



New York Primary School  
*Federated with*  
 Frithville Primary School

**Minutes of the Full Governors' meeting held on Thursday 21<sup>st</sup> September 2017 at  
 New York Primary School**

| <u>Name</u>        | <u>Governor Type</u> | <u>Position</u> | <u>Present/Apologies/<br/>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                                    |
| Ms K. Chalmers     | Co-Opted             |                 | AB                                   |
| Mrs S. Brackenbury | Local Authority      | Chair           | P                                    |
| Mrs K. Cox         | Co-Opted             |                 | AP                                   |
| Mrs D. Iveson      | Staff                |                 | P                                    |
| Mrs K. Stokes      | Co-Opted             |                 | P                                    |

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

**Invitee/Observer:** Mrs H. Vestbirk, Chair of Governors, Bucknall Primary School

The meeting commenced at 6 pm. It was quorate. Mrs Brackenbury welcomed everyone to the meeting and extended a special welcome to Mrs Stokes, who had re-joined the Governing Body, and to Mrs Vestbirk, Chair of Governors at Bucknall Primary School, who was present as an observer.

**1/ Apologies for Absence:**

Apologies for absence had been received from Mrs Virk and Mrs Cox, due to family commitments. It was resolved to accept these as authorised absences. Ms Chalmers was absent. Governors noted that Mr Foster had resigned from the Governing Body due to work and family commitments.

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

There were no declarations of interest.

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Signature of Chair.....

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**3/ Election of Chair and Vice Chair of the Governing Body:**

**i/ Chair of the Governing Body:**

Mrs Brackenbury handed over the meeting to the Clerk. The Clerk invited nominations for Chair of the Governing Body. Mr Curley proposed Mrs Brackenbury. There were no further nominations. Mrs Brackenbury agreed to stand. The proposal was seconded by Mr Bargh, and agreed unanimously by the Governors by a show of hands. Mrs Brackenbury was, therefore, duly elected as Chair of the Governing Body for 2017 – 2018. Mrs Brackenbury thanked the Governors for their support and resumed chairing the meeting.

**ii/ Vice Chair of the Governing Body:**

Mrs Brackenbury invited nominations for Vice Chair of the Governing Body. Mrs Brackenbury proposed Mr Curley. There were no further nominations. Mr Curley agreed to stand. The proposal was seconded by Mr Bargh and agreed unanimously by the Governors by a show of hands. Mr Curley was, therefore, duly elected as Vice Chair of the Governing Body for 2017 – 2018. Mr Curley thanked the Governors for their support.

**4/ Terms of Reference:**

The Terms of Reference 2017 – 2018 for the Full Governing Body, the Complaints Committee, and the Pay & Performance Review Committee had been issued in advance of the meeting to all Governors. The Governors confirmed that they had received and read them.

It was agreed unanimously to adopt the above Terms of Reference.

**5/ Minutes of the Full Governing Body meeting held on 13<sup>th</sup> July 2017:**

**a/ Accuracy:**

The minutes of the Full Governing Body meeting held on 13<sup>th</sup> July 2017 had been circulated in advance of the meeting to all Governors. The Governors confirmed that they had received and read the minutes. It was agreed unanimously that the minutes were a true and accurate record of the meeting of the Full Governing Body held on 13<sup>th</sup> July 2017. Mrs Brackenbury signed and dated the minutes.

**b/ Matters Arising:**

**i/ Page 3 – SEND Policy & Provision:**

**a/ Meeting with the SENDCO:**

Mr Curley advised that he and Mrs Brackenbury had met with Mrs Frost-Phillips, the SENDCO, on 19<sup>th</sup> September 2017 to undertake a 360° review of the SEND provision at the Federation. Governors were advised that 25/42 pupils at New York (58%) are on the SEND Register. A discussion on this matter took place. Governors discussed if New York should consider applying for special status. The geographical location of other special status schools was discussed. These include John Fielding in Boston, and Eresby School near

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Signature of Chair.....

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Spilsby. Mr Bargh advised that New York already had links with these schools, and becoming a special status school would necessitate wholesale change in the buildings to incorporate additional toilets and ramps. Associated with this change would be the complexity in applying for funding and the lack of support from external agencies.

