



Full Governing Body Meeting

Part 1 MINUTES

Tuesday 17 November 2020, 1.00pm via Microsoft Teams

Please note that advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of governing body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them and are posted on the school website.

Present: Gregory Clements, Helene Goddings, Mel Isherwood (Co-Chairman), Andrew Stear (Headteacher)

In attendance: Rachel Dunnage (Clerk); Lorraine Breen, School Business Manager (SBM)

Meeting is quorate 4/7

	TOPIC	ACTION Who & When
1.	<p>APOLOGIES: Emma Hardy (Co-Chairman), Jane Harrap, Dan Keat</p> <p>WELCOME: MI welcomed Jane Stephens, a potential new governor and welcomed back Maureen Holland who is able to re-join the Governing Body.</p>	
2.	<p>DECLARATION OF INTEREST (conflict and pecuniary)</p> <p>Governors declared no interests in specific agenda items at this meeting.</p>	
3.	<p>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2020-2021</p> <p>A: SEND & Safeguarding MI to discuss addition of Jane Harrap post meeting</p> <p>MI has spoken with JH who is happy to take on elements of Special Educational Needs & Disabilities.</p> <p>MI will still work with HG to take on another area of responsibility.</p>	<p>M Isherwood 17 Dec</p>
4.	<p>COMMITTEES</p> <p>a. Pay Committee</p> <p>Governors received a verbal report on recent Pay Committee meeting from DK. They noted:</p> <ul style="list-style-type: none"> We have been hit by unfunded pay rises. We have used the Covid premium to recruit additional Teaching Assistant (TA) support which allows us to maintain interventions when staff are forced to be absent. This is not sustainable once the Covid premium is used up. Resources working group will look at the new benchmarking report. <p>AS urged governors to lobby the government on funding.</p>	<p>All Govs 17 Dec</p>
5.	<p>FINANCE AND SCHOOL BUDGET 2019-2020</p> <p>MI thanked the School Business Manger (SBM) for her comprehensive documentation.</p> <p>a. Financial Monitoring Reports (FMR)</p> <p>Governors reviewed the latest monthly FMR. They noted:</p> <ul style="list-style-type: none"> Covid catch up fund received of c£14k (177 pupils @£80) The government has reimbursed £3k out of the £4k covid-related costs we claimed. We have no idea what the government chose not to reimburse as we received no supporting information. The new structure PTA has already brought in a significant amount of money to the school, including grant money which will help us use the Hub to improve our library facilities. We will use this to promote reading to prospective parents and improve transition from Nursery. The PTA can also use their previously ring-fenced £7k for the Yr2 toilet project on a different initiative. The PTA aims to raise £20k this year and is on track to do so. MI reported that she has written to the new PTA Chairman to 	

thank him for their work so far and compliment him on the new communication and plans. She encouraged governors to take part in their fitness challenge.

Governors noted they must re-evaluate what service they use to cover their training needs.
RD will re-send info on training providers so that we can make a decision about where to go next year.

R Dunnage
17 Dec

b. Draft Budget Plan 2021-2022 and 3 year budget

Governors reviewed the draft Budget plan for 2021-2022 and 3 year budget. Governors noted:

- SBM has responded to the consultation on high needs block funding to state that the school would not like the funding taken away from the school's budget. We will not know until later in March if this will be taken out or not.
- Milford will have a surplus because the Local Authority (LA) has agreed to pay for the Yr2 toilet refurbishment project. This puts £15k back into our budget. Work cannot go forward on this project until the drains are completed.
- LA is funding the huge cost of drain repairs, some of which have been buried under tarmac in the car park.
- No additional projects have been planned.
- Schools are expected to be able to support the September 2020 pay rises within their budgets
- Senior Leadership Team (SLT) will modify the Learning Support Assistant (LSA) structure to reflect the needs of children joining.
- SBM will look at re-doing the 3 year budget plan once she knows what actual funding will be.

Governors agreed that the budget 2021-2022 and 3-year budget plan be submitted to the Local Authority as presented at this meeting in time to meet the 30 November deadline.

Management Information System (MIS)

AS explained the requirement to upgrade our Management Information System (MIS). We currently use SIMS which has significant limitations in terms of communicating with parents, setting up parent meetings and taking payments. The SBM has allocated funds in the budget to a new MIS which will benefit not only office staff but also improve how classrooms are run and how staff communicate. The package we propose purchasing (Arbour) incorporates all our administrative needs in one system. The initial cost of £5k is roughly the same as for our current program plus all the additional software required to cover the functionality SIMS does not offer. Additional years cost only £3.5k per year which makes the program cheaper overall.

