get a Structural Engineer to visit for feasibility study re any possible structural alterations to enlarge the existing school building.</p>	
<b>FGB71015/12</b>	<p style="text-align: center;"><b>Declaration of Confidentiality</b></p> <p>Confirmed by all Governors.</p> <p><b>Signed..... (Chair)</b></p> <p><b>Date..... Page 5 of 6</b></p>	
<b>FGB71015/13</b>	<p style="text-align: center;"><b>Date of Next Meeting</b></p>	

	Date and time of next meeting confirmed as:- Wednesday 9 <sup>th</sup> . December 2015 at 6:30pm  Meeting closed 9:20p.m.	
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**Signed..... (Chair)**

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