



New York Primary School  
*Federated with*  
 Frithville Primary School

**Minutes of the Full Governors' meeting held on Thursday 14<sup>th</sup> July 2016 at New York Primary School**

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

**In attendance:** Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6.05 pm. It was quorate. Mrs Brackenbury welcomed everyone to the meeting.

**1/ Apologies for Absence:**

Apologies for absence had been received from Mrs Virk due to health reasons, and Mr Foster due to family commitments. It was resolved to accept these as authorised absences in respect of the above attendance record. Mr Adams, the Senior Administrator, had sent his apologies due to work commitments.

**2/ Declarations of interest for items to be discussed at the meeting:**

None were declared.

**3/ Minutes of the Budget-Approval meeting for non-Staff Governors held on 9<sup>th</sup> June 2016:**

The minutes of the budget-approval meeting for non-Staff Governors held on 9<sup>th</sup> June 2016 had been circulated in advance of the meeting to the relevant Governors. Those Governors present confirmed that they had received and read the minutes.

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**i/ Accuracy:**

It was agreed unanimously by those Governors present at the meeting on 9<sup>th</sup> June 2016 that the minutes were a true and accurate record of the meeting. Mrs Brackenbury signed and dated the minutes.

**ii/ Matters Arising:**

**Following a question from Governors**, Mr Bargh explained that funding for each school was reduced by £20,000 due to the fall in the number of pupils. However, six new pupils had joined New York since Easter, and adverts in the local press and leaflet drops were being undertaken to attract additional pupils.

**4/ Budget Update Reports:**

Budget Update Reports for Frithville and New York had been issued in advance of the meeting. The Governors confirmed that they had received and read the reports. Copies are filed as Appendices A (Frithville) and B (New York), and form part of these minutes.

Governors noted the on-going problems with the Agresso system and the improvement in pupil numbers at New York. A general discussion on these matters took place.

Mr Bargh advised that it may be necessary to re-locate staff between the New York and Frithville sites to accommodate changes in pupil numbers. Mr Bargh updated Governors with the latest staffing structure and changes to Teaching Assistant (TA) working hours. A parent from Frithville is undertaking a TA-sponsored training session and will be working at New York three days per week free of charge.

**5/ Head Teacher's Report/Self-Evaluation Form:**

These documents had been issued in advance of the meeting. The Governors confirmed that they had received and read them. Copies are filed as Appendices C and D, and form part of these minutes. Mr Bargh advised Governors that the sections highlighted in yellow had been updated from the previous year.

Mr Bargh referred to Appendix 5 and highlighted the high level of pupil mobility. **Following a question from Governors**, Mr Bargh advised that the main factor was families moving in and out of the area. A general discussion on this matter took place.

Behaviour and Safety of pupils (Appendix 6) were discussed. Mr Bargh advised that the reports of the recent visit by the Educational Advisor would be issued to Governors shortly. The report for Frithville is much improved compared to last year. A discussion took place on the attendance figures. Governors noted that both schools were above the national average of 95.5%, despite the 6-week sickness bug at New York earlier in the year.

General discussions took place on the Cause for Concern figures; 12 at Frithville and 15 at New York. Mr Bargh explained that he was the lead professional for the Team Around the Child issues. The matter at Frithville has been resolved as the family has moved out of the area.

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Mr Bargh referred to Appendix – CPD for staff and Governors. Governors were requested to advise Mrs Hawkins at New York when they had completed training courses. The colour-coding system highlights external interventions such as Peer Support and Cluster meetings. Governors noted section 2.1 of the Head Teacher’s Report whereby the aim of staff CPD is to ensure a consistent approach to assessment across the Federation. **Following a question from Governors**, Mr Bargh explained that there would be a lot more monitoring and evaluation, and more effective roles for the Deputy Heads and Middle Leaders.

A general discussion took place on the Federation Improvement Plan (FIP). Governors noted that this document would be updated in the next few weeks.

***Action: Mr Bargh to send FIP to Governors before the next meeting***

Mr Bargh advised Governors that he had overall responsibility for safeguarding in the Small Aspiring Schools Collaboration. All safeguarding training would be undertaken again, and a detailed record kept on a spreadsheet. The Federation curriculum will be revised to include Mastery for Maths (the use of maths in other subjects i.e ratio/proportion in Geography). **Governors advised that funding for Maths teaching may be available via the Maths Hub website.**

***Action: Mr Bargh to follow up this matter through the cluster meetings***

Mrs Parsons has taken a lead on the training of Teaching Assistants to ensure they are fully conversant with the new National Curriculum. A general discussion took place on the EYFS provision. Mr Bargh advised that it was regarded as “Good”. **Following a question from Governors**, Mr Bargh stated that there was a lot of evidence to support the “Good” judgement – Educational Advisor reports, Peer Review reports, and close collaboration work with Gipsey Bridge Pre-School and staff at Wyberton Primary School.

