



BOARD:	Milton Abbot Full Governing Body		
DATE:	27 th November 2023		
TIME:	13:05 – 13:50		
VENUE:	Remote via Teams		
PRESENT:	Emily Jinman (EJ)	Brian Martin (BM)	Adam Hill (AH)
	Jane Byrne (JB)	Matt Young (MY)	Les Armstrong (LA)
ATTENDING:	Fiona Collier (FC) – DCC Governance support	J Hooper –DMAT Governance Lead (JH)	
	Actions, red	Questions raised, blue	Points agreed, green

Item	<i>Meeting started at:</i>														
1.	Welcome and Apologies: Those present were welcomed by the Chair to the meeting.														
2.	Administration matters 2.1 Apologies for absence Apologies from ZB (FC attending in place) 2.2 Confirmation of quorum The meeting was confirmed quorate. 13:08 – MY and LA left the meeting. Governors considered their applications and proposal to approve as Co-opted Governors. (Prop: JB; Sec: BM) carried unan. MY and LA approved as Co-opted Governors. 13:13 -MY and LA rejoined meeting. 2.3 Declarations of interest Reminder issued, none declared.														
3.	Minutes 3.1 Review and approve minutes of FGB 17.07.23 and 27.09.23 The minutes of 17.07.23 were agreed with one minor typing amendment. The minutes of 27.09.23 were agreed. The Chair to sign both.														
4.	Matters arising from the minutes: 4.1 Update on action points/matters raised from the meeting held on the 27.9.23 <table border="1" data-bbox="317 1868 1525 2089"> <thead> <tr> <th>Agenda Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>3.1</td> <td>ACTION: Governors to approve the minutes of 17.7.23 at the next FGB meeting.</td> <td>All</td> <td>Complete</td> </tr> <tr> <td>7</td> <td>AH to compile some evidence of the positive impact of the management partnership</td> <td>AH</td> <td>Reported to joint committee 09.10.23</td> </tr> </tbody> </table>			Agenda Item	Action	Actionee	Status	3.1	ACTION: Governors to approve the minutes of 17.7.23 at the next FGB meeting.	All	Complete	7	AH to compile some evidence of the positive impact of the management partnership	AH	Reported to joint committee 09.10.23
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	8.4	GP to contact DCC (Devon County Council) to enquire about safeguarding training for the governors at Milton Abbot	GP	Complete
	11	GP to re-send policies to governors for reading	GP	Complete
	11.4 (a)	AH to send governors a copy of the DMAT Attendance Policy	AH	Complete
	11.4 (b)	GP to add the Attendance Policy to the Joint Committee Meeting on the 9 th October.	GP	Complete
5.	Matters brought forward at the direction of the chair None were brought forward.			
6.	<p>Compliance</p> <p>6.1 Agree Lead roles Safeguarding and SEND Leads – BM H&S lead – LA</p> <p>All Board remain collectively responsible for financial management. ACTION: Invite Finance Officer to report at next FGB for budget monitor</p> <p>6.2 Health and Safety (Annual audit/focus) Not discussed.</p> <p>6.3 Headteacher appraisal AH appraised through DMAT MyTalent process. This is cascaded to all contracted staff, with the exception of ECT who are assessed on a different prescribed framework.</p>			
7	<p>Principals Report The report was circulated and read in advance of the meeting.</p> <p>Overall attendance is looking good at 95.5%; what is the attendance position for PP? PP attendance is 94.42%</p> <p>Can we confirm that letters are not being sent out in all cases? AH confirmed there is some discretion within the policy, and it is used – for example, in cases where there is known chronic illness the school work with parents and medical staff in a supportive way, rather than chase. In other cases, letters are routinely sent when attendance drops below 90%.</p> <p>Is the PP Plan nearing completion? The plan is in final draft stage, due to be published by the end of term.</p> <p>What is the position with Sports Premium money? It's mostly been used. The majority is used for OCRA after-school enrichment to encourage more pupils to participate in sport. The remainder covers CPD, materials and resources, etc.</p> <p>Governors noted staffing movements including the reasons, and discussed concerns around the impact of staff movement in the classroom. Noted also that the new curriculum helps to mitigate some of the impact.</p>			
8.	School Visits and Stakeholder Voice			
	8.1	SEND No visit for SEND or Safeguarding since the last meeting. Edukey system now populated and running, so visit to be arranged before the end of term.		
	8.2	Safeguarding See above.		



	<p>8.3 General visits JB to undertake a general visit before the end of term.</p> <p>Governors discussed the temperature amongst parents, where there is anxiety around the length of time it is taking to complete the academisation process. ACTION: JB draft a communication to share with Joint Committee 11.12.23, where a position statement can be agreed and sent out to parents.</p>
9.	<p>Governor Housekeeping</p> <p>9.1 Register of Business Interest All governors need to update and sign their register of business interest – the paper copy is in the school admin office where it can be accessed and updated. ACTION: all Governors</p> <p>9.2 Training All governors need to complete their annual safeguarding training update (new governors need to complete their initial induction and training). ACTION: JH to liaise with FC to ensure access to online training and refresh modules</p> <p>9.3 Governor Code of Conduct All governors need to read the code of conduct, and sign the front cover with date to indicate they have done so. ACTION: All Governors</p> <p>9.4 Annual Review of SFVS Pecuniary Interests Form All governors need to update and sign their register of financial interest ACTION: All Governors</p>
11.	<p>Policies Policies have been circulated to all parties for approval when meeting quorate.</p> <p>11.1 Behaviour Policy Approved</p> <p>11.2 Safeguarding Policy Approved</p> <p>11.3 SEND Policy Approved</p>
12.	<p>Impact from this meeting Two new governors on board and welcome</p>

Meeting finished: 13:50

Action Log from Milton Abbot FGB 27.11.2023

Item	Action	Actionee	Status
6.1	Invite Finance Officer to attend next meeting for budget monitor	JH	



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8.3	Draft a communication to share with Joint Committee 11.12.23, where a position statement can be agreed and sent out to parents.	JB	
9.1	Review / Complete Register of business interest forms and add to file in school admin office.	ALL GOVERNORS	
9.2	Liaise with FC and circulate links to safeguarding training and refreshers	JH	
9.3	Read and sign the Governor Code of Conduct	ALL GOVERNORS	
9.4	Review / Complete the SFVS register of financial interest	ALL GOVERNORS	