



**MINUTES OF THE LOCAL GOVERNING BODY MEETING
AT MILTON PAROCHIAL PRIMARY SCHOOL
PART OF PETERBOROUGH DIOCESE EDUCATION TRUST (PDET)
WEDNESDAY JANUARY 25TH 2017 AT 7.00 PM**

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

In Attendance: Erica Wilson (Clerk to Governors).

No	Subject	Action
1.	<p>Opening Prayer, welcome and apologies, declarations of interest.</p> <p>PH opened the meeting with a prayer. NG chaired the meeting due to the resignation of the Chair, Maria Rix (MR).</p> <p>Declarations of interest. MO declared an interest in agenda item 8.</p>	
2.	<p>Resignation of Chair/Election/Nomination for Chair of Governors</p> <p>NG clarified that all governors had received information of MR's resignation. He reminded governors that he had said previously that he would step down as Vice Chair, so was not putting himself forward for the position of Chair. It was agreed that the new chair would hold the office until the first meeting in September, when elections would take place again. PP indicated her willingness to stand.</p> <p>There was one nomination for PP for the position of Chair. The clerk asked if there were any more nominations; there were none. PP was asked to leave the room while discussion and voting took place. Governors noted that PP had an in-depth knowledge of the school, which was essential with an imminent Ofsted inspection</p> <p>Pat Parker was unanimously elected as Chair until the first meeting of the autumn term. The HT recorded his thanks to PP for stepping in at such short notice and PP was given the full backing of governors. It was agreed that NG would continue to Chair the rest of the meeting.</p> <p>Action: Clerk to look for Chair's training and notify PDET.</p>	Clerk
FOR AGREEMENT		
3.	<p>Minutes of the previous meeting held on 16.11.16</p> <p>a. Approval. The minutes of the meeting were accepted as a true and accurate record and signed by the Chair subject to the following amendments: (3b) 'Critical Incident Plan' should read '<i>Business Continuity Plan</i>' (7a) The sentence 'He said that the and PJ would also go through the premises list' should read: '<i>He said that the HT, Site Contractor and PJ would also go through the premises list</i>'.</p> <p>b. Matters Arising (7b) Pay Policy and Terms of Reference. NG reported that he had not heard back from PDET and the Pay Policy had still not been received.</p>	

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	<p>There were also no PDET HR policies on the website. Action: NG to continue to chase these. (7b) Date for meeting with PDET. The HT clarified that he had not heard back from PDET about a meeting date. He said his recent priority had been focused on children’s progress and school improvement issues and was to be ‘Ofsted ready’ but he would <i>chase this in his email to PDET and copy in key people.</i></p>	<p>NG</p> <p>HT</p>
4.	<p>Headteacher’s Report to include a safeguarding update – questions and discussion from governors</p> <p>The report had been uploaded to the LP+ for governors to read. Additional comments and governor questions:</p> <p>School roll. The HT advised that the roll was 95, but the budget would be based on the October census numbers of 98. Pupil Premium funding (PPF) would be set at 95 pupils as this was based on the January census, so funding would drop from 13 to 9 pupils.</p> <p>Attendance. The attendance monitoring was noted and the HT said persistent absence was being dealt with appropriately and they were doing everything they should be doing.</p> <p>A governor questioned why the Sywell attendance was below 90% The HT explained that this as expected and still due to the staggered entry in reception as all the pupils had to be included on the school roll. He advised that the attendance figures were slowly improving for this cohort. The highest absence figures were in Years 5 and 6 and the HT explained that this was mostly holiday, so was unauthorised. There had also been illness, and the persistent absence was included in this figure. He said new parents were not used to the historical ‘request system’ and so appear likely to take unauthorised absence.</p> <p>The HT was asked if he could pull out percentages from this data, with reasons for absence. The HT said he could give a breakdown and could also exclude certain groups of pupils. The HT advised that generally, term time holiday was unauthorised and most parents understood this, but the school would not set work for pupils going on holiday. Action: HT to pull out this data and email to governors.</p> <p>The HT was asked whether the authorised holiday still counted as absence. The HT said it did; it just reduced the unauthorised absences. Lateness was also recorded as an absence.</p> <p>Governors asked if the LA issued attendance fines. The HT said it could, but was not currently doing so. He said the school would prefer to work with families on this, and this approach had been endorsed following advice from a registered Ofsted inspector.</p> <p>Safeguarding. The HT reported that the practice in the school had been judged as good during the recent monitoring visit with just a few suggested ideas for improvement. The school had asked the inspectors for their DBS and queried their dates. The school had been praised for the regular external checks, the safeguarding matrix with colour coded concerns (this had been described as exemplary), and the safeguarding monitoring form. The single central register was also good with the suggestion of a couple of minor points for improvement such as extra columns and the amount of time evidence was kept for.</p> <p>Dates: Governors were advised that ‘Strictly Milton’ as on 9th March, not February.</p> <p>Staffing. Governors requested that the HT add the hours worked next to the staff members on the staffing chart for clarity, as there were several staff on part time hours. The HT briefly went through these and <i>said he would update the chart to complete the hours.</i></p> <p>PDET update. Governors asked if the training had come to a stop as they had not received any information on this. Action: clerk to contact PDET and enquire. <i>It was also considered that staff training seemed to be low on the ground</i></p> <p>HT Performance Management. The staff members left the room for this item. The Chair reported that she and MR had met with the Gill Broughton to carry out the HT’s performance</p>	<p>HT</p> <p>HT</p> <p>Clerk</p>

