

MILTON ABBOT SCHOOL

Meeting of the Full Governing Board, Wednesday 18th September 2019, 1701
Venue: School Meeting Room

Minutes

	<u>AGENDA ITEM</u>	<u>RECORDED NOTES</u>	<u>ACTIONS</u>	<u>COMMENTS</u>
	Procedural			
1	Welcome & Apologies for Absence	BC welcomed everyone to the meeting especially Karen Yorke-Dunne , the new clerk and recorded apologies for MS.		
2	Attendance & Business/Pecuniary Interest Register	In attendance: BC, MB, JW, BM, CL, RM. There were no recorded pecuniary interests for this meeting. 19/20 Business Interests signed by all governors present	MS to sign	
3	Approval of Minutes of Last FGBM Held on 18 July 2019 i) Matters Arising including progress made on the actions raised ii) Update on any items not covered elsewhere on the Agenda	Minutes of the last meeting were agreed to be an accurate record. i) ii)CL &MS conversed over Welfare statement it is now complete	CL to inform staff where to find Welfare statement	
	Monitoring and accountability			
4	Headteacher's i) HT Report ii)New Year 2019/2020 Items iii)Safeguarding/Behaviour/Bullying and R & H Incidents iv)Personnel Updates	i) CL recapped end of year data. CL gave a summary of the Ofsted briefing he had attended. BM: There are tending to be more children coming from our nursery. What is the link with the nursery and EY? JW: Baseline feedback shows children are coming through stronger: they are settled and ready to learn. Governors discussed expectations and progress of children. RM: What makes you think that Year 2 children should reach expectation?		

		<p>JW: The baseline data shows where they start and with the vale added from EY to end KS1we can track their progress giving intervention where needed.</p> <p>BC: How do we show progress? CL: the children’s work has evidence of acceleration. SEN children – case studies with actual evidence. I have already taken lesson observations. Interventions began on week 1.</p> <p>RM: What parental involvement is encouraged? CL: spelling and reading at home. We track parental involvement but have to have a balance for the teacher’s workload.</p> <p>iii)CL showed a power point on Education Inspection Framework (EIF)</p> <ul style="list-style-type: none"> Quality of Education Behaviour Personal Wellbeing Leadership – retention of teachers <p>Intention</p> <p>Implementation</p> <p>Impact</p> <p>CL explained that teachers are having PPA time together. They are looking at reducing marking by using ‘tick & talk’ where children are given feedback in class rather than marking.</p> <p>RM: How do we gather evidence to show this is happening? CL: Governor visits; asking the children ‘Do you get feedback from teachers?’</p> <p>RM: When will we see the curriculum handbook? CL: I have just finalised it, it should be out soon.</p> <p>iii) MS challenges the termly safeguarding data with CL. RM will join them.</p> <p>RM: How do we/staff/parent contact MS if there is an incident? CL: The information is on the policy. It is all filed which can build up a picture over time. MASH and LADO are the other contacts.</p> <p>iv) Gregg begins paternity leave tomorrow.</p>	<p>CL to distribute curriculum handbook.</p>	
Strategic Items				
5	<p>Committee Updates:</p> <p>Approval of Committee Structure, Membership Including Named & Link Governors & Terms of</p>	<p>Governors voted for BC to remain as Chair of Governors with BM continuing as Vice-Chair. His term of office as co-opted governor will be renewed for a</p>	<p>Clerk to fill out form H</p> <p>Clerk to send copy of committees to governors.</p>	

	<p>Reference</p> <p>Brief Update From Committees (identify future dates of monitoring alongside the Action Plan):</p> <p>Teaching and Learning:</p> <p>i) T & L Committee</p> <p>Resources:</p> <p>i) Finance</p> <p>ii) Buildings and H & S</p> <p>iii) Personnel</p>	<p>further 4 years. Governors wish to continue with the roles and committees they currently undertake.</p> <p>BC stated that the committees need to set what they are looking for with link visits to show 1st hand evidence of what is seen in school.</p> <p>No meeting has taken place.</p> <p>i) BC discussed FSU funding being used within the main budget. Must keep a close eye on the spending. We are losing money with our catering at the moment need to look at whether we can manage catering in-house instead of using external company?</p> <p>Governors agreed for the new website to go ahead costing a one off payment of £2K. It should be up and running by January 2020.</p> <p>It was noted that Afterschool club is now producing a surplus of funds.</p> <p>ii) Building work is complete and looking brilliant but still to sign off – cleaning.</p> <p>iii)</p>	<p>Expressive curriculum- next T&L meeting</p>	
6	<p>iv) Link Visits: Purpose & Dates</p> <p>v) Governor Training</p>	<p>MS has attended Safeguarding training – June 2019</p> <p>RM wishes to attend Safeguarding governor training</p>	<p>CL to organise visit timetable</p> <p>MS to send clerk certificate.</p> <p>Clerk to send RM dates of training available.</p>	
7	<p>Clerk's Report</p>	<p>Head teacher has covered the main item of new Ofsted framework.</p> <p>Governors to continue to strategically challenge the head teacher.</p>		
8	<p>Policy Adoption/Review:</p> <p>i) CL Policy Reviewed</p>	<p>Clerk to prompt governors when a policy is due for review. Governors discussed sharing information on "google docs".</p>	<p>Clerk to ascertain who has a school gmail email and set up for those remaining.</p>	
<p>Items brought forward by the chair</p>				

9	Correspondence	Nothing to report		
10	Governance Matters Arising from Chair/Clerk: i) Terms of Reference/Committee Members ii) Governor Calendar iii) Governor Code of Conduct to be Reviewed iv) HT Appraisal to be confirmed v) Benchmarking vi) Policy Review Timetable vii) Clerking	i) Already agreed above ii) Dates for diary: FGB: 15.01.20, 22.04.20, 15.07.20 – 5pm T&L: to be confirmed Resources: 20.11.19 iii) Governors signed to acknowledge they have read and agree to adhere to code of conduct iv) HT Appraisal 30 th September 2019 with Allan Phair v) Governors will compare to local and national schools at resources meeting. vi) vii) Karen Yorke-Dunne will support the school as clerk.	MB to set a date for T&L MS to sign code of conduct. Clerk to send out policy review timetable	
11	Governor Vacancies	BM to renew term of office as co-opted governor. 3 parties have shown an interest in the parent governor roles. Another person has shown an interest in the co-opted role but they would not be available until December.	BC to send skills audit to all prospective governors	
12	Impact from this meeting	Governors have updated their safeguarding training, they have a clearer understanding of what is expected from the new Ofsted framework, they have challenged the head teacher on the school's data and they have undertaken all annual housekeeping tasks including how to share information safely and promptly.		
13	Date & Time of Next FGB & committees:	FGB – 15 th January 2020 at 5pm in the school T & L – to be confirmed Resources - 20 th November 2019 at 5pm in the school		