Discussions took place on the quality of teaching and learning. Governors noted that the staff work well together to support each other. There are high expectations for all pupils including those with SEND. The staff believe that all children must aspire to their best. A general discussion on this matter took place. **Governors confirmed the importance of engendering a sense of aspiration in parents and carers.**

Governors discussed section 2.4 of the SEF and noted that the SEND tracking shows rapid improvements for disadvantaged children. Mr Bargh suggested that Governors look at the Ofsted Parent View report which gives a score of “Outstanding”.

Mr Bargh referred to section 2.5 of the SEF, and explained that a priority was to address staff absence. The majority of staff have a very high commitment to the Federation.

A general discussion took place on the EYFS results. Governors noted that the predicted results were in line with the actual results, and the importance of ensuring the accuracy of base line assessments.

**Following a question from Governors**, Mr Bargh advised that key issues for improvements in KS1 and KS2 had been identified as follows:-

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KS1: Ensure attainment for higher achievers is securely in line or above national expectations, especially in Maths and writing. Ensure children achieve Age Related Expectations (ARE) standard achievement or higher.

KS2: To ensure attainment in writing and Maths increases, resulting in pupils achieving the ARE standard achievement or higher.

**Following a question from Governors**, Mr Bargh explained that ARE cannot be followed for SEND pupils. Progress for SEND pupils is monitored but not in the same way. The teacher predictions for KS1 and KS2 results were very accurate, especially as the levels had been removed. Governors noted the very good results for KS1 pupils at Frithville, and noted the difficulty of the reading tests (a reading age of 15 was expected for an 11-year old).

**Following a question from Governors**, Mr Bargh advised that the children were encouraged to persevere with the tests by looking forward to future questions. Practice test papers were also used. Some New York pupils struggle to attain ARE but have made good progress. Parents/carers are advised of the positive aspects of their child's development even if ARE has not been achieved. Parents/carers are keen to know about their child's behaviour and involvement in other school activities. A general discussion on this matter took place.

There were no further comments on the Head Teacher's Report and the SEF, and the Governors thanked Mr Bargh for his work.

#### **6/ Update from the Policy Review Committee:**

Mrs Brackenbury invited the Clerk to provide an update.

The Clerk advised that, at the last meeting of the Policy Review Committee, it had been decided that the following policies should be included in the Federation's Policy portfolio:-

Allegations of Abuse made against Staff  
Capability  
Staff Discipline, Conduct, and Grievance  
Supporting Children with Medical Needs  
Teachers' Pay Policy

Governors agreed unanimously that the above policies should be included in the Federation's Policy portfolio.

***Action: Mr Bargh to prepare draft versions of the above policies for approval at the Full Governors' meeting in September***

#### **7/ Update from the Head Teacher's Performance Review Committee:**

Mrs Brackenbury advised that Committee members (herself, Mr Curley, and Miss Chalmers) had attended the training course on Tuesday 5<sup>th</sup> July 2016. The course had been led by Mr Richards, the Federation's Educational Advisor.

Discussions took place on the appointment of an external advisor to attend the Head Teacher's Performance Review meeting. Governors were advised that the cost of an external advisor is £430 per day. It was suggested that a Head Teacher from the Small Aspiring

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Schools Collaboration could act as the external advisor, thereby saving costs. Further discussions took place, and it was agreed that the most suitable advisor would be a Head Teacher who had not been involved in the Peer Review meetings, and a Chair of Governors from another school.

***Action: Mr Bargh to contact Head Teachers in Small Aspiring Schools Collaboration about this matter***

Mrs Brackenbury advised that discussions with Mr Bargh had indicated that set objectives were on target to be met. The Committee is very pleased with the progress made. The suggestions for targets for the FIP for next year were welcomed by the Governors.

**8/ Re-structuring of Governing Body meetings:**

The Governors agreed to continue with the new structure of Governors' meetings that had been running as a pilot scheme since April i.e. Remove the committee structure and alternate standards and finance foci at Full Governors' meetings.

