



Minutes of FGB Meeting for Milton Road Primary School

Held on Monday 24th March 2025 1830 hours
In School

Governors:	Richard Wielechowski (RW) Chair, Rae Snape (RS) Head, Matt Butler (MB), Barney Cox (BC), Mike Bleazard (MBI), Sonia Ilie (SI), Collette Harrison (CH)(left at 19:46), Priscilla Canizares (PC)(arrived at 18:37), Sophie Hare (SH) (, Bayan Parvizi (BP), Tom Dowdall (TD), Ben Sillis (BS), Laura Monk (LM)
In attendance:	
Clerk:	Meleena Walsh (Camclerk - MW)

	Discussion	Decisions Made / Actions Agreed
1.	<p>Welcome</p> <p>Welcome given to the new governor Ben Sillis – parent governor.</p> <p>The GB was quorate based on the number of governors in post.</p> <p>The meeting started at 18:33</p>	
2.	<p>Apologies for Absence</p> <p>2i. Received apologies for absence: – Juliana Mandra (JM),</p> <p>2ii Non Attendance – Consent to absence: nil</p>	
3.	<p>Declaration of direct or indirect pecuniary interest in any of the following items</p> <p>nil</p>	No declarations for items on this agenda were made.
4.	<p>Review of previous minutes 3rd February 2025</p> <p>To approve the minutes of the FGB meeting 3.2.25. The minutes from 3rd February 2025 were both duly approved by the FGB.</p>	
5.	<p>Agreed Actions Update – see actions list</p> <p>All completed</p>	
6.	<p>School Improvement</p> <p>6i Headteacher's Report</p> <p>The report was made available to the governors on Governor Hub prior to the meeting.</p>	

The report had been presented to Teaching and Learning Committee prior to the FGB meeting.

Noted – currently 415 pupils on role by Easter 419.

Budget 2024-25

The school budget is currently closed for the final end of year budget reconciliation. Overspend currently coming in at around £7,500 for budget year 2024/25 (a huge decrease in the initial forecast estimated at £90,000). The reduction in the overspend had been made through careful budget monitoring. It was noted that there were currently four HLTA's on the staff that are able to provide cover for teaching staff, thus reducing the need for supply staff. It was noted that the Olympic Fund had been used to cover some of the costs accrued by lunchtime supervisors.

The PTA are funding iPads, laptops and work that needs to be undertaken to improve the fencing (and other items) for the forest school area.

The governors agreed that the (budget) pie chart that had been provided detailing the budget allocation was extremely user friendly and easy to understand.

The governors gave their thanks to the Head and the Finance team for the positive forecast for the budget build for 2025/26.

The Head stated that the school had now started to work on collating documents onto the management drive, in preparation for Ofsted. The Head informed the governors that the school had been contacted (by Ofsted) to assess whether the school wanted to be inspected on the new Ofsted framework or the 2019 framework. The school have opted to work on the 2019 framework as this is the framework that the school has been working within.

The Head gave a presentation around being Ofsted ready.

The governors discussed the previous ungraded Ofsted inspection (POSIP) to allow the new governors to have an overview of what to expect (and a recap for all other governors) should there be a graded Ofsted inspection scheduled. The governors were posed a series of questions and asked to discuss their collective answers based around the information that Ofsted may ask during an inspection.

Did you know there are 3 core functions of school governing boards?

The [Department for Education \(DfE\)](#) has specified three core functions that governing boards of all state-funded schools should prioritise:

- Ensuring clarity of vision, ethos and strategic direction of the school
- Holding executive leaders to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff
- Overseeing the financial performance of the school and making sure money is well spent

School Vision – “We want our children to be happy and healthy today, fulfilled in the future and able to make their world an even better place.”

