

**Board of Governors' Meeting**  
**Milford Community Primary School**  
**Wednesday 8<sup>th</sup>. July 2015 at School 6:30p.m**

Minute No.	Item	Action
FGB80715/1	<b>Attendance</b> G.Taylor, P.Fox, R.Baker, J.Mobbs, J. White, B. Bennett & A.Shaefer (Clerk)	
FGB80715/2	<b>Apologies</b> Apologies received and accepted from D.M.	
FGB80715/3	<b>Declaring a Business Interest</b> No business interests were declared by Board members.	
FGB80715/4	<b>Minutes of previous FGB on 20.05.15</b> Amend attendance as D.Railton (FGB 200515/1) included in error otherwise the previous minutes were accepted as an accurate record.	
FGB80715/5	<b>Matters Arising</b> FGB200515/5- PAN Chair reported that this is still in abeyance (See last Minutes)  FGB200515/7- Appointment of Sally Fitton as L.A. Governor. Chair reported that appointment is now official & will contact Sally to arrange induction etc. There is still 1 more vacancy to be filled, an advertisement is to be placed inviting applications. The ad will highlight the need for H&S experience. The 1-Stop Shop has emailed but no reply received as yet.  FGB200515/8- School Shed. Enquiries are still being made as to whether the school shed can be kept in situ. It was confirmed that the school is fully insured until such time that a decision is made.  FGB200515/9- Newsletter Chair asked at a recent School Cluster Meeting as to how or if other schools give out information to the parents & reported that 1 school issues a "Governors's Booklet" with details of the governors & their role in the school's life & a Governor at another school writes a blog giving parents information. These options were discussed by the Governors. The general consensus favoured the blog & it was suggested that possibly D.M. may be able to assist with writing it.	

Signed.....(Chair of Committee)

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<b>FGB80715/5</b> <b>continued</b>	<p style="text-align: center;"><b>Matters Arising</b></p> <p>FGB200515/9- Newsletter (Continued)  GT confirmed that the school still had a "Meet The Governors" programme, enabling parents to discuss matters relevant or important to them on a more personal level.  PF reported that she had added a page to the School's website, inviting parents to offer their viewpoint &amp;/or information on any or all of the School's policies.</p> <p>FGB200515/10- School Sports Day  It was decided not to consult with parents regarding other options or venues for this years Sports Day as, upon further investigation, there were no viable alternatives to offer. PF said this will be a long term problem &amp; more work needs to be done to find an alternative site for next year.</p> <p>PF raised the general question of confidentiality before publishing Minutes for open view. The Governors discussed at length the implications as it is a small school &amp; a close community. It was agreed that extreme care must be taken that a child or staff member cannot be identified by the information minuted.</p>	
<b>FGB80715/6</b>	<p style="text-align: center;"><b>Pupil Premium</b></p> <p>RB gave a brief overview of her report (previously distributed). Overall, the report was encouraging.</p>	
<b>FGB80715/7</b>	<p style="text-align: center;"><b>Anti-bullying work &amp; Incidents</b></p> <p>PF said that due to its importance, any anti-bullying work or incidents will now be shown separately. There are no new incidents to report, the previous incident has been dealt with satisfactorily. Several children, together with a TA &amp; Dinner Supervisor, attended an Anti-Bullying workshop. The children later produced their own, child-friendly, Anti-Bullying policy &amp; gave a School Assembly on the subject complete with a Power Point. JM asked if the parents knew &amp; PF said it had been mentioned in the last Newsletter.</p>	

