

MILTON ABBOT SCHOOL

Minutes of the Full Governing Board Meeting, 6th July 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	<p>Welcome & Apologies for Absence</p>	<p>BC welcomed all to the meeting. 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>Brian Cook - Chair</td> <td>Jane Byrne Brian Martin – Vice Chair Richard Marshall</td> <td>Chris Luxford -Head Teacher Emma Pawlik</td> </tr> <tr style="background-color: #4F81BD; color: white;"> <th>Parent Governor</th> <th></th> <th>Clerk</th> </tr> <tr> <td>Miles Smith Marcia Vanstone Emma Hooker</td> <td></td> <td>Karen Yorke-Dunne</td> </tr> </table>			LA Governor	Co-opted Governor	Staff	Brian Cook - Chair	Jane Byrne Brian Martin – Vice Chair Richard Marshall	Chris Luxford -Head Teacher Emma Pawlik	Parent Governor		Clerk	Miles Smith Marcia Vanstone Emma Hooker		Karen Yorke-Dunne		
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2	<p>Pecuniary Interest Declaration</p>	<p>No interests were declared for this meeting.</p>																
3	<p>Approval of Minutes of Last FGBM Held on 27th April 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 meeting on the 27th April 2021 and Strategic meeting on 18th May as a true reflection.</p> <p>Governors wished to bring the vote for Chair of governors to the beginning of the meeting. The clerk had received one nomination from various governors. Jane Byrne was nominated and unanimously voted to take on the role of Chair of Governors at Milton Abbot school from the end of the meeting today.</p>			<p>Clerk to meet with BC to sign minutes</p>													

	Appoint Chair of Governors	Governors wished to bring the vote for Chair of governors to the beginning of the meeting. The clerk had received one nomination from various governors. Jane Byrne was nominated and unanimously voted to take on the role of Chair of Governors at Milton Abbot school from the end of the meeting today.	Clerk to inform County of all the changes in governing body.	
9	Strategic Direction of School	<p>CL has made contact with Dan Morrow from Dartmoor MAT (DMAT) who are happy to proceed with a management partnership with Milton Abbot school. JB has drafted a copy of the contract for the management partnership, with CL's agreement she has sent it to Debbie Clapshaw at County.</p> <p>Dan Morrow has visited the school; he was very positive about what he saw. He has sent the relevant documents to their lawyer so all the paperwork is underway. Do we have a timescale? We are hoping for the management partnership to begin on the 1st September with an agreement date to go further after a least a term if not 2. Will this be agreed by all governors? Yes, the whole process has to be agreed by the full governing body, the consultation with parents will then begin. The process is set out well. JB informed the meeting that she has experience of the process in her former job. Will there be internal review meetings? We will have to form a small team (JB, CL and another governor) to meet with governors from DMAT. The local authority advise this should be termly but from experience it is best scheduled each half term. The meetings will be minuted for all governors to be able to read. BC suggested a half page memo summarising the meeting for the FGB meetings.</p> <p>CL added that DM spent a morning in the school getting to know the makeup of the school; he met most of the staff team and he commented that he could see the school was underpinned by high expectations and care.</p> <p>BC stated that he was pleased the school had made a decision before he left but he reminded governors that nothing is irreversible at this stage.</p>		
Monitoring and Accountability				
4	Headteacher's Report	What elements have gone through QofL committee? SEND, impact of the catch up premium and attendance. JB congratulated CL on a well written, clear and concise report: she stated that it is a mini SEF. All governors agreed.		

		<p>CL informed the governors that the data can be backed up by the SAT style assessments that has taken place this term for Year 2 and Year 6. Do we anticipate full SATS next year? We are expecting SATS to go ahead. A governor informed the meeting that we will be carrying out catch up phonic tests for current Year 1 in the Autumn term. What data goes to secondary school for those who are currently in year 6? They are welcome to have any information but nothing formal has been requested. We have had individual meetings for some children to discuss the pupil as well as their academic ability. Once they reach Year 7 the school will carry out their own CAT (Cognitive Ability Tests) tests.</p> <p>Your report talks about how will you deal with SENDco arrangements moving forward, is that still your intention? It has been beneficial overseeing the SENDco role, with 8 SEND children on role Sally Elliot (new reception teacher) and I will form an inclusion team to share the responsibility. Neither of us are qualified: the code of practice states that we need to have a qualified SENDco leading. I will either go for that qualification or perhaps the DMAT will link with us to have the qualified SENDco.</p> <p>Associated with DMAT support, is that something they have offered for free? Dan Morrow did state that they are keen to support us and the community in this area; the details will be confirmed by the lawyer.</p> <p>BC asked JB whether she is keeping up with PP? Jane has met with GW through the term, she will meet again in the Autumn term. JB stated that Ofsted inspection picked up PP and was impressed with Gregg’s lead. BC agreed that the latest Ofsted report confirms that the efforts we have put in are taking us in the right direction. The numbers (data) in HT report back up that the children are making progress during the academic year 2020/21. JB added that Ofsted not only look at the data from tests but they will look in books to see the progress. He picked up that the SEND and PP children, who were previously not making good progress, have shown progression from the work in their books.</p> <p>Have the Learning Support Assistants appraisals had a positive outcome? Yes, we have a highly motivated team who we want to make the most of. Each LSA has been given 3 targets linked to the Ofsted framework but clearly linked to</p>		
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		<p>their own practise this will be shared with the teachers so that they can be supported.</p> <p>Looking at personal development, please can you explain the learning pit? We have changed the name to The Learning Climb where children are encouraged to take the steps and not waiting on the edge, they work it through and solve the problem, challenge themselves. This links to a previous Ofsted where it was bought up that children do not allows take responsibility for their own learning. It has great language around it about struggle, success and determination. Is this a government scheme? It is not a government endorsed scheme but it has been taken on by many schools across the country because it is pictorial, very visual.</p>		
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Miles Smith joined the meeting at 5.33pm.

