

**Board of Governors' Meeting**  
**Milford Community Primary School**  
**Wednesday 5<sup>th</sup> April 2017 at 6:30p.m.**

Minute	Item	Action
FGB50417/1	<p style="text-align: center;"><b>Attendance</b></p> <p>G.Taylor (Chair), P.Fox (Head), D Lawday, J.White, R.Baker, P.Royal, L Tomlinson, B Coote</p> <p><b>All Minutes, Reports &amp; Policies had previously been circulated.</b></p>	
FGB50417/2	<p style="text-align: center;"><b>Apologies</b></p> <p>Apologies received from S.Fitton,</p>	
FGB50417/3	<p style="text-align: center;"><b>Declaring A Business Interest</b></p> <p>No business interests were declared by Board members.</p>	
FGB50417/4	<p style="text-align: center;"><b>Minutes of Previous FGB 08/02/17</b> <b>Confidential Items</b></p> <p>Minutes accepted &amp; agreed. It was also agreed there were no confidential items.</p>	
FGB50417/5	<p style="text-align: center;"><b>Matters Arising</b></p> <p>Following Geoff Leyland's offer to come into school to do more work with governors on the subject of data analysis a date has been set for 17<sup>th</sup> July between 4 and 5pm.</p> <p>PAN – GT asked PF if there had been any more news following the submission to government of our application to reduce the PAN. PF confirmed there was no further information at present.</p> <p>The need for 2 new governors to be discussed under agenda item FGB50417/7.</p> <p>Safeguarding – GT asked if the S175 audit had taken place yet. PF said it was planned for 06/05/17 but would have to be postponed as she now has to teach on this day due to staff illness.</p> <p>Resignation of Julie Davies – this will be discussed further under agenda item FGB50417/21</p> <p><b>Signed.....(Chair)</b></p> <p><b>Date.....Page 1 of 8</b></p>	

**FGB50417/6**

**Minutes of Resources Committee 06/03/17**

Minutes accepted & agreed by those present at the meeting. GT informed that the usual budget summary would not be given due to all members of the FGB having received the Annex 1 and Annex 5 for approval for this meeting – to be discussed under agenda item FGB50417/17.

**FGB50417/7**

**FGB Administration**

New governors - GT informed the committee that she has received correspondence from SGOSS who said they have no one at present on their books who matches our search but will keep on looking. GT said she will also continue to look on Inspiring Governors. GT reported that she had asked the member of the local church as agreed at the last FGB meeting but the person felt it was something they could not commit to. RB confirmed that the advert for a governor had been placed on the Milford and Makeney Committee website following the decision at the last meeting. GT confirmed that no one had responded to this but suggested that if the committee still distribute a newsletter to the local area the advert could be added to this. RB to look into this. A discussion ensued about finding new governors. It was agreed by all governors that the new governor should not, at present, be another parent as they would be over represented. It was suggested by LT that an advert be put into Belper News or All Things Local. PF to look into this.

GT informed the board that the questionnaire to find out how engaged parents feel with the school, which had been agreed at the last meeting, had been distributed to parents and the results had been analysed. 25% of families responded to the questionnaire and were on the whole extremely positive. GT highlighted comments about areas which parents felt could be improved and governors discussed these in depth. The results of the questionnaire and the actions which will be taken by governors to address the comments will be issued to parents following the Easter break

GT informed the board that BC’s term of office will come to an end at the end of the Summer Term. As an election amongst the staff will need to take place this should be done in the last half term of the academic year to ensure a Staff Governor is in place at the start of the academic year. GT also highlighted that her term of office ends in October. GT advised that as she is a parent governor the board will need to think about starting the process of election at the start of the academic year as the process is quite a lengthy one.

**Signed.....(Chair)**

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**FGB50417/8**

**School Improvement Plan**

GT informed the board that a meeting date has been set for Monday 15<sup>th</sup> May at 1.30pm to discuss next year’s SIP. Anyone who is free is welcome to attend.

**FGB50417/9**

**Governor Training**

GT and RB attended a Governor Strategic Briefing in March. GT gave a short summary of topics discussed – National strategy and updates, exclusions, Children in Care. GT said she would update on safeguarding under this item of the agenda (FGB50417/11)

PR had attended safeguarding training and gave a resume of the pertinent points. She informed the board that she is able to obtain the overhead slides from the course if anyone would like a copy and asked people to contact her if this is the case.

**FGB50417/10**

**Head's Report**

**Inc safeguarding, attendance and punctuality, anti-bullying work and incidents, behaviour.**

The report had been distributed prior to the meeting.  
GT asked if the pupil numbers for September, which have currently been given as 15, could rise following the allocation of second and third choices of schools. PF confirmed this is the case and a definite number will be known after Easter.

