

MILTON ABBOT SCHOOL

Minutes of the Full Governing Board Meeting, 13th December 2021 -
Held in the staff room, 5pm

The meeting began at 3.40pm																		
	<u>AGENDA ITEM</u>	<u>RECORDED NOTES</u>			<u>ACTION</u>	<u>COMMENT</u>												
Procedural																		
1	Welcome & Apologies for Absence	<p>JB welcomed all to the meeting.</p> <p>Present:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #4F81BD; color: white;"> <th style="width: 33%;">LA Governor</th> <th style="width: 33%;">Co-opted Governor</th> <th style="width: 33%;">Staff</th> </tr> <tr> <td></td> <td>Jane Byrne - Chair Brian Martin – Vice Chair Richard Marshall</td> <td>Chris Luxford -Head Teacher</td> </tr> <tr style="background-color: #4F81BD; color: white;"> <th>Parent Governor</th> <th></th> <th>Clerk</th> </tr> <tr> <td>Marcia Vanstone</td> <td></td> <td>Karen Yorke-Dunne</td> </tr> </table> <p>Apologies – Emma Court has afterschool club today – accepted.</p>			LA Governor	Co-opted Governor	Staff		Jane Byrne - Chair Brian Martin – Vice Chair Richard Marshall	Chris Luxford -Head Teacher	Parent Governor		Clerk	Marcia Vanstone		Karen Yorke-Dunne		
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2	Pecuniary & Business Interest Declaration	No interests were declared in relation to this meeting.																
3	<p>Approval of Minutes of Last FGBM Held on 22nd November 2021</p> <p>Matters Arising including progress made on the actions raised and update on any items not covered elsewhere on the agenda</p>	<p>Governors approved the minutes of the 22nd November 2021 as a true representation of the meeting. JB signed the minutes.</p> <p>Richard has met with the bursar. SCR is up to date – we can remove staff/volunteers who no longer attend school. DMAT to support with induction process for new School and Community Co-ordinator. DMAT term dates have inset days at the beginning & end of the year – we will work as closely as we can to ensure training days are in sync.</p>																
Monitoring, Accountability and Strategic Items																		

4	Head Teacher Report	<p>Why have pupil numbers fallen? Only one child has left because of changes within EYFS all others due to moving from the area; parents have been complementary of the staff and school. What communication is in place to let parents know of the changes and the progress their children are making? We communicate with parents through: annual reports in the summer term, Class Dojo, parents evening and emails. CL & MJ greet the children at the gate which has been difficult for parents as they do not see the teacher; nursery children are now being brought to the door as we have listened to the views of parents. A parent governor reiterated how difficult it is for parents not being able to talk to teachers at the classroom door but parents understand safety is paramount. Governors agreed that the school is better academically than ever before; pupil numbers seem to stay level but we are having difficulty growing the school.</p> <p>With Covid cases at the highest they have been, if the worst case scenario of closing the school were to happen, are the new staff aware of the Covid management plan and ready for remote learning? New staff are aware of the technology requirements required for remote learning; they currently use Dojo for communication to parents. Staff are aware of the register for vulnerable children/families. What is the schools position for those families? Previously teachers had light contact with the families by delivering books. If staff have any concerns, then we would follow the usual safeguarding MASH procedures. What is the timescale for a referral? Depending on the referral it could be 2 weeks. Governors discussed the failing of children by the EWO/MASH, 1 week is a long time – staff would continue to visit. Governors discussed the catch up interventions taking place in class by staff alongside Narisa Dowling.</p> <p>Early intervention from Foundation unit has helped to spot children requiring support, resulting in receiving an EHCP earlier which alleviates the need for extra support further up the school. Who is currently overseeing the Foundation Unit? CL is inclusion lead: HC gives regular feedback.</p> <p>Are there many children receiving PP with speech and language difficulties? No children who require speech and language support tend to have SEND requirements.</p>		
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		<p>Are we making reception parents aware of who is eligible for PP funding? We are informing every one of the difference of PP and FSM. It is still confused that is why we have more of an uptake when FSM stop at the end of KS1. Catch up champion informed the meeting that they had monitored Year 2 cohort and agreed that they continued to require support with writing: this had been difficult to teach when the school was teaching remotely. Progress has been made but challenge is still needed.</p> <p><u>Curriculum</u></p> <p>Computing is on our SAP for deep dive, has this improved this term? Yes, along with new equipment, staff have lead CPD in this area which has given other staff confidence which in turn has improved the experience for the children. As a staff team we are constantly revisiting the monitoring plan to ensure it is beneficial for the children/class structure at this time.</p> <p>Do the children take part in expressive curriculum? Yes they listen, talk and share their experiences in many different ways– see the website for our talking learning podcasts.</p>	School and Community Co-ordinator to promote PP funding across the school.	
5	Safeguarding/SEND	<p>DMAT have offered SENDco support 1 day every fortnight to help complete paperwork to access funding etc. Will we pay for this service? While we are working alongside DMAT we will, once we join the MAT it is offered to all schools.</p> <p>Is there anything in place for FSM over the Christmas period? Nothing has come through the school.</p>		
6	Strategic Direction	<p>Governors discussed the support given by DMAT over the past term: Brian Simber has mentored CL; curriculum leaders have visited our subject leaders allowing them to share their knowledge of what happens within our school (this has given leaders more confidence) and we have had received assistance with recruiting and induction of staff. Kath Powell from Babcock has not visited during this term.</p> <p>Kath Powell is due to visit 5th January 2022 – Suzanne from DMAT will be present for this visit.</p> <p>Brian Simber is due to visit 20th January.</p> <p>All DMAT staff have been polite and professional</p>		

7	Governor Training	NGA learning link training available for all governors.	Please advise clerk if any training has occurred.	
8	Governor visits not already on the agenda	The chair of the governing body meets every Thursday with CL (Headteacher) this allows them to keep track of what is going on.		
9	Policies	Governors agreed the Capability, supporting children with medical conditions and Charging & remissions policy. They discussed the Complaints policy looking at the flow chart for timescales. Do we have a contract if we proceed with letting the MUGA to the Tennis Club? By agreeing to the lettings policy and both parties signing/completing the form attached this will form the contract. Do we have external toilets for those renting the MUGA to use or will the building need to be open? There are toilets available without using the main buildings. Will the monies go into the overall budget? The money received for renting the MUGA will be used for commercial cleaning. Governors discussed allowing the school grounds to be used for other community groups; the Forest School being perfect for this use as long as the correct insurance is in place by both parties. With joining DMAT, the School and Community Co-ordinator will have more time to focus on acquiring community grants and involvement.	BM to pass the details of the Parish Magazine to CL.	Tessa Curtis lead for Parent & Toddler group.
10	Impact from this meeting	Governors have challenged senior leaders on various aspects of the school. Governors have shown knowledge of the school through visits with the bursar and monitoring of the SAP.		
11	Date & Time of Next FGB	24 th January 2022 – 2pm in school - Data		
JB thanked everyone for their time. The meeting ended at 3.50pm				

EWO- Educational Welfare Officer
MASH – Multi Agency Safeguarding Hub
EHCP – Education and Health Care Plan
PP – Pupil premium
FSM – Free school meals
SAP – School Action Plan
MUGA – Multi-use games area