



New York Primary School
Federated with
 Frithville Primary School

**Minutes of the Full Governors' meeting held on Thursday 27th April 2017 at
 Frithville 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		AP
Mr G. Curley	Co-Opted	Vice Chair	AP
Ms K. Chalmers	Co-Opted		P
Mrs S. Brackenbury	Local Authority	Chair (Governors)	P
Mrs K. Cox	Co-Opted		P
Mrs A. Green	Staff		
Mr B. Foster	Parent	Chair (Meeting)	P

In attendance: Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6.05 pm. It was quorate. Mr Foster welcomed everyone and advised he had agreed to chair the meeting, as part of the on-going programme of enhancing Governors' skills. Governors were reminded that the focus of the meeting was on standards and curriculum.

1/ Apologies for Absence:

Apologies for absence had been received from Mrs Virk due to illness and Mr Curley due to family commitments. It was resolved to accept these as authorised absences in respect of the above attendance record. It was noted that Mrs Green was absent due to medical reasons. The Clerk advised the Governing Body that Mrs Stokes had resigned as a Co-Opted Governor due to personal commitments.

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

There were no declarations of interest.

Signature of Chair.....

Date.....

3/ Minutes of the Full Governing Body meeting held on 16th March 2017:

The minutes of the Full Governing Body meeting held on 16th March 2017 had been circulated in advance to all Governors. The Governors confirmed that they had received and read the minutes.

i/ Accuracy:

Governors referred to pages 3 and 4 of the minutes and expressed concerns about the wording on page 3, paragraph 8 and page 4 paragraphs 2 and 6. A detailed discussion took place and the following amendments were agreed:-

Page 3, paragraph 8:

Amend the last sentence to read:- "Teachers do move the pupils on to more challenging work but there is little evidence in books to show that this happens and most is done orally or on white boards."

Page 4, paragraph 2:

Amend the paragraph to read as follows:-

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

Page 4, paragraph 6:

Amend the paragraph to read as follows:-

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.

It was agreed unanimously that, subject to the above amendments, the minutes were a true and accurate record of the Full Governors' meeting held on 16th March 2017. Mrs Brackenbury agreed to sign the amended minutes at a later date.

Signature of Chair.....

Date.....

ii/ **Matters Arising:**

- a/ Page 5, Website report by Mrs Virk. **Following a question from Governors**, Mr Bargh confirmed that the Remissions Policy had been added to the website. A discussion took place on the requirement for a named contact at each school, and it was agreed to follow this up again at the next meeting.
- b/ Page 5. EYFS Visit Report. **Following a question from Governors**, Mr Bargh advised that an additional volunteer had been helping on Wednesday afternoons. However, the volunteer had now secured a part-time job but was helping out when possible. Management training for the Head of the EYFS Department has been undertaken. The Staff Meetings timetable has been re-arranged on a 3-weekly cycle to focus on specific areas – Full Staff Meeting, Key Stages, and EYFS.
- c/ Page 6. Pupil Questionnaire Analysis. **Governors asked what steps had been taken to follow up on the negative responses.** Mr Bargh explained that this matter had been dealt with by Mrs Parsons and Mrs Green via the School Council. No serious issues had been revealed. A Governor Working Party would be formed in July to formulate suggestions for the questionnaires in 2018. Mr Bargh confirmed that he is satisfied that Ofsted, the children, and the parents are happy with the schools.
- d/ Page 7. Premises Buyback. Governors expressed concerns that at the meeting on 16th March they were given insufficient information and time to make an informed decision on which company to appoint for the premises buyback work, particularly, as Ms Chalmers had offered to meet with the companies concerned. A detailed discussion on this matter took place.

Governors requested that Mr Bargh advise Mr Adams, the Senior Administrator, of their concerns and advise him that as much information as possible is required well before the renewal date for contracts. It was agreed to add this matter to the Agenda for discussion at the Budget-Approval meeting on 18th May. Mr Adams would be requested to provide a list of contract renewal dates for presentation at the meeting.

Action: Mr Bargh to advise Mr Adams and Clerk to amend the Agenda accordingly

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

The Head Teacher's Report was 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.

