

## Held on Monday 8<sup>th</sup> July 2024 1830 hours In School

<b>Governors:</b>	Richard Wielechowski (RW) Chair, Rae Snape (RS) Head, Matt Butler (MB), Barney Cox (BC), Tom Dowdall (TD)(7:55pm), Mary Williams (MW), Sophie Hare (SH)(arrived at 19:09), Mike Bleazard (MBI), Sonia Ilie (SI), Collette Harrison (CH), Rosie Humphreys (RH) (arrived at 18:37)
<b>In attendance:</b>	
<b>Clerk:</b>	Meleena Walsh (Camclerk - MW)

	Discussion	Decisions Made / Actions Agreed
1.	<p><b>Welcome</b></p> <p>The GB was quorate based on the number of governors in post.</p> <p>The meeting started at 18:33</p>	
2. 2i. 2ii	<p><b>Apologies for Absence</b></p> <p>Received apologies for absence: – Laura Monk (LM), Bayan Parvizi (BP) Priscilla Canizares (PC)</p> <p>Non Attendance – nil</p> <p>Consent to absence: as above</p>	
3.	<p><b>Declaration of direct or indirect pecuniary interest in any of the following items</b></p> <p>nil</p>	No declarations for items on this agenda were made.
4.	<p><b>Review of previous minutes 20<sup>th</sup> May 2024</b></p> <p>To approve the minutes of the FGB meeting 20.05.2024. The minutes from 20<sup>th</sup> May 2024 were both duly approved by the FGB.</p>	
5.	<p><b>Agreed Actions Update – see actions list</b></p> <p>MBI contacted M Fritz about how to encrypt the data on the SCR spreadsheet (no simple workable solution could be agreed on) and this will now be checked with Irvine Knight to see what options are available. This will be fed back to the FGB once there has been further contact with M Fritz.</p>	
6. 6i  6ii	<p><b>School Improvement</b></p> <p><b>Headteacher's Report</b> – the report was made available to the governors prior to the meeting on Governor Hub.</p> <p>No questions were raised by the governors.</p> <p><b>Safeguarding</b> – N Burton provided a safeguarding report for the FGB prior to the meeting on Governor Hub.</p>	

6iii	<p>The Head will be the designated safeguarding lead from September 2024. There will be four staff members in the safeguarding team.</p> <p><b>Feedback from Ofsted visit and Post Ofsted School Improvement Plan (POSIP)</b> Seven key points from the POSIP have been shared with the SLT and the new incoming deputy head. These 7 key areas will be shared with the rest of the staff.</p> <p><b>Q/A Governor challenged - On the data it seems to be indicating that in phonics there is a strong Year 1 and a slightly weaker year 2 cohort. What is the cause of this?</b> <b>A./ The Head responded – the targets were set to be too aspirational, and this will need to be re-evaluated by the class teachers once the pupils have settled into the Autumn term.</b></p> <p>It was noted that the targets for the September year 2 cohorts will be based on the phonics screening from the end of year 1. The teachers will only be able to set the targets (in September) based on the data that comes up with them and it will be reviewed at Christmas. There will be provision for the teachers to reset the targets once that have gained knowledge of the pupils.</p> <p>It was also noted that the school data was evaluated against the national average annually.</p> <p><b>Q./ A governor asked - If you have a cohort of 60 pupils is there always a wide variation in the progress and attainment made?</b> <b>A./ The Head responded - Yes, there are always a number of variables that can alter the data i.e., EAL, new arrivals into the country, periods of illness/absence.</b></p>	
7.  7i	<p><b>Committee Reports</b></p> <p><b>Teaching and Learning</b> – verbal report given by SI. Headlines</p> <ul style="list-style-type: none"> <li>• It was noted that there would be a priority around onboarding of new staff.</li> <li>• The Head has undertaken training around attendance due to an imminent change in the policy around fining parents for non-attendance of children. There is now a set escalation procedure around non attendance which is being put into place by the DfE.</li> </ul> <p><b>Q./ A governor asked – have you ever had any success with applying a penalty notice for non-attendance?</b> <b>A./ The Head responded – the school had not ever (under the current headship) applied a non-attendance fine.</b></p> <p>The T &amp; L committee had received a report on SEND procedure and processes by A Hall. This reassured the committee that this (the SEND</p>	

