

MILFORD INFANTS' SCHOOL & PRE SCHOOL
Agenda for the Full Governing Body Meeting
Tuesday 3rd December 2024, 6.15 pm at Milford Infants' School



| Time | Item | Policies to be Reviewed / Review date | Accompanying Documents/Action required | Lead Governor |
|---------|--|---------------------------------------|---|---------------|
| 6.15 pm | Apologies for Absence | | Update Attendance List – Apologies | Clerk |
| 6.15 pm | Declaration of Business Interests & Notice of Confidential Items | | | Clerk |
| 6.15 pm | Urgent Matters Arising | | | All |
| 6.20 pm | Approval of Minutes of previous Full Governing Body Meeting | | Minutes of the meeting of 1 st October 2024 | Chair |
| 6.25pm | Appointment of Abhinav Singh Rana | | Committee structure / governor responsibilities | All |
| 6.30 pm | Action Points from previous meeting | | | All |
| 6:35 pm | Personnel Update | | | Chair |
| 6.40 pm | | | | All |
| 6.45 pm | Business Interest Forms | | Copies to circulate & sign | LD |
| 6.50 pm | Attendance data | | | Chair |
| 6.55 pm | SEND- report for previous academic year & report to parents on SEND policy | SEND (updated by Govs Jan '24) | SENco Annual Report attached to agenda ahead of meeting | Chair |
| 7.00 pm | Committee &/or Link Governor reports | | | All |
| 7:05 pm | School Development Plan | | Expenditure planning to be available | |
| 7:10 pm | Ofsted actions | | | All |
| 7:15pm | Health & Safety | Health & Safety Nov'23 | | WC |

| | | | | |
|---------|-----------------------------------|--|--|-------|
| 7:20 pm | Safeguarding | | | |
| 7:25 pm | Training | | | Chair |
| 7:30 pm | Academies (&/or future meetings?) | | Document on Sharepoint – all to review and input pros & cons | All |
| 7:35 pm | AOB | | To be notified to the Chair & Clerk in advance of the meeting with at least 24 hours' notice | All |

School Vision: *“to provide an outstanding personalised education for our pupils within a stimulating and safe environment. We aim to specialise in the education of 4-7 year olds, building a solid foundation of learning to enable and motivate the children to be the best that they can be. In our vision for the school we will work in partnership with parents so that our pupils excel and are inspired to be life-long learners.”*

3 Core Roles of Governors:

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

Action Points brought forward from previous meeting

| Action | | Completed |
|--|---|-------------|
| All Governors to complete NGA skills audit and return to Clerk & Chair – rest of Governors to complete & return. | All completed apart from KK | In progress |
| It was agreed that the school should list, for consideration by the Governors, the benefits and downsides for the children of three options: remaining as an Infants school, joining the same multi academy trust as the Junior School, or exploring becoming a Primary school with Milford Juniors. | This was discussed as an agenda item. | In progress |
| The Headteacher will check with the Yeovil Area Community Academy Trust their intended timescale for recruiting additional schools. | Over the next academic year – email in July | In progress |
| Governors will look at the policies in the ‘to review’ folder. | AP has looked and provided some feedback. | In Progress |
| Jill to email Jenny Thomas who may be interested in joining our Governors | | In Progress |

| | | |
|--|--|-------------|
| Alan to contact Khaline regarding SEN responsibilities | | In Progress |
| Safeguarding Governor – Alan P to confirm Emily to arrange/direct to safeguarding training once Governors in post | | In process |
| Louise to make amendments to policies as discussed and Emily to upload onto website | | Completed |
| Wendy to compose notes for Alan to take the concerns to GIST meeting 23/10 | | Completed |
| Wendy to look at data analysis regarding Pupil Premium | | Completed |
| Wendy to upload the Pros and Cons table onto Sharepoint for all to edit and add to | | Completed |
| Kunal to gather evidence with professionals and colleagues for and against joining an Academy | | In Progress |
| Alan to write up notes following a meeting with Ross Newman and send to all | | In Progress |
| Wendy to ask Andrew Wilson for a statement of safety | | Completed |

Dates of Next Meetings:

Tuesday 21st January 2025 6.15 pm Finance Committee
Tuesday 11th February 2025 6.15 pm Full Governing Body