

## MILTON ABBOT SCHOOL

Full Governing Board Meeting Minutes, Wednesday, 15<sup>th</sup> January 2020  
Venue: School Meeting Room, 5pm

The meeting began at 5pm																			
	<u>AGENDA ITEM</u>	<u>RECORDED NOTES</u>	<u>ACTION</u>	<u>COMMENTS</u>															
<b>Procedural</b>																			
1	<b>Welcome Attendance &amp; Apologies for Absence</b>	<p>Present:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr> <td style="width: 33%;">Parent Governors</td> <td style="width: 33%;">Co-opted Governor</td> <td style="width: 33%;">Staff Governor</td> </tr> <tr> <td>Mark Baker</td> <td>Brian Martin</td> <td>Jane Weatherston</td> </tr> <tr> <td>Mike Smith</td> <td>Richard Marshall</td> <td></td> </tr> <tr> <td>Marcia Vanstone</td> <td></td> <td>LA Governor</td> </tr> <tr> <td></td> <td></td> <td>Brian Cook (Chair)</td> </tr> </table> <p>Also present: Jane Byrne- potential co-opted governor Clerk: Karen Yorke-Dunne Apologies: Chris Luxford (Head Teacher) &amp; Emma Hooker – accepted JB informed the governing body that she is a retired Head teacher who has supported the school in previous years and wants to continue now in a voluntary capacity. MV told governors that her back ground is in catering</p>	Parent Governors	Co-opted Governor	Staff Governor	Mark Baker	Brian Martin	Jane Weatherston	Mike Smith	Richard Marshall		Marcia Vanstone		LA Governor			Brian Cook (Chair)		
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2	<b>Business/Pecuniary Interest Register</b>	No interests were declared pertaining to this meeting.																	
3	<b>Approval of Minutes of Last FGBM Held on 18th September 2019</b>  <b>Matters Arising including progress made on the actions raised</b>  <b>Update on any items not covered elsewhere on the Agenda</b>	<p>BC signed the minutes of the meeting of 18<sup>th</sup> September 2019 as a true and accurate record.</p> <p>Governors school g-mail accounts.</p>	Clerk to text governors (to check g-mail) when emails/documents have been sent in the run up to meetings or other occasions																
<b>Monitoring and Accountability</b>																			
4	<b>Headteacher's Report</b>	Governors discussed school numbers – we currently have 66 children but our PANN is 105, 15 in each year. There are 20																	

		<p>children in the nursery with more starting at Easte, we have 11 first choices wanting to join FS in Sept but 11 leaving from Yr 6. The nursery has been a positive factor in pupil numbers.</p> <p>Governors concurred that the report was a succinct working document. It is clear that SPAG should be a priority on the action plan for the following term.</p> <p><b>Do we have a record of the children coming into the school during the year? Yes we do and we are making a difference in their learning – they are making progress.</b></p> <p><b>How do you accelerate their learning? We sometimes have to fill the gaps whilst staying in-line with targets.</b></p> <p><b>Does this involve communication with parents? Everyone is involved with their trackers especially SEN tracker.</b></p> <p><b>*What impact has carrying out intervention from week 2 meant for the school? The children are making progress having a parent reading/phonics on a 121 basis and HLTA working individually and in groups within the session.</b></p> <p><b>Are we comfortable that we are doing enough? Yes we have extra TA's to support the teacher and children.</b></p> <p>JW informed the meeting that at pupil progress meetings CL chooses a child &amp; they focus on their progress.</p> <p><b>Are targets set from that meeting? Yes, parents are aware what is happening with their child more often throughout the year. Data drops are linked to parents evenings where teachers will give ideas for support at home.</b></p> <p><b>Do you have a similar system for children at greater depth? Yes, teachers are always looking to adapt questions to challenge children and to support them if they are not on track.</b></p>		
	<p><b>Ofsted refocus/curriculum review.</b></p>	<p>The head teachers report ties in with the interim Ofsted report – stating how the interventions are having a positive impact on moving the school forward. SPAG needs to be consistent across the school.</p> <p><b>Do you look back at where the children have come from? With the</b></p>		

