



New York Primary School
Federated with
 Frithville Primary School

Minutes of the Full Governors' meeting held on Thursday 16th November 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	P from 6.50 pm
Ms K. Chalmers	Co-Opted		P
Mrs S. Brackenbury	Local Authority	Chair	P
Mrs K. Cox	Co-Opted		P
Mrs D. Iveson	Staff		P
Mrs K. Stokes	Co-Opted		AP

In attendance: Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6.10 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 family commitments, and Mrs Stokes due to illness. It was resolved to accept these as authorised absences. Mr Curley had e-mailed to say that he would be late due to family commitments.

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

There were no declarations of interest.

3/ Minutes of the meeting of the Full Governing Body held on 21st September 2017:

The minutes of the meeting of the Full Governing Body held on 21st September 2017 had been circulated in advance of the meeting to all Governors. The Governors confirmed that they had received and read the minutes.

Signature of Chair.....

Date.....

i/ Accuracy:

It was agreed unanimously that the minutes were a true and accurate record of the meeting. Mrs Brackenbury signed and dated the minutes.

ii/ Matters Arising:

Item 7. Mrs Brackenbury confirmed that the meeting of the Head Teacher's Performance Review Committee had taken place.

Item 9, i. Following discussions between Mrs Brackenbury and Mr Bargh, the decision had been taken not to send a letter to Mrs Barnes at the LCC regarding the length of time taken to install the Hygiene Suite. **Following a question from Governors**, Mr Bargh and Mrs Iveson confirmed that the problems at New York caused by the lack of the Hygiene Suite were still on-going.

Item 10,ii. It was agreed to finalise a date for a meeting week commencing 27th November between Mrs Stokes, Mrs Brackenbury, and Mrs Iveson to discuss the Staff and Pupil Surveys.

4/ Confidential minutes of the meeting of the Full Governing Body held on 21st September 2017:

The confidential minutes of the meeting of the Full Governing Body held on 21st September 2017 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 that the minutes were a true and accurate record of the confidential matters discussed at the meeting. Mrs Brackenbury signed and dated the minutes.

ii/ Matters Arising:

There were no matters arising.

5/ Head Teacher's Report:

The Head Teacher's Report had been issued in advance of the meeting to all Governors. The Governors confirmed that they had received and read the report. A copy is filed as Appendix A and forms part of these minutes.

Mrs Brackenbury invited Mr Bargh to give a verbal update.

i/ Self-Evaluation Form (SEF) Sections 1 and 5:

A discussion took place on Section 1:1 of the SEF. Governors noted that at New York 45.7% of pupils were eligible for Pupil Premium, mobility was 26.3%, and 54.3% of pupils were at Special Educational Needs Support (SENS). Discussions took place on the range

Signature of Chair.....

Date.....

and severity of SEND at New York. It was noted that at New York there were two adopted children and one Looked After Child. Mr Bargh said that it was hoped that Pupil Premium Plus money would be forthcoming for these children.

Mr Bargh informed Governors that Mr Anderton, County Advisor would be visiting the schools on Monday 20th November. Part of the visit would involve looking at the new tracking system which records detailed information on all identifiable groups. Mrs Brackenbury offered to attend this meeting.

Governors were reminded that they were invited to inspect any of the children's books.

Governors referred to the Evidence Base, and Mr Bargh advised that this section would be updated in time for the next Full Governors meeting. He commented that the figures for Behaviour & Welfare were good.

ii/ Budget Reports:

Budget reports (including Devolved Formula Capital allocation and expenditure) for each school had been prepared by Mr Mason of the LCC following his visit to both schools on 16th October 2017. Mr Mason's visit to Frithville had been attended by Mr Curley (see visit report section below).

Mr Bargh advised Governors that the Administrators at each school were now undertaking more of the accounting administration tasks including running the Imprest system. Mr Mason would be visiting the schools on a regular basis as part of the Gold Buyback package.

A discussion took place on the reports prepared by Mr Mason. **Following a question from Governors regarding the financial stability of both schools**, Mr Bargh advised that both schools were in a good financial position.

Governors questioned the expected pupil numbers for the September 2018 intake. Mr Bargh advised that there were already 6 siblings at New York and 4 at Frithville.

Governors asked how the schools were promoted. Mr Bargh advised that "word of mouth" was quite usual. In addition, positive steps had been taken to promote the Federation: the schools were represented at the Tattershall Open Day, and new bags and an updated prospectus had been issued. The bags and prospectus were shown to the Governors. Mr Bargh advised that the cost of producing 500 bags was £480 – this represented better value than advertising in the local press. The bags had been very well received and would be given out at the Bingo evening. The updated prospectus contained new photographs and more recent Ofsted comments. 4 or 5 families had already arranged to visit the schools with a view to sending their children there in September 2018.

