



New York Primary School  
*Federated with*  
 Frithville Primary School

**Minutes of the Full Governors' meeting held on Thursday 13<sup>th</sup> July 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		P
Mr G. Curley	Co-Opted	Vice Chair	P
Ms K. Chalmers	Co-Opted		P
Mrs S. Brackenbury	Local Authority	Chair	P
Mrs K. Cox	Co-Opted		P
Mrs D. Iveson	Staff		AP
Mr B. Foster	Parent		P

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

The meeting commenced at 6 pm. It was quorate. Mrs Brackenbury welcomed everyone to the meeting and thanked them for attending.

**1/ Apologies for Absence:**

Apologies for absence had been received from Mrs Iveson, newly-appointed Staff Governor, due to family commitments. It was resolved to accept this as an authorised absence.

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

There were no declarations of interest.

**3/ Minutes of the Full Governing Body meeting held on 27<sup>th</sup> April 2017:**

The minutes of the Full Governing Body meeting held on 27<sup>th</sup> April 2017 had been circulated in advance to all members of the Governing Body. The Governors confirmed that they had received and read the minutes.

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Signature of Chair.....

Date:.....

**i/ Accuracy:**

It was agreed unanimously that the minutes were a true and accurate record of the Full Governing Body meeting held on 27<sup>th</sup> April 2017. Mrs Brackenbury signed and dated the minutes.

**ii/ Matters Arising:**

a/ Page 3, paragraph 5. **Following a question from Governors**, Mr Bargh advised that he would ensure that a list of contract renewal dates would be presented to Governors at the meeting on 21<sup>st</sup> September. The Clerk agreed to ensure that this is an Agenda item.

**Action: Mr Bargh and the Clerk**

b/ Page 4, paragraph 10. A discussion took place on the visits to New York undertaken by Mrs Cox. It was agreed that as the visits were "Adopt A Governor" visits, a written report was not required. However, Governors noted the importance of ensuring that evidence was available to show that they visited the schools regularly.

c/ Page 5, paragraph 3. **Following a question from Governors**, Mr Bargh confirmed that he will provide attendance data with and without medical appointments at the meeting in September.

d/ Page 6, paragraph 7. Mrs Brackenbury confirmed that she had analysed the results of the parental questionnaire. **Following a question from Governors**, Mr Bargh explained that the results of the questionnaire had mainly been positive and he had spoken individually to a couple of parents who had expressed a concern in the questionnaire. All issues had been resolved.

Governors noted that the pupil questionnaire would be issued in January 2018. A committee of Governors would be set up to liaise with the children in September to agree the questions.

**4/ Minutes of the meeting for non-Staff Governors held on 18<sup>th</sup> May 2017:**

The minutes of the meeting for non-Staff Governors held on 18<sup>th</sup> May 2017 had been circulated in advance to all non-Staff members of the Governing Body. The Governors confirmed that they had received and read the minutes.

**i/ Accuracy:**

It was agreed unanimously that the minutes were a true and accurate record of the non-Staff Governing Body meeting held on 18<sup>th</sup> May 2017. Mrs Brackenbury signed and dated the minutes.

**ii/ Matters Arising:**

There were no matters arising.

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Signature of Chair.....

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5/ **Minutes of the Extra-Ordinary Full Governing Body meeting held on 20<sup>th</sup> June 2017:**

The minutes of the Extra-Ordinary Full Governing Body meeting held on 20<sup>th</sup> June 2017 had been circulated in advance of the meeting to all members of the Governing Body. The Governors confirmed that they had received and read the minutes.

i/ **Accuracy:**

It was agreed unanimously that the minutes were a true and accurate record of the Extra-Ordinary Full Governing Body meeting held on 20<sup>th</sup> June 2017. Mrs Brackenbury signed and dated the minutes.

ii/ **Matters Arising:**

There were no matters arising.

6/ **Presentations on SEND and Extended Curriculum:**

a/ **SEND Policy and Provision:**

Reports on New York and Frithville prepared by Mrs Frost-Phillips, the SENDCO, and Mrs Conley, the SEND Assistant, had been issued to Governors in advance of the meeting. The Governors confirmed that they had received and read the reports. Copies are filed as Appendix A (Frithville) and Appendix B (New York), and form part of these minutes.