Mr Foster invited Mr Bargh to give a verbal update:-

Mr Bargh advised Governors that a meeting to discuss data had been held on 21st April 2017 between himself, Mrs Brackenbury, and Mr Foster. The notes of the meeting had been issued and are filed as Appendix B. At the meeting, discussions took place on the format of the data for presentation to the Governing Body. It was agreed to identify expected

Signature of Chair.....

Date.....

attainment and progress for vulnerable groups, and to dilute the colour-coding system for EYFS data so that the age ranges were more obvious.

Governors agreed that the EYFS data was now easier to read. Mr Bargh advised that a "Girls" and "Boys" column would be added to the next set of data.

Governors referred to page 6 of the report and asked Mr Bargh to explain the two "Amber" colour codings. Mr Bargh advised that the SMSC/RE audit is currently being undertaken and another volunteer is being sought to assist with New York EYFS on Wednesday afternoons.

Governors referred to page 7 and questioned Mr Bargh about the "Change" Team. Mr Bargh advised that the Team was no longer required as the Federation had joined the Mobilise project. Mr Bargh advised that Mobilise 1 was focussing on the best use of Teaching Assistants (TAs). The topics for Mobilise 2 will be discussed at a forthcoming meeting and could include reasoning and Maths. Once agreed, the Mobilise 2 topics will form part of the Federation Improvement Plan (FIP).

Governors referred to the EYFS data on Appendix 2, page 2. Mr Bargh agreed to check and amend the data. He confirmed that all the pupils have made progress.

Governors noted that the EYFS data for Frithville pupils was very encouraging. Mr Bargh commented that the SEND pupil is progressing well. A lot of interventions are provided including additional weekly phonics sessions.

Governors commented that the data for New York was not so good, and they asked Mr Bargh for an explanation. Mr Bargh advised that the overriding issue was the high number of SEND pupils.

Governors asked about FSM pupils in Year 2 at New York and asked Mr Bargh for evidence that these pupils were making progress. Mr Bargh advised that at Frithville, FSM and SEND pupils are making progress. At New York, the same groups are also making progress but they are at a lower starting point.

Governors referred to Appendix 5 of the report and noted that SEND pupils represented 50% of pupil numbers at New York. They asked Mr Bargh if this had an impact on the classroom. Mr Bargh advised that all SEND pupils are at different stages and are not put into the same category. Mrs Cox confirmed that she had evidenced this on her three visits to New York to see SEND pupils being taught. She confirmed that she had witnessed differentiation – some pupils were being directed by the teacher, others were working independently.

Action: Mrs Cox agreed to prepare a written report on her visits to New York for the next Full Governors meeting on 13th July 2017.

Mr Bargh advised Governors that he was conscious that all children must be challenged. The Federation teaching staff work very hard on the ethos and discipline of the school. This is essential because some children are very challenging.

Signature of Chair.....

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Governors referred to Appendix 5 and questioned Mr Bargh about the EAL/EHCP child at Frithville who had been kept back in Year 4. Mr Bargh explained that the class that the child was in was the best place for them as the class had a TA specialist. A plan is in place for the child. A general discussion on this child took place.

Governors referred to Appendix 6 and a discussion on attendance took place. **Following a question from Governors about the attendance figures,** Mr Bargh explained that there are 4 or 5 children at New York who have regular hospital appointments. A discussion took place on authorised and unauthorised absences. Mr Bargh explained that there were very few unauthorised absences.

Action: Mr Bargh to prepare attendance data with and without absences for medical appointments for the next Full Governors' meeting

There were no further questions on the Head Teacher's Report. The Governors thanked Mr Bargh for the detail and clarity in the report.

6/ Governor Reports, Visits, and Meetings:

The report prepared by Mrs Brackenbury on the meeting to discuss data held on 21st April was issued to all Governors present.

Using the white board, Mr Bargh explained the new system for staff meetings, which would have a 3-week cycle – Full Staff Meeting, Key Stages, and EYFS. Governors were invited to attend the staff meetings.

Mr Bargh displayed the summer Monitoring & Evaluation Schedule and a discussion took place. Mr Bargh advised that the parental questionnaire would be issued on 28th April with the weekly newsletter, and Governors would be required to help with analysing the results. Ms Chalmers volunteered to help on a date to be agreed week commencing 22nd May.

