



Full Governing Body Meeting

MINUTES

Wednesday 21 November 2018, 7.15pm

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.

Attendees: Jackie Morris (Chairman), Andrew Stear (Headteacher), Fiona Campbell, Maureen Holland, Luke Bozeat, Mel Isherwood, Emma Hardy, Linda Chung, Justin Shreeve

In attendance: Rachel Dunnage (Clerk); Jo Fulterer (Inclusion Manager); Kirsty Morris (School Business Manager)

Meeting is quorate 9/11

	TOPIC	ACTION Who & when
1.	APOLOGIES FOR ABSENCE <i>(statutory)</i> Daniel Keat, Melissa Wells	
2.	DECLARATION OF INTEREST <i>(statutory)</i> Governors declared no interests in specific agenda items at this meeting.	
3.	<p>SAFEGUARDING JF explained that there were no particular issues to raise in safeguarding. Governors confirmed that they have signed the register to confirm they have read the Sept 2018 update to Keeping Children Safe in Education. Governors asked for clarification:</p> <p>JM: <i>How does the school manage peer to peer abuse?</i> The school has addressed this aspect of abuse through</p> <ul style="list-style-type: none"> • additional work on anti-bullying, for example, developing a child friendly anti-bullying policy, playground pal • encouraging speaking out and staying safe through NSPCC assemblies and learning as part of Personal, Social, Health Education • establishing 'worry monsters' in each classroom which are used by children and the issues raised may be addressed one to one or as a whole class discussion • responding to any concerns and reviewing procedures or facilities to evaluate if improvements can be made. <p>AS gave governors the example of modifications made to building plans to ensure that children feel safe in all areas of the school after a concern was raised by a parent.</p>	
4.	<p>EQUALITY DUTY</p> <p>a. Governor consultation Jo Fulterer, Inclusion Manager, took governors through her Equality Act presentation which highlighted school and governance duties. She explained that the school is now undertaking its equality review so that it can set new objectives.</p> <p>JM: <i>Is this more about what the school does or what it teaches?</i> JF explained that it does definitely include teaching and curriculum provision as well as school processes and procedures e.g. analysing gender gaps in attainment, encouraging equal participation in sports, ensuring sufficient cultural diversity representation in learning resources.</p> <p>Governors asked: LC: <i>How does the school manage the discrimination of one parent by other parents?</i> This is difficult but has had to be dealt with. The school will talk with both parties and stress</p>	

	<p>the expectation and importance of all the school community supporting the school's values.</p> <p>EH: <i>How does the school address gender stereotypes around jobs and careers?</i> This is covered in year 2.</p> <p>RD: <i>What does the school do to increase understanding of the traveller and Roma cultures given the large communities in Surrey?</i> There is no specific cultural education across the school but measures are put in place to support traveller children who attend Milford.</p> <p>JM: <i>How does the school address potential gender issues among children?</i> All children's toilets have been transformed to cubicles to ensure privacy for every child.</p> <p>MC: <i>What does the school do to educate children about gender identities and relationship diversity?</i></p> <p>LB: <i>How does the school ensure that broad ethnic, cultural and family identities are represented in learning resources?</i></p> <p>JF thanked governors for their input. RD will send the recorded questions to JF as soon as possible.</p> <p><i>Jo Fulterer left the meeting.</i></p>	<p>R Dunnage 23 Nov</p>
<p>5.</p>	<p>FINANCE AND SCHOOL BUDGET 2018-2019 AND 2019-2020 Governors reviewed and interrogated the finance documentation previously submitted by the School Business Manager. They thanked the School Business Manager (SBM).</p> <p>a. Financial Monitoring Reports (FMR) The governors thanked the SBM for her notes on the FMR. The SBM confirmed that Milford currently has a very healthy carry forward of c£70k. Governor questions followed: LC: <i>Why is the school meal actual £6k lower than budgeted?</i> SBM explained that the Local Authority (LA) system regularly over-calculates the position. This is a widespread problem which she is keeping a close eye on. The information is unhelpful and she is considering putting together her own formula for calculation to try and make it more realistic. LB: <i>Why are we keeping hold of such a significant carry forward when we have capital projects planned?</i> SBM explained that the school has undertaken the various projects that were felt to be both urgent and manageable this year. Despite spending over £30k on capital projects our surplus has remained high because we have a very effective SENDCo who is able to access maximum funding for our SEND children, a Headteacher who will cover classes whenever he has capacity rather than buying in supply teachers and, crucially, high numbers of children on roll (NOR). The SBM reported that she has already begun discussions with senior leaders about whether or not we should be bringing forward the planned projects. She would now like to understand governors' view on this approach (see 4 c below).</p> <p>b. Re-forecast Budget Plan 2018-2019 There are no revisions to the current approved budget plan 2018-2019.</p> <p>c. Draft Budget Plan 2019-2020 The SBM reported that there have been particular problems with putting together a budget this year.</p> <ul style="list-style-type: none"> • The LA has put back the deadline for submitting the budget but not with enough notice for us to change our governor meeting. • The support staff pay structure information has come through today so she has been unable to include anything other than a nominal 2% across the board increase. At first glance it looks as though the pay grades have risen quite significantly and this will need careful analysis. <p>The SBM cautioned that despite the clear healthy overall financial position, governors must take account of the fact that the 2019-2020 budget still predicts a c£22k in-year deficit, assuming normal business and no significant capital projects. The SBM advised governors that the three year budget plan position illustrated an overall deficit budget within 2-3 years. The SBM therefore advised that further certainty be obtained from Surrey on funding of teacher pension increases, as well as further information being needed on the Support Staff Pay</p>	