The Governors thanked Mrs Frost-Phillips and Mrs Conley for their reports, commenting on the high level of detail.

**Governors referred to section 2 of the reports "Effectiveness and impact of additional SEND provision on pupils' outcomes" and asked Mr Bargh to provide details on the number of pupils involved.**

***Action: Mr Bargh to provide this information***

Mr Curley, the Governor with responsibility for SEND, advised that he had had informal discussions with Mrs Frost-Phillips and Mrs Conley. A SEND Moderation Visit had taken place in November 2016. **Governors agreed that a further visit should take place in the next academic year.**

**Governors noted the low turnout from parents for IEP reviews.** A discussion on this matter took place. **Governors asked Mr Bargh to explain what steps had been taken to address this issue.** Mr Bargh advised that parents were advised of the meeting date by letter and informed that another date could be agreed if required. Parents were also contacted by telephone and text to remind them of the meeting date. Further discussions took place, and Governors stressed the importance of getting the parents more involved. **Governors suggested that telephone meetings with parents could be held.** Mr Bargh agreed with this suggestion.

**Action: Mr Curley to discuss this matter with the SENDCO**

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Governors referred to the SEND Report for New York and, specifically, section 4 "Income & Expenditure on SEND". A discussion took place on the funding arrangements, and Governors noted that SEND funding could be used for equipment and/or resources. It was agreed that the words "full time" should be removed from the sentence "Two children have full time EHCs this year...."

**b/ Curriculum Report:**

The Curriculum Report prepared by Mrs Iveson had been issued in advance of the meeting to all members of the Governing Body. The Governors confirmed that they had received and read the report. A copy is filed as Appendix C and forms part of these minutes.

Governors thanked Mrs Iveson for her comprehensive report.

Governors noted the long-term and medium-term planning objectives, and the summary details provided for English, Maths, and Science. Mr Bargh advised Governors that there were detailed individual plans for each subject.

Governors noted the next steps to be included in the Federation Improvement Plan (FIP) as follows: Mobilise 2 – Cognitive theory, and Subject Leadership. A discussion on this matter took place. **Following a question from Governors**, Mr Bargh explained that in the 2017/18 academic year, Mrs Parsons would assume responsibility for the curriculum, and Mrs Iveson would lead on the Mobilise 2 project.

**7/ Head Teacher's Performance Review Committee update:**

Mrs Brackenbury invited Mr Curley, as Chair of the Head Teacher's Performance Review Committee, to give an update.

Mr Curley issued a written report. A copy is filed as Appendix D and forms part of these minutes.

Mr Curley advised Governors that the Head Teacher's Performance Review Committee (himself, Mrs Brackenbury, and Ms Chalmers) had met with Mr Bargh on 10<sup>th</sup> July 2017. The purpose of the meeting was to review progress and report on set performance targets relating to Pupil Progress, Leadership & Management, and Leadership skill of other staff. The meeting was positive and frank, and the committee were re-assured that all possible steps were being taken to achieve the targets.

Mr Bargh thanked the Governors for their time and effort. He commented that the 2016/17 academic year had been very challenging given the Ofsted visits, and the changing budgetary situation. He advised that the amount of Sports funding for September and the final outcome of the funding formula was still not known. Pupil intake numbers for September were currently 11 at New York and 8 at Frithville.

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**8/ Head Teacher's Report (Self-Evaluation Form (SEF)):**

The SEF had been issued to all Governors in advance of the meeting. The Governors confirmed that they had received and read it. A copy is filed as Appendix E and forms part of these minutes.

Governors noted that the changes to the report were highlighted in yellow. It was noted that some Governors had expressed concerns about the length of the report and its repetitive nature. Mr Bargh said that he had noted the Governors' comments. He advised that the purpose of the SEF was to provide a "one-stop shop" for all matters related to the Federation.

Mr Bargh referred specifically to section 6: Outcomes for Pupils. Governors noted that this section covered the following topics, as specified in the letter received from Ofsted following their recent visits:-

- i/ Attainment at the end of KS1 and KS2
- ii/ Progress from the end of EYFS to the end of KS1
- iii/ Progress from the end of KS1 to the end of KS2

**a/ Frithville:**

Governors commented on the Year 1 phonics data for Frithville. Mr Bargh explained that this was a high achieving Year Group. **Governors agreed that they would closely monitor this Year Group to ensure that the children were being challenged.**

**Governors questioned why some children did the phonics tests in Year 2.** Mr Bargh explained that if children do not pass the test in Year 1, they re-take it in Year 2.

