

Board of Governors' Meeting without confidential items.
Milford Community Primary School
Wednesday 27th. January 2016 at 6:30p.m.

Minute	Item	Action
FGB270116/1	<p align="center"><u>Attendance</u></p> <p>GT (Chair), PF, LT, JW, JM, RB, BB, SF & DL (arrived 19:25) AS (Clerk)</p>	
FGB270116/2	<p align="center"><u>Apologies</u></p> <p>Apologies had been received from DL in the event of non-attendance. However, she arrived at 19:25 (See above Minute)</p>	
FGB270116/3	<p align="center"><u>Declaring A Business Interest</u></p> <p>None declared.</p>	
FGB270116/4	<p align="center"><u>Minutes of Previous Meeting (9th. Dec. 2015)</u></p> <p>Minutes unanimously agreed.</p>	
FGB270116/5	<p align="center"><u>Matters Arising</u></p> <p>The Chair asked if there was any further information regarding recruiting new Governors (FGB71015/6 & FGB91215/5). RB said she had asked a gentleman from the Makeney Committee if he would consider becoming a Governor. However, he felt that he could not devote the time needed. PF reported that Jem Sarna was willing to share his H&S experience And become an associate member. The governing body agreed that JS would be a member of the resources committee and the full governing body but would have no voting rights.</p> <p>JW said that she is still "experimenting" with different formats for a School Blog (FGB71015/6 & FGB91215/5) but found it difficult to make it both interesting & avoid the issue of confidentiality. After a brief discussion, PF said that, as most of the important information is already available on the School's website & bearing in mind the workload the Governors currently have, she did not consider it as important as it once appeared.GT added that a governor report is on the website detailing the work of the governors over the past academic year and this would give parents and insight into the work we do. JW said she will continue with the project & report to the Governors at a later date.</p> <p>Signed.....(Chair)</p> <p>Date.....Page 1 of 8</p>	

FGB270116/5

Matters Arising (Continued)

Evaluation forms received (FGB91215/5 &FGB71015/6).

PF told the Governors that she had asked the Staff how they felt about the Governors' visits (FGB91215/12). The vast overall impression was that it was a positive experience. They said that it was useful to answer questions about their subject area as it helped with clarity of knowledge and vision for the subject. The governors reported that they felt well informed about their subject and found the meetings useful.

BB said that plans were in place to hold discussions in each class with regards to the content of the School's Culture and Ethos (FGB91215/12). This would then be set as a homework project for the pupils to canvass their parents.

FGB270116/6

Minutes of Resource & Curriculum Meeting

The Chair told the FGB that, as the Resource & Curriculum Committee Meeting had only been last week (20/01/16) & the Minutes had not yet been formally agreed, it was not yet possible to present a copy to FGB. To be presented at the next FGM. GT reported that RB was appointed to chair the Curriculum Committee and a chair for the Resources Committee would be appointed at the next meeting.

FGB270116/7

SES

PF informed the Governors that the SES was still in it's initial draft form. However, she said that she had a meeting arranged next week (w/c 01/02/16) with LP (school improvement partner) to finalise the report. It will then be circulated for consideration etc.

FGB270116/8

FGB Administration

The Chair again said that there were 2 vacancies for Governors (FGB271016/5). PF said she had asked the grandparent of a pupil but is unwilling to commit himself to the time needed. PF to ask another possible candidate. Financial expertise is still needed but, in view of the earlier discussion (FGB270116/5), H&S expertise may not be as critical.

The Governors then discussed what questions may be asked of them by Ofsted if vacancies aren't filled by then. JW said that overall the Governing Body had a wide spread of knowledge. SF said it was important to be positive: "knowledge gaps had been identified & we are actively recruiting."

Signed.....(Chair)

Date.....Page 2 of 8

FGB270116/8

FGB Administration continued

JM asked the Chair how the number of Governors needed had been decided. The Chair replied that there was no hard & fast rule or formula but the governing body had undertaken lengthy discussions before reconstituting a year ago in order to decide the balance of governors needed to monitor the school effectively. The governors had then identified areas where it was felt experience was needed & had recruited accordingly.

FGB270116/8

FGB Administration – Exclusion Sub-Committee

The Chair informed the Governors that they need to set up an Exclusion Sub-Committee, a minimum of 3 who can't be staff. Chair proposed a core of 5 so that, hopefully, 3 should be available at any given time. It was agreed that GT, RB, JW, LT and JM should be the core from which at least 3 would need to be present should an issue arise and a meeting have to be convened.

