



**MINUTES OF THE LOCAL GOVERNING BODY MEETING  
AT MILTON PAROCHIAL PRIMARY SCHOOL  
PART OF PETERBOROUGH DIOCESE EDUCATION TRUST (PDET)  
WEDNESDAY SEPTEMBER 21<sup>ST</sup> 2016 AT 7.00 PM**

**Present:** Maria Rix (**Chair**); Neil Goram (NG); Peter Heffron (PH); Pat Parker (PB); Lisa Witheyman (LW); Steve Hollingshurst (**Headteacher** - HT); Sue McPherson (SM); Peter Jones (PJ); Matt Oakley (MO).

**In Attendance:** Erica Wilson (Clerk to Governors).

No	Subject	Action
1.	<p><b>Opening Prayer, welcome and apologies</b></p> <p>PH opened the meeting with a prayer.</p> <p>The HT welcomed everyone to the meeting and introduced and welcomed the new clerk, Erica Wilson. Introductions were made around the table.</p> <p>The HT noted apologies from Loretta Scaccia and advised that she was stepping down due to personal circumstances, which had been a very difficult decision for her. Her resignation had been accepted. The clerk clarified that as this was an elected parent governor position, the vacancy would need to be advertised to the parent body. Parents could be asked to vote on the basis of skills needed. The HT was also looking into potential applicants.</p>	
2.	<p><b>Declarations of pecuniary interest and renewal of annual register</b></p> <p>The pecuniary interest forms were completed by all present and handed to the HT.</p>	
<b>FOR AGREEMENT</b>		
3.	<p><b>Appointment of the Chair and Vice Chair and Term of Office</b></p> <p>a. <b>Chair</b> The clerk presided over the election of the Chair. There was one nomination from MR who left the room for discussion and voting. <b>Maria Rix was unanimously elected as Chair for a term of one year.</b></p> <p>b. <b>Vice Chair</b> There was one nomination for the position of Chair from NG. <b>Neil Goram was unanimously elected as Vice Chair for a term of one year.</b></p>	
4.	<p><b>Appointment of Clerk to Governors</b></p> <p>Erica Wilson was formally appointed as the new Clerk to Governors. The HT outlined her experience and history and thanked her for agreeing to take on this role.</p>	

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5.	<p><b>Minutes of the previous meeting held on 22.06.16</b></p> <p>a. <b>Approval.</b> The minutes of the meeting held on 22.06.16 were <b>accepted</b> as a true and accurate record and signed by the Chair</p> <p>b. <b>Matters Arising</b></p> <p><b>37.06 Foundation Governor vacancy.</b> It was considered that the GB may need to look at filling this vacancy rather than the Diocese. It was noted that there had been interest, but the person in question could not commit the time needed for the role. The clerk said she could register the vacancy with SGOSS/Inspiring Leaders if needed. <b>Action: PH to continue looking in the first instance.</b></p> <p><b>37.16 Premises Health and Safety.</b> This had been actioned.</p> <p><b>38.16 Action: Critical Incident Plan to be deferred to Finance and Personnel Sub Committee.</b></p> <p><b>39.16 Pupil Welfare. Action: mental health issues to still be discussed.</b></p> <p>There was some discussion on the comment banks and the governors <b>commended staff on the work put into the children's reports. It was noted how well the staff knew the children.</b></p> <p><b>41.16 Safeguarding</b> The HT advised that the Safer Recruitment training was booked and noted that Gemma, who was on the interview panel, was safer recruitment trained.</p>	<p>PH</p> <p>F&amp;P HT/SM</p>
6.	<p><b>Headteacher's Report – questions and discussion from governors</b></p> <p>The HT highlighted the following points from his report:</p> <p><b>5. Finance and staffing.</b> The HT reported that there was a 5-year planning tool which would go to the Finance Committee. This was online for PDET schools but PDET had not offered training as yet. Davina Buckle had done some training, but some of the data was unconfirmed, therefore calculations for the 5-year projection were incorrect. The HT advised that he had spent time with finance director and bursar at PDET and was now set up as a user. More training would be rolled out to HTs as this needed to be used as a strategic tool. The HT noted that the tool was only as good as the data put into it.</p> <p><b>6. Pupil Attainment and Progress.</b> The HT noted that previously he had talked about in- year progress based on teacher assessment. He advised that there was currently a national data checking exercise which was not yet public or verified, although HT's could check and clarify that the data was correct, which he had done. The data should be validated later in the autumn term and the HT said he would supply the information in PDF form once it was made public. Until that time, this information needed to remain with the GB, so is <b>recorded in a separate confidential minute.</b></p> <p><b>4. Inclusion Safeguarding and Pupil Welfare.</b> SM noted that <i>all governors needed to have updated training on the new Keeping Children Safe in Education (KCSIE) guidance.</i></p>	
7.	<p><b>Presentation and approval of new School Improvement Plan (SIP) and draft SEF</b></p> <p>The HT explained that the main objectives were to be agreed at this meeting, after which the SIP would be padded out and resourced. The SIP would also be RAG rated. The HT advised that the SIP objectives were now under the main Ofsted headings and he went through the key objectives with the GB as set out in the plan. Additional comments:</p> <p><b>1 Leadership and Management.</b></p> <p><b>1.1</b> The HT noted that with the changes to the GB and the need to appoint on the basis of skills, the skills audits would need to be done again.</p> <p><b>1.2</b> Making sure governors were fully aware of changes to the National Curriculum. The HT suggested that an Ofsted could be due any time after February as it would be 2 years since conversion, so they needed to be ready.</p>	

