



New York Primary School
Federated with
 Frithville Primary School

**Minutes of the Full Governors' meeting held on Thursday 1st December 2016 at
 New York Primary School**

<u>Name</u>	<u>Governor Type</u>	<u>Position</u>	<u>Present/Apologies/ Absent</u>
Mr P. Bargh	<i>Ex Officio</i>	Head Teacher	P
Mrs A. Virk	Parent		P
Mr G. Curley	Co-Opted	Vice Chair	P
Ms K. Chalmers	Co-Opted		AP
Mrs S. Brackenbury	Local Authority	Chair	P
Mrs K. Cox	Co-Opted		P
Mrs A. Green	Staff		AP
Mrs K. Stokes	Co-Opted		P

In attendance: Mrs A. Saxton, Clerk to Governors
 Mr M. Adams, Senior Administrator (6.55 pm to 8 pm)

The meeting commenced at 6.05 pm. It was quorate.

1/ Welcome and Introductions:

Mrs Brackenbury welcomed everyone to the meeting and extended a special welcome to Mrs Stokes, newly-appointed Co-Opted Governor. Everyone introduced themselves. Mrs Brackenbury advised Governors that Mrs Holland has resigned from the Governing Body due to health reasons. Governors were informed that Mr Adams would be attending the meeting at 7 pm to present the financial reports.

2/ Apologies for Absence:

Apologies for absence had been received from Ms Chalmers and Mrs Green due to illness. It was resolved to accept these as authorised absences in respect of the above attendance record.

3/ Declarations of Interest for items to be discussed at the meeting:

There were no declarations of interest.

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4/ Devolved Capital Projects:

Mr Bargh advised that, during the past six years, all classrooms at both schools had been totally refurbished. New York has been granted finance to install a disabled Hygiene Suite and a site survey will be undertaken before the Christmas holiday. A general discussion on this matter took place. Governors expressed their delight at the news. Mr Bargh advised that equipment for special needs pupils is obtained from Eresby School. Governors noted the *Wheelchair Services* provision whereby parent/carers can obtain a wheelchair for school use subject to a referral from their GP.

Action: Mr Bargh to advise the SENDCO of this service

5/ Minutes of the Full Governing Body meeting held on 22nd September 2016:

The minutes of the Full Governing Body meeting held on 22nd September 2016 had been circulated in advance of the meeting to all Governors. The Governors confirmed that they had received and read the minutes.

i/ Accuracy:

It was agreed unanimously by those Governors present at the meeting on 22nd September 2016 that the minutes were a true and accurate record of the discussions that took place. Mrs Brackenbury signed and dated the minutes.

ii/ Matters Arising:

a/ Following the resignation of Mrs Holland, the following responsibilities were allocated:-

- Mr Curley – SATs supervision
- Mrs Virk – Federation website monitoring

Action: Clerk to send details of website requirements to Mrs Virk

b/ Pay & Performance Review Committee. It was agreed that this committee meeting would be held after the Full Governors' meeting on Thursday 12th January 2017. Committee members are Mr Curley, Ms Chalmers, and Mrs Cox.

6/ Head Teacher's Report:

The *Head Teacher's Report and Self-Evaluation 2016 – 17* had been issued in advance of the meeting. The Governors confirmed that they had received and read the report. A copy is filed as Appendix A and forms part of these minutes.

a/ Strategic Intent:

Mr Bargh referred Governors to the Strategic Intent statement and a discussion took place. Mr Bargh explained the role of the Teaching Assistants (TAs) within the classroom environment and reminded Governors of the diverse classes at each school. Governors noted that TAs help with break- and lunch-time duties, and that both schools are the only

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local schools where every year group goes swimming. All pupils are able to swim at least 25 metres before they leave the school. Mr Bargh advised that the Federation is very proud of this achievement.

Governors agreed to amend the Strategic Intent wording as follows:-

We aim to provide the best opportunities for all children to reach their potential, and to achieve this we intend to employ one member of class-based staff per year group.

The Governors confirmed their agreement with the sentiment of the Strategic Intent statement.

b/ Federation Improvement Plan (FIP) and milestones:

A discussion took place on the FIP and the milestones. Governors noted the RAG colour-coded system which indicated the status of each activity. It was noted that an update would be given at the next Governors' meeting.

i/ Priority 1: Secure consistently good or better teaching, learning and assessment across the Federation:

Following a question from Governors, Mr Bargh explained that "Learning Behaviours" (Priority 1, milestone 1) referred to the way in which the children were encouraged to become independent learners without relying on others. The Federation was a "safe" place to make a mistake. Crosses for incorrect work were not used in the marking system. If a child makes a mistake, the error is highlighted by a dot, which can subsequently be amended to a tick, once the error is rectified. **Following a further question from Governors**, Mr Bargh advised that if a child asks a friend for help and incorrect advice is given, the staff intervene to correct the mistake. Mr Bargh referred Governors to Appendix 9 of his report and explained in depth the Strategic Intent model. The curriculum is made up of Programmes of Study and each lesson has learning objectives. Assessment for Learning, Mastery, and Lesson Observations were discussed. **Following a question from Governors**, Mr Bargh explained that the Federation has always taught in this manner but the procedure had now been written down. Following the introduction of the new curriculum and the changes in SEND provision, there was now an opportunity to fine-tune the Federation's teaching processes. **Governors questioned if there were "Go To" children in the event that a pupil needs help.** Mr Bargh advised that that was the case.

ii/ Priority 2: Maintain and continue to develop an exciting and creative values-based curriculum:

Governors noted the amber colour-coding for the 20th December milestones for Priority 2 as follows:-

Evidence in pupils' books will show progress for all year groups at all levels.