**FGB50417/11**

**Safeguarding**

GT gave a brief summary of the information that had been imparted at the latest Governor Strategic Briefing regarding safeguarding. The main message was that governors need to ask pertinent and probing questions to reassure themselves that safeguarding policies and processes are in place to keep children safe. It was also emphasised that all governors, not merely the safeguarding governor, should be aware of safeguarding within school if they are visiting the premises. JW suggested that a section be added to the Governor Visit Form so any issues may be recorded. GT to action. There was a particular emphasis during the briefing on the induction of staff, including cover staff, and volunteers and how this is undertaken to ensure they have adequate knowledge to carry out their safeguarding duties. GT asked how volunteers are monitored in school to ensure they are following the school’s safeguarding procedures. There was a lengthy discussion regarding the use of mobile phones in school by both volunteers and staff. It was felt that volunteers should not use their phones at all and this should be conveyed during the induction and signs should be placed in school to remind people.

**Signed.....(Chair)**

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**Safeguarding cont.**

Staff will discuss at the next staff meeting how to tackle volunteers if they see them using a phone within school. BC suggested that volunteers should have an annual reminder session of their safeguarding responsibilities and should perhaps not be allowed to help in school if this has not been completed. The use of mobile phones by staff was also discussed and PF and PR said they would discuss this during their S175 audit and look at the risks etc and identify where there are gaps in policy/procedure.

**FGB50417/12**

**Pupil Premium– update**

GT reported that our allocation for next year should be in the region of £35,000. A new strategy will be worked on in the Summer Term ready for publication on our website in September along with a review and evaluation of this year’s spending.

**FGB50417/13**

**Sports Premium**

PF informed the board that our allocation should be in line with last year’s figure and discussions are currently underway with ED to decide what this will be spent on. She also highlighted that we may be given extra money under the sugar tax (large companies are now being taxed according to the level of sugar in their products and schools will be allocated a share of this revenue) but as it is unclear at present how much this will be no plans have yet been made about expenditure.

**FGB50417/14**

**Governor Visits**

The music report had been distributed prior to the meeting.  
GT thanked DL for her time and effort in completing this report as the subject had been allocated to Jeni Mobbs and had not be reallocated since her resignation. DL kindly offered to complete the report before JD’s departure in May. There were no questions regarding the report and GT said the Resources Committee would look into the purchase of new resources as highlighted in the report.  
GT highlighted the following subject areas which need to be covered in the Summer Term:  
Culture and Ethos – PR volunteered to complete (this is rotated amongst governors)  
Art and D&T – GT volunteered to complete (has not been reallocated since Jeni Mobbs’ departure)  
SEN review – GT  
Pupil Premium review – RB  
Antibullying review – JW  
PSHE – GT  
English Work Scrutiny – GT & PR  
Maths Work Scrutiny – RB, LT, JW  
Early Years - LT

**Signed.....(Chair)**

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**Policies/Reports**

**Separated Parents Policy:** GT referred to point 1.2 which states that it is the responsibility of the parents to inform the school of changes to their home situation. GT asked if it would be possible to put a note on each newsletter reminding parents to inform us of any change in their details e.g. phone numbers, address, change in family circumstances etc. PF said she would do this starting on the next newsletter.

**Private fostering:** GT asked if PF had completed the DSCB e-learning module and if her training is up to date. PF confirmed this is the case.

**Domestic Violence:** JW asked if the policy should be called ‘Domestic Abuse’ as it can refer to mental and emotional abuse as well as physical abuse. All governors agreed with JW but given that all other documentation refers to DV and the policy actually refers to the other types of abuse it was decided the title should remain as it is.

**Looked After Children:** GT asked if PF has completed the appropriate training and asked if she has sufficient time and resources to carry out her role effectively with regards to LAC. PF confirmed that this was the case.

**Code of Conduct:** It was agreed by all governors that the amount at which gifts should be reported to the headteacher for recording should be changed from £10.00 to £20.00.

**Online Safety:** GT referred to 6.3.7 – children clicking on dolphin or turning the monitor off if they see something which they find disturbing. GT asked how this works following the introduction of the laptops. PF informed that the dolphin is still present and children are instructed to click on this. BC said that children are also taught how to minimise the page so they have an alternative in case they should need one.

**Roles and Responsibilities:** GT asked if PF feels that £2,000 is sufficient as a delegated order limit for the Headteacher or whether this needs to be reviewed by governors. PF confirmed that she feels it sufficient.

**Tackling Extremism and Radicalisation:** GT asked how we ensure parents are informed of our efforts under this agenda. PF replied that she would put an explanation in the safeguarding newsletter about how issues are tackled in school, how children are taught about this and where parents can get help. GT asked if all staff have completed training and if this is up to date. PF confirmed that this is the case. GT asked if records are in place for recording concerns. PF said paperwork is in place to record concerns and this is child led. JW suggested a form also be put in place which lists all incidents in order to give an overview and enable monitoring of the issue as a whole. PF said she would ensure this happens. GT asked what evidence have we that the risk assessments are taking place. PF said there is a risk assessment which is reviewed annually. GT asked if any specific interventions have taken place or if advice and support has been sought. PF confirmed that there have been no cases or concerns in school so no interventions or advice has been needed.