	<p>Offer, before committing to any large expenditures or commitments. As usual we will be reviewing our staffing structure in the summer term to ensure that we begin Sept 2019 with the correct number and type of staff to continue providing the right educational environment for all our children whilst keeping the school financially viable.</p> <p>LB: <i>Will we use LSAs to address improving the greater depth challenge which has been highlighted in the Ofsted report?</i> AS explained that he thinks we can achieve this through teachers' professional development and raising the starting point of lessons rather than employing staff to achieve this out of class.</p> <p>EH: <i>Will we use the Confederation's School Direct teacher trainees to address our expensive staffing profile?</i> AS agreed that this may well be possible. We are very lucky to have excellent, experienced teaching staff and have to expect that some will eventually want career opportunities that we cannot fulfil. We are hopeful that the creation of the Godalming Learning Partnership (GLP) will encourage our excellent staff to look close by for further leadership opportunities, so that the talent is kept within the GLP area. He confirmed that the opportunity to recruit good quality Newly Qualified Teachers (NQTs) is a key reason for starting our own School Direct programme and we aim to be able to employ a number of them in GLP schools each year.</p> <p>Governors agreed with the SBM proposal to submit the draft budget as it stands on the basis that FC will review again early in the new year with the SBM once the funding and cost figures are clearer. Governors will receive an update to school finances in the February FGB meeting.</p> <p>d. Tenders There are currently no tenders. The SBM is still trying to claim back monies from the LA for the work undertaken to improve the toilet facilities (school total cost £30k). We are also still waiting for the LA to carry out repair work to the toilet drains – which was an issue even before the toilet refurbishment.</p> <p>e. Facilities and Marketing Strategic Plan Given governor concern over maintaining a high level of reserves rather than spending the monies on bringing forward planned capital spend so that children currently in school can benefit, the SBM will prepare a plan of costed works for the February FGB.</p> <p>f. Schools Financial Value Standards (SFVS) FC and the SBM will work on the SFVS so that it is ready for February FGB meeting.</p> <p><i>Kirsty Morris left the meeting.</i></p>	<p>F Campbell 30 Jan</p> <p>K Morris 30 Jan</p> <p>F Campbell 30 Jan</p>
6.	<p>SCHOOL FUND The school fund review should be ready for the February FGB meeting.</p>	
7.	<p>HEADTEACHER REPORT (statutory) Governors thanked AS for his previously circulated, very comprehensive report. Governors asked for clarification in a number of areas, detailed below:</p> <p>a. Context of the school LC: <i>Has the unauthorised absence changed significantly?</i> No. The majority are a small number of sessions being requested to allow families to take cheaper travel to family events. AS highlighted that the LA is encouraging Headteachers to issue penalty notices to parents. AS is not keen to do this as he would prefer to have an open dialogue with parents rather than be encouraging subterfuge.</p> <p>b. Achievement of pupils JM: The Ofsted report highlighted the additional challenge required for disadvantaged children. The lead inspector accepted that a significant number of this cohort had SEND and were late joiners but then wanted to know what we are doing to accelerate progress for this sub group of pupil (i.e. children who have SEND and later joiners). AS reported that senior leaders have decided to conduct a Pupil Premium audit, to look in detail at the impact of the different areas of funding; they will then report to governors. AS</p>	