A discussion took place on the carry forward figures. Governors noted that the projected budget share carry forward figure for each school was positive until Year 5. Mr Bargh again confirmed that he was happy with the financial position of each school.

Governors noted the figures for Devolved Formula Capital and, specifically, the spending breakdown for each school from 2011. **Governors noted that at Frithville there was £4,686 to be spent during 2017/18 and asked Mr Bargh how this money would**

Signature of Chair.....

Date.....

be used. Mr Bargh advised that the intention was to build up the fund of Devolved Capital so that the toilets could be refurbished.

Governors questioned why the carry forward figure at New York was higher than at Frithville. Mr Bargh explained that this was due to the higher number of Pupil Premium children.

iii/ Staffing:

Mr Bargh gave the following staffing update.

The SENDCo is now on maternity leave. Her work is being undertaken by the SEND TA at Frithville.

Interviews took place before half-term for a caretaker at Frithville. Mr Bargh extended his thanks to Ms Chalmers for being on the Interview Panel and for organising the interview questions. The new appointee works split-shifts in the caretaking/grounds maintenance role, and assists with supporting sports activities (instead of TAs), lunch-time supervising, and logging IT problems. **Governors questioned the qualifications of the appointee to undertake these extra duties.** Mr Bargh advised that he was fully qualified to undertake them. **Governors questioned the cost of the additional work.** Mr Bargh advised that there was money in the budget to pay for the extra work being done. However, we are still waiting for references and a school DBS. Mr Denison does have an existing DBS and is only currently working after school once the children have left. A risk assessment has been done.

Mr Bargh advised that they were advertising for two apprentices at New York. As yet, there had been no applications.

iv/ Number on Roll:

Numbers on roll are currently 52 at Frithville and 46 at New York. Governors commented on the new layout of the data. Mr Bargh advised that there was a new pupil tracker system which provides a lot more information including dates of birth and High Achievers statistics. Governors noted that not all the SEND pupils were classified as Working Below. A discussion on this matter took place. The Governors confirmed that they were happy with the new layout for the presentation of this data.

Action: Mr Bargh to issue copy of Master Tracker

v/ Behaviour & Safety:

Mr Bargh issued a copy of the latest Behaviour & Safety statistics for both schools. This document is filed as a part of the Head Teacher's Report. It was noted that Safeguarding needs to be a separate Agenda item for future Full Governors' meetings.

Action: Clerk to ensure that safeguarding is a separate Agenda item for Full Governors' meetings

Mr Curley entered the meeting at 6.50 pm. The Governors welcomed him.

Signature of Chair.....

Date.....

a/ Attendance:

A discussion took place on the attendance figures. Governors noted that the figures for the current academic year were 96.78% at Frithville and 94.45% at New York. Mr Bargh commented that he was pleased with the attendance figures. A discussion took place on persistent absences due to hospital appointments. It was also noted that absence tends to increase in the winter due to illness.

b/ Safeguarding:

Governors were provided with redacted information on safeguarding issues. Mr Bargh advised Governors that, earlier in the day, there had been an alleged racial incident involving a child at the Federation and a child from another school. The alleged incident had taken place during a sporting event. There were no witnesses. The incident has been fully recorded in the appropriate manner and advice from County has been sought. Parents of both children have been informed. A general discussion on this matter took place.

Governors were advised that Healthy Minds Lincolnshire had visited New York during the previous week. Mrs Parsons, who has responsibility for SMSC, will be reporting back within the school and externally.

vi/ CPD for Staff and Governors:

Governors were referred to the CPD training log for Staff and Governors. It was noted that all training relevant to safeguarding had been specifically recorded – including the Healthy Minds visit to New York, and the KYRA East Governor Forum at Spilsby.

The Governors had no further questions on the Head Teacher’s Report and thanked Mr Bargh for his work.

6/ Policies:

Governors who had not been present at the last Full Governors’ meeting signed the form to say that they had received, read, and understood all policies relating to safeguarding. The Clerk also signed the form.

7/ Governor Visit Reports:

i/ Budget Visit 16th October 2017:

Mr Curley informed Governors that he had visited Frithville on 16th October 2017 to observe accounting work being carried out by Mr Bargh and Mr Mason from County. Mr Curley advised that Mr Mason worked with diligence and speed, and made sure that he (Mr Curley) and Mr Bargh knew what he was doing. He questioned in depth and spotted any minor inconsistencies.

ii/ Science Visit:

Mrs Iveson advised Governors that she had met with Mrs Stokes in October to discuss Science. The meeting had been productive and a report from Mrs Stokes was expected.

