



New York Primary School
Federated with
 Frithville Primary School

**Minutes of the Full Governing Body Meeting held on Thursday 6th March 2014 at
 New York Primary School**

<u>Name</u>	<u>Governor Type</u>	<u>Position</u>	<u>Present/Apologies/ Absent</u>
Mrs J. Aitken	Community		P
Mr P. Bargh	Staff	Head Teacher	P
Mrs S. Boxall	Staff		P
Mrs A J Sidwells	Parent		P
Mr G. Curley	Community		P
Mrs A. Virk	Parent		AP
Mrs S. Brackenbury	Community		AP
Mr M. Sturgess	Community		AP
Mr A. Shaw	LEA	Chair	P
Mrs D. Picksley	Staff		P
Mr B. Foster	Parent		AP

In attendance: Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6.05 pm. It was quorate. Mr Shaw welcomed everyone to the meeting.

1/ Apologies for Absence:

Apologies for absence had been received from Mrs Virk due to health reasons, Mrs Brackenbury due to holidays, Mr Foster due to family issues, and Mr Sturgess due to work commitments. It was resolved to accept these as authorised absences in respect of the above attendance record. Mr Curley had e-mailed the Clerk to advise that he would be late.

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

None were declared.

Signature of Chair

Date.....

3/ Minutes of the meeting of the Full Governing Body held on 14th November 2013:

a/ Accuracy:

The minutes of the meeting of the Full Governing Body held on 14th November 2013 had been circulated in advance to all Governors. The Governors confirmed that they had received and read the minutes. There were no questions. It was noted that on page 3, section d/ of the minutes, Mrs Iveson's name had been spelt incorrectly. It was agreed unanimously that the minutes were a true and accurate record of the meeting held on 14th November 2013, subject to the amendment noted. Mr Shaw initialled the amendment and signed and dated the minutes.

b/ Matters Arising:

There were no matters arising.

4/ Committee Reports:

Minutes of the Staffing & Resources Committee meeting held on 9th January 2014 and the Standards & Curriculum Committee meeting held on 27th February 2014 had been circulated in advance to all Governors. The Governors confirmed that they had received and read the information.

a/ Staffing & Resources Committee: 9th January 2014

Mrs Boxall referred to Page 2, section 4 of the minutes regarding the proposed change of leadership scale for Base Leaders to Deputy Heads. Mr Bargh advised that the Job Descriptions are being finalised during the week and staff will be informed once the Job Descriptions are agreed.

b/ Standards & Curriculum Committee: 27th February 2014

Mrs Picksley referred to page 4, section on Governor Visits & Training, and advised that she had completed the mentoring course. The Clerk agreed to amend the minutes accordingly.

There were no further comments or questions on the minutes of the recent Committee meetings.

5/ Head Teacher's Report:

Mr Shaw invited Mr Bargh to present his verbal report.

a/ Devolved Capital Projects:

Mr Bargh advised the Governors that there were three projects in the pipeline:-

Signature of Chair.....

Date.....

i/ Refurbishment of KS2 Classroom at Frithville:

This work is to be undertaken as a result of faulty work by a contractor who has since gone into liquidation. The quote submitted by J. H. Winter has been approved by the LCC who will be paying the costs of £10K to re-plaster and redecorate the room. As part of the refurbishment, the opportunity will be taken to replace the carpets and install new black-out blinds and cupboards. This additional work will cost approximately £6K. The Governors confirmed that they were happy for the additional work to be undertaken. Details of the refurbishment work will be finalised by the end of Term 4 or early in Term 5. The work will start immediately after the SATs exams. On Friday 16th May, pupils will attend a Federation Sports Day at New York. Mrs Boxall, helped by staff and volunteers, will move into Room 3. A general discussion took place on the logistics of moving and where items would be stored. The KS2 classroom will be re-organised to make it more teacher/learning-friendly.

ii/ Bespoke playground Area:

Government grants of up to £30K are available for schools wishing to provide an out-door play area. Frithville is eligible to apply as the school has less than 2000 squares metres of land; New York is not eligible. The outdoor play area is approximately 18 x 10 metres, fenced, and comprises basket-ball nets and markings for other ball games. A general discussion took place on the possible site for the play area, the importance of ensuring supervision during its use, and the current "wild" area at Frithville.

iii/ School Halls:

Mr Bargh advised Governors that a long-term project for the Federation was the building of school hall at Frithville and New York. Approximately cost would be in the region of £250 - £300K for both halls. Matched funding may be available from the LCC. Suggested size would be 15 x 10 metres, plus a kitchen area and toilets including disabled facilities. Eco-classrooms are available that include solar panels and the use of rainwater for the toilets. The halls could be used for indoor PE, lunches, and cooking. A hall at Frithville would free up another study room.