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	<p><b>1.3</b> Performance data: the first three were the top priorities, the others could be re-ordered, although they all needed to be included.</p> <p><b>1.4</b> This objective would have to go across the whole school year. The HT advised that he had drawn up a monitoring and evaluation (M&amp;E) timetable for the school year and this could link with governor visits and feed into meetings. Governor visits could link in with the lesson observations and book scrutiny etc; all as part of M&amp;E.</p> <p>The HT noted that when the SEF was completed there would be a commentary on the last 5 years' data, as although the school had converted, it was still the same school.</p> <p><b>2 Behaviour and Safety</b></p> <p><b>2.1</b> Some update training was needed on safeguarding for staff and governors, this had already been booked for this term. High level training was needed for PP with awareness training for other governors. The HT advised that the school no longer needed to pay £500 for gold level with PDET as training was included.</p> <p><b>2.2</b> The HT said he was looking at the Behaviour policy and how behaviour was managed. He noted that behaviour was good but needed to be maintained and he would be looking at effectiveness, consistency and age appropriateness. This was ongoing on a short timeline.</p> <p><b>2.3</b> The HT advised that it was important to do risk assessments with, and not for, children, to teach children to recognise risks. <b>A governor asked if there was anything under this objective about appropriate personal safety for the children.</b> LW advised that this was mainly covered under PHSE, plus there were talks about stranger danger, road safety and visitors from the police and the Life Education Bus. <b>LW was asked if this covered how children behaved with each other.</b> LW said that this was covered in day to day work with children and there was guidance on the peer to peer work in new KCSIE. She noted that this needed to be approached carefully without drawing too much attention. The HT added that this was also covered in assemblies. <b>A governor noted that the school just needed to ensure it was being addressed if not written down in the SIP.</b></p> <p><b>3 Teaching and Learning</b></p> <p><b>3.1</b> The HT advised that the new staff were being very well supported by their mentors. <b>Governors queried if this also covered support/admin staff.</b> The HT said it did and noted that it may need to be written down somewhere.</p> <p>The HT advised that the school was investing a lot of time and money into KS2 teaching and they were working hard to utilise time and staff effectively. This would be a focus for the Curriculum Committee.</p> <p><b>3.3</b> The HT explained that electronic assessment referred to recording assessing on Target Tracker, as they were not yet fully utilising this new system. He said they had looked at recent Ofsted inspections to see what they were looking for and had made big improvements the previous year. This was about widening how the school used Target Tracker and about looking at data for specific groups of targeted children.</p> <p>The HT also noted that they needed to consider responsibilities with a small workforce as there were not enough staff to cover individual subjects. The school was looking at grouping subjects i.e. 'humanities'.</p> <p><b>3.5</b> This included water play in the EYFS area and there were lots of ideas to improve this. This would then be considered for Year 1 and 2, then further up the school. There was an offer of tractor tyres from SM. The School council would be involved with this.</p> <p><b>3.6</b> PE funding: the HT said the sports apprentice is was very proactive and the school was booked into loads of competitions and training was being planned for these. The apprentice could also coach swimming. <b>The HT was asked if the PE funding was continuing</b> and the HT said it was, up to 2020.</p> <p><b>5 Church School Development.</b> PH said that these objectives would happen. He noted that the action points from the Church Inspection were completed, and said he wanted to include church related aspects in the school SIP.</p> <p style="text-align: right;"><i>PH left the meeting at this point.</i></p>	