An in-depth discussion took place on the data. **Governors questioned why some of the data was colour-coded in red (i.e Below expected Attainment).** Mr Bargh provided redacted information on individual children to explain why they had not reached the expected level of attainment. Some children were on EHCP plans, had special needs, or had joined the school only recently.

**Governors noted the progress scores of -1.86 and -0.26 (without mobility) for KS2 children at Frithville and asked Mr Bargh to comment on these figures.** Mr Bargh explained the significance of the +/- figures and said that they were well within the expected limits.

A discussion took place on the SPaG tests, and Governors were shown redacted examples of marked work, including the positioning of semi-colons and handwriting. **Governors questioned why the specific examples shown had been marked as incorrect.** Mr Bargh advised the reasons why the items had been marked incorrectly, and said that the school was appealing against some of the marking decisions.

**Governors asked Mr Bargh to explain how the scores for the colour-coded system had been derived.** Mr Bargh explained that the scores were calculated using a national average table provided by the Government for 2016 KS2 SATs. For example, the average KS2 Maths score for the Prior Attainment Group is 101.51. Consequently, scores that do not reach that level will be colour-coded red, even if the child achieves a score of 100. A

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detailed discussion on this matter took place. **Governors considered that there should be some measure of tolerance within the figures.** Mr Bargh advised that he was not worried by the amount of red colour-coding, as the figures are a general guide only, as the new figures and guidance will be available in Oct 2017; there is detailed knowledge of every child. **Following a further question from Governors,** Mr Bargh confirmed that he was happy with the progress and attainment figures at Frithville.

**It was agreed to further discuss the matter of tolerances in the data in the next academic year.**

**b/ New York:**

Governors noted the Year 1 phonics results that 5 out of 9 children were working at standard. For Year 2 phonics, the results were 100%. Mr Bargh confirmed that he was happy with the phonics results at New York.

There were 5 children in KS1 at New York and they have made extremely good progress. **Governors questioned the red colour-coding for some children in Maths and Writing.** Mr Bargh explained that both children have Individual Education Plans (IEPs).

**Governors referred to the data for KS2 children and asked Mr Bargh to explain the letters in the colour-coded system.** Mr Bargh explained that this identified children with special needs, and he provided redacted information as follows:-

- i/ One child will be going to St Lawrence's in Horncastle, and has made excellent progress whilst at New York.
- ii/ One child joined the school early in Year 6 and had already been at a number of schools

Mr Bargh advised that two children did well in Maths, and 3 achieved a scaled score of 96 (100 was the pass rate). **Governors noted the scaled scores of +0.84 and +4.12 (without mobility) and asked Mr Bargh to comment on these figures.** Mr Bargh confirmed that he was pleased with what had been achieved by the children at New York.

A discussion took place on the new curriculum. Mr Bargh explained that the KS2 cohort was the first to have 2 years of the new curriculum.

**The Governors asked Mr Bargh to thank the staff for all their hard work.**

**c/ EYFS:**

**Governors referred to the EYFS data and asked Mr Bargh for his comments.** Mr Bargh explained that he was very, very pleased with the results at Frithville which showed that 80% of children had achieved a Good Level of Development. At New York, there were 2 children with severe SEND but both had made a great deal of progress.

**Governors asked Mr Bargh to confirm how confident he was with the accuracy of the data.** Mr Bargh reminded Governors that both schools had been externally moderated during the 2016/17 academic year, and he was confident in the accuracy of the data.

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The Governors thanked Mr Bargh for his presentation on the SEF and his work in preparing the data.

**9/ Devolved Capital Projects:**

Mrs Brackenbury invited Mr Bargh to give an oral report on devolved capital projects.

**i/ New York:**

Mr Bargh advised Governors that a Portacabin Hygiene Suite and been supplied, and was currently being stored in the field next to the school. It would be installed once the foundations had been put in place. Bids for the groundworks would be going out to tender shortly. The tenders are due in September, and hopefully, the Hygiene Suite would be in place by November. **Governors asked why the Hygiene Suite had been purchased prior to the groundworks being undertaken.** Mr Bargh advised that the Suite was second-hand, and the opportunity had arisen for it to be purchased. A discussion took place on timescales for the installation of the Hygiene Suite.