7ii	<p>provision) was going well and was a robust system.</p> <p>The Head made a point of stating that the ever decreasing funding around SEND provision was going to continue to an issue moving forward (as for all school).</p> <p><b>Resources</b> - verbal report given by MBI.</p> <p>Headlines</p> <ul style="list-style-type: none"> <li>• Decarbonisation – no response to the setting up of a working party to move the decarbonisation process.</li> <li>• Staffing – new deputy head, new forest school leader and 2 x vacancy for teaching assistants.</li> <li>• Operation glue-stick is in force – a drive to reduce outgoing school costs.</li> <li>• It was noted that there has been robust benchmarking undertaken across the budget areas – currently there is nothing that is flagging as different to other schools of a similar size.</li> <li>• Forecast out-turn will be produced in October 2024.</li> </ul> <p><b>Finance</b> – May 2024 BMR showed a few discrepancies but the June 2024 BMR shows these as cleared. There have been a few queries raise to County around the June 2024 BMR. These have not yet been answered and will be fed back to the Resources Committee in due course.</p> <p>It was noted that the Asset Register had been updated and made robust by M Fritz.</p> <p>The Asset Register has been approved and will have a ½ introduction added to the start of it to clarify the purpose of the register.</p> <p>It was noted the M Fritz had actively been making savings on purchases for the school. The governors offered their thanks for the due diligence undertaken.</p>	
8.	<p><b>Governor Business</b></p> <p>8i <b>Governor training</b> – The Chair encouraged the governors to undertake at least 2 training sessions per academic year. It was noted that there was a cost attached (£91) to each governor for training per year. The school has subscribed for the forthcoming year.</p> <p>8ii <b>Governor Visits</b> – The reports had been uploaded onto Governor Hub.</p> <p>8iii <b>Agree Dates for the FGB meetings.</b></p> <p>These were agreed by the governors and are as follows</p> <p>Venues: FGB meetings will be in person at Milton Road Primary School. Committee meetings will be held online. This is aimed to be a blend of the efficiencies we have come to enjoy from video conference meetings and the</p>	<p>048 The Chair and the Head fix 3 governor days for the next academic year.</p>

<div>8iv</div> <div>8iv</div> <div>8v</div>	<p>benefits from meeting in person. It also minimises the number of late nights the school team have to do at school.</p> <p>Timings: Meetings will be held on Monday except where otherwise noted. FGB meetings will commence at 18.30. Committee meetings will start at 18.30 and 19.45 and will alternate.</p> <p>Dates</p> <p><b>2024</b></p> <p>30th September for T &amp; L (18:30) Resources (19:45)</p> <p>14th October for FGB</p> <p>18th November Resources (18.30) T&amp;L (19.45)</p> <p>2nd December FGB</p> <p><b>2025</b></p> <p>20th January T&amp;L (18.30) Resources (19.45)</p> <p>3rd February FGB</p> <p>Provisional dates dependent on budget schedule which is to be confirmed</p> <p>PROVISIONAL 10th March T&amp;L (19.00)</p> <p>PROVISIONAL 17th March Resources (19.00)</p> <p>PROVISIONAL 24th March FGB</p> <p>PROVISIONAL 23rd April FGB Budget Ratification brief call.</p> <p>5th May Committees Resources (18.30) T&amp;L (19.45)</p> <p>19th May FGB</p> <p>23rd June Committee T&amp;L (18.30) Resources (19.45)</p> <p>7th July FGB</p> <p><b>Agree Chair and Vice Chair for academic year 2024/25</b></p> <p>RW to remain as Chair, Vice Chair – to remain as LM</p> <p><b>Committee Chairs</b></p> <p>It was agreed the committee chairs will remain until the first committee meetings of the academic year.</p> <p>MW, SI, MBI will be willing to continue as governors for a further academic year to provide continuity for Ofsted.</p> <p><b>Annual Governor Report</b> – SI and MBI to forward reports to the Head</p>	<p>049 reports to the Head</p>
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<b>9.</b>	<b>Policies –</b>	
9	<b>MRPS specific policies -</b> Nil	
9ii	<b>Standard LA policies –</b>  Capability Policy  Relationships and Behavior Policy  Staff Absence Policy and Procedures  Teacher Appraisal Policy  SEND Policy  <i>The above policies had been discussed at the relevant committees and were duly adopted by the FGB.</i>	
<b>10.</b>	<b>AOB.</b> Music tuition – this will need to be reviewed at the first Resources Committee (academic year 2024/25) under charging and remissions.  It was agreed that the FGB would track the progress being made under the 7 priorities raised in the POSIP.	
<b>11.</b>	The meeting closed at 19:38. Future meetings – FGB 14 <sup>th</sup> October 2024, 2 <sup>nd</sup> December 2024	

### Actions List

FGB Actions from 8 <sup>th</sup> July 2024			
048	To fix 3 governor days for the next academic year.	Head and Chair	21 <sup>st</sup> July 2024
049	End of year committee reports for Annual Governor Report to be emailed the Head.	SI and MBI	20 <sup>th</sup> July 2024