

## MILTON ABBOT SCHOOL

Minutes of the Full Governing Board Meeting, 22<sup>nd</sup> November 2021 -  
Via Zoom, 5pm

The meeting began at 2pm																		
	<u>AGENDA ITEM</u>	<u>RECORDED NOTES</u>			<u>ACTION</u>	<u>COMMENT</u>												
<b>Procedural</b>																		
1	Welcome & Apologies for Absence	JB welcomed all to the meeting. Present: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <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 (via Zoom) Richard Marshall</td> <td>Chris Luxford -Head Teacher Emma Court</td> </tr> <tr style="background-color: #4F81BD; color: white;"> <th>Parent Governor</th> <th></th> <th>Clerk</th> </tr> <tr> <td></td> <td></td> <td>Karen Yorke-Dunne</td> </tr> </table>			LA Governor	Co-opted Governor	Staff		Jane Byrne - Chair Brian Martin – Vice Chair (via Zoom) Richard Marshall	Chris Luxford -Head Teacher Emma Court	Parent Governor		Clerk			Karen Yorke-Dunne		
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2	Pecuniary & Business Interest Declaration	Jo Luxford – EYFS leader from DMAT is CL wife.																
3	Approval of Minutes of Last FGBM Held on 27 <sup>th</sup> September 2021  Matters Arising including progress made on the actions raised and update on any items not covered elsewhere on the agenda	Governors approved the minutes of the 27 <sup>th</sup> September as a true representation of the meeting. JB signed the minutes.  No matters arising.																

Monitoring, Accountability and Strategic Items				
4	SEF	Brian Simber from DMAT confirmed that our evaluation is in line with the evidence from the school. CL has circulated SEF on a page. Governors agreed it was a handy tool to have when education professionals challenge the school.		
5	Staffing	<p>Grace Baldwin has had a baby boy – Bertie, Tori King has taken on class 2. She is a really strong ECT; Emma Court is her mentor. TK will be focusing on early reading and phonics – RWI.</p> <p>Hannah Caulfield is EYFS lead in Foundation Stage – DSTART have visited the EYFS giving achievable targets. JB commented on how succinct their report was with 3 small targets.</p> <p>Maria Jones will be leaving in December to start a new role with the NHS. She is a pivotal member of the team and will be greatly missed by staff but especially the children. CL has worked with Jack Evans from DMAT to put together an advert for the post. <b>Do you have a bank of questions for the interview?</b> MJ has been in post for 10 years so we will be preparing up to date questions and tasks. Closing date – 29<sup>th</sup> November. <b>Will the position be at the same rate?</b> The new candidate is likely to start at the lower end of the scale and the role will differ slightly- 35 hours (8.30 to 3.30), 41 weeks a year. Part 2 minutes.</p>	Governors to attend interviews alongside CL & DMAT HR.	Follow up visit from DSTART 23 <sup>rd</sup> Nov.
6	Finance	<p>FSU – After discussions with DMAT, we have spent (agreed via email) £2K on having the land surveyed with a view to having a more substantial building not just a pod. <b>If we have spent a large proportion of our budget on fees/surveys what will happen if we chose not to proceed with DMAT?</b> We would have to fund the build ourselves which is still viable but may take longer. Making the building larger would be more beneficial for the children.</p> <p>We received a grant for £1300 from Tesco which we have spent on enhancing the EY area with climbing equipment and forest school resources.</p> <p><b>Why is salary line less than predicted?</b> We are currently paying a member of staff from supply costs. Janet to adapt this when in.</p> <p><b>What effect will the movement of children, in year, have on the school?</b> We have had a child leave to move closer to the sea. Currently, in July 2022, we will gain 10 and 10 will leave to go to secondary school so this will not affect</p>	RM to meet with bursar on 23 <sup>rd</sup> Nov & circulate the monitoring reports.	

		finances or the structure of classes, we continue to promote the school and we have a waiting list in the EY's area. DMAT have supported us with discussions with a colleague from occupational health and the hearing unit.		
7	Curriculum	BM came & spoke with Sally EYFS lead, they discussed how early intervention has been implemented for those children that have fallen behind. As discussed in item 5, DMAT's lead, Jo Luxford has been helpful in setting targets.		
Due to poor sound on zoom, BM left the meeting at 2.46pm				
7	Curriculum continued	As the extra bank holiday is during the half term, we will have an inset day at the end of the school year. Term dates will need to be in line with DMAT.	CL to discuss inset dates with DMAT for 2022.	This year DMAT have 4 days at beginning of school year, 4 at the end and 1 after Christmas.
EC left at 3.06pm				
8	Safeguarding/SEND	Chris will soon start his S175 to support his safeguarding role. HT, JB, County and DMAT have worked together on an safeguarding matter in the school.		
9	PP strategy/ Sport strategy	Most of our PP funding is used to support Quality first teaching. The majority of the sports funding is used for Ocre to teach the children competitive sports allowing them to take part in local events as a team, they also train the teachers techniques. <b>What is the impact of recruiting the gym teacher?</b> She has been highly professional and the children her lessons are fantastic; they like to be energetic.		
10	Resources/Health & Safety	Dserve have also removed the berry tree (at a cost of £600 taken from our repairs budget) and discussed replacing the vegetable beds.	BM to check the fire drill register	
11	Strategic Direction	The support that DMAT have given has been of high quality. <b>What CPD have the staff been able to obtain and what is the impact?</b> GW has attended science training which he has bought back to the classroom and used with the children. CL has met with Brian Simber for professional development. MJ has been in contact with DMAT finance section: Sheena Wright has been helpful. This shows the difference between Babcock and DMAT: when we have asked for support we have received help and guidance from DMAT instead of		

		criticism. The management partnership agreement has been completed and agreed by all. A working party has been set up which includes: Kath Powell from County, Suzanne Kiff & Sarah Jones from DMAT and CL & JB from Milton Abbot School. Staff at Milton Abbot are excited by the prospect of working with other professionals.		
12	Governor annual cycle	This is a helpful document to see what is expected from each lead each month.		
13	Governor Training Governor visits not already on agenda	JB has Safeguarding Level 3. We are now members of the National Association of Governance which provide a wide range of resources for governors and a wealth of training modules.	All governors to explore NGA training modules.	
14	Governor recruitment	We have had a single response from the governor advertisement. It appears that parents have reflected on the limited number of hours in the day		
15	Policies	JB updated and agreed the Disciplinary Procedures Policy		
16	Impact from this meeting	Staff and governors feel confident with the support DMAT are giving the school. The school leadership team are growing from strength to strength which has a positive impact with other teachers flowing through to the learning that the children receive.		
		Governors discussed the latest Covid cases and the implications. Governors are content that with the right ventilation and reduced amount of parents/carers the Nativity should go ahead. Safety is paramount so risk assessments will be looked at regularly. The theatre trip is due to go ahead.		
17	Date & Time of next FGB:	<b>Due to the Carol Service the meeting will be held at 3.30pm</b> Monday 13 <sup>th</sup> December 2021 – Focus: HT report & safeguarding audit		
JB thanked everyone for their time. The meeting ended at 3.50pm				

SEF- Self Evaluation Form

ECT – Early Career Teacher formally NQT – Newly Qualified Teacher

RWI – Read, write Inc

EYFS – Early years Foundation Stage

Full Governing Body Meeting

22<sup>nd</sup> November 2021

Signed Chair.....