



New York Primary School
Federated with
 Frithville Primary School

**Minutes of the Full Governors' meeting held on Thursday 11th January 2018 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
Mr G. Curley	Co-Opted	Vice Chair	P
Ms K. Chalmers	Co-Opted		AP
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 pm. It was quorate. Mrs Brackenbury welcomed everyone to the meeting.

1/ Apologies for Absence:

Apologies for absence had been received from Mrs Stokes due to illness and Ms Chalmers due to family commitments. It was resolved to accept these as authorised absences. Governors were advised that Mrs Virk 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.

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

The minutes of the meeting of the Full Governing Body held on 16th November 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:

- a/ Page 6, section 9/ ii/c. It was agreed that the sentence "Mrs Cox agreed to visit New York on 20th November" should be removed. Mrs Cox explained that she had visited New York but would not have been able to do so on 20th November due to work commitments.
- b/ Page 7, section 9/ ii/e. Following a discussion, it was agreed to remove the sentence "The use of ASP is not compulsory."

It was agreed unanimously that, subject to the two amendments above, the minutes were a true and accurate record of the Full Governors' meeting held on Thursday 16th November 2017. Mrs Brackenbury signed and dated the minutes and initialled the amendments.

ii/ Matters Arising:

- a/ Page 2, section 5/ i. **Governors questioned Mr Bargh when the Evidence Base for the Self-Evaluation Form (SEF) would be updated.** Mr Bargh replied that responses from the Pupil Survey were still awaited and, once these were received, the Evidence Base would be updated and issued to Governors.
- b/ A discussion took place on the composition of the Governing Body following the resignation of Mrs Virk. It was noted that, according to the Instrument of Government, one Parent Governor could be appointed at each school. It was agreed to advertise the Frithville Parent Governor vacancy in the weekly newsletter. A discussion took place on whether Ms Chalmers could be changed from a Co-Opted to a Parent Governor. It was agreed that further Co-Opted Governors should be sought and all applicants for Governor vacancies should have an informal meeting with the Executive Head Teacher and Chair of Governors prior to confirmation of their appointment.

Action: Mr Bargh to advertise the Frithville Parent Governor vacancy in the newsletter and issue it with the relevant letter and application form. Clerk to investigate the matter related to Ms Chalmers and check Inspiring Governance website for suitable applicants

4/ Head Teacher's Report:

Mrs Brackenbury invited Mr Bargh to present the Head Teacher's Report.

a/ Standards & Pupil Progress:

A Pupil Progress Report for both schools had been issued to Governors 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 Bargh confirmed that the new-style report had been explained in depth to each Governor.

Mr Bargh explained that the nature of the information shown in the report was complex due to small cohort sizes and the requirement to show several different types of tracking and assessment methods. It was noted that the data was RAG-rated for ease of reference.

Signature of Chair.....

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Governors noted that the assessment data was only as good as the information provided to Mr Bargh by Learning Walks, visits from the Educational Advisor, and Peer Reviews. A general discussion took place on moderation. Governors were advised that schools in the KYRA East group would be involved in moderation at New York and Frithville during the coming weeks. The key aim would be to check the evidence for the children working as expected, working above, or working below expectations. A discussion took place on the Year 6 predictions. **Following a question from Governors**, Mr Bargh advised that the expectations are set at three points higher than where they should be. **Governors asked if this also applied to SEND children.** Mr Bargh replied "Yes".

Further discussions took place on the data. Governors noted the detailed information provided for vulnerable groups including Pupil Premium, Looked After Children, Forces, English as an Additional Language, and Transport.

Following a question from Governors, Mr Bargh confirmed that he was happy with the pupil progress figures. **Governors questioned what systems were in place for those children who were working below expectations.** Mr Bargh explained that a range of measures were in place including Individual Education Plans and on-going monitoring.

Discussions took place on the SEND children. It was agreed that a redacted case study for a SEND child at each school should be prepared before the end of the academic year. It was agreed that the case study for a Frithville child should be undertaken in the first instance by Mrs Conley assisted by Mrs Iveson. The case study for a New York child would be done at a later date.

Action: Mr Bargh and Mrs Iveson to liaise with Mrs Conley

Governors questioned Mr Bargh about the moderation visits. Mr Bargh explained that two members of the teaching staff would be meeting with other schools in the KYRA East group to compare children's books and marking standards. Two Head Teachers from the KYRA East group would be visiting New York and Frithville to look at the tracking system and the evidence base. County moderators are fully trained and will be bringing in examples of work.