4	Head teachers report	<p>CL highlighted that Babcock evaluation picked up that the HT reports were not consistent with the latest education framework, so they have been adapted and training for staff will take place in September to ensure consistency across the team.</p> <p>Please can you explain to us about the deep dives? Deep dive is the current term to triangulate what learning looks like for a child in this school. Ofsted will look at planning, go into lessons to observe children in action and what the teacher's relation is to that, they look at books and then talk to leaders so they see the whole process. We have mirrored that with the subject leaders, we follow the same process and turn the outcome into a power point, with strengths next steps, to share at staff meetings. We have introduced a wider curriculum action plan which takes those objectives to follow through. Does this enable you to understand and manage what is happening? Yes, it is effective in making sure everyone is meeting the expectation, looking at the implementation to see that the children are engaged by the subject. We have factored in more deep dives for the Autumn term. What is the rationale behind focusing on a certain subject at a certain time in the year? Once we launched our curriculum model the staff completed a staff survey around subject knowledge showing what they were most and least confident in; our first deep dive was for a subject they were more confident in to test the system. We then worked on subject they were less confident, where I (CL)</p>		
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		<p>would feed in all the time looking at moderate planning as we went. PE has been identified as an area to look at in the Autumn term: we do it well and have some excellent coaches but I am not sure how they plan for the children we have. MS confirmed that with Ofsted focusing on the wider curriculum the deep dives already undertaken is a powerful tool to give the subject leaders confidence to speak about their subject. It is a great system. CL reminded governors that in a small school 1 teacher can have 4 subjects and that Matt Middlemore (Ofsted inspector) feels this is ambitious but is impressed with how far we have come. A powerful example is for music where the lead has linked with Babcock to move the music forward: this shows how the capacity of the leadership team has grown. Is there still a hierarchy in subjects? Reading is key, Ofsted will always look at reading. If your English and Maths were at a reasonable level and your music needed developing, then I believe that if you were able to show capacity to improve Ofsted would be happier than if it were the other way around. Looking at the development of the children as individuals and being in a rural area, we have very rounded confident children when they leave the school but we do not have the opportunity to meet different cultures. Would we be able to visit cities to provide this opportunity for the children in our school? Yes, we would like to provide inner city trips so children can see for themselves. We promote diversity in many different ways: assemblies, books we have and displays; last week we had a visit from Helen Findley, a biological oceanographer, promoting positive role models. JB added that we also cover it in art and music. Dan Morrow stated that the children who attend Tavistock secondary from Milton Abbot are seen to have creativity and fairness: they understand that everyone has rights.</p>		
5	School Development Plan	<p>Our 4 aims are: Continue develop ambitious curriculum plan to deepen children’s learning – the focus in Autumn will be questioning, vocabulary and retrieving key knowledge. Assessment as regular routine and feedback which is timely to move learning particularly in Maths.</p>		

		<p>Role of the adult to influences pupil behaviour in the learning climb: to have a go, problem solving, setting and achieving their own targets linked to some success criteria.</p> <p>School environment which is visually vibrant, engaging, uplifting, heart-warming and purposeful to promote respect, trust and care.</p> <p>What procedure did you go through to get those areas? Feedback from Ofsted and what we know from observations, monitoring, book scrutinies.</p>		
6	<p>Committee Minutes – Governor Questions</p>	<p>Resources –RM informed the meeting that the budget going forward is positive even though there has been an overspend on staffing, which we have been aware of as the year as progressed and staffing has been changed. He also pointed out that the income may not be as predicted for next year as we have had a few children leave the area, again that can change when children come back to school in September. Governors agreed that having a 4 class structure will be a benefit when showing families around the school; It will give the school scope to grow and CL the opportunity to maintain the quality of teaching.</p> <p>Quality of Learning. – The data shows that progress has been made across the school. We discussed the national tutoring programme and the impact it has had on confidence this has given the children in years 5 and 6. Babcock fed back that the staffing in the FSU is now more cohesive and with Sally leading from September this sets to improve further. BC reiterated that we have been fortunate to recruit staff that will complement the existing team.</p> <p>It was questioned whether JB should take on the role as Chair of the Quality of Learning committee as well as Chair of the Full Governing Body or would this be a conflict of interest. It was agreed that she was the best person for the job and that it was important for all governors to challenge decisions and actions to ensure they understand why something is happening, governors should not just except what is being proposed.</p>		
JB left the meeting at 5.58pm				
7	<p>Governor’s Monitoring Reports Training Undertaken</p>	<p>JB has visited the school to support CL with paperwork regarding the strategic direction of the school. Notes have not been requested as the documentation is evidence that they have met along with email communication.</p>		