Further discussions on this matter took place. **Following a question from Governors**, Mr Bargh advised that New York is now at capacity for the number of SEND children. 6/10 children joining Reception in September are on the SEND Register. Some children are not yet toilet trained so, for safeguarding reasons, two members of staff are needed for each visit to the toilet. To alleviate this problem, the Federation is applying for two TA apprentices. Mr Bargh advised Governors that he would be applying to the LCC for money from the Apprenticeship Levy.

**Governors questioned what would happen when the SENDCO went onto maternity leave.** Mr Curley advised that Mrs Conley was fully-conversant with all the procedures and paperwork. Expenditure on Pupil Premium has been meticulously recorded, down to the last penny. **Governors questioned how the Pupil Premium money had been spent.** Mr Curley advised that, at present, the money is being spent on staff. However, it could also be used for materials and equipment.

Mr Curley thanked the SENDCO for the information provided at the meeting on 19<sup>th</sup> September.

**b/ Data request:**

Governors referred to section 6/a of the minutes and, specifically, their request for Mr Bargh to provide details on the number of pupils involved with reference to "Effectiveness and impact of additional SEND provision on pupils' outcomes". A discussion on this matter took place.

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

**6/ 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 it. A copy is filed as Appendix A and forms part of these minutes.

**i/ Federation Improvement Plan (FIP) Summary, and Data:**

Governors referred to Priority 1 and a discussion took place. **It was agreed to amend "expected" to "individual" in the wording of the first two bullet points.**

A discussion took place on the wording of bullet point 1 of Priority 2 – "All leaders and managers, including those responsible for governance, are highly ambitious for the pupils and lead by example." **Governors questioned how "highly ambitious" could be measured.** Suggestions were put forward, and it was agreed that the matter should be discussed after the meeting between Mr Bargh and Mrs Brackenbury.

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Governors confirmed that they had received and read the 2016/17 Pupil Attainment data. **Following a question from Governors**, Mr Bargh advised that Ofsted had confirmed that they were happy with the means employed by the Federation to track pupil progress and attainment.

**Governors questioned when the next batch of data would be available.** Mr Bargh advised that data reports on Reception, and Years 2, 4, and 6 would be provided in January and April 2018.

**ii/ Monitoring & Evaluation Timetable:**

A discussion took place on the Monitoring & Evaluation Timetable for 2017/18. For ease of reference, Mr Bargh displayed the information on the white board. It was agreed that Mrs Stokes would take on the responsibilities that had become available following the resignation of Mr Foster i.e. Governors' CPD and Science.

**Action: Mrs Stokes agreed to meet with Mrs Iveson to discuss Science provision**

Governors noted that Ms Chalmers would be visiting Mr Bargh to discuss PE provision and the use of the Sports Grant. The SEND Audit had been completed. Mrs Cox had agreed to monitor SMSC and Health & Safety, in conjunction with Ms Chalmers.

**Action: Mr Bargh to advise Mrs Parsons to contact Mrs Cox to arrange a date for the SMSC Audit**

The Pupil Premium spend would be reviewed by Mrs Brackenbury and Mrs Virk, in conjunction with Mr Bargh.

**Action: Mr Bargh to contact Mrs Virk to arrange a date for the above**

Mrs Brackenbury confirmed that she would be attending the Staff Meeting on 25<sup>th</sup> September.

A matter was discussed regarding forthcoming staff sick leave. This is recorded in the confidential minutes.

**iii/ Update on Bursar resignation:**

Mr Bargh advised Governors that, following the resignation of the Bursar, Mr Adams, the decision had been taken not to replace him. The Federation subscribes to the Gold level County financial support scheme, and a representative from County will be visiting the Federation on 16<sup>th</sup> October to check all financial matters are in place. Mr Bargh has expertise in creating budget projections for a 1-, 3, and 5-year programme using Excel spreadsheets. **Following a question from Governors**, he confirmed that the Federation could afford temporary salary increases, and the two proposed apprentices. Mr Bargh explained that he was liaising with other local schools that use Agresso with a view to getting some additional support with the financial work, if required.

A discussion took place on additional funding streams, and **Governors asked Mr Bargh to explain what steps were being taken to source these.**

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someone employed at another local school may be able to offer part-time support to secure grants for a basic salary and a percentage of the money brought in.

**Governors questioned if the Science Grant had been obtained.** Mr Bargh advised that the Science Grant had been received and the money spent.