Mrs Brackenbury, Mrs Cox, and Ms Chalmers agreed to undertake the Learning Walk at New York on 8th June. Mr Bargh advised that this was a follow up to the Peer Review.

Governors were reminded about the KYRA East Governors' Forum at Gipsey Bridge on 22nd June.

Mr Bargh advised that a Governor Working Group would be required in July to consider the questions for the questionnaires ready for issue to pupils in January 2018. Possibly different questions could be asked of KS1 pupils and the school councils could be involved in the discussion.

It was agreed to hold a meeting on 26th June to discuss the Self-Evaluation Form (SEF) before it is presented to Governors. Mrs Brackenbury and Mrs Cox agreed to attend this meeting. Mr Foster is to confirm if he will be able to attend.

Action: Mr Bargh to update the Monitoring & Evaluation Schedule and issue to Governors

Signature of Chair.....

Date.....

7/ Head Teacher's Performance Review Committee:

It was agreed to defer discussions on this matter until the next Full Governors' meeting due to the absence of Mr Curley, the Chair of the Committee.

8/ Policies for approval:

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

- Admissions
- Anti-Bullying
- Behaviour
- EYFS
- Finance
- SEND
- Sickness Absence Management
- Whistleblowing

The Governors confirmed that they had received and read the policies. It was agreed that the following amendments should be made:-

- i/** The Flow Chart mentioned on page 3 of the Whistleblowing policy needs to be hyperlinked to the electronic copy and printed copies provided for the file copies of the policy.
- ii/** The title of the Sickness Absence Management policy should be amended to Staff Sickness Absence Management.
- iii/** The standard safeguarding statement needs to be added to the Staff Sickness Absence Management policy, the EYFS policy, and the SEND policy.
- iv/** A discussion took place on the contents of the SEND policy. Mr Bargh confirmed that the term "Local Offer" was still in use.

The Governors agreed unanimously to adopt the policies subject to the above amendments and correction of typographical errors.

Action: Mr Bargh to amend the policies and Mrs Brackenbury to sign them at a later date

9/ Devolved Capital Projects:

Mr Bargh advised that the measurements for the Portacabin Hygiene Suite at New York had been taken. The Portacabin may be difficult to install because of the trees and it may be necessary to close the road temporarily.

Signature of Chair.....

Date.....

10/ Governing Body Self-Review:

Notes of the three Working Party meetings and the Self-Evaluation document completed by Mrs Brackenbury had been issued in advance of the meeting to all Governors. The Governors confirmed that they had received and read the information.

Mrs Brackenbury advised that the Action Plan was the most important document and Governors would need to play a key role in ensuring the actions are completed. Governors noted that some actions had already been addressed. It was agreed that Governor training and reports (including KYRA and Governor Partnership meetings) should be regular Agenda items.

Due to time constraints, it was agreed to set up a separate meeting for all Governors to discuss the Self-Evaluation document. The following dates were suggested:- Monday 22nd May, Monday 19th June, or Tuesday 20th June. Start time: 6 pm.

Action: Mrs Brackenbury to e-mail, via the Clerk, details of dates for the meetings and explain to Governors what input is required from them. Governors to advise most suitable dates so that the date of the meeting can be agreed.

11/ Any Other Business:

- i/ Some Governors expressed concerns about the issue of e-mailed documents in zipped files. A discussion on this matter took place. Mr Bargh explained that documents for the meetings were already on the G Drive and, for future meetings, he would send a hyperlink to the G Drive as well as the documents in a zipped folder.

- ii/ The Clerk reminded Governors that she would not be back from holiday until Thursday 14th September. **It was agreed to have the first meeting of the next academic year on Thursday 21st September.**

There were no items of correspondence.

12/ Items for the next Agenda (13th July 2017):

Head Teacher's Report – focus on standards and curriculum including data review
Governor Visit Reports
Update on Self-Evaluation Governors' meeting
Update on Head Teacher's Performance Review Committee meeting
Policies
Meeting dates for next academic year

As there were no further matters of a non-confidential nature, Mr Foster thanked everyone for attending and for their contributions. The meeting closed at 8 pm.

Signature of Chair.....

Date.....