A general discussion on this matter took place. Governors were in favour of the proposal and the following points were agreed:-

- a/ Set up a Just Giving page on the Federation website to allow people and organisations to make a donation. This is possible because New York has a charity number.

Action: Mr Bargh to organise the above in conjunction with the Bursar and the website manager

- b/ Form a Governors' sub-committee to raise funds by investigating available funding streams, organising press coverage, and contacting large companies and local businesses. The sub-committee should not include staff governors. Membership of the committee should be rotated every 6 months to ensure the work is spread equally between the Governors.

Signature of Chair.....

Date.....

Action: Clerk to contact all Governors to check their availability for the sub-committee and contact those responsible for organising funding for the Sibsey Village Hall

b/ Ofsted Guidance:

Mr Bargh referred to the two documents issued to Governors in advance of the meeting – “Why do Ofsted inspectors observe individual lessons and how to they evaluate teaching in schools?” and “Schools inspection policy: some FAQs” . The Governors confirmed that they had received and read the documents and copies are filed as Appendices A and B respectively.

A general discussion took place on the contents of the documents. Mr Bargh advised that both documents had been issued to teaching staff for information. The Federation is well ahead in planning for the introduction of the new curriculum. There are now many more opportunities for pupils at primary schools. Pupils will shortly be working 18 months ahead of where they are now.

c/ Pupil Questionnaires:

Mr Bargh advised that Mrs Brackenbury had done an amazing job at both schools in questioning pupils. The pupils had been questioned in great depth and patterns had emerged straight away. It was agreed to ask Mrs Brackenbury to give a presentation on this topic at the next Full Governors meeting.

Action: Clerk to contact Mrs Brackenbury

Mr Bargh thanked the Governors for taking part in the walk-about visits. It was good to have them in the schools. It was agreed that the same format for visits would be continued in 2014/15; the foci (literacy, numeracy, ICT, safeguarding, health & safety, and SEND) would stay the same, but the visit timetable would be adjusted so that different Governors look at a different topic.

Action: Mr Bargh to update the Governor Visits Schedule and re-issue to the Clerk

d/ Risk Assessment for the residential trip to Langdale:

Forms LEV 1 and LEV 2a were issued in advance of the meeting to all Governors. The Governors confirmed that they had received and read the information. Copies of the forms are filed as Appendices C and D.

A general discussion took place on the contents of the documents and, in particular, the definition of “hazardous” activities. Mr Bargh advised that this referred to any water-based sports such as canoeing or any off-road activities such as walking on the moors.

Mr Curley entered the meeting at 6.50 pm and apologised for being late. He was welcomed by the Governors.

The Governors agreed unanimously to adopt the Risk Assessment for the residential trip to Langdale, subject to its approval by the LCC.

Signature of Chair.....

Date.....

e/ Interactive TVs:

Mr Bargh explained that each school now had two interactive TVs. A brief demonstration was given of the TV installed in the classroom at New York. Windows 7 will be installed in the summer to provide more facilities. The new TVs will add greatly to the learning experience – they are easier to see than the previous display equipment and the children are very enthusiastic.

The Governors, led by Mr Shaw, thanked Mr Bargh for his report.

6/ Appointment of Governor with responsibility for safeguarding:

Mr Bargh advised that as Mrs Holland had retired from the Governing Body, it was necessary to appoint a Governor with responsibility for safe-guarding. A general discussion on this matter took place and it was agreed that all Governors should be approached to see if anyone was willing to take on this role.

Action: Clerk to e-mail all Governors requesting a volunteer

Further discussions relating to specific Governors' responsibilities are detailed below in section 7 c/ below.

7/ Governing Body:

a/ Mrs Donohue - retirement:

Governors were saddened to hear of Mrs Donohue' retirement. Mr Bargh explained that he had visited her to take flowers and express his thanks for all her hard work over many years. Mr Bargh added that Mrs Donohue had supported the schools during two Ofsted inspections and had been a very good critical friend. All her four children had attended the school. The Governors agreed that they would like give Mrs Donohue flowers as a "Thank You" and, possibly, present these at a Friday assembly.