**iv/ Publicity:**

Mr Bargh showed Governors the proposed design for an A4-sized twist bag that promoted both schools. The cost of the bags would be £560 per 1000. A discussion on this matter took place. Governors noted the high cost of advertising in the local press and agreed that the twist bags would be an economically-viable method of promoting the Federation.

The Governors thanked Mr Bargh for his report.

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

Mrs Brackenbury invited Mr Curley, in his capacity as Chair of the Head Teacher's Performance Management Review Committee, to give a report.

Mr Curley advised Governors that the Committee had met on 18<sup>th</sup> September 2017, with Mr Westaway, a National Leader of Governance, as the external advisor. The Committee had noted that the targets set had been met, despite some challenging situations, and that the staff were sufficiently motivated. The Committee had requested that staff in Middle Management positions should be given more responsibility, and that the Federation should be promoted within the community at a greater level.

A discussion took place on the personal and academic achievements of ex-pupils. Awards had been received at the recent ceremony at Barnes Wallis School, and a former pupil had been made Head Boy at a local secondary school. Comments were frequently received from visitors to the schools on how well the children behaved.

A discussion took place on the timing of the Head Teacher's Performance Review. It was agreed that undertaking the review at the start of the academic year worked well.

***Action: Mrs Brackenbury to discuss the outcome with Mr Westaway and report back to Mr Bargh***

Mrs Brackenbury thanked Mr Curley for his report and for Chairing the Committee.

**8/ Policies:**

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

Asbestos Management Plan; Attendance Policy; Capability Policy and Procedure; Charging Policy; Complaints Policy; Federation Pay Policy; Managing Allegations of Abuse Made Against Persons Who Work With Children And Young People; Performance Management; Sex and Relationships Policy; Staff Discipline; Conduct, and Grievance Policy; Supporting Children with Medical Needs Policy; and Whole School Food Policy.

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Signature of Chair.....

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The Governors confirmed that they had received and read the policies. Copies of the policies are filed as Appendices B to M respectively. The Governors agreed unanimously to adopt the above policies.

Mr Bargh referred to the Child Protection and Safeguarding Policy Framework for Children and Young People which had been issued to Governors on a previous occasion. He referred specifically to section 11, Whistleblowing Procedure and advised Governors that, at the next meeting, they would be required to sign a form to confirm that they had read all policies relating to safeguarding, including the whistleblowing section.

***Action: Mr Bargh to ensure form is available for the next meeting, Clerk to ensure that this is an Agenda item***

**9/ Finance & Capital Projects Update:**

Mrs Brackenbury invited Mr Bargh to give an update.

**i/ Hygiene Suite at New York:**

Mr Bargh advised that the school was still waiting for the Hygiene Suite shell to be placed onto the concrete plinth. Once the Hygiene Suite is installed, the door to the old girls' entrance will need to be re-opened. At present, the only place for intimate care is in the Staff Toilet, during which time the Staff Toilet is not available for members of staff. A meeting has been held with the Occupational Therapist. It is hoped that the Hygiene Suite may be in place by Easter 2018. Governors noted that the build cost was £70,000 but the work was being done at no cost to the Federation. Governors noted the increasing pressures on staff caused by the lack of the Hygiene Suite, particularly given the new intake of pupils in September.

**Governors expressed concerns about the length of time taken to install the Hygiene Suite and asked Mr Bargh for an explanation.** Mr Bargh advised that the delay was due to the large number of agencies involved in the process. These included the LCC, Kier, Mouchel, SERCO, and the SEND team. It was agreed to send a carefully-worded letter to Debbie Barnes, Executive Director of Children's Services at the LCC, in an attempt to speed up the installation process.

***Action: Mrs Brackenbury to draft letter in conjunction with Mr Bargh***

**ii/ Kitchens and toilets at Frithville:**

The kitchens at Frithville will be re-furbished by the end of this academic year, and the upstairs kitchen will be converted into a Study Room. The PTA has suggested that the toilets should be upgraded, and this has been agreed. It will cost £16,000 to upgrade the toilets. The money will come from the Devolved Capital budget.

Mrs Brackenbury thanked Mr Bargh for the update.

**10/ Governing Body Self Review:**

The following matters were agreed:-

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Signature of Chair.....

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**i/ Pay & Performance Review Committee:**

Committee members would be Mr Curley, Mrs Cox, and Ms Chalmers. Meeting to be held on Thursday 16<sup>th</sup> November at 5.30 pm at Frithville, prior to the Full Governors' meeting.

