



Milton Abbot Full Governing Body
Minutes – 28.3.22

BOARD:	Milton Abbot Full Governing Body		
DATE:	28 th March 2022		
TIME:	2.00pm – 4.00pm		
VENUE:	Remote via Teams		
PRESENT:	J Byrne (Chair) R Marshall (RM)	B Martin (BM) D Buckingham- Exec Principal (DB)	M Vanstone (MV)
ATTENDING:	M Greener (Clerk)		

The Code of Conduct requires trustees/governors to be honest and open with regard to conflicts of interest (either real or perceived). Trustees/Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of governors may have an interest because of some shared attribute. When considering these items, trustees/governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties to act in the public interest.

Actions, **red** Questions raised, **blue** Points agreed, **green**

Item	
1.	Welcome and Apologies:
2.	<p>Procedural items:</p> <p>2.1 Apologies for absence Apologies were received and accepted from E Court.</p> <p>2.2 Confirmation of quorum The meeting was confirmed as quorate.</p> <p>2.3 Declarations of interest DB advised Exeter learning Academy Trust board member.</p> <p>No other pecuniary or personal interests were advised for any agenda item for this meeting.</p>
3.	<p>Minutes</p> <p>Committee members AGREED that the minutes from 14.2.22 were a true and accurate record of the meeting. The Chair to sign via Governor Hub.</p>

Signature:



4. Matters Arising

4.1 Update on Action Points / Matters raised from the meeting held on the 14.2.22:

Item	Action	Actionee	Status
3.	SK to review all SLA's / Governors to agree any changes.	SK / All	To be reviewed at a later date
5.	EU to look at staffing structure	EU	Completed
6.	SK to look at Catering facilities and SLA	SK	See below
6.	KYD to send website password to MG	KYD	Completed
9.	Brian Simber to have streamlined action plan in place for next governors meeting.	BS	Completed
10.	MG to add inset dates for school term times	MG	Ongoing
11.	DMAT to commission banner to promote that DMAT and Milton Abbot are working in partnership.	SK	Completed
11.	Working party to have a timeline in place for the partnership moving towards joining the academy	W/party	Ongoing
12.	MG to appoint clerk for Milton Abbot school	MG	Completed
13.	RM to send visitor note to clerk.	RM	Ongoing
14.	Clerk to personalise the policies (attendance, complaints and capability) & send to JB.	KYD	Ongoing
16.	DMAT leadership to spend time with GW & EC to understand their need within the school.	DB/EU	Completed

6. 2 terms notice needed – should this be given at start of Summer term so DMAT can takeover Jan 23? Governors discussed and AGREED to serve notice to NORE.

Action (1): Clerk to arrange letter of notice for the Chair to send to the catering company

Action (2): Chair to set up working party to move towards academisation

5. Matters Brought Forward at the Direction of the Chair:

No matters were brought forward from the Chair.

6. Strategic direction / leadership & management

Chair advised heading towards joining the DMAT.

Partnership document APPROVED. Chair to sign.

Action: Chair to send signed agreement to the Clerk

DB confirmed that HT cover continues between DB/EU and SS.

Barbara Manning - Director of Safeguarding is working from within the school and covering when HTs are not on site.

DB communication with parents – good forum held 3 weeks ago and covered what they wanted and very much about communication. Three leaders are seen as an asset to parents and as long as they know who is in when etc they are happy. Newsletters shared prior to the meeting and the level of communication has increased significantly. Level of leadership is having a positive impact on the pupils. HTs have a log and each contribute to this to keep open lines of communication open. HTs are always contactable.

BM commented on how nice the school feels through the newsletters.

Janis Byrne



7. **Headteacher reports / visit updates**

- 7.1 **Staffing update**
- 7.2 **Safeguarding / SEND**
- 7.3 **School Action Plan**
- 7.4 **Foundation Stage unit**

DB advised:

- Early Years - 1 x agency staff employed full time. Hours have been altered to reflect need. Understaffed. Staffing is high and will be honoured next year but is not viable unless more pupils join the school.
- Struggled with COVID absences for staff.

Safeguarding / SEND

DB advised that Barbara Manning is onsite which is very helpful and a report was shared before the meeting. Issues are being addressed:

Safeguarding

- Staff will have school-based email addresses
- CPOMS training given by Barbara Manning
- Safeguarding refresher training was given to all staff personalised to MA. Those staff who were not available will be met next week.
- 2.45pm or 3.15pm pick ups now communicated to parents and children will be brought to the gate.
- Safeguarding leaflets for all visitors to the school
- Barbara Manning now working on the Single Central Register
- New administrator is a quick learner but all new to her

SEND

- New SEND leader appointed
- EHCPs meetings with parents held
- SEND register updated
- Early Years needs are being addressed (4 out of 6 pupils in the class and 2 already have EHCPs)
- 6.4.22 meeting
- IEPs are over complicated and being aligned with DMAT's template and training will be delivered on this day.