Office staff are keen to make the change; feedback from other schools that use it is very positive. Support will be directly with the company rather than through the Local Authority. Senior Leaders are confident that it will be more efficient and productive than SIMS and more cost effective. SBM pointed out that its cloud capacity is also useful for our emergency plan and business continuity position.

Governors noted that the school is hoping to set up the system in January but keep SIMS running alongside it until the contract for that ends in April. AS reported that this dual approach was used very successfully when the school changed assessment software; it will allow staff to feel confident about using Arbour before SIMS is shut down.

SBM reported that we will still need to keep the LA finance package service level agreement.

Is there a way to work with GLP schools to get a better price?

In principle, yes. Unfortunately, in reality schools that might be interested do not currently have capacity to manage the additional workload arising from the upheaval of changing systems. AS is unsure we would be able to reduce the price anyway because they seem very set and are already reasonable. However, we might be able to get some reduction on the training costs and perhaps a commission for referring other local schools.

Does SIMS offer a cloud based system?

SIMS has just brought out a cloud system; it has less functionality than the Arbour option which offers the book and pay options we would like as well as flexibility of reporting. SIMS has teamed

	up with StrictlyEducation4S to promote this new system. The key difference is that SIMS is aimed at administration departments and Arbour and Scholar Pack are designed with teachers at the forefront of what they do. Arbour is DfE approved.	
6.	<p>SCHOOL FUND ACCOUNT (statutory) A: MI to sign School Fund Account. Carry forward to February agenda.</p> <p><i>GC left the meeting briefly</i></p>	
7.	<p>BUSINESS CRITICAL DECISIONS</p> <p>a. ADDITIONAL KEY DECISIONS AS confirmed that there were no additional decisions required.</p> <p>b. CHAIR'S ACTIONS The Co-Chairmen confirmed that they have not taken any emergency actions.</p>	
8.	<p>HEADTEACHER REPORT</p> <p>Governors reviewed the Headteacher's report, including:</p> <p>a. Continued opening of school during second lockdown AS informed governors that he is deviating slightly from the guidelines regarding siblings at other schools which have had to close a bubble. AS ascertains the level of risk to the sibling in Milford in order to decide whether or not the Milford child should also be kept at home. AS emails parents and staff to encourage them to do the equivalent of track and trace with siblings so that they do not come into school. The risk assessment is updated accordingly.</p> <p><i>How well are schools communicating with each other?</i> Very well; the Godalming Learning Partnership (GLP) schools are using their WhatsApp group to let each other know which year groups are being sent home.</p> <p><i>How will you ensure that children not at school receive learning whilst they are off?</i> The virtual learning offer is already in place with children who are isolating. We have made sure that children eligible for free school meals in this position will receive a hamper of ingredients and recipe cards for families to cook at home.</p> <p>b. Provision of recovery curriculum Staff have been wonderfully creative at preparing the widest and richest curriculum that they can in a covid secure way.</p> <p>c. Staffing arrangements and wellbeing AS highlighted:</p> <ul style="list-style-type: none"> • Employed one of last year's successful GLP teacher trainees to covering staff absences rather than bringing in supply staff. She is working with specific children and this has proved incredibly helpful and we have only had to use supply once. • The GLP Healthcheck report was very positive. • SDP will be finalised with staff this week and are focusing on tightening up the staff well-being section. GC will look over the whole document again after this session before final approval by staff and governors. • AS is editing the school Self-evaluation Form (SEF) to improve its readability. • In the spring term, the Headteacher report will change to the Ofsted headings that are also used in the SEF to make clearer the links between these two key strategic improvement documents. <p>Three children are attending the nurture group and feedback from the Nurture team about the children is very positive. However, we are not yet seeing the benefits of this in school so have asked a Nurture leader to come and see the children in school to give us advice on what we might need to do differently.</p> <p>In addition, governors noted:</p> <ul style="list-style-type: none"> • LA place planning predictions suggests there will be a small deficit of school places over the coming 5 years. The LA judge that spare capacity within Godalming town will pick up these additional children. 	