	<p>plans to tap into the experience of other local schools. JM confirmed that this has been agreed as a performance objective for the Headteacher and the appraisal panel are hopeful they do have the correct metrics to assess the effective use of Pupil Premium money, particularly in the area of progress.</p> <p>JM: What about the more able children?</p> <p>AS agreed with Ofsted inspector's assessment that we have put in place good systems for learning across the mainstream but now need to improve the opportunity for children to fly with their learning across the whole curriculum.</p> <p>FC: Have we got good metrics for the more able children?</p> <p>AS explained that we need to ensure that children who are attaining highly remain attaining highly, so they must be making at least expected progress. AS encouraged governors to challenge the detail behind the children who are achieving lower than expected progress.</p> <p>FC: Would the more able children be given a different programme?</p> <p>At the moment we are focusing on staff training to raise expectations so that the more able are receiving extra challenge as a normal part of their lessons.</p> <p>JM: Are the staff embracing this idea?</p> <p>MC confirmed that she has seen evidence in lesson planning of differentiation for all children, so the new approach to raise everyone's starting point will not be difficult for staff to take on.</p> <p>MC: Isn't it unusual that the Yr2 girls' attainment is lower than the boys' in reading and writing?</p> <p>This was an interesting cohort so could be a one off, but it would be good to check for any gender bias over a couple of years.</p> <p>LC: Do previously looked after children remain in that category throughout their learning career?</p> <p>Yes they do.</p> <p>The Inspection School Data Dashboard report will be issued to governors as soon as it comes through. Governors can then ask AS any questions arising via email as the next meeting is not until 13 Feb 2019.</p> <p><i>Mel Isherwood left the meeting</i></p>	<p>A Stear All Gobs 10 Jan</p>
8.	<p>CHAIR'S REPORT & ACTIONS (statutory)</p> <p>There was nothing to report.</p>	
9.	<p>GODALMING LEARNING PARTNERSHIP</p> <p>All four schools have agreed to go ahead and the relevant paperwork has been sent to the LA and CSNet.</p> <p>A working part of Chairmen of Governors and Headteachers, including those from all four founding schools, will be meeting to establish the Operational document for the Trust. The first meeting will take place in the next few weeks.</p>	
10.	<p>GOVERNOR MONITORING (statutory)</p> <p>a. Annual Reports</p> <p>Governors confirmed who will be responsible for completing:</p> <ul style="list-style-type: none"> i. <i>Safeguarding</i> The online survey will be completed by the Inclusion Manager and LB will report back to governors once this has been undertaken. ii. <i>Looked after Children</i> RD will source a template for AS. iii. <i>Performance Management</i> This has already been completed and received by the Pay Committee. <p>b. Monitoring</p> <ul style="list-style-type: none"> i. <i>Specific Governor Responsibilities</i> <ul style="list-style-type: none"> • LB will send out his safeguarding report from this term's visit; governors will send his any questions via email. • Governors agreed that EH should set up a parent and governor event date. • JS is attending a staff meeting before the end of term as part of his staff 	