Values - We are CREW - Courage, Responsibility, Excellence, Wisdom

How should schools spend the Pupil Premium funding? (lifted from Cambridgeshire County Council website)

	<p>Schools must spend the funding for the educational benefit of their eligible pupils to boost progress as reflected in English and maths results. The funding can be used on services that benefit pupils at the school or their families, in the locality in which the school is situated.</p> <p>Examples of how the Pupil Premium can be used within schools:</p> <ul style="list-style-type: none"> • Phonics and Oral Language Intervention • Reading Comprehension Strategies • Collaborative Learning • Early Years Intervention • Feedback to the Learner • Enrichment Activities 	
6ii	<p>Safeguarding Update</p> <p>Attendance update – link governor had met with the Deputy Head to discuss the attendance levels. The Deputy Head has put into place clear procedures around managing low attendance. It was noted that there had been an improvement to the attendance data.</p> <p>There is currently one child on role that comes under LAC (looked after child) The LA are now providing the Virtual School service for the school to access in order to support the LAC. It was noted that the GB are to ensure that procedures and policies are being adhered to in line with DfE guidelines.</p>	
6iii	<p>Health and Safety Audit (undertaken by the LA) has been received by the school. The Head informed the governors there were a number of actions that were currently being worked on. There were a some amendments that needed to be made i.e. the addition of RIDOR into the Health and Safety Policy. These had already been completed by the Head.</p>	056 Health and Safety to be added as a standing item to the Resources Committee
7.	<p>Committee Reports - verbal</p>	
7i	<p><u>Teaching and Learning</u></p> <p>It was noted that the committee had met. It was noted that Safeguarding was discussed.</p> <p>No questions raised by the GB.</p>	
7ii	<p><u>Resources</u></p> <p>The report had been made available to the GB via Governor Hub – It was noted that the budget had been presented to the Resources Committee and although it is looking positive, it was noted that things can easily change (i.e. increase in utilities etc). The budget is looking robust (a small deficit and a healthy carryover) moving into the new financial year. The committee looked at and approved the School Financial Value Standard document. The governors duly approved the SFVS.</p> <p>Q./ A governor asked - Where are we now in terms of support quality and where are we looking moving into the next financial year?</p> <p>A./ The Head responded - The school has been fortunate in recruiting high</p>	

	<p>value teaching assistants and the need is being directed efficiently. There has been a huge reduction in using supply which has reduced the costs.</p> <p>It was noted that the budget for 2025-26 is currently being finalised and will be made available to governors at the earliest possible convenience.</p> <p>Q./ A governor asked - Even though we have an increase in the number of children in the school has this had a positive impact on the revenue stream coming into the school's budget?</p> <p>A./ The Head responded - We are down nearly £50,000 at this point the budget and this is even with the increase in the pupil numbers as they have come into the school after the budget allocation cut off date.</p> <p>Q./ Is there any evidence of Ofsted marking school down is the SEND provision is not being met in schools in relation to the funding?</p> <p>A./ The Head and Link Governor responded - If there is a disparity in the SEND provision then the school will be marked down by Ofsted and the financial status of the school would not be taken into account.</p>	
8.	Governor Business	
8i	<p>Governor Training Update/Feedback</p> <p>It was noted that there had been safeguarding training undertaken. Governors were encouraged to log any key training notes onto Governor Hub.</p>	
8ii	<p>Governor Visits</p> <p>Governors were encouraged to upload their visit reports onto Governor Hub.</p> <p>Governors were encouraged to attend SATS week, week commencing 12th May 2025 to carry out an overview check that the tests were being administered in line with DfE guidance.</p>	057 Governors to attend during SATS week to ensure that tests are being administered correctly.
9.	Policies –	
9i	<p>MRPS specific policies -</p> <ul style="list-style-type: none"> • Relationships Education including SRE Policy • Pupil Mental Health and Wellbeing Policy • Staff Health and Wellbeing Policy • Wellbeing Charter • Persistent Complaints and Harassment • Sustainability Leadership and Climate Action Plan <p>All of the above named documents were duly approved and adopted by the FGB.</p>	

9ii	Standard LA policies – <ul style="list-style-type: none"> Freedom of Information Publication Scheme Complaints Policy <p>All of the above named documents were duly approved and adopted by the FGB.</p>	
10.	AOB nil	
11.	<p>The meeting closed at 8:28pm Date of next FGB meetings;</p> <p>24th April 2025 (6:30pm) Budget Ratification brief call – Chair to set meeting link.</p> <p>19th May 2025 7th July 2025</p>	

Actions List

FGB Actions from 3 rd February 2025			
054	Spotlight for the newsletter and World Book Day – adults reading at home	Head	28 th February 2025
055	Subject on Page to made available on the school website.	Head	28 th February 2025
FGB Actions from 24 th March 2025			
056	Health and Safety to be added to Resources committee agenda	MB	31 st March 2025
057	Governor monitoring of SATS tests.	All	w/c 12 th May 2025