

MILTON ABBOT SCHOOL

Full Governing Board Meeting Minutes, Wednesday, 22nd April 2020 -
Venue: Zoom virtual Meeting, 5pm

	<u>AGENDA ITEM</u>	<u>PREPARATION NOTES & MEETING AIMS</u>	<u>ACTION</u>	<u>COMMENTS</u>															
The meeting began at 5pm.																			
Procedural																			
1	Welcome & Apologies for Absence	<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></td> <td>Richard Marshall</td> <td>Chris Luxford (Headteacher)</td> </tr> <tr> <td>Marcia Vanstone</td> <td>Jane Byrne</td> <td>LA Governor</td> </tr> <tr> <td></td> <td></td> <td>Brian Cook (Chair)</td> </tr> </table> <p>Apologies were received from MS & EH, these were accepted. Also present: Clerk – Karen Yorke-Dunne</p>	Parent Governors	Co-opted Governor	Staff Governor	Mark Baker	Brian Martin	Jane Weatherston		Richard Marshall	Chris Luxford (Headteacher)	Marcia Vanstone	Jane Byrne	LA Governor			Brian Cook (Chair)		
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2	Business/Pecuniary Interest Register	No interests were declared pertaining to this meeting.																	
3	Approval of Minutes of Last FGBM Held on 15th January 2020 Matters Arising including progress made on the actions raised Update on any items not covered elsewhere on the Agenda	<p>Governors agreed the minutes of 15th January as a true reflection of the meeting.</p> <p>No matters arising.</p>	BC to sign when next in school.																
Monitoring and Accountability																			
4	Protocol for Virtual Meetings Appendix for safeguarding policy	<p>Governors agreed the protocol for virtual meetings. Governors were asked to raise their hand if they wish to speak during the meeting.</p> <p>Governors all agreed the Safeguarding appendix relating to Coronavirus to attach to the main policy.</p>	Clerk to file on your return to school & download to the website.																
5	Headteacher's Report	JB praised CL on an excellent & succinct report. After discussion Governors																	

		<p>agreed that the detail of performance included in the QofL report should not be duplicated in the H/T report which should instead focus upon headline themes. Governors were pleased with the added impact interventions were having on children. It was suggested that governors visit (when open) the school and observe an area to show triangulation. It was discussed how outcomes are tracked and that Ofsted focus now on what is being done for those not on track.</p> <p>CL stated that the county advisor recognised an improvement in GPS but despite various different methods for improvement a few of the children are still not reaching their targets (3/11 in Eagle Owls).</p> <p>Q of L committee agree that it has taken a while but as children are moving through the school the work undertaken is taking effect. We need to look at Year 5 data to show the results of the hard work.</p> <p>Mid-year Self Evaluation form complete and was ready to share at QofL before quarantine – headlines below.</p>		
6	<p>Committee Minutes – Governor Questions</p>	<p>Quality of Learning have met with GW & JW and given them time to discuss their own lead areas. It was an informative and helpful meeting.</p> <p>BC commented on the first class work the committee have carried out, with strategic questioning and supporting staff. It was felt that whilst in lockdown although setting work, we are unable to monitor so there will inevitably be some challenges when we return to school to get everyone back on track.</p> <p>Resources –A governor asked to clarify the class structure for September EY – Preschool & Foundation stage</p> <p>Class 1 – Years 1 & 2 Class 2 – Years 3 & 4 Class 3 – Years 5 & 6</p> <p>It was discussed how this would improve the quality of learning and give room to grow the numbers without overcrowding in classes.</p> <p>Does this put extra pressure on CL to teach as well as continue to lead the school?</p> <p>Yes but there is a strong leadership team with robust systems of support and the positives are far greater for the children and financial needs of school.</p> <p>Have appointments been made?</p>		

		<p>Virtual interviews may take place, a few people we already know are interested in applying.</p> <p>Are you confident you will have someone for September?</p> <p>Yes</p>		
7	<p>Update from Headteacher regarding partial closure of the school:</p>	<p>It was discussed at the Qof L meeting how the team have done a great job of safeguarding the children to date. CL stated how they are following all DCC advice including the safeguarding appendix for vulnerable children. We are sending digit learning home with health and welfare as the main priority currently.</p> <p>A parent governor informed governors that the work coming through is helpful but as a working parent it is hard to carryout. They praised the job teachers do. CL said teachers are giving the children opportunities to learn and keep busy. However, it is important the children read.</p> <p>Should we be doing things now to prepare for when the children come back?</p> <p>I am having zoom meetings with teachers and will meet with them when we have a confirmed system for returning. We will possibly carry out baseline assessments to see where the learning is.</p> <p>JW – we do not know how much children have done themselves, whether they have had 1to1 help or left to do it by without any support.</p> <p>How realistic is that the school will reopen in May?</p> <p>No one knows but we hope to be given 3 or 4 weeks’ notice to prepare. The current thinking is that we will not have to be open during the summer holidays.</p> <p>CL is aware but not worried about return.</p> <p>Staffing</p> <p>MS has emailed CL regarding staff wellbeing. There are many forms of communication with staff. Teachers cascade to TA’s via Facebook chatroom.</p> <p>Have you had any zoom staff meetings?</p> <p>Yes Fridays. All staff have adapted well to the changes in working patterns.</p> <p>Are they still expected to write reports?</p> <p>Not sure, maybe May ½ term but there is nothing new to write.</p> <p>Are staff still having appraisals?</p> <p>Staff are on track – appraisals take place in September.</p>	<p>BC asked CL to Thank the staff for their continued hard work.</p> <p>BC to arrange date for clerk interim appraisal.</p>	

8	3 year budget plan	<p>The budget proposed would allow for the new class structure to give maximum quality learning capacity for the children. CL & MJ have looked at the figures again adding all SLA's etc. It includes the new staffing from September. Costs in the next full financial year will be higher as they will include a full year of the additional 0.6 FTE teacher.</p> <p>BC stated that he had been sceptical when the budget was originally produced but that analysis of the figures showed that the budget now presented appeared more realistic. We still show a falling carry forward each year over the next 4 years but BM reassured that this is normally the case and with good management this changes as each year ends. If we look back 4 years it states we would have run out of money in 20/21 which is no longer the case. Does this take into account the numbers in September?</p> <p>Yes with numbers from the census in November.</p> <p>Even though the school is shut, does the bursar still come in?</p> <p>She has worked from home on this occasion but she is due to attend school next term – end of May.</p> <p>Governors were informed that expenses may be less due to the lockdown of the school – catering, supplies and supply cover. Staffing will remain the same.</p> <p>Governors discussed the year 6 residential to Heatree – if Heatree cancel we will get the money back from County insurance. We will have to wait to hear from them.</p> <p>Governors agreed to ratify the budget. JB remarked how it was phenomenal that the school remained solvent for 4 years, not many schools are in the same position.</p>	CL to submit the budget plan to County.	
Governance				
9	Impact from this meeting	<p>It has been important to catch up and ensure Chris, the children and the staff are well. Governors have an understanding of the work being carried by staff during lockdown to support the children. Safeguarding questions have been answered.</p> <p>RM – Looking forward is there anything we can do to support the school?</p> <p>CL & his team aware governors are available to support them when needed</p> <p>A budget has been approved to support the growing of the school.</p>		

10	Date & Time of Next FGB & committees:	Resources - Quality of Learning – 8 th June 2020 - 3.30pm FGB –Wednesday 10 th June 2020 – 5pm		
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BC thanked everyone for their time. The meeting ended at 6.13pm