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FGB80715/8	<p style="text-align: center;"><b>Governor Training</b></p> <p>GT went on a Safeguarding course &amp; gave the Govenors an overview of its contents. GT said that the DCC website had a Governors' Handbook, which is useful for all concerned, &amp; that they had mentioned the Anti-Bullying programme reported on Minute FGB80715/7.</p> <p>The general message was that schools need to be more pro-active with regards Safeguarding issues rather than reactive.</p>	
FGB80715/9	<p style="text-align: center;"><b>Safeguarding Update</b></p> <p>PF said that a child has been reported to Claire Froggatt (Family Support Worker) &amp; John Midgley (FCSOO). It's an ongoing case &amp; is being closely watched. Two other children's behaviour is still being monitored in respect of Safeguarding.</p> <p>It was asked if there was any procedure for raising concerns by the staff. PF said that the question of any vulnerable children is permanently on the Staff Meeting agendas. It is always asked so that the teachers can raise any concerns for consideration &amp; advice. Most are minor, temporary issues but if any major problems are raised the appropriate action can be taken.</p> <p>GT said that PF is the Safeguarding Officer for the school but cover MUST be available in PF's absence. GT also said the school can use a Safeguarding Officer from one of the Cluster schools as PF's stand-in.</p> <p>PF said that, with recent concerns regarding private fostering, the wording on School letters needs to be amended to: "Parent/Legal Guardian. *Please state your relationship if not one of the above"</p>	
FGB80715/10	<p style="text-align: center;"><b>Head's Report</b></p> <p>Head's Report had been previously distributed so PF gave a brief resume of the main issues. PF said that the Data, including yr6 SATs results, was now available. All year groups exceeded the National levels which is very encouraging. With regards to the SATs, there were no Level 3's, everyone got at least a Level 4, again exceeding the National levels. PF gave her thanks &amp; congratulations to all members of staff for their hard &amp; diligent work in achieving these results.</p>	

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<b>FGB80715/10 continued</b>	<p style="text-align: center;"><b>Head's Report (Cont'd)</b></p> <p>PF said that at the last Resources Meeting the possibility of having a Breakfast Club was raised. Following discussions at the resource Meeting, PF proposed a trial period for the club, starting next School year. It would be from 8:00 to 8:45 &amp; approximate cost would be £3 per child per day. It is expected that, with rescheduling TA timetables, no additional cost would be incurred by the school nor would additional staff be needed.</p>
<b>FGB80715/11</b>	<p style="text-align: center;"><b>Policies Reports</b></p> <p><b>Anti-Bullying Policy</b> Item 2:1 is covered with the open invite on the School's website (See FGB80715/5). Approved. No other comments or amendments</p> <p><b>Freedom of Information Policy</b> Approved. No comments or amendments.</p>
<b>FGB80715/12</b>	<p style="text-align: center;"><b>Report on any Governor Visits Maths &amp; English Scrutiny</b></p> <p>Both reports, which had been previously distributed, were briefly presented to the Governors. GT highlighted an issue from the English work scrutiny that 'challenging and focused next steps and of differentiation of work to ensure all pupils are challenged has been raised in the last two work scrutinies'. GT asked what is being done to ensure this issue is being addressed and will improve in the future. PF reported that staff are receiving further training on how to ensure next steps are more focused and challenge children and pupils' books are being looked at in staff meetings to enable the sharing of ideas and best practice.</p>
<b>FGB80715/13</b>	<p style="text-align: center;"><b>Correspondence</b></p> <p>PF reported that she had received an email asking if it was possible to hire the school hall on a regular basis outside of school hours for a local choir to practise and rehearse. PF wanted to know if there was a precedent &amp; the Board's opinion. After a discussion, it was decided, with some regret as PF wanted to support the local community, that the school would have to say no. There could be problems with access to toilets &amp; other areas of the school. PF said that she would email the choir with the school's decision &amp; offer a possible alternative site.</p>
<b>FGB80715/14</b>	<p style="text-align: center;"><b>Declaration of Confidentiality</b></p> <p>Confirmed by all Governors.</p>

Signed.....(Chair of Committee)

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Minute No.	Item	Action		
<b>FGB80715/15</b> <b>Continued</b>	<b>Dates &amp; Times of Next Year's Meetings</b>			
	Curriculum Meeting		16/09/15	6:30pm
	FGB		7/10/15	6:30pm
	Resource Meeting		16/11/15	6:30pm
	FGB		9/12/15	6:30pm
	Curriculum Meeting		20/01/16	6:30pm
	FGB		27/01/16	6:30pm
	FGB		16/03/16	6:30pm
	Resource Meeting		23/03/16	6:30pm
	Curriculum Meeting		20/04/16	6:30pm
	FGB		18/05/16	6:30pm
	Resource Meeting		13/06/16	6:30pm
	FGB		6/07/16	6:30pm
			All dates and times subject to change.	
	Meeting closed at 8:00pm			

**Signed.....(Chair of Committee)**

**Date.....**