**Signed.....(Chair)**

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**Policies/Reports cont**

GT asked how children are taught about extremism and radicalisation in school. PF said it is taught through PSHE where discussions take place about people being different and the need to celebrate and tolerate this. PF informed that child appropriate media is used such as Newsround to educate the children around this topic.

**Physical Intervention:** GT asked how we communicate our policy and our views about physical restraint to supply teachers. PF said she is in the process of creating a sheet with bullet points to cover all the pertinent areas of safeguarding to ensure supply teachers are able to read it quickly and have knowledge of our systems as they enter the classroom. JW suggested if we use a certain agency regularly asking for a copy of their policies and checking to see if they are in line with ours which would also help supply teachers to have an understanding of our safeguarding processes and procedures. GT asked if we have a process for recording incidents of restrictive physical intervention. PF confirmed this is the case.

**Child Protection and Safeguarding:** GT asked if the section on vulnerable adults and the thread relating to this be taken out as this does not apply to us with our children being primary age. GT asked for the brackets to be removed from Governors/volunteers. GT asked if we have an FGM policy. GT said although this is not mandatory there are laws covering this area and there is a lot of discussion around this subject at present. PF said that DCC do not have a model policy at present and it was agreed that PF would look into this. With reference to training on FGM GT said she had obtained some training materials and PF would use these with staff soon. Depending upon the success of this they would be given to governors either at an organised training session or to use alone. GT asked if volunteers have received training about the Prevent Duty. PF confirmed this was the case and this is done during induction. GT asked if staff safeguarding training is up to date. PF confirmed it is. GT asked if we have a safeguarding certificate for Paul Schuman who is a DSL in the absence of personnel at our premises. PF said that safeguarding certificates are no longer issued but she will obtain confirmation that he has attended training.

**Health and Safety:** No questions or amendments.

**AUP:** No questions or amendments.

**Computer Disaster and Recovery:** No questions or amendments.

**Children Missing Education:** No questions or amendments.

All policies were agreed and accepted taking into account any amendments.

**FGB50417/16**

**Academisation**

GT gave a brief update on the NFF which will come into force next year. We are predicted to make a small loss under the new system but DCC have promised to cap gains and losses at 3% for the first two years. The biggest problem will be a few years down the line as the new scheme does not allow for inflation.

**Signed.....(Chair)**

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**Academisation cont.**

GT referred to the meeting held by Kathryn Boulton about alternative models of leadership and whilst this had been very informative none of the models which were discussed offered a solution to budget issues. GT emphasised that whilst there is no need to panic at present we do need to think about the future and may need to revisit the academies agenda.

**FGB50417/17**

**Finance**

The school has received a cheque for £150.00 from pre-school for rent pertaining to Spring 02.

The governing body unanimously approved the Annex 1 and Annex 5.

**FGB50417/18**

**After School Club**

GT informed the board that at the recent Resources Committee meeting the contracts and pay of After School Club staff were discussed (RC60317/11). It was decided that a contract should be issued to each member of staff specifically for their ASC duties as these do not fall under the remit of their TA duties. The committee had also looked at the possibility of a pay rise. However, although there is a reasonable amount in the ASC account at present this would not support a pay rise in the future and the club is at present not bringing in enough to financially support this. It was felt that a reserve should be kept in the account to cover periods of a reduction in income or redundancies, should the need arise. It was agreed therefore that, funds allowing, a bonus would be considered at the end of each term for staff.

**FGB50417/19**

**Correspondence**

PF said that she and DL had met recently with a representative from Parent Pay, a system which allows parents to pay the school for trips, clubs etc directly into an account rather than sending cheques/money into school. There is a cost to the school for using the system and PF asked for governor's thoughts on the matter. DL asked the governors to consider the fact that Natwest Bank in Belper is closing in September which will make paying in cheques etc very difficult. DL also informed the board that the new system would mean the school would not have to pay Securicor personnel to collect money from the school. The governors were all in agreement with using the new system and felt it would be easier for both parents and administrative staff alike.

**FGB50417/20**

**Declaration of Confidentiality**

Confirmed by all governors.

**Signed.....(Chair)**

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**DL and BC left the meeting at this point**

**FGB50417/21**

**Staffing**

PF informed the board that she had been approached by KW who wishes to increase her hours to full time and take over JDs teaching commitment when she leaves. The governors agreed that having a full time teacher in Y6 would be much better for the children and agreed with the proposition. PF also informed the board that RJ is pregnant. She is expecting her baby in late October and has expressed a wish to start her maternity leave at the beginning of October. PF reported that she and GT have spoken to Matt Hewitt about the funding of this and financing a cover teacher and he had reassured them that regardless of the grade of the cover member of staff the school will be no worse off financially than paying a main scale 6 salary. PF asked the board if they are happy for her to start the process of advertising for a cover member of staff to teach Amber Class whilst RJ is absent. Governors were happy with this and asked that their congratulations be passed onto RJ.

**FGB50417/22**

**Date & Time of Next Meeting**

Confirmed as Wednesday 5<sup>th</sup> July 2017, 6:30pm at school.

**Signed.....(Chair)**

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