



New York Primary School  
*Federated with*  
 Frithville Primary School

**Minutes of the Full Governors' meeting held on Thursday 16<sup>th</sup> March 2017 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	AP
Ms K. Chalmers	Co-Opted		P
Mrs S. Brackenbury	Local Authority	Chair	P
Mrs K. Cox	Co-Opted		P
Mrs A. Green	Staff		P
Mrs K. Stokes	Co-Opted		AP
Mr B. Foster	Parent		P

**Invitee:** Mrs F. Parsons, Deputy Head, Frithville Primary School

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

The meeting commenced at 6 pm. It was quorate. Mrs Brackenbury welcomed everyone and advised that Ms Chalmers had agreed to chair the meeting, as part of the on-going programme of enhancing Governors' skills.

**1/ Apologies for Absence:**

Apologies for absence had been received from Mrs Stokes due to a prior commitment, and Mr Curley due to a family commitment. It was resolved to accept these as authorised absences in respect of the above attendance record. The Clerk advised the Governing Body that Mrs Sidwells has resigned as a Co-Opted Governor due to health reasons.

Apologies for absence had also been received from Mr Adams, the Senior Administrator.

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

There were no declarations of interest.

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**3/ Report by Mrs Parsons, Deputy Head, on the Mobilise Project:**

Ms Chalmers thanked Mrs Parsons for attending the meeting and invited her to give her presentation. Mrs Parsons issued a document on the Mobilise project, a copy of which is filed as Appendix A and forms part of these minutes.

Mrs Parsons explained that Mobilise is a 12-month national project, organised by the Education Endowment Foundation, designed to bring about ways in which Teaching Assistants (TAs) are deployed. The aim is to improve working environments and outcomes for children. Over £5 billion is spent each year on TAs and there are more than 380,000 of them in schools in England. There are more TAs than teachers.

Mrs Green entered the meeting at 6.05 pm and apologised for being late.

Using a display board, Mrs Parson explained the 7 recommendations for making the best use of TAs, and the scaffolding framework for TA-pupil interactions. An informal meeting is held each week with the TAs to review progress. Governors were advised that there is display board in the Staff Room at each school.

**Governors asked how TAs progress was being monitored.** Mrs Parsons advised that informal TA Observation sheets are completed. In addition, the TAs observe each other. It is hoped that TA observations can be expanded to encompass the Federation. Mrs Parsons advised that Governors wishing to attend the 2-day Mobilise training course should let her know.

The Governors thanked Mrs Parsons for her presentation and Mrs Parsons left the meeting at 6.10 pm.

Mr Bargh demonstrated the colour-coded prompt cards used by all class-based staff for questioning the children. Governors examined the prompt cards and a discussion took place.

**Governors questioned if there was time for a weekly meeting with TAs.** Mr Bargh explained that meetings with TAs took place on Monday morning at Frithville and Monday afternoon at New York, during assembly time.

**Governors asked Mr Bargh to explain the remit for the 12-month project.** Mr Bargh advised that the project was a research-based exercise, which would then be developed after the initial 12 months.

**4/ Minutes of the Full Governing Body meeting held on 12<sup>th</sup> January 2017:**

The minutes of the Full Governing Body meeting held on 12<sup>th</sup> January 2017 had been circulated in advance of the meeting to all Governors. The Governors confirmed that they had received and read them.

**i/ Accuracy:**

It was agreed unanimously that the minutes were a true and accurate record of the Full Governing Body meeting held on 12<sup>th</sup> January 2017. Mrs Brackenbury signed and dated the minutes.

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Signature of Chair.....

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ii/ **Matters Arising:**

Page 2 Item ii/ Matters Arising. Mrs Brackenbury advised that she had now visited Class 2T at Frithville and would be visiting again on Tuesday 21<sup>st</sup> March.

5/ **Head Teacher's Update:**

Ms Chalmers invited Mr Bargh to give an update on the recent Ofsted visits.

Mr Bargh advised that a one-day Section 8 visit by Ofsted had taken place at Frithville on 21<sup>st</sup> February 2017 and New York on 9<sup>th</sup> March 2017. The schools had been inspected by different inspectors. The report regarding the Frithville inspection had been issued to Governors in advance of the meeting. The draft report regarding the New York inspection was presented to Governor at the meeting. Copies of the reports are filed as Appendix B (New York) and Appendix C (Frithville) and form part of these minutes.

Mr Bargh advised Governors that Ofsted had officially judged Frithville to be "Good". The draft report for New York was positive and speaks highly of the school. Mr Bargh commented that he was very happy with both reports and felt that both Ofsted inspectors had understood the ethos of each school.

i/ **New York:**

Mr Bargh referred to the draft letter for New York and read out significant parts of it. He quoted a sentence from a pupil "it doesn't matter what you struggle with, New York is a haven for everyone." Governors were moved by the sentiments expressed by the pupil.