**9/ New Code of Conduct:**

Governors confirmed that they had received the new draft Code of Conduct. Paper copies were issued. Mrs Brackenbury advised that the new draft had been based upon the Code of Conduct suggested by the National Governors' Association. She urged the Governors to read the new draft Code of Conduct very carefully and contact her with any questions or concerns. She reminded Governors that they would be asked to sign it at the meeting in September.

**10/ Monitoring and Evaluation Schedule:**

Mr Bargh gave a demonstration of this document using the white board. The schedule is divided into five sections as determined by Ofsted inspections. **Following a question from Governors**, Mr Bargh advised that the first draft of the document would be discussed with the staff on Monday 18<sup>th</sup> July 2016. Dates and activities would be recorded in each section of the schedule. **Governors confirmed that they were happy with the way in which the information will be presented.**

**Governors noted the inclusion of Governor Visits in the Schedule.** The EYFS visit will coincide with the Base Line results. There will be a SEND visit, and a Teaching & Learning visit focussing on Mastery. The results of the visit reports will be presented at Full Governors' meetings. **The Governors confirmed their agreement with this arrangement.**

**11/ Dates of meetings 2016 – 17:**

A proposed list of meeting dates for 2016 – 17 had been issued to all Governors in advance of the meeting. The Governors confirmed that they had received and read the information.

A general discussion took place. It was suggested that some dates should be amended to enable a better spread of meetings throughout the academic year. Following further discussions, it was agreed to keep the meeting dates as per the proposed list, to tie in with

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benchmark dates on the FIP. Working groups and regular communication would ensure Governors are fully involved in the Federation's activities.

It was agreed to retain the start time for meetings as 6 pm.

**12/ Any Other Business/Correspondence:**

i/ **Following a question from Governors**, Mr Bargh explained the Federation's promotional activities. Using the white board, Mr Bargh displayed adverts to be published in the Boston Target and the East Lindsey Target. Open Days for prospective parents/carers will be held on Wednesday 5<sup>th</sup> October and Wednesday 12<sup>th</sup> October 2016. Leaflets on each school have been prepared and are being distributed to existing parents/carers, and the wider community (including The Hive information point at RAF Coningsby).

**Following a question from Governors**, Mr Bargh advised that the Open Days were for reception children to visit the schools whilst the pupils were swimming.

ii/ A letter had been received from the local branch of the Royal British Legion inviting a representative from the Federation to their Presentation Evening on Saturday 27<sup>th</sup> August 2016. A general discussion took place. Governors expressed their willingness to attend but were concerned about their availability given the date of the event on Bank Holiday Saturday.

***Action: Clerk to remind Governors nearer the time about this event***

iii/ Mr Curley informed Governors that he would be representing the Federation at the presentation of the Pendragon Award for handwriting.

iv/ Mr Bargh advised Governors that the Federation had won the Gold Schools' Games Mark Award, a Government-led awards scheme that rewards schools for their commitment to the development of competition across their school and into the wider community.

The Governors congratulated everyone involved with this achievement.

v/ A meeting had been held with the LCC Highways Department who had agreed to install two new signs on the main road near New York indicating the location of the school. There would be no cost to the school but the timescale for the installation of the signs was not known.

vi/ Planning permission has been received from the Parish Council to install two larger signs at New York School. The trees at the front of the school are to be trimmed.

**13/ Items for the next Agenda: (15<sup>th</sup> September 2016):**

Election of Chair and Vice Chair

Allocation of special responsibilities to Governors – Health & Safety, safeguarding, data analysis, SATS supervision, website monitoring

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Allocation of Governors to Pay & Performance Review Committee (not Head Teacher's)

Head Teacher's Report to include Federation Improvement Plan (FIP), SATs results and update on Monitoring & Evaluation Schedule

Terms of Reference: Full Governing Body, Complaints Committee, and Pay & Performance Review Committee

Policies: Allegations of Abuse made against Staff; Capability; Charging for School Activities; Complaints; Performance Management; Sex & Relationships; Staff Discipline, Conduct, and Grievance; Supporting Children with Medical Needs; Teacher's Pay Policy.

Governors to sign: Code of Conduct (new version); Declaration of Personal Interests forms; and Safeguarding Children in Education document.

Mr Bargh thanked the Governors for their support and hard work during the past academic year.

As there were no further matters for discussion, Mrs Brackenbury thanked everyone for attending and for their contributions. The meeting closed at 7.55 pm.

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Signature of Chair .....

Date.....