		<p>nursery we are able to start supporting the children with SEN earlier. Clare has had training in the graduated response process. We have applied for funding already which will benefit the children in the nursery and on their journey into the school.</p> <p>MS informed the meeting that he and RM are going to carryout mock Deep dives with subject leaders to ensure they are more confident in discussing the subject across the school (not just their class).</p> <p><b>Can HLTA take the lead in some aspects? That has not happened yet.</b></p> <p>Visits/monitoring to provide evidence that we are doing what we say we are doing!</p>	<p>CL to provide governors with a list of the subject leaders.</p> <p>Reports from visits/monitoring to be circulated to governors (by clerk) to allow governors to challenge &amp; form part of the thread.</p>	
	SIP/School Action plan	Covered in committee minutes		
5	Committee Minutes – Governor Questions	<p>Resources - BC expressed how tight the budget is and that we are drawing on our reserves as anticipated. Pupil numbers (income) has been static but it is looking better with children coming through from the nursery.</p> <p>Governors discussed the word “surplus” when talking about income from the nursery. It was felt that the wording should be adapted to show that the monies taken from the nursery are to cover heating/rent/management &amp; other costs. These costs are only taken when income exceeds expenditure.</p> <p>Governors debated about the school moving towards reception and nursery combining and the structure of the whole school.</p> <p>Nursery/EY/Foundation</p> <p>Yr 1 -2</p> <p>Yr 3-4</p> <p>Yr 5-6</p> <p>They felt that with housing increasing in the local areas that this could be viable with proactive marketing. CL to produce an outline Business Plan for 2020/21 to include possible class structures, including possible incorporation of the nursery unit into the school</p>	<p>Adapt wording in Finance policy regarding nursery expenditure.</p> <p>Look at lettings policy for education letting(resources committee)</p> <p>BC to ask the bursar to include 2 different structures in the predictions for the budget – end of February.</p> <p>CL to produce an outline Business Plan for 2020/21</p>	<p>Looking towards September 2020</p>

		and to evaluate the financial implications for next years budget based on the current assessment of income streams and pupil numbers. Proposal to be available to Governors a week before the FGB – governors will assist where required. Quality of Learning – no questions were asked from the minutes.		
6	<b>Governor’s Report Including:</b>	BC felt that the school should be looking at strategic partners. Governors talked about the response from Marjon – they would like to explore areas where the schools can support each other - MS, JB & BC to arrange to meet. Discussions with Learning Academy partnership continue very slowly. They do not wish to work with a single school in our geographic area but a small group of schools could be beneficial. Initial contact has been made with Lifton. It was discussed that Moorland School Partnership requires drive to become more strategic. <b>Would it be possible to convene a meeting with the Chair of Governors for the MSP schools?</b> Milton Abbot have been exploring various options to move forward: partnerships, federations and academies. The advantages being: cross fertilisation of skills and potentially finance. The governors need to balance these advantages against loss of independence. Moving forward governors need to carry-out a risk analysis.	Meeting preliminary set for Strategic review 3 <sup>rd</sup> March 5-7pm- CL, RM, MV,MS & JB BC to respond to the letter from Marjon to set up a meeting. CL to ask at MSP if Chairs able to meet.  Agenda item: Strategic Management	
7	<b>Clerk’s Report</b>	Nothing to report.		
<b>Strategic Items</b>				
8	<b>Policy Adoption/Review</b>	Governors ratified the: Scheme of Delegation/Finance Policy and Whistleblowing policy	Clerk to ensure governors have policy cycle showing responsibility for updating.	
9	<b>Items brought forward by the Chair:</b>	Any items must be notified to the Chair (Clerk) <b>at least 24 hours in advance of the FGB.</b> However, it may not always be possible to include such items and they will then be carried forward by BC to the next appropriate meeting		

10	Correspondence	Correspondence from Marjon – covered in item 6.		
<b>Governance</b>				
11	i) Governor Vacancies ii) Governor Cycle	As above: MV and EH have joined the governing body as parent governors. It was unanimously agreed that JB should join the governing body of Milton Abbot. Governors are aware of the cycle of visits/data drops.	MV & JB to join the resources committee Clerk to begin Induction process & organise Induction training for all 3 governors. MJ to check JB's CRB	10 <sup>th</sup> March only date available
12	Impact from this meeting	Governors have been clear about the issues impacting upon the strategic long term direction of the school. They have asked questions to understand how the implementation of the curriculum impacts on the children.		
13	Succession of Governing Body	The governors are content with BC as Chair, they will constantly assess the roles within the governing body.		
14	Date & Time of Next FGB & committees:	Resources - 11 <sup>th</sup> March 5pm Quality of Learning – week of 24 <sup>th</sup> February & week of 20 <sup>th</sup> April 2020 FGB -22 <sup>nd</sup> April 2020 – 5pm	MB to provide dates for QofL committee	