	<p>well-being brief.</p> <p>ii. School Development Plan (SDP) There was nothing in particular to report on SDP monitoring.</p>	
11.	<p>POLICY & DOCUMENT REVIEW Policies and Documents in blue text are statutory requirements</p> <p>a. POLICIES Governors reviewed the following policies and documents and noted:</p> <ul style="list-style-type: none"> i. <i>E-Safety</i> – update is required to data legislation date. ii. <i>Milford staff ICT loan scheme</i> – reference to insurance policy should be removed. iii. Pay – updated as requested 15.11.18 (for governor information only) iv. <i>Governor Visits</i> – EH will liaise with AS to update this policy in time for the Feb FGB <p>b. DOCUMENTS</p> <ul style="list-style-type: none"> i. <i>British Values Statement</i> – Ratified without amendment. LC: What is the restorative justice approach? AS explained that restorative justice is part of restorative practice which aims to bring those harmed by conflict and those responsible for the harm into communication, enabling everyone affected by a particular incident to play a part in repairing the harm and finding a positive way forward. AS explained that senior leaders have started looking into how we can use this approach in our school (it is increasingly popular in secondaries) to help children fully understand the impact of their actions on others. ii. Safeguarding statement – Ratified without amendment. iii. Single Central Record – LB has completed his termly review; additionally the Ofsted inspector was happy with our Record. iv. EYFS profile assessment – provisional is published (awaiting ASP confirmation) v. Equality Objectives Progress Statement – <i>see agenda item 8</i> vi. <i>Sports Premium statement</i> – AS reported that the senior leaders have started establishing baselines to enable impact of the funding to be shown. <p>Note: Safeguarding & Child Protection policy is reviewed and agreed in the summer term.</p>	<p>E Hardy 30 Jan 19</p>
12.	<p>GOVERNOR TRAINING & DEVELOPMENT</p> <p>a. Training this term Governors report back on the training & development activities they have undertaken this term highlighting how they will help this GB improve its effectiveness.</p> <p>b. Clerk's Briefing The Clerk reminded governors that her latest briefing includes:</p> <ul style="list-style-type: none"> 1. Updated Special Educational Needs & Disabilities (SEND) reporting requirements 2. School estate management toolkit 3. Proposed updates to Ofsted school inspections 4. Surrey Consultations on key issues for governors 5. Funding for schools 6. DfE-recommended deals for schools <ul style="list-style-type: none"> <i>Appendix 1</i> Accessibility plan content requirements <i>Appendix 2</i> Website publishing requirements audit <i>Appendix 3</i> Grants and freebies for school needs 	
13.	<p>CONSTITUTION Governors reviewed the proposed options for the new leadership of the Governing Body presented at the 14 Nov FGB.</p> <p>Maureen Campbell confirmed that she was prepared to take on the Chairman's role because she is particularly interested in the development of the Cooperative Trust; there were no other self-nominations for the position. Governors thanked MC for accepting this responsibility and unanimously agreed to her appointment, to be effective in January 2019. MC and JM will work together over the remaining weeks of the autumn term to ensure a smooth transfer.</p> <p>Emma Hardy indicated her willingness to become a Co-vice Chair. JM reported that MI had indicated that she might be willing to take on a shared role; JM will contact her to see if she is</p>	<p>J Morris</p>

	happy to join EH as Co-vice Chair.	30 Nov										
14.	<p>MINUTES & MATTERS ARISING (<i>statutory</i>)</p> <p>Governors agreed the minutes of the 14 November meeting with minor modifications. The minutes of the meeting were signed by the Chair and retained by the Headteacher for storage in the Governors' secure file at school.</p> <p>Governors will update the FGB further on their Actions (see table below) and matters arising from the last meeting via email.</p>	All Govs 30 Nov										
15.	<p>DATES OF NEXT MEETING AND FUTURE AGENDA ITEMS (<i>statutory</i>)</p> <p>a. Dates of next meetings</p> <table border="1"> <thead> <tr> <th>Date</th> <th>FGB FOCUS</th> </tr> </thead> <tbody> <tr> <td>13 Feb</td> <td>Autumn term data analysis, finance update</td> </tr> <tr> <td>3 Apr</td> <td>Finance incl sign off budget, HT report</td> </tr> <tr> <td>8 May</td> <td>Spring term data analysis</td> </tr> <tr> <td>10 Jul</td> <td>Summer term data, HT report, business for GB</td> </tr> </tbody> </table> <p>b. Future Agenda items</p>	Date	FGB FOCUS	13 Feb	Autumn term data analysis, finance update	3 Apr	Finance incl sign off budget, HT report	8 May	Spring term data analysis	10 Jul	Summer term data, HT report, business for GB	
Date	FGB FOCUS											
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8 May	Spring term data analysis											
10 Jul	Summer term data, HT report, business for GB											
16.	<p>CONFIRM PART 2 BUSINESS (<i>statutory</i>)</p> <p>Governors considered no items to be part 2 business.</p>											