Pupils to be given opportunities for longer writing, including in foundation subjects to evidence their use of SPAG skills

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Children’s books to show sequence of work developed around SPAG objectives

The assessment and evidence will reflect what pupils can typically do nationally and will be judged accordingly

Following a question from Governors, Mr Bargh explained that more time is needed for initiatives to be developed and shared. A Workshop will be held shortly, and the Deputy Heads will undertake work scrutiny sessions.

References to the EA were noted in the Evidence and Review of Impact section, and Mr Bargh agreed to remove them.

Following a question from Governors, Mr Bargh explained that the evidence for staff CPD was in Appendix 8 which cross-referenced the training to the relevant priority. Back-up information on staff training is on the website. **Following a further question from Governors**, Mr Bargh explained that information obtained at staff training sessions is disseminated to other members of staff. Evidence is available to support this.

Governors noted the requirement to introduce the *Adopt a Governor* scheme, and for a Governor to work with the Deputy Head at Frithville on the “Change Team.” It was agreed to discuss these matters later in the meeting.

There were no further questions on the Head Teacher’s Report, and the Governors, led by Mrs Brackenbury, thanked Mr Bargh for the information.

Mr Adams, the Senior Administrator entered the meeting at 6.55 pm. The Governors welcomed him, and introductions took place.

7/ Financial Reports:

Financial reports for both schools had been issued in advance of the meeting. The Governors confirmed that they had received and read them. The report for New York is filed as Appendix B and forms part of these minutes.

i/ New York:

a/ Summary:

Pupil numbers have recovered and early signs show the estimated admission in September 2017 as 6. The budget is positive for at least 3 years. A TA is leaving in December and has been replaced by one with fewer hours. There are 38 pupils on roll. The LCC has approved funding for the disabled care suite.

b/ Agresso:

Following a question from a new Governor, Mr Adams explained the historical problems with the Agresso financial system. The SERCO Improvement Plan has resulted in more accurate figures and the 2016/17 payroll reports would appear to be correct. Price Waterhouse Coopers have undertaken an external validation. A discussion took place on the

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problems with the Agresso system. Mr Adams explained that the system links HR, finance, and payroll and will be good when it is working correctly. Mr Adams confirmed that he was on the School Board Committee which represents schools that use the Agresso system, and is, therefore, able to express the schools' concerns with the software.

c/ Number on Roll:

Pupil numbers at New York are pleasing. The ideal number would be 42/43. In real terms, the budget is squeezed each year by 2-3%. There are no large cohorts moving through the school.

d/ Premises:

The funding for the disabled hygiene suite has been secured from the LCC. Governors congratulated Mr Bargh and the Deputy Heads for their hard work in securing this funding, particularly given the current economic climate. **Following a question from Governors,** Mr Adams advised that the LCC funding would cover the full cost of the project.

Notice had been given to Kier/Mouchel for the premises buy-back due to the high costs involved in using out-of-County suppliers. Discussions are taking place with three other companies to provide statutory maintenance and repair services. A discussion on this matter took place. Mr Adams explained that the cost of repairs and maintenance was a County-wide issue and small schools will now have to pay a lot more for repairs and maintenance than under the Premises Buyback scheme.

e/ Expenditure Report April to November 2016:

Estimated actual spend at the end of November is 62.46%, which is slightly under expectations. The forecasted estimated spend is 91%. The report shows that the financial planning system is working effectively.

Following a question from Governors, Mr Adams explained that budget not spent was carried over to the next financial year. The maximum carry forward was £30,000. Any additional carry forward had to be used for capital projects.

Governors questioned in depth some of the figures in the report as follows:-

Code E05 shows an overspend for Administrative and Clerical Staff. Mr Adams advised that there had been a coding error. Some teaching salaries had been coded to E05 instead of E01. The error had been noted and was being rectified.

Code E15 for water and sewage show a high expenditure. Mr Adams explained the historical problem related to the water leak. The leak has been repaired and discussions with the Water Authority are still on-going. The Federation has received a partial refund from the Water Authority but has expressed concerns that the first they knew about the leak was when the bill was received. A general discussion on this matter took place. **Governors asked if it would be possible to receive a quarterly statement from the LCC showing the amount of water used. It was noted that the only way to prevent a similar situation occurring again was to read the water meter on a weekly basis.**

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Code E26 for Agency Teaching Staff has a high budget figure. Mr Adams explained that £4000 had been budgeted for agency teaching staff as a worst-case scenario as it was difficult to predict what the actual expenditure would be. Money not spent would be used as part of the carry forward.