	<ul style="list-style-type: none"> • There is significant interest from prospective parents already this year. • Virtual parent tours are run, allowing parents to see around the school; AS effectively walks parents around the school and they are able to ask questions as they go. • Attendance is very reasonable, particularly given the pandemic. The Home-school link is proving crucial in supporting families to get their children into school. Persistent and unauthorised absences have dropped. • Yr2 will be taking the Yr1 phonics test in the coming week. Staff anticipate positive outcomes. The Yr1 children will take the usual test in June, as will any children who need to from this coming Yr2 test. Training all staff, teachers and LSAs in Monster Phonics is making a significant difference to the rate of progress. 	
9.	<p>ADMISSIONS</p> <p>a. Admissions 2021-2022 Governors received an update on the school’s promotion to prospective parents. We have so far received 42 applications with 21 first preferences.</p> <p>b. Admissions 2022-2023 Governors determined the admissions arrangements and Staff Supplementary Information Form for 2022-2023. As agreed at the October FGB, there are no changes made. These arrangements will now be published on the school website ahead of the February deadline.</p>	
10.	<p>SCHOOL IMPROVEMENT PLAN (SIP)</p> <p><i>A: AS invited governors to send him any further comments on the SIP so that these can be incorporated before the plan goes back to staff and is then re-issued to governors and published on the school website.</i></p> <p>Completed.</p> <p>AS explained that the Well-being and assessment priorities need tightening up; the latter will be revised once we have the new information management system up and running.</p> <p><i>Dan Keat joined the meeting.</i></p>	
11.	<p>GOVERNOR MONITORING</p> <p>a. Individual</p> <p><i>A: Governors committed to undertaking monitoring before the next FGB meeting.</i></p> <p>MI will send her safeguarding monitoring report to all governors in the coming weeks.</p> <p>EH will continue to monitor data.</p> <p>DK & HG will meet with the English Lead.</p> <p>JH will meet with the SENCO.</p> <p>b. Monitoring Groups</p> <p><i>A: Each Lead will agree meeting dates with the relevant school leaders and their team and ensure the resulting monitoring report is sent to the Clerk 7 clear days before the next FGB meeting.</i></p> <p>The Resources group has not been able to meet yet because school staff were too busy. It will now meet to discuss the staffing profile.</p>	<p>M Isherwood 14 Dec</p> <p>E Hardy Dan Keat H Goddings J Harrap 01 Feb 2021</p>
12.	<p>CONSTITUTION OF THE GOVERNING BODY (Statutory)</p> <p>All appointments/elections will be informed by the skills required to ensure effective governance of the school.</p> <p><i>A: MI will write to LB thanking him for his commitment to the Governing Body and accepting his resignation with effect from the beginning of May.</i></p> <p>a. No governors have been appointed since the last meeting.</p> <p>b. No governor has resigned since the last meeting.</p> <p>c. The following governors’ terms of office are due to expire within the next year:</p> <p>i. Parent Governor, Emma Hardy, 30.11.20</p> <p>Governors have agreed that they will appoint Emma Hardy to one of the Co-opted</p>	

	<p>governor vacancies at the end of her term of office. Governors will run a Parent Governor election early in the new year.</p> <p>d. Vacancies Governors confirm that they are still seeking suitable non-parent nominees who have Special Educational Needs (SEND), finance or premises skills/experience and/or are prepared to take on a leadership role. A: <i>RD to investigate how to advertise the governor vacancies on Linked in.</i></p> <p>i. <i>1x Co-opted Governor</i> Governors have already agreed that they will co-opt Emma Hardy to one of these vacancies at the end of her term of office. Emma Hardy will duly be appointed as Co-opted Governor for a 4 year term of office to run from 01.12.2020 to 30.11.2024.</p> <p>ii. <i>1x Foundation Governor</i> Governors considered and approved the appointment of Maureen Holland, previous governor at Milford, as Foundation Governor for a 4 year term of office to run from 18.11.2020 to 17.11 2024.</p> <p>iii. <i>1x Local Authority Governor</i> Post meeting, governors considered and agreed the nomination of Jane Stephens as Local Authority governor via email. Jane Stephens has valuable SEND experience. The nomination was considered via email so that JS's application could be with the Local Authority Governor Nomination Panel in time for its spring term date. If JS's appointment is agreed, the Governing Body formally records its wish that JS's term of office begin immediately. Governors agreed the appointment of Jane Stephens as Associate Governor with a term which will last until her appointment as Local Authority Governor. RD to ensure application is made in time to the LA GNP</p> <p>iv. <i>1 x Staff Governor</i> Governors noted that the staff vacancy has not been promoted yet. The election will now be held early in the new term.</p>	<p>R Dunnage 15 Dec</p>
<p>13.</p>	<p>POLICIES & DOCUMENTS <i>The school will provide the Clerk with the list of policies and documents to be reviewed this academic year.</i></p> <p>a. Policies</p> <p>i. <i>RHE policy development update</i> Staff have completed the curriculum mapping for each year group and the consultation document is on the website. Stakeholders have the opportunity to comment on the policy or ask questions. Governors noted that there is not a significant change from what the school is already doing. It will continue to use scientific language for genitalia, cover equality and diversity including same sex relationships, cover what constitutes healthy relationships, etc.</p> <p>b. Documents</p> <p>i. <i>Pupil premium (PP) report</i> We are using a 3 year pupil premium plan and it is published on the website. It will be reviewed in the next month. We have 5 PP children in the school at the moment so governors must be aware of the impact on the percentages these small numbers have when reviewing data. The GLP Healthcheck identified that Milford PP children last year (9) were at or above the expected progress.</p> <p>ii. <i>Sports premium report</i> The Sports Premium plan has been drawn up and will go to governors for review.</p> <p><i>Jane Stephens left the meeting</i></p>	
<p>14.</p>	<p>SAFEGUARDING UPDATE A: <i>MI's safeguarding report will be ready for the November FGB.</i></p>	

