

# MILTON ABBOT SCHOOL

Minutes for the Full Governing Body meeting, Wednesday 23rd<sup>th</sup> September 2020, 17.00  
Venue: Virtually via Zoom

## Minutes

	<u>AGENDA ITEM</u>	<u>RECORDED NOTES</u>	<u>ACTION</u>	<u>COMMENTS</u>															
<b>Procedural</b>																			
1	Welcome & Apologies for Absence	<p>Present:</p> <table border="1"> <thead> <tr> <th>Parent Governors</th> <th>Co-opted Governor</th> <th>Staff Governor</th> </tr> </thead> <tbody> <tr> <td>Mark Baker</td> <td>Brian Martin</td> <td>Chris Luxford (Head teacher)</td> </tr> <tr> <td>Mike Smith</td> <td></td> <td>Emma Pawlik</td> </tr> <tr> <td>Marcia Vanstone</td> <td></td> <td>LA Governor</td> </tr> <tr> <td>Emma Hooker</td> <td></td> <td>Brian Cook (Chair)</td> </tr> </tbody> </table> <p>Also present -Clerk: Karen Yorke-Dunne Apologies - JB apologies accepted.</p>	Parent Governors	Co-opted Governor	Staff Governor	Mark Baker	Brian Martin	Chris Luxford (Head teacher)	Mike Smith		Emma Pawlik	Marcia Vanstone		LA Governor	Emma Hooker		Brian Cook (Chair)		
Parent Governors	Co-opted Governor	Staff Governor																	
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Emma Hooker		Brian Cook (Chair)																	
2	Approval of Minutes of last Full Governing Board meeting held on 6 <sup>th</sup> July 2020	<p>All minutes during lock down have been signed by Chair of the meetings. Chair to sign the minutes</p>																	
3	Update & Matters arising not on the agenda	<p>CL stated that SENDco role is an area of concern. It is not a long term solution for him to carry out the role as well as teaching. He has been able to prepare a statement review today. He is having to be very organised. He has approximately 40% more workload. <b>MS pointed out that with Covid there has been an extra layer to all work patterns.</b> CL agreed to talk to governors constantly regarding workload. <b>BC asked whether we could join with other schools with regards to SENDco role.</b> CL is concentrating on opening the school and ensuring the well-being of staff and children at the moment. When things have settled down then he will start asking other schools.</p> <p>Governor from Q of L meet with Grace before October half term - on Q of L agenda.</p> <p>Parents were given the opportunity to feedback (DOJO) to MS/MB via newsletter. They had not received any correspondence.</p>																	

EP joined the meeting at 5.15pm				
		BC & RM to meet with bursar and a separate meeting with BM & CH from FSU to discuss finance – scheduled for November, next time bursar is visiting the school.		
<b>Strategic items</b>				
4	<b>Appoint Chair and Vice Chair Of Governing Body</b>	It was agreed by all that Brian Cook was to continue as Chair of Governors with Brian Martin continuing as Vice-Chair. BC stated that he only wishes to continue in this role for this academic year.	Succession planning for Chair of Governor position	
5	<b>Review Committee Membership and agree Terms of Reference</b>	Governors discussed the various committees agreed the Terms of Reference for each. Members of Resources – RM (Chair), CL, BM, MV, BC Members of Quality of Learning – MS (Chair), CL, MB, JB & EH. Members are looking forward to meeting with SLT	Clerk to update website with Committee membership	
6	<b>Review Governor lead roles and agree Terms of Reference where appropriate</b>	Early Years- BM Safeguarding – JB BC to look at other roles and distribute accordingly with the change in committee membership. Governors agreed the importance of lead governors to visit school to collect first hand evidence of good practise within the school: from leaders, teachers and children.	Clerk to send Tof R for lead governors to BC & CL.	
7	<b>Business/Pecuniary Interest Register</b>	Business Interests word document have been signed by all governors.		
8	<b>Governor Code of Conduct</b>	Governors have sign attached document to confirm they have read and agreed	KYD to chase governors who are not present.	
9	<b>Contact details</b>	Governors to ensure numbers and email addresses are up to date.	KYD to send around once all governors have updated.	
10	<b>Mission Statement and Ethos</b>	It was agreed to continue with: <b>‘A SMALL SCHOOL WITH A BIG PERSONALITY, WHERE 'BETTER NEVER STOPS!'.</b> It is embedded within the school: in classrooms and features on the website.		
11	<b>HT Appraisal</b>	David Chaplin has been appointed as School Improvement officer to support the governing board with HT appraisal, which will take place on Monday 19 <sup>th</sup> October. RM, BC and MS will be on the appraisal committee – not all required at the meeting with DC.	Members to meet to discuss format for HT appraisal.	