**ii/ Frithville:**

Mr Bargh advised Governors that, following a discussion with the staff, it had been agreed that there was no need for two kitchens. It had been agreed to convert the kitchen upstairs into a study room. The work would be undertaken during the summer holiday by Mr Bargh and members of his family.

The Governors thanked Mr Bargh for his commitment and dedication to the schools.

**10/ Governors' Reports:**

Mrs Brackenbury thanked Mr Curley for this report on the meeting of the Head Teacher's Performance Review Committee.

The following reports had been issued in advance of the meeting:-

- a/ Moderation Report – Parent Questionnaires April 2017
- b/ "Strengthening Governance – Safeguarding" provided through Connect Teaching School Alliance
- c/ Reports from Governor Forums Summer Term 2017

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

**i/ Moderation Report – Parent Questionnaires April 2017:**

**Governors noted the contents of the report and asked Mr Bargh to explain what steps had been taken with regard to those parents who expressed negative comments.** Mr Bargh advised that all parents had been spoken to individually and he gave a redacted description of his discussions with the parents. In some cases, the difference between the Head Teacher's Awards and the Shining Stars had not been fully understood. Shining Star awards relate to progress over a period of time. There was also a perception

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amongst some parents that some children receive too many awards. This matter has been addressed as staff now keep a tally of which child receives which award.

Governors noted that the Parent Questionnaires contained many positive comments about the schools. The approachability of Mr Bargh was noted and praised.

Governors noted that the two actions arising from the Moderation Report:-

- a/ Staff to have sight of questionnaires and discuss at Staff meeting.
- b/ Governors to identify any points they wish to follow up, and review questionnaire.

Mrs Brackenbury advised that the action related to Governors had been transferred to the "20 Questions" Governing Self Review document, and would be discussed at the next CPD Workshop on Tuesday 18<sup>th</sup> July.

**ii/ "Strengthening Governance – Safeguarding"**

Mrs Brackenbury explained that she had attended the above course on 8<sup>th</sup> May 2017, and referred Governors to the key questions that Governors should ask with regard to safeguarding as follows:-

- a/ Are we assured of all the aspects of safeguarding?
- b/ As Governors, how do we know that good safeguarding is happening in our schools?
- c/ How do we evidence it? What can you do to help?

A discussion took place on this matter. It was suggested that, at every Governor visit, any safeguarding issues are noted and acted upon. Mr Bargh advised that the questions from the on-line Safeguarding Audit provided by the Lincolnshire Safeguarding Children's Board will be incorporated into the FIP.

**iii/ Reports from Governor Forums Summer 2017:**

Mrs Brackenbury gave an oral update on the KYRA Governor Forum on 22<sup>nd</sup> June 2017 which focussed on Governor key roles and responsibilities, Governors were advised that resource sheets were available from her on the key Governor roles: SEND, Safeguarding, Health & Safety, Finance, and Pupil Premium. The Clerk was advised of an on-line skills audit, and agreed to undertake this.

Mrs Brackenbury also advised Governors that she had attended the LCC Governor Partnership meeting held on 28<sup>th</sup> June 2017 at which the Lincolnshire Behaviour Outreach Service gave a presentation, and a general discussion on school funding took place.

The Governors thanked Mrs Brackenbury for her reports.

**iv/ Peer Review update:**

Mr Bargh advised Governors that the Peer Review meetings organised by KYRA East will be re-structured in 2017/18. Schools will work in groups of three – each receiving two Peer Reviews, one Workshop, and one follow-up visit during the next academic year. The timing of the Peer Reviews will be dependent on the expected date of the next Ofsted visit. This

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new system will reduce the amount of time previously spent on Peer Review without compromising on effectiveness.

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

**i/ CPD Workshop:**

Governors were reminded that, following the CPD Workshop held on 20<sup>th</sup> June 2017, the follow-up workshop would take place at New York on Tuesday 18<sup>th</sup> July 2017 commencing at 5.30 pm. Mrs Brackenbury advised Governors that a pack of information for the workshop would be issued by e-mail on Friday 14<sup>th</sup> July. The pack would contain the following documents:- Suggested actions identified at the workshop on 20<sup>th</sup> June, log of actions identified from minutes of Governors' meetings, sample induction pack for new Governors, current induction documents, and an analysis of the Chair's review.