	<p>MI met with AS yesterday to review the Covid-19 impact on safeguarding processes and on children’s circumstances and was reassured that all is going well.</p> <p>AS is running additional training with staff using a safeguarding quiz adapted from one produced by another GLP school. AS was pleased with the good grasp that all staff have. AS receives updates on safeguarding from key national organisations and sends key points to staff.</p> <p>MI plans to hold safeguarding monitoring visits monthly with AS or staff.</p>																
15.	<p>HEALTH & SAFETY UPDATE</p> <p>a. Risk assessments and health and safety of staff, pupils and other individuals visiting school. The building and remedial works being carried out at school are kept separate from the children and are covid-secure.</p> <p>Governors noted:</p> <ul style="list-style-type: none"> • some concern about the state of the tarmac on the route into school which will potentially be a trip hazard; it may need to be resurfaced. • a small sink hole appeared outside the Hub and a slope in the access route suggests that we have some subsidence. • Staff are monitoring the use of the Pirate Ship. • Some overhanging tree branches have been removed by a neighbour <p>b. Health and safety incidents AS confirmed that the school had to report one Health & Safety incident with a member of staff; there were no learning points to draw from the accident.</p>																
16.	<p>MINUTES OF PREVIOUS MEETING</p> <p>Governors agreed the minutes of the October FGB meeting as an accurate record. The Co-Chairman will sign the minutes digitally. Clerk will ensure paper copies are signed and stored in the Governors’ file at school once covid-security measures allow.</p> <p>All actions arising from the previous meetings are included in the agenda.</p>																
17.	<p>GOVERNOR TRAINING AND DEVELOPMENT</p> <p>Some governors still need to complete the allocated HAYS Safeguarding training and KCSIE Part 2 training.</p> <p>The Clerk urged them to undertake this essential training as soon as possible.</p>	<p>Remaining govvs As soon as possible</p>															
18.	<p>CONFIDENTIALITY</p> <p>Governors confirmed one item to be considered Part 2 business and excluded from the public minutes.</p>																
19.	<p>DATES OF NEXT MEETINGS AND FUTURE AGENDA ITEMS</p> <p>Governors confirmed the dates of meetings for the year which have been altered to the new FGB meeting day of Tuesdays and time of 1pm in order to improve the school staff work-life balance. It is noted that the new time may only work effectively for governors whilst they are working from home.</p> <p>a. FGB Dates:</p> <table border="1"> <thead> <tr> <th>Agenda setting</th> <th>DATE</th> <th>FOCUS</th> </tr> </thead> <tbody> <tr> <td>12 Jan</td> <td>02 Feb</td> <td>Autumn term data analysis; SFVS</td> </tr> <tr> <td>23 Feb</td> <td>16 Mar</td> <td>HT report; Finance update; Monitoring session</td> </tr> <tr> <td>30 Mar</td> <td>20 Apr</td> <td>Spring term data analysis; Budget approval</td> </tr> <tr> <td>15 Jun</td> <td>06 Jul</td> <td>HT report ; Summer term data analysis; GB business</td> </tr> </tbody> </table> <p>b. Other key dates</p> <p>c. Future Agenda items</p>	Agenda setting	DATE	FOCUS	12 Jan	02 Feb	Autumn term data analysis; SFVS	23 Feb	16 Mar	HT report; Finance update; Monitoring session	30 Mar	20 Apr	Spring term data analysis; Budget approval	15 Jun	06 Jul	HT report ; Summer term data analysis; GB business	
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	Governors did not identify any agenda items in addition to the usual FGB foci detailed above.	
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Meeting closed 2.55pm

Chairman's signature: *Mel Isherwood*

Date: 02.02.2021