

Board of Governors' Meeting
Milford Community Primary School
Wednesday 6th. July 2016 at School 6:30pm

Minute No.	Item	Action
FGB60716/1	<p style="text-align: center;">Attendance</p> <p>G.Taylor (Chair), P.Fox (Head), L.Tomlinson, D.Lawday, J.Mobbs, J.White, R.Baker, B.Bennett, P.Royal, J. Sarna (Associate Governor) and A.Shaefer (Clerk)</p>	
FGB60716/2	<p style="text-align: center;">Apologies</p> <p>Received from S.Fitton.</p>	
FGB60716/3	<p style="text-align: center;">Declaring A Business Interest</p> <p>No business interests were declared by Board members.</p>	
FGB60716/4	<p style="text-align: center;">Health & Safety Report – Jem Sarna</p> <p>Chair introduced JS, an Associate Governor, to FGM & thanked him for his comprehensive H&S Report. JS then proceeded to give an overview of his report, highlighting some of his comments & recommendations, e.g. First Aid boxes needing improved management, H&S poster in school out of date, all relevant information to be contained within 1 designated area/computer file for ease of checking/maintaining etc. In total, JS identified 28 areas in need of improvement which are itemised at the end of his report in order of priority, ranging from high risk rating to low. As of 6/07/16, 10 of the 28 recommendations have been actioned (Nos. 1, 3, 5, 10, 11, 13, 16, 21, 26 & 27). PF working through remainder of the report. After his presentation, Chair once again thanked him & JS left the meeting.</p>	
FGB60716/5	<p style="text-align: center;">Minutes of previous FGB 11/05/16 Confidential Items</p> <p>Minutes agreed & approved. It was also agreed that the section in Head's Report regarding several children in the school should remain confidential as it was felt they could be identified with the information the report contained.</p> <p>Signed.....(Chair)</p> <p>Date.....Page 1 of 5</p>	

FGB60716/6

Matters Arising

Chair reported that further investigations are being made with regard to Academies. There are various "models" available & it is imperative to find the best fit for when or if it becomes necessary. PF & GT attended a meeting at Long Row on 29th. June regarding Academies. PF said a lot of information was given but at the moment it's difficult to identify the wheat from the chaff. Further reports at future FGMs will be made.

FGB60716/7

Minutes Resource & Curriculum Committee

Minutes not yet available, Agenda item to be carried over to next meeting.

Chair said that she & PF were concerned that the various sub-committees could appear to be working "in isolation" & relevant information may not be shared as soon as possible. To remedy this it was agreed that each Chair of the Committees would prepare & share a report of each meeting so that a cross over of information was achieved.

FGB60716/8

FGB Administration

Chair said that the "1-Stop" agency they have been using to try & fill the various Governor vacancies will cease to offer that service as from 31/08/16. Consequently, other avenues need to be found & utilised. Further information will be made available as soon as possible. Chair distributed "Self Evaluation" Forms for each Governor to complete & return as soon as possible. Most of the questions have YES/NO answers so shouldn't take too long.

Chair also thanked & congratulated the Governors for their hard work they had put in to help achieve the Ofsted judgement. JM said that in her opinion the report read a lot better than the final "Good" verdict. All Governors agreed & most reported that the feedback from parents etc had been very positive & supportive.

FGB60716/9

School Improvement Plan

After a brief overview of the SIP, JW commented that the school could publicize its successes more widely. In reply, PF said that that would appear to be the right move to make but sometimes success can bring its own problems. However, PF said she would consider the suggestion in greater detail. PF also said she is due to meet LP shortly to discuss the broad objectives for the next 3 years.

Signed.....Chair)

Date.....Page 2 of 5

FGB60716/10

Governor Training

Chair informed FGM that there had been no Governor Training courses since the last meeting mainly due to the time of school-year. It is expected to pick up in September. PR said the DCC website had recently been updated & there were 2 courses she was interested in; Governor Induction & Finance. Chair to arrange.

