

MILTON ABBOT SCHOOL

Minutes of the Full Governing Board Meeting, 27th September 2021 -
Via Zoom, 5pm

The meeting began at 5pm																		
	<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; margin-bottom: 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</td> <td>Chris Luxford -Head Teacher</td> </tr> <tr style="background-color: #4F81BD; color: white;"> <th>Parent Governor</th> <td></td> <th>Clerk</th> </tr> <tr> <td>Marcia Vanstone</td> <td></td> <td>Karen Yorke-Dunne</td> </tr> </table> <p>Emma Court (nee Pawlik) sent her apologies, she is teaching today, due to staff shortages we have not been able to get cover.</p> <p>Emma Hooker has resigned as a governor due to the imminent arrival of her second child; she would still like to support the school in other ways.</p> <p>The clerk has tried to make contact with Richard Marshall via school and personal emails and text. She has not had any correspondence. Governors agreed that they should continue to make contact with Richard as he is a valued member of the board.</p>			LA Governor	Co-opted Governor	Staff		Jane Byrne - Chair Brian Martin – Vice Chair	Chris Luxford -Head Teacher	Parent Governor		Clerk	Marcia Vanstone		Karen Yorke-Dunne	Clerk to contact Richard to discuss governance.	Richard Marshall had sent an email to the clerk on the 27 th which the clerk had not picked up before the meeting.
LA Governor	Co-opted Governor	Staff																
	Jane Byrne - Chair Brian Martin – Vice Chair	Chris Luxford -Head Teacher																
Parent Governor		Clerk																
Marcia Vanstone		Karen Yorke-Dunne																
2	<p>Approval of Minutes of Last FGBM Held on 6th July 2021</p> <p>Matters Arising including progress made on the actions raised and update on any items not covered</p>	<p>Governors approved the minutes of the meeting on 6th July as a true reflection. The Chair signed the minutes of the meeting.</p> <p>Have we informed parents of the work/training we are already doing with DMAT? CB: I am formulating a newsletter today which I will add some information about the partnership. Governors agreed that it was important to keep parents informed of the collaborative work we are doing as it is happening</p>																

	elsewhere on the agenda	<p>both with the children and staff. Equality -keep on the agenda as it is a priority to embed into everyday behaviour not just a token equalities week/day/lesson. POD –We were not successful with the grant application for the POD. Did Janet confirm the £9,000 was separate to the recharge? Governors agreed that we have sufficient funds to carry out the work anyway and that DMAT also feel it is important to get the learning environment right for our children in FSU. Have we ordered the POD? We felt the need to check with County regarding building regulations despite many attempts we have not had responses. It was going to cost £40 just to speak with Tim Wilcox. Suzanne Kiff agreed that it is something we can continue with and their estates department will deal with County. It will have a positive impact on the children’s learning experience.</p>		
--	-------------------------	--	--	--

Monitoring, Accountability and Strategic Items

3	Appoint Vice Chair Of Governing Body	<p>BM was nominated for Vice Chair and all governors agreed that he should continue in the role. As a resident of the village he has been a vital link between the school and the community. Having been a governor for many years he has lots of knowledge about the buildings at the school.</p>		
4	Review Committee Membership and agree Terms of Reference	<p>JB suggested that we move to shorter monthly governor meetings with lead governors using their visits with subject leaders to link back into the meetings. This will avoid duplication and allow every governor to have an overview of all the areas of governance. Do we feel confident that we can cover curriculum as much as the Quality of Learning Committee were able to? Yes the governor lead will ask staff about deep dives and action plans as before but the whole governing body can then ask more questions once they have seen the monitoring report. CB is confident that we have systems in place now that will allow subject leads to answer questions. We are aware that at the last inspection all governors needed to have an overview of what was happening in the school with lead governors having more in-depth knowledge. Strategic committee (who will meet half termly with DMAT) is to include HT</p>	Clerk to draw up a calendar for visits	It is key that governors submit reports and read information sent out prior to the meeting so challenging questions can be asked.