Signature of Chair.....

Date.....

Action: Mrs Stokes to prepare report on Science visit

8/ Website:

It was noted that photographs of Governors still need to be added to the website. Several Governors at the meeting confirmed that they had not yet provided a head and shoulder photograph.

9/ Governing Body Self Review:

i/ Training:

Mrs Brackenbury referred to the Lincolnshire Teaching Schools Together brochure which detailed a range of training courses. Courses offered included Safeguarding; Purpose, Process & People; and Pupil Achievement. Courses cost £75 per person. Mr Bargh confirmed that money was available in the budget for the Governors to attend these courses.

Mrs Brackenbury strongly recommended that Governors attend the courses. It was suggested that Ms Chalmers attend the Safeguarding course. Mrs Brackenbury said that she would be attending the Pupil Achievement course.

It was noted that the Governing Body needs to appoint a Governor with special responsibility for Pupil Premium. It was suggested that this role could be tied in with SEND.

Mrs Brackenbury referred to the Governor Partnership and KYRA meetings, and advised that all Governors, if possible, should attend at least one meeting during the academic year. Governors confirmed that they had received and read Mrs Brackenbury's report on the Autumn Governor Partnership meeting. A copy is filed as Appendix B and forms part of these minutes. A general discussion took place on the generic nature of the Governor Partnership meetings. Mrs Brackenbury advised Governors that she had a copy of the slide presentation of the last meeting, if anyone wished to see it.

ii/ Governors' CPD Workshops Action Plan:

A discussion took place on the Action Plan resulting from the Governors' CPD Workshops. The following points were noted and agreed:-

- a/ Governor CPD to be a standing Agenda item. Governors need to disseminate training information and inform Mrs Stokes, the Governor with responsibility for Governor training, when they attend courses. The next KYRA meeting is in February 2018.
 - b/ The Governing Body composition and structure had been reviewed at the meeting in September.
 - c/ A discussion took place on the Governor Visits timetable using information displayed by Mr Bargh on the white board. The Health & Safety visit by Ms Chalmers and Mrs Cox would take place later this term, and the Safeguarding Audit near to Christmas.
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Signature of Chair.....

Date.....

A meeting to revise the Pupil questionnaires and prepare a Staff questionnaire would take place between Mrs Brackenbury, Mrs Iveson, and Mrs Stokes on a date to be agreed.

- d/ The Head Teacher's Performance Management Committee will review progress against targets and report to the Governing Body before Easter 2018.
- e/ A new system for recording school performance data is being introduced this year. **Governors asked Mr Bargh about the replacement system for RAISE-Online.** Mr Bargh advised that the replacement was ASP but it gave less information on school performance data than was provided by the current system used by the Federation.
- f/ It was agreed that Governors Corner could be included in some of the weekly newsletters. The focus could be on Adopt A Governor or visits by Governors to the schools.

10/ Correspondence:

There were no items of correspondence.

11/ Items for the next Agenda (Thursday 11th January 2018):

Head Teacher's Report focussing on standards, pupil progress, staffing structure
Policies
Website update
Safeguarding
Governor CPD update
Scheme of Delegation

It was agreed to request a volunteer Governor to chair the meeting when documents for the meeting were issued.

12/ Any Other Business:

- a/ Mr Bargh advised that Risk Assessments for Various Sports Activities and for Swimming needed Governor approval and signature by Mrs Brackenbury.

Action: Mr Bargh to issue these documents by e-mail for approval by Governors

- b/ Governors noted that it was advisable that the Governors responsible for Finance (Mrs Virk and Mr Curley) receive specific training. Mrs Brackenbury advised Governors that she would be attending a finance course week commencing 20th November.

- c/ It was agreed that Governors should have school e-mail addresses.

Action: Mr Bargh to arrange via New York School

Signature of Chair.....

Date.....

d/ It was agreed to prepare a Scheme of Delegation. A discussion on this matter took place. It was noted that a lot of the information was already available in various formats eg designated safeguarding leads, and the Critical Incident Policy.

Action: Mrs Brackenbury and Mr Bargh to prepare draft document for approval

(Note from the Clerk: The above matter will be added to the Agenda for the next Full Governors' meeting)

As there were no further matters for discussion, Mrs Brackenbury thanked everyone for attending and for their contributions. The meeting closed at 7.50 pm.

Signature of Chair

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