

**Full Governing Body Meeting****MINUTES****Thursday, 13 July 2017, 7.30pm**

*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.*

**Attendees:** Jackie Morris (Chairman), Jimmy Heslop, Andrew Stear (Headteacher), Maureen Holland, Emma Hardy, Linda Chung, Melissa Wells, Luke Bozeat

**In attendance:** Rachel Dunnage (Clerk)

*Meeting is quorate 8 /10*

	TOPIC	When	Whom
1	<b>APOLOGIES:</b> Mel Isherwood, Fiona Campbell		
2	<b>DECLARATION OF INTEREST</b> ( <i>conflict and pecuniary</i> ) Governors declared no interest in specific agenda items at this meeting.		
3	<b>MINUTES OF PREVIOUS MEETING</b> Governors agreed the minutes of the March and May meetings as an accurate record and they were signed by the Chair. <b>RD to ensure they are prepared for posting on the school website.</b>	31 July	<b>R Dunnage</b>
4	<b>CHAIR'S ACTION</b> Nothing to report this term.		
5	<b>HEADTEACHER Report</b> <ul style="list-style-type: none"> <li>i. <i>ASt will update his report and re-distribute to governors.</i> Completed.</li> <li><b>a. End of Year data</b> Governors asked what is being put in place with the children who are not making expected progress and were satisfied that the school is implementing and evaluating appropriate interventions. <b>Phonics</b> ASt explained that a slightly changed cohort as children have joined the school over the year has made the figures fall to around national average. <b>Phonics re-take</b> There was a much improved success rate compared to last year. The two that did not reach the re-take level have significant additional needs.</li> <li><b>b. Statutory Assessment Tests (SATs) results</b> ASt presented governors with an update to the Key Stage 1 (KS1) SATs results showing this year compared to last year and compared to the projected national averages. Milford is well above in Reading and Maths and at national in maths.  The level of Education Health Care Plans (EHCP) is going to change significantly from 1 to potentially 8 with 4 joining in Sept 17. Significant work has had to be undertaken to ensure transitional funding so that full-time cover can be provided for these children. Regular team meetings for these children will take place and have already started to ensure smooth transition.  Governors questioned what provision has been put in place to ensure suitable care and facilities are available for the health parts of the plan. He confirmed that facilities have been checked, anything noted in the recent Health &amp; Safety</li> </ul>		

	<p>(H&amp;S) walk has been dealt with and a number of staff have received the training required.</p> <p>Governors questioned if the school has adequate staffing in place for the new challenges in Sept 17. ASt is confident that the school has the required number and skills within the planned workforce.</p> <p>Governors thanked ASt for all the work that he has done over this year to ensure that Milford children have improved attainment, in particular the Pupil Premium children.</p> <p>Governors requested further information around the level of authorised absence. ASt confirmed that he only authorises absence for funerals, music exams and for missionary work. The attendance level has improved due to the school's successful work with particular families.</p> <p>Governors thanked ASt for his excellent report. They find the new format particularly helpful.</p> <p><i>MW left the meeting.</i></p>		
6	<p><b>STRUCTURAL CHANGES TO SCHOOL ORGANISATION</b></p> <p><b>a. Future school structure</b></p> <p>ASt presented governors with the various options under consideration at the moment.</p> <p><b>i. Godalming Confederation: Cooperative Foundation Trust (CFT)</b></p> <p>The Cooperative Schools Network's (CSN) aims fit well with the Godalming Confederation's aim of all our local schools being highly successful schools. The key difference with the Confederation is that the Trust becomes a legal entity and could offer a little more protection against being forced into a MAT.</p> <p>As a community school, Surrey CC would have to hand the land and assets back to the school.</p> <p>The schools forming the Trust would be:</p> <p style="text-align: right;">Moss Lane Inf Godalming Jnr Milford Inf Busbridge Inf</p> <p><i>Kirsty Morris joined the meeting</i></p> <p><b>RD requested that Governors submit their questions to her regarding the CFT in advance of the governance meeting with Andy Withers on 14 Sept.</b></p> <p>Governors raised questions around legal entities and what are risks and how does Milford manage them.</p> <p><b>JM will inform missing governors of the plan of action.</b></p> <p><b>Governors proposed meeting on 13 Sept</b> to be clear what questions they need answered before agreeing to change the status of the school.</p> <p><b>ii. Guildford County MAT (set up)</b></p> <p>This is a proposed MAT that is not yet in existence. It is still not clear how it would develop and is likely to take a number of years to come to fruition.</p> <p><b>iii. George Abbott MAT (established)</b></p> <p>This is an established MAT with the right ethos for Milford, but already carrying a school in difficulties. The likely cost to Milford is £45k per year with no obvious savings, possibly without value back and possibly losing some autonomy. Governors questioned where the benefit is to the children. ASt explained that the MAT would be able to support the</p>	<p>11 Sept</p> <p>31 July</p> <p>13 Sept</p>	<p><b>All Gavs</b></p> <p><b>J Morris</b></p> <p><b>All Gavs</b></p>