		and another governor: it does not have to be the same governor each time but there should be a brief report circulated afterwards. The strategic committee can recommend items to the FGB but not make decisions on their behalf.		
5	Review Governor lead roles and agree Terms of Reference where appropriate Governor Recruitment areas of expertise required	Lead Governors: Jane Byrne - Safeguardng/SEND-inclusion/curriculum/PP Brian Martin – H&S, EY/FSU, resources Marcia Vanstone – Community & parent link/H&S/PHSE Richard Marshall – Resources/Finance/Sport,PP and catch up funding/GDPR/Personal Emma Court – ICT		
6	Business/Pecuniary Interest Register	JB is working as a consultant with Sir Robert Geoffrey School. MV has a family member working at the school. KYD now works as clerk for DMAT. All declarations updated.	MV, RM to sign declarations when next in school.	
7	Governor Code of Conduct 2021	Governors signed to say they have read the Code of Conduct and agree to abide by the principles.	MV, RM to sign declarations when next in school. Clerk to add update to website.	
8	Mission Statement and Ethos	Every child achieving is embedded in school life. The statement of intent is where we began with the ethos and then discussions of what that looks like are had with all stakeholders in the school. The pupil parliament have discussed and agreed the expectations/guidelines for everyone whist in school or representing the school. The school moto is: A place of happiness and learning for all. https://www.miltonabbot.devon.sch.uk/values-and-ethos.html		
9	HT Appraisal	This year the appraisal will be with Dan Morrow (CEO of DMAT), Suzanne Kiff (COO of DMAT) and Chair of Governors. It will be held this afternoon at 5pm.		
10	Review & agree Learning Development Plan Autumn 2021	Governors were clear on the expectation for the term. JB has visited the school already to link with the early readers. She felt they were very confident; they were using their phonic knowledge fluently. Sally is likely to become the lead in phonics, Emma in Math and Gregg is still Literacy lead. We have more planned with our reading framework around the text	JB to email governors visit report.	

		representing diversity. Does that include ethnic authors and characters? Yes. GW is working in partnership with Marjon (Miles former governor). BM reiterated that he feels we live in such a rural community that we need to widen the horizons to offer diversity to our children. In school we offer assemblies on positive role models and have representation of different characters around the school including our Learning ladder.		
11	Strategic Direction	Working in partnership with DMAT has been positive. DM has visited the school and walked around the grounds. It was suggested that the laurel tree should be removed and the task was completed within a week. JB and KYD attended the governor morning at St James CofE School on Saturday; everyone was welcoming and made us feel part of the forward direction of the MAT. The morning culminated with a delicious lunch prepared by the new chef who has been taken on as part of DSERVE. Does that mean we will not need our cook? We will have to look at the finer detail but, as with all tenders, we would have to look at the value added by the catering facilities compared to what we are receiving at the moment. Norse have not been very flexible in the past with menus, pricing and staffing. The draft partnership agreement has been read and shared with DCC. Do we have to pay solicitors fees? Not currently, the paperwork has been put together by DMAT. At this stage it is not a formal binding agreement but sets out expectations on either side. WE are likely to need someone to look at the document if we chose to join the academy fully.		Suzanne Kiff will update CL & JB today.
	Link Visits: Purpose & Dates See monitoring calendar	Governors are welcome to visit the school following Covid precautions. They all agree that it is important to be able to see first-hand what great learning is happening in school, they are welcome to talk to staff and children at prearranged times. As there are so few governors, it was agreed that they should visit once a ½ term. Governors are to organise visits with the subject lead they are visiting; they must cc CL into the email so he can manage staff well- being.	Clerk to contact RM regarding meeting bursar. Clerk to circulate who is subject leaders.	MV will be more available to visit during November
	Governor Training	Governors agreed to purchase National Governors Association membership at a cost of £224 to include learning link. Governors have attended most of the training provided by Babcock over the years, this will provide an alternative	Clerk to liaise with admin to buy NGA membership.	

		reliable source of national information. JB will be attending “leadership of the Governing Body” training from Babcock – 17 th November 2021		
	Policies	Governors ratified the following policies: KCSiE Curriculum policy Whistleblowing policy Governors agreed the latest risk assessment regarding Covid restrictions – these are changing regularly with the number of cases rising in the South West. Do we have testing kits available? Yes we have lateral flow kits and a few PCR tests but you would normally have to order these if there was a positive lateral flow test. When does the remote learning policy begin for a child who is isolating? If the child was ill we would not expect them to be participating in the learning, we have contacted them if they have been off for a few days and discussed the possibility of remote learning. They are offered access to join the class by zoom for the input of the lesson. If a child had a 1:1 then they would meet via zoom. Is the staff member protected, regarding safeguarding, if 1:1? We ask that the parent is in the area of the meeting. What would happen if a staff member were to test positive? They would have to isolate, if they were well then they could carry out some teaching/leadership tasks. Governors congratulated the school on continuing to provide quality provision (which has improved over time) throughout the pandemic.	MV, RM to sign KCSiE when next in school. Clerk to add the Whistleblowing policy to the staff notice board.	
	Impact from this meeting	Governors have reviewed their practice and made it more efficient to reduce workload for the HT and staff within the school. They have agreed monitoring arrangements to witness for themselves the quality of learning in the school. They have agreed policies and procedures to ensure the safety of the children and staff in the school.		
13	Date & Time of Next FGB & committees:	FGB – Wednesday 20th October 2pm in school or hybrid.	BM to Chair the meeting	

JB thanked everyone for their time. The meeting ended at 3.05pm

COO – Chief Operations Officer
DMAT – Dartmoor Multi Academy Trust
FSU – Foundation Stage Unit
FGB – Full Governing Body
SEND – Special Educational Needs and Disabilities
PP – Pupil Premium
KCSiE – Keeping Children Safe in Education