FGB270116/9

Governor Training

The Chair informed Governors that GT, LT & JW would be attending a finance course on 11th February. JW informed the meeting that she would be attending a course which provides an introduction for new governors soon. The Chair also said that a Governors' Strategic being held on 14th March 2016 at County Hall in Matlock & asked that anyone interested in attending to let her know asap.

PF said that all staff will be renewing their Safeguarding training at Ambergate 16th March 2016, 3:45-5:20 & there's an E-Safety training 8th February 2016 also at Ambergate. Governors are invited to attend but need to inform Chair or PF asap in order to book places.

FGB270116/10

Heads Report

PF gave a brief overview of her report which had been previously circulated.

Safeguarding-

This term 1 child has been referred to Starting Point, 2 children's behaviour is still being monitored & another child still has a social worker following a referral from outside school.

Signed.....(Chair)

Date.....Page 3 of 8

Heads Report(Continued)

Antibullying Work & Incidents

The bullying incident reported at the last meeting (FGB91215/10) has now stopped after the implementation of Derbyshire's STOP programme. The school is still working with children's families to support them & prevent a re-occurrence of the bullying.

Behaviour

Behaviour around school & lessons is very good with no major incidents since last report. There is TA support for children who give cause for concern at playtime.

Sports Premium

Sports Funding for the school year is £8,200 which help 2 priority areas identified on the SIP. 33% of children in school have attended sports competitions with more planned for this term & next.

GT enquired about the lunchtime club for SEN pupils. PF explained that it is a sports club involving multiskills mainly aimed at children with dyspraxia and similar disabilities.

PF highlighted the problem of the school being used as a venue for various elections. The school was recently advised that it will be needed for the Police & Crime Commissioner elections 5th. May 2016 which means the school will need to close. As this is the week before KS2 SATs PF reported that the decision was taken to open for year 6. GT asked if school could ensure pupil safety during the elections. PF said that safety had been considered and steps would be taken to ensure pupils and the public would not mix. In addition, there is the European Referndum in June. The school only became aware of these elections after Inset days had been fixed. PF is investigating possible other options in order to minimise the effect on the school. JM suggested that the Chapel in Milford may be a viable alternative for the elections.

The Chair asked PF what would/could the school do if pupil numbers were increased. PF replied that all options are being considered: converting ICT suite, additional building, "temporary" structures within the school etc.

Signed.....(Chair)

Date.....Page 4 of 8

FGB270116/11

Pupil Premium & East Midland Challenge

EMC

PF informed Governors that R. Millhouse had been on an EMC Conference & Training Course. She has now set up a group within the school to enact the EMC; provision maps, intervention groups etc. A group of pupils have been identified as "candidates" for inclusion. Not all of them meet the criteria of the EMC (Not all of them are male nor white). However, it is felt that not providing the additional support, if identified as such, goes against the ethos of the school in wanting to provide a quality education for all. PF said the group had been "buddied up" so that they can help each other aswell; boosting self esteem, confidence etc. PF & staff are currently checking the timetable in order to allow time for the group to work together. LT asked how the group were chosen. PF replied that it was mainly school experience & knowledge of the pupils & their family background backed up with the knowledge gained from the Training course. A brief discussion ensued & all agreed it must be seen as yet another positive school initiative offering extra help & support. RB reported that in the school of 91 pupils 18 qualify for Pupil Premium. Of that 18, 8 are SEN. RB went to say that there is a meeting once per term to evaluate the latest data to ensure the various intervention groups etc are effective & tweak where & if necessary. RB said that the data is impressive; the groups show no gap between PP & non-PP children. In KS1 there are no PP children below age expectations across all the core subjects. KS2 is almost equally successful. In Maths there is 1 child slightly below expectation but has only been with the school since year 5 & has made excellent progress since then. RB said that the main focus is to keep the momentum going & improve Maths in KS2. LT asked if there was any data for EYFS. RB & PF said that, as it is EYFS, there isn't enough data to make any meaningful comparison or decision at the moment but will be carefully analysed when the next set of EYFS data is available.

FGB270116/12

School Improvement Plan – PSHE

After a brief discussion it was agreed to include Governors as part of the Monitoring process. It was also suggested & agreed to develop more links with appropriate outside agencies especially with those who are able to deliver aspects of the curriculum the staff find more challenging to teach.