No	Subject	Action
<p>(9a)</p> <p>4 (cont)</p>	<p>management review, the detail of which is recorded separately as the Part 1 Confidential Minute.</p> <p>Governor vacancies. Agenda item 9a was taken at this point, as SM had notified governors that she would need to leave the meeting early. The HT advised that he had received three nominations for the parent governor vacancy and had met with all three nominees and clearly set out the role and the commitment required. The pen portraits were being organised and the HT would be starting the election process shortly.</p> <p>The HT had also met with the potential Foundation governor. He explained that this was a Diocese appointment so the candidate had been given the Diocese application form. The HT explained that the person would potentially be a parent of a child at the school at some point, but would not be a 'parent governor'. Action: PH to organise PCC sanction.</p> <p>Performance Management Governor. Due to the resignation of MR, the governors appointed SM to this role due to her working knowledge of HR.</p> <p>The governors discussed the option of potentially co-opting the unsuccessful parent nominees, being mindful of the balance of parents on the LGB and the fact that any appointments would need to be in line with the skills gaps as identified through the recent skills audit. NG clarified that he had done an analysis of the audits. Action: NG to send this to the clerk.</p> <p>Co-opted governors. SM's term of office had ended and it was agreed to ask PDET to co-opt her for a further term based on the skills she brought to the board.</p> <p style="text-align: right;"><i>SM left the meeting at this point.</i></p> <p>HT report. KS2 Data. The HT explained that the figures on the final page related to the pupils who were working at higher than the expected standard, in comparison to the national higher figures. Writing. LW explained that writing was teacher assessed and the school had applied the criteria to achieve 'higher than' very rigorously, so this may have impacted on the data. It was clarified that the 'expected standard' figures did include the 'higher than' figures and governors congratulated the HT and staff for ensuring that pupils had achieved their very best.</p>	<p>PH</p> <p>NG</p>
5.	<p>PDET pre-inspection visit 17.01.17. Please refer to the Part 2 Confidential Minute.</p>	
6.	<p>Committee reports</p> <p>a. Finance and Personnel GM referred to the finance planning tool, and noted than PDET were completely changing their finance system. He said training was needed, as both the relevant school staff and governors needed to understand it. The HT and Gemma had set aside 2 days to go through it this. The budget had barely been mentioned in the pre-inspection visit.</p> <p>b. MPPS EVFA AGM on 10th Jan 2017. The AGM minutes had been circulated. NG advised that they were looking to moving to an electronic system and signatories had been agreed.</p>	
7.	<p>Approve sub-committee Terms of Reference (ToR) (Premises approved)</p> <p>The model PDET ToR as circulated were approved, but it was noted by governors that the updated Pay Policy and other HR policies had still not been provided by PDET.</p>	
8.	<p>Provision of out of hours' care</p> <p>The HT advised that the school asked parents annually about the out of hours or 'wraparound' care, but recently a parent had suggested that the school was not offering the wraparound care that it should be offering.</p> <p>The HT clarified to governors that no one school had a duty to provide wraparound care (8am-6pm, rather schools had to consider the total provision in the local area to see if there was a range on offer. The HT advised that this was done as a cluster and Milton had a link with Blisworth and 'Kids Stop'. Provision had been offered by Milton previously, but had been closed</p>	

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	<p>due to lack of take up. The HT said parents were regularly asked about wraparound care but there was not enough take up to make it viable. The parent had also commented on the lack of clubs, but the HT explained that Milton provided three before and at least three after school, which was a lot for the size of the school.</p> <p>The HT suggested that governors do a review of wraparound care in the area. He clarified that although they had a link with Kids Stop they did not endorse it, they just signposted to it, and it was the parents who chose whether to send their children.</p> <p>The HT asked if a working party was needed to review the provision and to inform the parent of the requirements for the school. He said parents could also be signposted to childcare providers. Governors suggested the school signposted parents to the NCC website rather than individual providers. As a preliminary measure governors suggested a survey, such as survey monkey, to gauge parental interest.</p> <p>Action: HT to communicate to parents that this topic had been discussed by governors and to look out for the survey. HT to look into Kids Stop further as they were linked to the school.</p>	HT
	PROCEDURAL ITEMS	
9.	<p>Governing Board matters (vacancies, training, clerk's items)</p> <p>a. Vacancies Discussed under agenda item 4. The LGB considered which other responsibilities had been covered by the previous Chair and allocated governors accordingly as set out in 'Governor Committees and Responsibilities 2016-17_updated Jan 17'</p> <p>b. Clerks items. The clerk advised that she had attended briefings and would cascade the information when she had written up her notes. Action.</p> <p>c. Training. Discussed under agenda item 2b.</p>	Clerk
10.	<p>Any Other Business.</p> <p>a. Academy Policy review. NG advised that this was very out of date and needed attention. Many policies were also out of date and archived. The HT clarified that the statutory policies were on the website. Action: NG and PH to continue to work on this.</p> <p>b. Admissions. Action: PH, NG and PP were on the admissions committee and would work on the policy for the following year for submission to PDET.</p> <p>c. Website. Action: MO as website governor to check the website for compliance ASAP and to notify the HT of any issues.</p> <p>d. Emails. The HT asked all governors to please remove governors from their contact list once they had left the board.</p>	<p>NG/PH</p> <p>Adm. Ctte</p> <p>MO</p> <p>All</p>
11.	<p>Items identified for the next agenda. Any c/f items identified.</p>	
12.	<p>Date of the next meeting: Wednesday 15th March 2017.</p>	

Approved at the Governing Board meeting held on 15.03.17 and signed by the Chair