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	<p><b>4 Progress and achievement.</b></p> <p><b>4.1/2</b> The HT advised that even though the school had done well, they needed to try to continue with this. They also needed to consider groups of children within the school and individual pupils who would need additional support, and focus on them. There were also some very high achieving children who would need appropriate action, and it was important to monitor in-year progress and use pupil tracking.</p> <p><b>4.3</b> In terms of parental involvement, there had been good attendance at the workshops, particularly Year 6. Attendance had dropped this year in Years 5 and 6, and the importance of parental support was noted.</p> <p>The HT was asked if the higher attendance the previous year was due to parents being more worried with all the changes. Another governor suggested this may be the case, as there had been a lot in the news and a lot of unknowns. There had also been a lot of changes in a particular year group. The HT said there was a direct correlation between cohorts and parental involvement and they would monitor the attendance at the next workshop. It was also suggested that as children get older, the parental engagement reduced, but the HT said parents needed to be engaged in some way. LW referred to mental health issues with pupils and families and how this may impact and suggested that this could be added to the SIP.</p> <p><b>4.4</b> The HT noted that Target Tracker did not really work for EYFS so they were looking into different systems and Rachel was doing some work with this.</p> <p>A governor advised that the resourced SIP would need to be in the budget. The HT said that he hoped to have the detail added to the SIP by early October. He advised that there would be a trial run/ mock inspection from PDET as a practice run before Ofsted came. <b>Governors approved the 2016-17 SIP.</b></p>	
8.	<p><b>Appointment of Roles (lead governors)</b></p> <p>The following lead governor roles for 2016-17 were <b>agreed</b> as set out in ‘<b>Governor Committees and Lead Responsibilities 2016-17</b>’.</p>	
9.	<p><b>Formation of Sub-committees</b></p> <p>The sub committees and membership were <b>agreed</b> as set out in ‘<b>Governor Committees and Lead Responsibilities 2016-17</b>’.</p> <p><b>Action:</b> Pay and Performance to be added to the F&amp;P Terms of Reference for approval at the next meeting.</p>	c/f Clerk
10.	<p><b>Adopt PDET Code of Conduct</b></p> <p>The PDET Code of Conduct was <b>adopted</b>. <b>Action:</b> Clerk to add table for governors to sign.</p>	c/f Clerk
11.	<p><b>Governor Links to School Curriculum/Governor Visits to school</b></p> <p><b>Action:</b> HT to do prepare a table for lead governors. The HT said that governors were welcome in the school, but asked them to contact him if they wished to come in and reminded them that all visits should have a particular focus.</p>	HT All
12.	<p><b>Skills audit</b></p> <p><b>Action:</b> NG asked governors to return the audits by the end of the month with a view to identifying skills gaps the parent governor vacancy. The election would be in autumn 2.</p>	All HT
13.	<p><b>Confirm sub-committee meeting dates</b></p> <p>As circulated by the HT. <b>Action:</b> HT to speak to the Bursar about new F&amp;P dates.</p>	HT

No	Subject	Action
	<b>PROCEDURAL ITEMS</b>	
14.	<p><b>Governing Board matters (vacancies, training, clerk's items)</b></p> <p><b>Foundation and Parent Governor vacancies:</b> discussed under items 1, 5b and 12.  <b>Safer Recruitment Training:</b> discussed under item 5b.</p>	
15.	<p><b>Any Other Business</b></p> <p>a. <b>Admissions.</b> Issues with NCC school admissions and pupil numbers were discussed. It was noted that NCC had set dates for advising schools about pupil numbers, and these were not negotiable. The GB was advised that in reception the class started with 13 pupils (out of a possible 15), but the school had had 41 statements of preference.</p> <p>There would be a budgetary impact over the school life of this cohort of c£40k if the places were not filled. It was suggested that the school speak to PDET about doing their own admissions but the HT advised that although the Admissions Policy could be changed, NCC administered the admissions process. It was noted that the school did not know in the summer holidays all the starters for September.</p> <p><b>Action:</b> <i>the GB agreed that the HT could raise this at the PDET HT group the following week.</i></p> <p>It was noted that the HT did the appeals, but this was on decisions made by NCC.</p> <p><b>Action:</b> <i>HT to check and amend website with regard to pupil vacancies.</i></p> <p>b. <b>Governors Challenge</b> PP fed back on this to the GB. She said that every child had done an outstanding presentation and deserved credit, and it had been very hard to pick the winners.</p> <p>c. <b>Exit Interviews.</b> These were on the LP+. <b>Action:</b> <i>HT to send the link to governors.</i> PP noted that the pupil interviews were a very good assessment tool and the year 6 children were very astute. Pupils had said they felt part of the Milton family, knew everyone and could talk to every member of staff and said the staff knew how to make learning fun. All the interviewees had spoken highly of the HT.</p> <p>PP advised that the two staff members who left had said that the HT led by example and they had supported by the HT and other colleagues, and felt valued. The staff had not wanted to leave and felt they would never leave Milton. <b>Governors congratulated the HT for creating this feeling of 'family' within the school.</b></p> <p>d. <b>Values.</b> The HT advised that the school was looking at the 7 values and were tying these in to the 7 colours of the rainbow.</p> <p>e. <b>Parents Evening</b> 1<sup>st</sup> and 3<sup>rd</sup> November 3.40-6pm. <b>Action:</b> <i>governors welcome to attend.</i></p> <p>f. <b>Administration of Medicines Policy.</b> <b>Clerk's note:</b> <i>this Policy was circulated to the GB for retrospective agreement as it was not covered by AOB and was <b>approved</b> by governors.</i></p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>All</p>
16.	<p><b>Items identified for the next agenda</b></p> <p>Agree Sub Committee ToR, PDET Safeguarding Policy and any c/f items.</p>	
17.	<p><b>Date of the next meeting:</b> 9<sup>th</sup> November 2016</p>	

The Chair thanked all Governors for attending. The meeting closed at 9.09 pm.

Minutes were **approved** at the meeting held on 09 11 16 and signed by the Chair with amendments.