	<p>school if it got into difficulty and it does already have a proven track record turning around one of its schools.</p> <p>JM confirmed that she has never been convinced of the immediate benefit to Milford’s children for as long as Milford’s finances are acceptable and Surrey provides a reasonable level of service.</p> <p><b>b. Community links</b></p> <p>i. <i>Governors will reply directly to the Milford Friends regarding helping at their events.</i></p> <p>Completed. EH will aim to continue forging links at Friends events but wanted to ensure that the governors’ role is more than making tea and coffee. EH’s research has shown a number</p>							
7	<p><b>POLICIES</b></p> <p>There were no policies to consider.</p>							
8	<p><b>FINANCE UPDATE</b></p> <p>Governors recorded receipt of School Business Manager’s (SBM) financial update and thanked her for her report. LC raised caution over committing to any long-term contracts if we are considering changing the school’s status.</p> <p>Governors discussed the change to the catering contract and accepted that the SLT had not sought a third tender given the paucity of other providers in the area. SB will confirm the length of the new catering contract and its cancellation period. The governors were pleased that the SBM had been able to secure likely cost savings for school meals and that the new provider could even bring in income.</p> <p>The SBM has raised her concerns about the poor quality of service with the cleaning contractor. <b>This will be further pursued and the SBM will report back at the Autumn meeting.</b></p> <p>JM reported to governors that Milford’s review of support staff job gradings (Surrey Job Families review) had been conducted very professionally. It was a fully transparent process and was a real opportunity to rectify anomalies.</p>	Autumn	K Morris					
9	<p><b>CONSTITUTION OF THE GOVERNING BODY</b></p> <p><b>Succession planning</b></p> <p><i>Governors must seriously consider the future leadership of the GB and how they can help.</i></p> <p>JM wished to understand the reasons behind governors’ reluctance to become Chair, even as a shared role. Barriers identified were:</p> <ul style="list-style-type: none"><li>• time pressures due to employment work load</li><li>• concern that we are not covering governor responsibilities sufficiently – induction pack would help</li><li>• time, experience and confidence</li><li>• the role seems very complicated</li><li>• role is so important that governors do not want to take it on unless confident that they can do a good job</li></ul>							
10	<p><b>ACTIONS</b></p> <p><i>See table at end of Minutes.</i></p> <p>A H&amp;S walk has been completed and the actions required put into the planned maintenance programme.</p>							
11	<p><b>To note any Part 2 business</b></p> <p>There was no Part 2 business.</p>							
12	<p><b>DATES OF NEXT MEETINGS AND FUTURE AGENDA ITEMS</b></p> <p><b>Dates:</b></p> <table><tr><td>20 Sept 7.30pm</td><td></td><td>FGB</td><td>T&amp;L</td><td>EofY data Data Dashboard &amp; RAISEonline training</td></tr></table>	20 Sept 7.30pm		FGB	T&L	EofY data Data Dashboard & RAISEonline training		
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## ACTIONS

	When raised	Meeting Actions	Whom	By	Status
1	May 17	ASt will update his Headteacher's report and re-distribute to governors.	A Stear	15 May	Completed
2	May 17	JM and ASt will meet in the coming week to pull together a Strategic Plan by the middle of June & distribute to governors to review.	J Morris A Stear	15 May	JM gave brief review of work on 5-year plan moving from high level objectives, to rough year by year aims down to a spreadsheet which details aims at an action level.
3	May 17	EM will come into school to conduct monitoring for strategic objective 4 (ICT)	E Hardy	June 17	Completed
4	May 17	MW will conduct another H&S walk later in the term.	M Wells	June 17	Completed
5	May 17	JM will conduct her next monitoring visit with MW to look at maths.	J Morris	June 17	Carry forward
6	May 17	RD will send ASt her list of acronyms to distribute to all gobs and append to the Headteacher's Report.	R Dunnage	15 May	Completed
7	May 17	Governors will reply directly to the Milford Friends regarding their availability to attend the various planned community events.	All Gobs	20 May	Completed
8	May 17	LC will now sign the KCSIE form that is with the SENCo.	L Chung	20 May	Will chase
9	May 17	Governors must seriously consider the future leadership of the GB.	All Gobs	June 17	Completed
10	May 17	LC will email MI with the content recommended for this governor pack.	L Chung	15 May	Completed
11	May 17	RD will email MI the governor pack she has developed for use in another local school.	R Dunnage	15 May	Completed
12	May 17	EH will look at how governors can raise their profile amongst parents and the community.	E Hardy	June 17	Ongoing
13	May 17	Governors agreed to ASt's suggestion of adding governor content to the school newsletter once a month.	A Stear	Ongoing	Completed
14	May 17	JH has established a training record and would like governors to use this to record their training.	All Gobs	Ongoing	Completed
15	May 17	LC will investigate the usefulness of the FRIENDS becoming part of the national parent and teacher association.	L Chung	June 17	Recommendation to join is with leaders of the Friends. Governors are very keen that this goes ahead to ensure the reputational security of the school.
16	May 17	JM to send out her presentation on CTF to all governors	J Morris	20 May	Completed
17	May 17	ASt will conduct RAISEonline training at the Sept 17 meeting.	A Stear	Sept 17	
19	Jan 17	LB encouraged governors to email feedback from training, school visits etc as soon as possible to establish effective dialogue and action between meetings.	All Gobs	Ongoing	
20	Jan 17	LB will ensure photos of new governors are on the entrance notice board.	L Bozeat	Ongoing	
21	Jan 17	JM encouraged all governors who have not yet done so to go on RaiseOnline training.	All Gobs as relevant	Ongoing	

Chairman's signature: *Jackie Morris*

Date: 20.09.17