**Governors noted the positive comments made by the Ofsted inspector with regard to highly-supportive parents, safeguarding, and the handling of any bullying incidents.**

**Governors noted the comment on page 2 of the letter regarding the Ofsted observation that teachers do not always step in quickly enough, particularly in mathematics, to move pupils on to more challenging work. They asked Mr Bargh to explain how this matter would be resolved.** Mr Bargh advised that the matter had already been resolved. The issue had been identified because the Ofsted inspector had seen that a pupil had completed a full page of the same type of questions. Teachers do move the pupils on to more challenging work, but there is little evidence in books to show that this happens as most is done orally or on white boards.

**Governors noted that the Ofsted inspector considered that attendance was below the national average and asked Mr Bargh for an explanation.** Mr Bargh explained that the attendance data is based on figures up to Easter 2016, and there was a massive sickness bug during Christmas 2015 which significantly affected the figures. He stressed to Governors that New York does not have an attendance issue. During the last academic year, there were four pupils who required regular hospital appointments. A discussion on this matter took place. Mr Bargh advised that attendance data figures would be presented with and without those pupils with on-going medical conditions.

**Governors asked Mr Bargh to explain the issue identified with regard to comprehension.** Governors noted the next steps advised by the Ofsted inspector with

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regard to ensuring that teachers give pupils more opportunities to answer questions requiring inference skills, to improve the reading comprehension skills. The problem stemmed from timed comprehension exercises, where some children only completed the first few questions which are usually information retrieval and not having time to complete the more complex inference questions. The issue identified has already been rectified, ie completing every other question, starting with the last question, or a range of questions within the task.

Governors noted the Ofsted inspector's recommendations that subject leaders develop their leadership skills so that Governors can hold them to account for improvements in the quality of teaching and pupils' achievement in their area of responsibility; leaders and those responsible for governance work more extensively with parents to improve the attendance rate; and accelerate pupils' progress in writing and mathematics by teachers intervening quickly to move pupils on to more challenging work, and insisting that pupils use their spelling and punctuation skills accurately when they write at length in all subjects.

**ii/ Erithville:**

Governors noted the positive comments made by the Ofsted inspector with regard to the harmonious school community, the support from parents, and the continuing good quality of education offered by the school.

**Governors asked Mr Bargh to explain the issue regarding comprehension.** Mr Bargh explained that evidence was available but was not immediately to hand. Most of the reasoning is done using the white boards and not noted in the books.

**Governors asked Mr Bargh to explain the Ofsted inspector's comments regarding the lack of evidence for reasoning in mathematics.** Mr Bargh explained that reasoning is shown in the books but there was insufficient time to go through them in depth on the day. A new marking scheme will help identify types of question in children's books and work scrutinies focusing on reasoning alone will ensure staff consistently challenge pupils using questions that involve mathematical reasoning, to enable more pupils to achieve highly.

Mr Bargh thanked the Governors for their help and support during the Ofsted inspections. He advised that the reports would be seen by teachers and subject leaders early next week.

**6/ Schools' Financial Value Statements**

The Schools' Financial Value Statements for each school had been issued to Governors in advance of the meeting. The Governors confirmed that they had received and read the documents. Governors agreed unanimously that the contents of both documents were accurate. Mrs Brackenbury signed and dated the documents.

**7/ Governor Reports:**

**i/ Website report by Mrs Virk:**

Mrs Virk advised that she had checked the Federation's website on two separate occasions to ensure that it complied with Lincolnshire County Council requirements.

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Signature of Chair.....

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Mrs Virk commented that the website was easy to access and included all the required information such as Special Needs, Performance Tables, ethos and values, Pupil Premium strategy, and PE and Sports Premium details.

The following areas for attention were noted:-

- a/ There should be a named person at each school as a contact point.
- b/ The website does not yet include the Remissions Policy

**Action: Mr Bargh to arrange for this policy to be added to the website**

- c/ Photographs and roles/responsibilities of the Governors need to be added to the website

Mr Bargh thanked Mrs Virk for undertaking this work, and extended a special thanks to Mr Taylor, the website developer.

**ii/ EYFS Visit by Ms Chalmers:**

Ms Chalmers advised Governors that she had undertaken an audit of the EYFS facilities at both schools in November 2016. The report of her visit is on the G Drive. A copy is filed as Appendix D and forms part of these minutes.