Signed.....(Chair)

Date.....Page 5 of 8

FGB270116/13

Finance – Audit Update

GT & PF are to review the Audit & report back at next meeting.

Lettings

PF reported the School had received £69.24 from the Pre-School.

FGB270116/14

Safeguarding – Action Plan Update

GT & LT attended 2 Safeguarding courses. PF & GT are gradually working through the Action Plan a review of which is due in March 2016.

FGB270116/15

Governor Questions

GT opened the discussion by saying that the intention had been to look at the list of questions Ofsted may ask which had been issued by DCC . Given the time constraints of the meeting she suggested that a working party of governors meet to discuss the questions and how they would answer them and circulate their responses to the FGB. GT suggested that anyone who is unable to attend the meeting could email their suggestions beforehand for input into discussions. SF suggested a meeting at 8.45am on Friday 12th February. It was agreed as many people as possible will attend.

FGB270116/16

Policies/Reports

Behaviour

Chair opened this minute by telling the Governors that the school had held a Behaviour Consultation Meeting for parents last Monday, 25th. January in order to obtain parents’ views regarding the statement of behaviour principles. Parent feedback was discussed. It was agreed that actually most of the points raised do actually happen but it needs to be clearly stated in the behaviour policy to make this obvious to parents. Therefore the phrase "sanctions can be entered at any point depending on severity of misbehaviour."

One parent had asked that parents are to be informed about every incident. After discussion an additional line regarding feedback was added (12:1).

Signed.....(Chair)

Date.....Page 6 of 8

Policies/Reports (Continued)

JW asked about low key incidents of misbehaviour. There was a brief discussion as to whether the incidents could be early stages of bullying or just accidents & over boisterous behaviour. PF said the school had no desire to send incident slips to parents for each & every time something happened. It would be misleading & possibly suggest a school "out of control" which it patently isn't. Accidents do happen. DL said she monitors the Accident Report Book on a regular basis just in case a pattern of "accidents" does emerge. If so, they are flagged for further investigation.

PF went on to say that she is considering keeping a record of low level incidents as a precautionary measure.

At the end of the discussions a Statement of Behaviour Principles was drawn up and agreed by all governors. Amendments were made to the Behaviour Policy in accordance with the principles and this was agreed by governors.

Critical Incident Plan

PF was asked if a risk assessment had been done for possible incidents such as flooding or the consequences of new building in the area. PF said she would consider & investigate.

GT asked if it was still practical for the Chair's/Head's house to be used as a base for the management team given that both have now moved further away from the school. It was agreed to look into the Chapel as a possible base.

GT asked how we would house pupils in the short term should school become unusable as this issue was flagged up in the recent audit. It was agreed that we would look to use the old Strutt School building in Belper and a line was added to the policy to reflect this. (Add: "Should school become unusable school will be set up at Strutt School, Belper.")

GT asked if it would be prudent to provide a backup in the plan for DL should she be the person involved in the incident. It was agreed that a line would be added to the effect of DL, or a member of staff nominated by the incident manager'.

Equal Opportunites

After a brief discussion it was decided to adopt the LA Equal Opportunity Policy.

Child Protection & Safeguarding

Policy to be reviewed in March 2016 in line with the other safeguarding policies.

Signed.....(Chair)

Date.....Page 7 of 8

FGB270116/17

Reports Of Any Governor Visits

Chair thanked those concerned for their reports which had been previously circulated especially JW who had worked extremely hard over the past couple of months. No questions were raised. Reports covered : Science, PE, PSHE & Culture & Ethos.

GT informed the meeting that an SEN visit had taken place that morning and a report would be available at the next meeting.

GT asked that all governors reflect on their recent subject visits and in particular weaknesses and areas for improvement to feed into the SDP for next year. LP, our SIP will be running training for governors on target setting in late spring and the FGB will then work with PF and the staff to develop the SDP for next year in the summer term.

FGB270116/18

Correspondence

No correspondence received.

FGB270116/19

Staffing

Clerk's note: BB & DL left the meeting prior to discussion of this minute. Both confirmed Declaration of Confidentiality before leaving. See confidential minutes.

FGB270116/20

Declaration of Confidentiality

Confirmed by all Governors.

FGB270116/21

Date & Time of Next Meeting

Confirmed as Wednesday 23rd. March 2016, 6:30pm at School

Signed.....(Chair)

Date.....Page 8 of 8