**Monitoring and Accountability**

12	Monitor re-opening of school since lock down	<p><b>BC asked whether we had heard any more about catch up funding?</b> CL informed the committee that it is expected to be £80 per pupil, he will be attending a virtual seminar for guidance on how to spend it. <b>MS asked whether that would be for all children.</b> CL – yes he believes that to be correct.</p> <p>Staff met 4<sup>th</sup> September to confirm practical systems for the return. CL informed the committee how it had been a positive return to school with 100% attendance on first day, unfortunately there had been a complaint regarding the procedures for returning but that has been dealt with. The absence from the school environment shows especially from the younger children. We have already started to close the gaps in learning. We asked ourselves “what would help ease the return to school for parents?” so we sent out information before the stat date. EP confirmed that children and colleagues were eager to be back. The children have quickly picked up handing washing and other systems. CL identified that he and MJ have been sensitive and proactive when receiving phone calls from parents regarding illness, they have reiterated information from Public Health England. EH agreed that everyone was pleased to be back. MV added that she felt the school had dealt with drop off and collection very well. It is the safest option for parents to stay in the car.</p> <p><b>BC asked “Have you found assessing the individuals needs manageable within the timeframe so far?”</b> CL replied that they have carried out baseline activities. EY have carried out phonic and letter formation. The teachers are positive now they have completed trackers, they feel closing the gaps is manageable and achievable. SEND and vulnerable children have already been having intervention in a safe environment with eternal tutors. MS confirmed that his children felt the system was well organised and they felt welcomed. MS proposed a vote of thanks to all staff for the smooth transition back to school. All governors agreed, they are aware how hard all staff have worked.</p>	CL to convey Thanks to staff for the smooth transition back to school from all governors.	
13	Review School Action Plan	It was decided to rename the Action Plan to School Development Plan.	Ensure all further references are to the School Development Plan.	

MB joined the meeting at 6.07pm

13		<b>A governor asked who decides what s in the SDP?</b> CL replies that although he writes it, the targets are determined by: the data - where data shows areas of need; staff CPD -to improve teaching in areas and areas of the Ofsted framework that need improving. All stakeholders will have an input. It is reviewed each half term and targets may be changed or added depending on the impact from the previous term. <b>BC – What challenge do we currently offer?</b> Members of the QofL committee meet with the leadership team periodically; it is challenged at the QofL meeting and then reviewed in the HT report.		
14	Curriculum Handbook(Policy)	Governors are to familiarise themselves with the Curriculum Handbook which reflects the broad curriculum at Milton Abbot School so much more beneficial for the children as learners. CL guided governors to the website to see what is happening in each class.		
15	Strategic Meeting	<b>Discussion on strategic direction of the school</b>		
16	Link Visits: Purpose & Dates See monitoring calendar			
17	Governor Training	<b>Highlight training requirements</b> Governor Induction – EH, EP, MV Chair of meetings - RM		
18	Policy Adoption/Review:	KCSiE – Governors have signed the document on word to show they are aware of the updated KCSiE. Whistleblowing policy – Governors agreed this policy		
<b>Items brought forward by the chair</b>				
19	Correspondence	1)Parents have made the school aware of the speeding cars on the main road leading from the village to the school. BM (H&S governor) will write to the Parish Council and Highways regarding the speed which vehicles travel on the road and the danger to the children as they walk to school. He will also liaise with other locals for a combined approach. 2)What is the school’s stance on Healthy eating/lifestyle? Questions within email & link to article - It was felt there wasn’t enough time to discuss this matter now and would be referred to the QofL committee.  The clerk asked all governors for an up to date photo of themselves please, for the governor board in the school.	Each class to write a letter to the Parish Council and Highways regarding the speed of the cars along the road to school – healthy schools (walking to school).  Healthy Lifestyles – discuss at QofL committee.  Governors to email an up to date photo of themselves.	

		entrance.		
20	<b>Impact from this meeting</b>	The governing body remains current with roles adapting to the needs of the school. Governors are reminded of the Terms of Reference for each committee and what is expected from their role within the board. Governors have an understanding of how the school have reopened safely and how staff are already implementing ways in which to fill the gaps in the children's learning whilst maintaining a focus on their own and the children's well-being.		
21	<b>Date &amp; Time of next meeting</b>	Resources – Tuesday 13 <sup>th</sup> October – time to be confirmed. Q of L – Wednesday 30 <sup>th</sup> September 2020 FGB – 12 <sup>th</sup> January 2021		
BC thanked everyone for their time. The meeting concluded at 7.15pm				