A general discussion took place on SEND funding. **Governors questioned how the Federation could show how the SEND money was being spent specifically on those pupils for whom it was intended.** This is Additional Support Funding (ASF). On top of the core education funding, schools are given an additional amount of funding to meet the special educational provision of pupils with SEND. This funding comes from a particular funding stream called either the designated schools grant or schools block. This funding forms part of a school's 'notional SEND budget'.

Currently, the government suggests that a school should use their notional SEND budget to fund up to £6,000 worth of special educational provision for a pupil with SEND. This is an average figure, as not all pupils with SEND require special educational provision beyond the amount of £6,000. It should heavily depend on the individual needs of each pupil with SEND. Additional support funding is used for pupils requiring special educational provision, including, for example, the commissioning of external experts such as therapists to attend a school and provide support.

2/ **Frithville:**

Discussions on the Frithville financial report are recorded as Confidential Minutes.

The Governors thanked Mr Adams for his report and advice. Mr Adams left the meeting at 8 pm.

8/ **Governor Reports:**

Mrs Brackenbury advised that the SEND Reports were on the Governors' section of the website, and the Single Central Register visit had been completed. The EYFS audit will be re-scheduled and Mrs Brackenbury confirmed that she would be undertaking the Teaching & Learning visit.

Mr Curley, Chair of the Head Teacher's Performance Review Committee, advised that the meeting with Mr Bargh had taken place. The Head Teacher's Objectives had been reviewed and the Committee had agreed that these had, in general, been met. Pupil progress targets had been discussed and Mr Bargh had explained the problem with certain cohorts. The Committee had agreed that Mr Bargh had met the Teaching & Learning Objectives, and Committee members had commended him for his efforts. A new set of objectives had been set and these will be incorporated into the Self Evaluation Form (SEF). The Committee had offered Mr Bargh a 1-point salary increase. Mr Bargh had thanked them but had declined the offer.

9/ **Terms of Reference Complaints Committee:**

Following a discussion at the Full Governors' meeting on 22nd September 2016, the Terms of Reference for the Complaints Committee had been amended to incorporate mention of the

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timescale in which a complaint would be handled. The revised version had been issued to Governors in advance of the meeting.

Governors agreed unanimously to adopt the revised Terms of Reference for the Complaints Committee.

10/ Governing Body Self Review:

Mrs Brackenbury thanked Mrs Cox and Mr Curley for responding to her request for information to help complete the 20 Questions document.

A discussion took place on how best to proceed. Governors noted the importance of “owning” the 20 Questions document and the need to show that the Governing Body is doing its job effectively. Following further discussions, the following actions were agreed:-

- i/ Clerk to re-circulate to all Governors the 20 Questions document with Mrs Brackenbury’s amendments, together with Mr Curley’ s and Mrs Cox’s responses. Governors will be asked to come to the next meeting on 12th January 2017 with responses and questions.
- ii/ A Working Party should be set up in the Spring term to investigate this matter and report back to the Governing Body with suggestions. Mrs Cox and the Clerk volunteered to be on the Working Party.

11/ Any Other Business:

- i/ Skills Audit forms were completed by those Governors present and handed in to Mrs Brackenbury. Copies of forms were left for distribution to Governors who were not present. Mrs Brackenbury agreed to prepare a Skills Audit matrix for discussion at the next meeting.
- ii/ Adopt a Governor and the Change Team. The following responsibilities were agreed:-

Mr Curley – Class 1 at Frithville and the Change Team
Mrs Brackenbury – Years 5 and 6 at Frithville
Mrs Stokes – Class 1 at New York
Mrs Cox – Class 2 at New York

It was suggested that Ms Chalmers could be asked to monitor Years 3 and 4 at Frithville.

Action: Mr Bargh to liaise with Ms Chalmers

It was agreed that Governors should visit their adopted class at least once a term and/or at special events (Remembrance Day, Sports Day).

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12/ Correspondence:

Mrs Virk and Mrs Stokes signed the Declaration of Personal Interests form and the Code of Conduct. Mrs Cox signed the form to say that she had read the *Keeping Children Safe in Education* document.

13/ Revised Dates for meetings:

Following a discussion, it was agreed to re-schedule the meeting planned for 30th March 2017 to 23rd February 2017.

Action: Clerk to amend and re-issue list of meeting dates, and advise the Senior Administrator

**14/ Items for the next Agenda (12th January 2017):
Focus on standards & curriculum**

- a/ Head Teacher's Report to include update on milestones
- b/ Governor reports – update on visits to the schools, report from Mrs Virk on website
- c/ Governing Body Self Review: –
 - i/ Update on 20 Questions responses and formation of Working Party.
 - ii/ Skills Audit analysis results.
- d/ Policies for approval: Child Protection, Educational Visits, E-Safety, and Health & Safety.
- e/ Staffing/financial update (Confidential)

As there were no further matters for discussion, Mrs Brackenbury thanked everyone for attending and for their contributions. The meeting closed at 8.25 pm.

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