**Action: Clerk to contact all participants to ensure their availability**

**ii/ Working Party for Staff and Pupil Surveys:**

Working Party members would be Mrs Stokes, Mrs Brackenbury, and Mrs Iveson. A meeting would be held with two representatives of the School Council week commencing 27<sup>th</sup> November.

**Action: Mrs Iveson and Mr Bargh to suggest ideas for questions for the Staff survey**

**iii/ Special Roles:**

The following special roles were confirmed:-

- Health & Safety – Ms Chalmers (Lead), Mrs Cox (Second)
- Safeguarding – Mrs Brackenbury (Lead), Ms Chalmers (Second)
- Pupil Progress – Mrs Brackenbury (Lead), Mrs Virk (Second)
- Finance – Mrs Virk (Lead), Mr Curley (Second)
- CPD/Link – Mrs Stokes
- Maths – Mr Curley
- English – Mrs Brackenbury
- Science – Mrs Stokes
- SMSC – Mrs Cox
- EYFS – Ms Chalmers
- SEND – Mr Curley (Lead), Mrs Brackenbury (Second)
- PE – Ms Chalmers
- Pupil/Parent Questionnaires – Mrs Stokes, Mrs Brackenbury, and Mrs Iveson

**iv/ Governors' CPD Workshop Action Plan:**

Mrs Brackenbury advised Governors that all the actions from the Governors' CPD Workshop have been grouped and incorporated into the FIP, section 2.3. Governors referred to this document and a discussion took place.

**Action: Mrs Brackenbury to re-issue completed Action Plan to all Governors**

**11/ Any Other Business:**

**i/ Training:**

Mrs Brackenbury referred to training events offered by the Lincolnshire Teaching Schools Together organisation. (Note from the Clerk: Information on these events has been issued to all Governors).

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Mrs Brackenbury also referred Governors to the forthcoming Governor Partnership meetings. It was agreed that any Governor who attended a training event or meeting should share information with other Governors and inform Mrs Stokes, who is responsible for monitoring Governor CPD.

The NGA Learning Link was discussed and the Clerk agreed to send out information. It was noted that, when logging on, it is important to specify New York Primary School or Frithville Primary School, as the system does not recognise the Federation. A general discussion on the NGA Learning Link took place.

**ii/ Vacancies for Governors:**

Governors noted the resignation of Mr Foster, Parent Governor at New York. Clerk to investigate the number and type of Governors vacancies.

**iii/ Website:**

It was agreed that the information on Mr Foster should be relocated to a section of the website specifically for retired Governors. Governors noted that their personal portraits had still not been uploaded onto the website.

***Action: Mr Bargh to liaise with website developer***

**iv/ IEP Meetings Volunteer:**

Mr Curley advised Governors that, in his capacity as Governor with special responsibility for SEND, he had volunteered to attend IEP meetings as an Independent Advisor. The Governors thanked him for offering to undertake this work.

**12/ Dates of meetings for 2017/18 Academic Year:**

A discussion took place and it was agreed to re-arrange two of the meeting dates as follows:-

7<sup>th</sup> December meeting will now be held on 16<sup>th</sup> November  
15<sup>th</sup> March 2018 meeting will now be held on 1<sup>st</sup> March 2018

***Action: Clerk to amend List of Meeting Dates and re-issue***

**13/ Correspondence:**

All Governors present signed the Code of Conduct, and completed and signed the Personal Interests Declaration.

**14/ Items for the next Agenda: (Thursday 16<sup>th</sup> November 2017, Frithville):**

Head Teacher's Report  
Budget Report  
Contract Renewal Dates

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Signature of Chair.....

Date.....



Update on Devolved Capital Projects

Correspondence – Governors to sign form to say they have read all safeguarding and associated policies.

There were no further matters of a non-confidential nature. Mrs Brackenbury thanked Mrs Iveson for her contributions, and Mrs Vestbirk. Mrs Vestbirk thanked the Governors for allowing her to observe the meeting. Mrs Iveson and Mrs Vestbirk left the meeting at 7.55 pm.

Confidential minutes were approved. These are recorded in the confidential minutes.

As there were no further matters for discussion, Mrs Brackenbury thanked everyone for attending and for their contributions. The meeting closed at 8.05 pm.

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Signature of Chair .....

Date.....