ACTIONS

	RAISED	ACTION	When	Whom
1.	14 Nov 18	Governors agreed to email their updated Register of Interests to the Clerk.	21 Nov	All Govs
2.	14 Nov 18	RD will undertake the required paperwork to ensure JM is re-appointed as Co-opted Governor Completed.	21 Nov	R Dunnage
3.	14 Nov 18	Governors asked that JM clarify the position with regard to insurances for the Governing Body as it becomes an employer.	21 Nov	R Dunnage
4.	14 Nov 18	RD will send the new Constitution to CSNet so that it can be passed to the Local Authority for approval. Completed.	15 Nov	R Dunnage
5.	14 Nov 18	Governors are invited to contact the Clerk if they have any queries/ would prefer JM to retire/there is a particular area of Chairmanship that they do not want to take on. There were no contacts made.	21 Nov	All Govs
6.	14 Nov 18	EH will raise the organisational difficulties of accommodating last minute volunteers again at the next Friend's committee meeting.	Jan 19	E Hardy
7.	May 18	JF will send a copy of the presentation for storage on Dropbox. In progress.	06 June	J Fulterer
8.	May 18	LC will ask the Friends leader to confirm how they are ensuring GDPR compliance. <i>Carry forward.</i>	25 May	L Chung
9.	May 18	LB will ensure LAC report is completed for July FGB RD confirmed that previously looked after children are included in this report.	30 June	L Bozeat
10.	May 18	LC to conduct British Values monitoring <i>Ofsted took precedence over the scheduled monitoring so a new date will be made. AS confirmed that British Values was looked at by the Inspector.</i>	15Dec	L Chung
11.	May 18	RD will ensure a parent election process is run in the spring term if still required.	Spr 19	R Dunnage
12.	May 18	Each governor to modify the job descriptions already on dropbox so that they more closely relate the reality of their various roles. <i>Carry forward.</i>	21 Nov 16 Nov	All Govs R Dunnage

		RD to send out JDs by email. Completed.		
13.	May 18	All governors to send MW short summaries of their focus this term for the Governors' end of term newsletter. <i>MW prepared the newsletter but it was not sent out at the end of term. She agreed to amend the content and ensure it is sent out before Christmas.</i>	15 Dec	M Wells
14.	May 18	DK will investigate document storage options and liaise with RD regarding data compliance. <i>DK has identified OneDrive and we have new logins. We are awaiting confirmation of the sign in process – hopefully will be received in the next week or so.</i>	July FGB	D Keat
15.	Mar 18	MI agreed to take on developing a staff questionnaire with the Inclusion Manager, particularly focusing on well-being. <i>JS will take this on.</i>	15 Dec	J Shreeve
16.	Mar 18	JM asked that Governors consider if they are able to offer their time to the committees of local nurseries in order to help build community relationships. <i>MC offered to approach Green Oak.</i>	15 Dec	M Campbell
17.	Mar 18	LB will speak with a contact to ask if he would consider becoming an Associate Member of the Governing Body to lead on securing ramp access to the playground.	15 Dec	L Bozeat
18.	Jan 18	RD to produce a document for all governors to sign to confirm that they have read the Governance Handbook. Completed. RD to bring form to 21 Nov meeting. Completed , but not signed– will bring along to Feb meeting as well.	21 Nov	R Dunnage

Ongoing governor agreed actions are:

- All governors undertake to learn about and monitor their responsibility area between meetings, reporting back to the Governing Body.

Chairman's signature: *Jackie Morris*

Date: 13.02.19