Governors asked Mr Bargh for his impression of the pupil progress data. Mr Bargh replied that the children were making expected to good progress.

A discussion took place on SATs. **Following a question from Governors**, Mr Bargh explained that a child would not be entered for the SATs exams if they were below the required attainment level.

b/ Safeguarding:

Safeguarding and Attendance data for both schools had been issued in advance of the meeting to all Governors. The Governors confirmed that they had received and read the information. A copy is filed as Appendix B and forms part of these minutes.

Signature of Chair.....

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Mr Bargh advised that there were no changes to the data provided. However, a meeting with a parent had been held earlier in the day regarding a hygiene issue. Details of the meeting had been noted and will be available for Governors to see on the G Drive.

Governors questioned if there had been any further developments on the racial issue discussed at the last meeting. Mr Bargh advised that there had been no further problems with regard to this matter.

Governors noted the latest Attendance figure at New York of 94.33% and asked Mr Bargh what steps were being taken to improve the figure. Mr Bargh explained that he was concerned about the figure and letters were being sent home to parents emphasising the importance of regular attendance at school. Attendance would also be featured in the latest weekly newsletter. It was noted that some of the persistent absentees were children who had joined the school recently.

A discussion took place on excluding medical appointments from the attendance data. Governors agreed that this should be done.

It was agreed that Safeguarding should be a separate Agenda item at future Full Governors' meetings.

Action: Clerk to ensure Safeguarding is on future Agendas

c/ Staffing Structure:

A copy of the latest Staffing Structure 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 C and forms part of these minutes.

Governors noted that a full-time apprentice Teaching Assistant (TA) had been appointed at New York and was working in Class 1. The school is currently advertising for a full time TA.

Governors questioned if these posts were affordable. Mr Bargh replied "Yes."
Governors questioned if the cost of employing the apprentice TA would be reclaimed from the LCC Apprenticeship Levy. Mr Bargh agreed to follow up this matter.

Action: Mr Bargh to speak to LCC regarding reclaiming costs of employing apprentice TA

d/ LCC Reports and response by Head Teacher:

The Governors confirmed that they had received and read the correspondence regarding this matter.

A discussion took place on the county-wide provision for SEND children. It was noted that the LCC were considering extending the current range of special schools to take a wider range of children with special needs. It was noted that many children have to travel long distances to get to school and the transport costs are very high.

Signature of Chair.....

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Mr Bargh explained that the visit by the LCC had been triggered due to the KS2 data return for 2017. A very detailed response to the LCC's letter had been sent by Mr Bargh explaining the reasons behind the data and emphasising the on-going challenges facing small schools.

The LCC had also noted that the new caretaker had commenced work before his references had been received. Mr Bargh explained the reason behind this situation. The previous caretaker had left and the newly-appointed caretaker was available immediately to start work. There was a cross-over time of 15 minutes when the new caretaker was on site at the same time as the children, but he was never alone with the children. **Governors asked how this issue would be avoided in the future.** Mr Bargh advised that future applicants would be required to provide references when they are short-listed. In the event that references could not be provided until they were offered the post, their start date would be delayed until references were in place. This matter will be noted in the Safeguarding Audit to take place later in the year, and will be part of the SEF.

Governors asked for a further update regarding the installation of the Hygiene Suite. Mr Bargh advised that this matter had been addressed in his letter to County specifically pointing out that the Federation were currently unable to provide staff with adequate toilet facilities at New York.

Governors noted that a County Representative had been invited to the next Full Governors' meeting on 1st March 2018.

Governors asked Mr Bargh about the Federation Improvement Plan (FIP). Mr Bargh apologised for the delay and advised that the updated FIP would be issued with the minutes of the meeting.

There were no further matters related to the Head Teacher's Report and the Governors, led by Mrs Brackenbury, thanked Mr Bargh for his work.

5/ Head Teachers' Performance Management Review:

This matter is recorded in the Confidential Minutes.

6/ Policies:

Governors noted that policies for approval would be presented at the next Full Governors' meeting on 1st March 2018. Mr Bargh explained that many of the policies were those requiring approval every two years. The E-Safety policy was currently being re-written.

It was agreed that Mr Bargh would issue the policies for approval as soon as they were ready. Any changes would, hopefully, be made before the policies were approved on 1st March. The Clerk agreed to check the policies that required approval and liaise with Mr Bargh.

Signature of Chair.....