Action: Mr Bargh to organise in conjunction with Mrs Donohue

b/ Governor Vacancies:

The Clerk advised that there were currently vacancies for two Community Governor and one Local Authority Governor. The vacancies are advertised on the Federation website and Mr Foster had arranged to advertise them on the RAF Coningsby intranet.

A general discussion took place on this matter. It was agreed that the Governing Body is currently robust and comprises people with a wide variety of skills. However, it would be beneficial to fill the vacancies. Mr Curley suggested advertising the vacancies on *Linked-In*.

The following actions were agreed:-

Signature of Chair.....

Date.....

Action: Clerk to contact Sibsey Parish Magazine to see if the vacancies can be advertised and Governor Support to see if they know of anyone wishing to be a Governor

c/ Training:

The Clerk advised that information on the Governor E-Learning courses had been sent to Mrs Virk, the new Parent Governor and details on the courses offered by the CfBT would be available by early April and issued to all Governors. It was agreed that the most important courses for Governors relate to health & safety, safeguarding, Governor visits, SEND, and budgeting. Mrs Aitken had attended the Governors' Foundation Day course in Lincoln earlier in the day and had found it a very worthwhile experience.

Action: Clerk to advise the CfBT about course requirements

Governors were reminded of the importance of continuing the Governor E-Learning courses and, and if need be, repeat the courses to ensure that the display of training certificates in the reception areas remains up to dat. It was suggested that a Governor and Deputy should be appointed for each of the following areas:- SEND, Health & Safety, and safeguarding.

Mr Bargh advised that the work of the SEND Governor involved checking how the Pupil Premium money is spent and investigating the intervention timetables for vulnerable groups. The work needs to be undertaken once a year and could be done to coincide with the Standards & Curriculum Committee meeting.

Health & Safety work is currently being undertaken by Mr Shaw on a termly basis. The work of the safeguarding Governor needs to be done once a year.

It was agreed to discuss this matter further at the next Full Governors meeting and appoint Governors and Deputies.

8/ Items for the next Agenda (22nd May 2014):

Head Teacher's verbal report to include update on devolved capital projects
Committee reports: Staffing & Resources on 1st May 2014
Analysis of pupil questionnaires: Report by Mrs Brackenbury
Governor visit reports for March and April
Appointment of Governors and Deputies for specialist roles
Update on school halls funding project including sub-committee formation

9/ Correspondence/Any Other Business:

There were no items of correspondence.

a/ The next Governor walk-about will be on Tuesday 18th March by Mr Curley, Mr Shaw, and Mrs Aitken. These Governors will visit both schools to look at SMSC/Science/ and budgeting (including use of the Pupil Premium money).

b/ Mr Bargh thanked all the Governors for their hard work. Reference was made to the recent schools' newsletter topic on e-safety. Mr Bargh said he had received very

Signature of Chair.....

Date.....

good feedback from parents. A general discussion on this topic took place. Mr Bargh added that the Maths evening for parents in September will also include internet safety. A further discussion took place on how best to engage with those parents who did not attend parents' evenings or school events. It was thought that a more informal approach was needed, such as a chat over a cup of coffee. Mr Bargh advised that he intended to try this approach.

- c/ Mrs Aitken asked about the need for Governors to be CRB checked. Mr Bargh advised that it was no longer a requirement but he would prefer it if all Governors had been checked.

Action: Mr Bargh to organise CRB checking

- d/ It was also agreed that reports issued to sub-committees would also be sent to Governors not on that Committee i.e Governors on the Staffing & Resources Committee would receive the Pupil Progress Analysis reports and Governors on the Standards & Curriculum Committee would receive the financial reports.

Action: Clerk to ensure that this happens

10/ Dates of future meetings:

- 1st May 2014, Staffing & Resources Committee, Frithville
- 22nd May 2014, Full Governors, New York
- 5th June, Standards & Curriculum Committee, Frithville

All meetings are on Thursdays and commence at 6 pm.

Mrs Aitken offered her apologies for the Full Governors meeting on 22nd May due to holidays.

As there were no further matters for discussion, Mr Shaw thanked everyone for attending and for their contributions. The meeting closed at 7.25 pm

Signature of Chair.....

Date.....