Brian Simber meets bi-weekly with DB to be able to identify school improvement priorities and to discuss the management partnership agreement. Great support and have a good relationship.

Early Years is the major priority and Suzie Stevens (SS) has been working in the area and provided a succinct action plan.

Chair asked whether the funding issue has been addressed in Early Years?

DB advised that nursery children were on SIMS since September and no funding has been claimed or bills have been sent. DB feels it would cause unrest if parents were billed now. DB also feels that there were issues with the provision between September to January.

RM asked how much the figure is to be written off?

DB advised c£4/5k. SS came into school last Friday with her administrator from St James'.



Chair asked if there was to be a communication to parents?

DB advised this would be going out shortly. Administrator from St James will be returning to help with the next submission and an EY member of staff will be training on how to implement on the system.

DB advised that an action plan is now in place and is being monitored by all HTs 3/4 times a day and the environment is slowly improving. Skip is coming next week and resources need to be removed. DMAT COVID absences has made it difficult for SS to come over the last 2 weeks but she has been in close contact with the Early Years teachers.

Chair noted from the report that manipulatives mentioned – do we need to purchase any?

DB possess these but they are not being used and this applies to the whole school. White Rose had limited resources so the licence has been updated to support staff better. Work life balance is better and has improved the structure in the school.

Curriculum

Teachers have worked really hard to implement a curriculum with national guidance but there was a lack of cohesion across the school in DB’s opinion. Teachers were creating the curriculum from scratch instead of ready-made good resources. DMAT uses Reach Academy and this is being introduced at MA.

New books have been implemented for all subjects as all work was being completed in one book and made it hard to track. Staff are keen on the new curriculum which now includes PHSE.

Foundations have been laid over the last few weeks and meetings with staff have been held to make sure they are all clear on what children will be learning. Learning environments have been discussed. Staff need to clearly define the learning for the children.

DB advised non-teaching time is structured effectively (before school, break and lunch times). Parents how collect their children from the playground. Assemblies are taking place.

DMAT support in terms of the management – staff from Finance, safeguarding, health & safety audit has allowed DB to focus on curriculum.

SEF needs to be updated.

BM – queried TA numbers?

DB advised they are currently assessing the children with national tests (NFER/previous SAT plans) to identify the children needs and to make sure that the TAs are allocated effectively.

BM – monitoring of TAs?

DB one of the main functions is the phonics teaching (RWI) in the morning. Some have received RWI training but most have received little training over the last few years. TAs are keen to attend SEND paid training after Easter. It is important that they get the same messages as teachers.

8. Financial

8.1 Budget approval

Clerk suggested that JB/RM meet with SK to discuss in detail.

Action: Clerk to set up meeting with SK/JB/RM

Signature:



	<p>Committee AGREED that budget could be submitted if the model shared today.</p> <p>BM advised care needs to be taken where items are charged to e.g. Foundation unit</p> <p>8.2 SFVS dashboard approval Governors AGREED with the dashboard</p>
9.	<p>Governor Visits</p> <p>No visits have taken place. Clerk recommended that Governors visit the school before Easter and write up an visits onto forms to create an audit trail.</p> <p>Visits to be arranged:</p> <p>Safeguarding (Chair) Early Years (BM) Curriculum (MV) Capturing staff voice (EC) Ring fenced funding update (Chair) Admin systems & GDPR (RM)</p> <p style="text-align: right;">Action: Governors to set up meetings asap</p>
10.	<p>Governor Training</p> <p>Chair advised her training has been postponed.</p>
11.	<p>Impact</p> <ul style="list-style-type: none"> - Overview of school current action plan - Aware of strengths and weaknesses - Budget discussed - Governor visits discussed
12.	<p>Date of next meetings</p> <p>12.1 11th July 2022</p>
The meeting ended at 3.21pm	

Action Log from 28.3.22 – MA FGB Meeting

Agenda Item	Action	Actionee	Status
4.2 (1)	Clerk to arrange letter of notice for the Chair to send to the catering company	Clerk/Chair	
4.2 (3)	Chair to set up working party to move towards academisation	Chair	
6.	Chair to send signed agreement to the Clerk	Chair	Completed
8.1	Clerk to set up meeting with SK/JB/RM	Clerk	Completed
9.	Governors to set up visit meetings asap	All	

Signature:

Janis Borne