Ms Chalmers advised Governors that EYFS outdoor areas at both schools have been improved since the last audit in 2015. The children at New York are more engaged now that they are working in a non-classroom environment. The Head of EYFS at New York has received additional phonics training and has disseminated this information to teachers and TAs. A 20-minute per day "hidden" phonics lesson takes place. The children's enthusiasm for phonics has increased. There have also been good improvements in children's attainment at Frithville.

Suggestions for improvement are:-

- a/ Extra volunteer helpers on Wednesday afternoons at New York
- b/ Management training for the Head of EYFS Department to enable her to continue to bring out the best in her team
- c/ More time for the Head of Department to be spent at Frithville to assess the new cohort to ensure that improvements continue

A discussion took place on the report presented by Ms Chalmers. **Governors asked if EYFS teaching staff were better able to undertake baseline assessments.** Mr Bargh replied "Yes – as external judgements are provided by Ofsted and the Collaborative Partnership."

The Governors thanked Ms Chalmers for her report.

**iii/ Pupil Questionnaire Analysis:**

The results of the Pupil Questionnaires had been analysed by Mrs Stokes and issued in advance of the meeting to all Governors.

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A comprehensive discussion took place on the results of the questionnaires and Mrs Stokes' suggestions for improvement.

The following matters were agreed:-

- a/ School Council members (Mrs Green and Mrs Parsons at Frithville) would follow up on those children who had not responded positively to the questions, with a view to establishing if there were any areas of concern.
- b/ Two nominated Governors, in conjunction with School Council members, would consider the format of the questions for the next survey. A meeting would be held on September/October 2017 and Governors presented with suggestions after the autumn half-term.
- c/ Consideration should be given to the number and type of questions. Questions could be varied according to pupil groups. Core questions could be compared on a year-by-year basis, and with surveys undertaken by other schools within the Collaborative Partnership.

**Action: Mr Bargh to obtain core questions from other schools in the Collaborative Partnership**

The Governors thanked Mrs Stokes for her work.

**8/ Update on Head Teacher's Performance Review Committee meeting:**

It was agreed to defer this matter until the next meeting, due to the absence of Mr Curley.

**9/ Policies for approval:**

The following policies had been issued in advance of the meeting to all Governors:-

- Child Protection
- Educational Visits
- E-Safety
- Health & Safety

The Governors confirmed that they had received and read the policies. Copies are filed as Appendices E to H, respectively and form part of these minutes.

Mr Bargh advised that there were some changes to the Child Protection policy which were highlighted in yellow.

The Governors agreed unanimously to adopt the policies, and Mrs Brackenbury signed and dated them.

**10/ Devolved Capital Projects:**

Mr Bargh advised that there were no further updates.

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Signature of Chair .....

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**11/ Governing Body Self-Review:**

Due to time constraints and the importance of the matters to be discussed, it was agreed to defer discussions until the next meeting.

**12/ Correspondence:**

There were no items of correspondence.

Mrs Virk and Mr Foster signed the form to confirm that they had read *Keeping Children Safe in Education: Statutory Guidance for Schools & Colleges: September 2016*.

Mr Foster completed and signed the Declaration of Personal Interests form, and agreed to sign the Code of Conduct, subject to sight of Appendix A (Seven principles of public life).

(Note from the Clerk: The Code of Conduct form signed by Mr Foster has now been received)

**13/ Any Other Business:**

**i/ Premises Buyback:**

The Clerk referred to the financial reports for each school, prepared by Mr Adams, the Senior Administrator, and which are filed as Appendices to the Confidential Minutes for this meeting.

Governors were advised that a decision was required on which company to appoint for the premises buyback service, notice having been given to Kier. A discussion on this matter took place. Governors expressed concerns that only two quotes were provided and there was limited information on the company submitting the lowest quote in terms of references and expertise. Ms Chalmers offered to meet with the company providing the lowest quote to discuss their services and capabilities.

**The Governors declined to make a decision based on the information available.**

(Note from the Clerk: Mr Adams has been informed of the Governors' decision. Due to the very tight timescale, and following discussions between Mr Adams and Mr Bargh, it has been decided to renew the contract with Kier for one year and revisit this matter again next year.)

**14/ Items for the next Agenda (Thursday 27<sup>th</sup> April 2017):**

Head Teacher's report – focus on standards & curriculum  
Governing Body Self Review – report from Working Party

Report from Chair of Head Teachers' Performance Review Committee – Mr Curley

Mr Foster agreed to chair the meeting on 27<sup>th</sup> April.

As there were no further items of a non-confidential nature, the Governors thanked Mrs Green for attending. Mrs Green left the meeting at 7.25.

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Signature of Chair .....

Date.....