Date.....

7/ Governor Self-Review Action Plan:

a/ Action points/update:

Mrs Brackenbury advised Governors that the Self-Review Action Plan would be re-visited on a regular basis.

The Governor Skills Audit had been updated and copies were issued to Governors. A copy is filed as Appendix D and forms part of these minutes.

A discussion took place on the results of the Skills Audit.

b/ Visits/Visit Reports:

With the use of the Monitoring & Evaluation Timetable displayed on the white board, Governors discussed the responsibility vacancies created by Mrs Virk's resignation. The following points were noted and agreed:-

- i/ A meeting is to be held to discuss the Parent and Staff Surveys.
- ii/ A Health & Safety Walk will be undertaken by Mrs Cox and Ms Chalmers after 25th January.
- iii/ On-line audits for Health & Safety, Safeguarding, and Fraud would be completed by Mr Bargh and Mrs Brackenbury.
- iv/ Mrs Brackenbury would assume responsibility for finance with Mr Curley. Mrs Brackenbury confirmed that she had attended the LCC training course.
- v/ Mrs Brackenbury and Mr Bargh will have a Pupil Progress meeting.
- vi/ A curriculum meeting will be held with Mrs Parsons, Mrs Brackenbury, and Mr Bargh.
- vii/ Subject leaders are to contact the respective Governor to organise a meeting.

Action: Mr Bargh to advise subject leaders about the meetings at the Staff Meeting on Monday 15th January

It was noted that the visit report for Science from Mrs Stokes was still awaited.

c/ CPD:

Mrs Brackenbury advised Governors that she had attended a Supporting Governance course on the Analysing School Performance (ASP) data system. A discussion took place on ASP. Governors noted that ASP used scatter diagrams and percentages to display the data. Governors agreed that it was important for them to know what was in the public domain. A decision would be made at a later date on whether or not to demonstrate the ASP system to Governors.

Governors were reminded to advise Mrs Stokes of any courses or related CPD that they had undertaken and to ensure that they were registered with the NGA Virtual College.

8/ Website:

It was noted that photos for the website were still required of Mr Bargh, Mrs Iveson, and Mrs Stokes.

Signature of Chair.....

Date.....

9/ Correspondence:

There were no items of correspondence.

10/ Items for the next Agenda (Thursday 1st March 2018):

- i/ Head Teacher’s Report to include Finance Reports, Capital Project Update, Staffing, and update on letter sent to the LCC.
- ii/ Scheme of Delegation.
- iii/ Safeguarding.
- iv/ Policies: Accessibility Plan, Confidentiality, Critical Incident, E-Safety, Equality & Diversity, Risk Assessment, and Sun Protection

11/ Any Other Business:

i/ New Governor Induction Pack:

The Governors confirmed that they had received and read the draft New Governor Induction Pack prepared by Mrs Brackenbury. A discussion on the contents of the pack took place. It was agreed to include a list of abbreviations of commonly-used educational words, and to add DBS checks to the checklist. It was suggested that the Federation should purchase two copies of the NGA Handbook Welcome to Governance. The Clerk agreed to send to Mrs Brackenbury a copy of the New Governor Welcome pack issued by the LCC.

(Note from the Clerk: The above action has been completed).

ii/ Repairs and Maintenance:

Mr Bargh advised Governors that the new parts were needed for the boiler at Frithville. The cost was expected to be £2,200. It was not yet known if the money for these parts would come out of the Devolved Capital Projects fund or be covered by the Buy-Back scheme. It was also likely that two new front and two new back doors would be required at Frithville.

iii/ E-Mail Addresses:

It was noted that school e-mail addresses had now been set up for all Governors. Governors were asked to confirm their preferred address for school business. Clerk to amend e-mail address list and contact those Governors not present at the meeting.

iv/ Publicity:

Following a question from Governors, Mr Bargh advised that the Federation is participating in a range of promotional activities and community-based events. Future parents were met at Tattershall Community Centre. The Federation has updated its Prospectus and produced promotional bags. An article written by Mrs Iveson had been published in the local press. Mrs Brackenbury had provided information on the Governing Body Self-Review which would be published in the January issue of the KYRA Journal.

A discussion took place on further promotional opportunities. It was agreed that links with the KYRA Forum were very important.

Signature of Chair.....

Date.....

As there were no further matters for discussion, Mrs Brackenbury thanked everyone for attending and for their contributions. The meeting closed at 8 pm.

Signature of Chair

Date.....