FGB60716/11

Budget Position – 4 Year Forecast

PF said the Government is proposing to freeze pupil cost increase to 1% which, in real terms, means a reduction. Consequently, it is even more urgent to review, check & consider all possibilities for cost reductions & consider all revenue streams.

FGB60716/12

Head's Report

Safeguarding & Attendance

Anti-bullying Work & Incidents

Behaviour

Performance Management Mid Term Review

Report was briefly read through & accepted. JW asked if more information could be made available to parents with regards to Safeguarding advice, as either in a Newsletter or on the school's website. This could help parents & show demonstrate how important the school treat the issue.

Regrets were expressed with the loss of Mrs. Hemstock & Miss Clemens. (See **RC270616/14**)

FGB60716/13

Safeguarding Action Plan

PF said she & GT are conducting an internal review of protocols & the report is an initial analysis of this review. PF went on to say that there is a scale of 1 to 4, 4 being the lowest & 1 highest. With this in mind, PF considered the school's plan to be a 2. This was because to achieve a 1 the schools systems need to be 'tested' for effectiveness. Unless there is an incident this is difficult. JW suggested testing 1 of these protocols with a "dry run". PF said she thought such an approach may be unnecessarily too stressful for the staff at this time bearing in mind the preparation & hard work put in by everybody for the recent Ofsted Inspection etc. However, she would raise the issue at the next Staff Meeting for feedback & comments.

Signed.....(Chair)

Date.....Page 3 of 5

FGB60716/14

PF said PP is £24,920.00 (See Head's Report above **FGB60716/12** & **RC270616/6**) & that the new Provision Plan is in it's early stages of completion.

Sports Premium

FGB60716/15

Sports Premium £8,200.00. Focus to be on competitions & preparing children using Play Leaders etc. DCC to do PE with teachers. (See **RC270616/10**)

Governor Visits

FGB60716/16

None to report.

Policies/Reports

FGB60716/17

**Anti-bullying
Financial Procedures & Regulations**

Both reports read & agreed subject to the following amendments & actions:-

Anti-bullying

3:1 Replace with "Governors have overall responsibility....but delegate day-to-day implementation & control to Head Teacher."

Financial Procedures & Regulations

1:3 & 1:5 Replace Resources Committee with Full Governing Body.

1:7 Replace with "...approved annually by Full Governing Body."

2:4 Remove reference to Bursar.

5:3 To be included in Roles & Responsibilities

6:6 Amend to "agreed limit."

7:6 To remain as Chair's discretion but to inform Governors as a courtesy.

9:10 Delete

13:2 & 13:3 Ensure it is actioned.

Benchmarking Report

FGB60716/18

PF gave a brief overview of the Benchmarking Report. JW asked if the report was National or County based. PF said that it was Natonal &, as such, the school is in a fortunate position. JW then asked if the condition & age of the school was a consideration. PF replied it wasn't but it would have been useful & interesting to see such a comparison. Governors agreed that no major problems seemed to highlighted.

Signed.....(Chair)

Signed.....Page 4 of 5

Correspondence

FGB60716/19

Chair said a request had been made from PF for a day's leave of absence to attend her son's University Graduation. This had been granted. (See **FGB60716/17**, 7:6)
Chair said that it had been confirmed that parents could also apply for the proposed Russia Trip. Applications need to be in by 11/07/16
PF informed the Governors that the SATs results had been received. 100% of the children had achieved at least the "Expected" level. Further analysis is needed & any more information will be made available as soon as possible.

Staffing

FGB60716/20

Nothing to report at present.

Declaration of Confidentiality

FGB60716/21

Confirmed by all Governors.

Date & Time of Next Meeting

FGB60716/22

Dates for next school year for all committee meetings have been arranged to suit a need rather than half terms. They were confirmed as:-

FGB: 12/10/16, 07/12/16, 08/02/17, 05/04/17 & 05/07/17

RC: 14/11/16, 06/03/17 & 19/06/17

CC: 21/09/16, 18/01/17 & 17/05/17

Meeting closed at 8:30pm

Signed.....(Chair)

Date.....Page 5 of 5