Mr Bargh advised that issues arising from the CPD workshop would be incorporated into the FIP.

**ii/ NGA Learning Link in partnership with Virtual College:**

Governors confirmed that they had all successfully migrated to the new GEL on-line training system. A discussion took place on the training certificates displayed in the reception areas that related to people who were no longer Governors. It was agreed to defer discussion on this matter until the meeting in September.

**12/ Federation Improvement Plan (FIP):**

Using the white board, Mr Bargh gave a brief introduction on the proposed FIP for 2017/18. The FIP showed the priorities for 2017/18 as follows:-

- i/ Secure consistently good or better teaching, learning, and assessment across the Federation.
- ii/ Improve the effectiveness of leadership & management throughout the Federation.

Governors noted the milestone dates of 30<sup>th</sup> September 2017, 20<sup>th</sup> December 2017, 27<sup>th</sup> April 2018, and 19<sup>th</sup> July 2018, and the four objectives for each priority. It was agreed to amend the column "Monitoring, Evaluation Process, and Timeline" to include "Impact".

Mr Bargh referred to the Governor Monitoring/Evaluation Timetable and Governors noted the specific responsibilities as follows:- Health & Safety, Safeguarding, Pupil Progress, Head Teacher's Performance Management Review, Budget, Maths, English, Science, SMSC, EYFS, SEND, and PE. Governors agreed that an "Adopt A Governor" visit should be undertaken by each Governor every big term.

The Governors thanked Mr Bargh for his work.

**13/ Any Other Business:**

- i/ Mrs Brackenbury advised Governors that she had been asked by Mrs Vestbirk, the newly-appointed Chair of Governors at Bucknall Primary School if she (Mrs Vestbirk)

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could attend a Federation Governors' meeting with a view to observing good practice. Governors agreed with this proposal. It was noted that Mrs Vestbirk would be asked to leave the meeting in the event that any confidential matters were discussed.

- ii/ Mr Curley advised Governors that he had attended an Annual Prize Giving Event for local school children. 300 pupils were present, and those from New York and Frithville represented less than 2% of the total number. However, New York and Frithville pupils had performed exceptionally well, receiving prizes for Years 7, 8, and 9, as well as for attendance. A discussion on this matter took place. Governors expressed their delight in this excellent result.
- iii/ A matter related to a proposed Governor was discussed. This matter is recorded in the confidential minutes.

**14/ Items for the next Agenda (Thursday 21<sup>st</sup> September 2017):**

- i/ Election of Chair and Vice Chair of the Governing Body
- ii/ Allocation of special roles and responsibilities, and formation of any special committees – Pay Review Committee
- iii/ Formation of Working Party for Surveys
- iv/ Bursar replacement – update and discussions
- v/ Approval of Terms of Reference: Full Governing Body, Head Teacher's Performance Review Committee, and Complaints Committee
- vi/ Head Teacher's Report to include FIP, SATs results, and Governors' Monitoring/Evaluation Timetable
- vii/ Update on Governors' CPD workshop
- viii/ Update on finance and capital projects, and contract renewal dates
- ix/ Policies for approval: Asbestos Management; Attendance; Capability; Charging for School Activities; Complaints; Curriculum; Federation Pay Policy; Managing Allegations of Abuse Against Staff; Sex & Relationships; Staff Discipline, Conduct & Grievance; Supporting Children with Medical Needs; and Whole School Food.
- x/ Correspondence: Governors to sign Code of Conduct, and Declaration of Personal Interests.
- xi/ Discussion on Governors' training certificates displayed in the reception areas.

**15/ Dates of Governors' meeting for 2017/18:**

A list of dates for Governors' meetings for 2017/18 had been issued to Governors in advance of the meeting. The Governors confirmed that they had received and read them, and had noted the dates.

Ms Chalmers offered her apologies for the meeting scheduled for 11<sup>th</sup> January 2018, due to a holiday.

Further matters discussed at this meeting are recorded in the confidential minutes.

Mrs Brackenbury thanked everyone for attending and for their contributions. The meeting closed at 8.20 pm.

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Signature of Chair.....

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