8	<p>Appoint Chair of Governors</p> <p>Governor resignation and recruitment including skills audit</p>	<p>Completed above.</p> <p>Vice Chair nominations and appointment will take place at the first meeting in September.</p> <p>Miles Smith will also be leaving the governing body as he has moved from the area. BC thanked Miles for the incredible efforts he has made for the children in the school through his role as governor. He has always remained expert, providing invaluable challenge and support in equal measures; he has also helped the school moved forward with his positive approach to the management partnership. MS stated how much he has enjoyed being a governor and wishes to maintain a professional relationship through Marjon. We will begin the recruitment process for a parent governor next term.</p>	<p>Advertise for a parent governor in the autumn term.</p>	
Strategic Items				
9	Strategic Direction of School	Completed above.		
10	Policy Adoption/Review	<p>Policies reviewed at committee level, FYI:</p> <p>Home/school agreement</p> <p>Governors to be aware of Equality Act 2010 & school equality objectives. Matt Middlemore raised this at the latest Ofsted review. I think we all have an idea of the equality act but do we need to do something more formal? We should bring it up at a governors meeting but what Matt is referring to the Ofsted framework where phrase it is using “is the school is highly ambitious for all learners”. CL stated that Babcock and Devon County are being challenged with their SEND provision across the county, he informed the meeting that the Matt had not mentioned this to him. We have to ensure our curriculum is ambitious for all learners.</p> <p>Policies ratified by FGB:</p> <p>Staff appraisal policy – County Document</p> <p>When we have an external teacher/coach do we have an appraisal process in place or how are they made aware of our expectations and are they made aware of our behaviour policy? At the point of induction, we would inform them of our expectations of respect, trust and care for each other. We have had to remind coaches, in the past, of the way they encourage certain children. If there have been any comments from children or parents then we have dealt with them effectively.</p>	Clerk to send out equality objectives	

		Website accessibility Policy		
11	Items brought forward by the Chair:	Governors discussed the enrichment pod (documents circulated previously) and where the funding would be coming from - £12,500. Have we received enough quotes for the pod? We have received various quotes but not all like for like as the idea has changed since the process started: governors agreed that the due diligence process had been followed. CL has applied for a grant for £5,000 which we are waiting to hear about. There is sufficient funding within the school budget with a large proportion coming from Little Owls surplus. Is the money from the preschool surplus on top of the £8,000 recharge? Janet has emailed to say that the recharge has been set aside as an expenditure so the £9,800 is available to spend. The FSU governor stated that the expenditure for the unit will stay the same next year and we have a waiting list for 3years olds to join us when spaces are available so we anticipate there to be a surplus next year as well. The clerk informed the meeting that JB agrees that we should continue with the pod and we should try to spend the reserves on our school in the coming months because once we join the MAT that money will be put into the GAG pool. This is an item of Capital expenditure, are there any restrictions are spending this money on the pod? There aren't any restrictions but we are not likely to need the reserves. All governors agreed that this would be a hugely impactful resource for the whole school but especially for the FSU unit and voted to have the pod installed in the summer holidays.	Janet to confirm that the £9,8000 is available to spend.	
12	Impact from this meeting	Governors have challenged school leaders on information provided on children's progress throughout the term/year. They have agreed a Chair of governors to continue leading the school into the management partnership who will work with leaders to provide a quality education for all children in the school. Governors have agreed the funding for extra learning space for the FSU children to thrive.		
BC and MS left the meeting at 6.37pm				
		Governors agreed a date for the next FGB where visions and values will be a focus.		
13	Date & Time of Next FGB & committees:	Resources – Tuesday 5 th October 2021 – 5.30pm Quality of Learning 12 th October–3.30pm	JB, CL and KYD to meet to organise calendar for	

		FGB – Tuesday 14 th September 5pm	governor meetings for the year.	
BC thanked everyone for their time. The meeting ended at 6.48pm				

DMAT – Dartmoor Multi Academy Trust

PP – Pupil premium

GAG pool – General Annual Grant

FSU – Foundation Stage Unit