



New York Primary Federation  
*Federated with*  
 Frithville Primary Federation

**Minutes of the Full Governing Body Meeting held on Thursday 7<sup>th</sup> March 2013 at  
 New York Primary School**

<u>Name</u>	<u>Governor Type</u>	<u>Position</u>	<u>Present/Apologies/ Absent</u>
Mrs R. Quinnell	LEA	Chair	AP
Mr P. Bargh	Staff	Head Teacher	P
Mrs S. Boxall	Staff		P
Mrs A J Sidwells	Parent		P
Mr G. Curley	Parent		P
Mrs L. Donohue	LEA	Vice Chair	AP
Mrs M. Holland	Community		AP
Mrs D. Spens	Community		P
Mr M. Sturgess	Parent		P
Mr A. Shaw	Parent		P
Mrs D. Picksley	Staff		AP
Mr C. Tait	Parent		P

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

The meeting commenced at 6.10 pm. It was quorate. In the absence of Mrs Quinnell and Mrs Donohue, it was agreed that Mr Curley would chair the meeting. Mr Curley welcomed everyone to the meeting

**1/ Apologies for Absence:**

Apologies for absence had been received from Mrs Donohue, Mrs Holland, and Mrs Picksley due to illness, and Mrs Quinnell due to a prior commitment. It was agreed that these be accepted as authorised absences in respect of the above attendance record.

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

None were declared.

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Signature of Chair.....

Date.....

3/ **Minutes of the meeting held on 15<sup>th</sup> November 2012:**

a/ **Accuracy:**

The minutes of the meeting of the Full Governing Body held on 15<sup>th</sup> November 2012 had been circulated to Governors in advance of the meeting. The Governors confirmed that they had received and read the information and agreed that the minutes represented a true and accurate record of the meeting held on 15<sup>th</sup> November 2012. Mr Curley signed and dated the minutes.

b/ **Matters Arising:**

There were no matters arising.

4/ **Head Teacher's Report:**

a/ **Self-Evaluation Forms:**

Mr Curley invited Mr Bargh to present the Head Teacher's Report. Mr Bargh issued copies of the Self-Evaluation Form (SEF) dated March 2013 for each School to all Governors present. Copies of the forms are filed as Appendix A (New York) and Appendix B (Frithville). Mr Bargh explained in depth the contents of each SEF – context in which the school works, overall effectiveness, and the Action Plan which comprises four parts – achievement of the pupils, quality of teaching, behaviour and safety of pupils, and quality of leadership and management. The SEFs are continuously updated and all teaching staff have a copy. A comprehensive discussion, led by Mr Bargh, took place on the contents of the SEFs. Mr Bargh highlighted the recent addition of an ***Action timeline and responsibilities*** column in the Action Plan section. Overall pupil progress figures have also been included. Progress data is colour-coded thereby enabling easy identification of year groups and subjects that are not making sufficient progress and allowing for immediate intervention.

Quality of Teaching results were discussed with specific reference to page 15 of the SEF for New York, although the figures relate to lesson observations across the Federation. Mr Bargh explained that lesson observations are now far more frequent than in 2010. Next week lesson observations on numeracy are taking place. Observers now work in pairs and often include the Educational Advisor and Head Teachers from other Schools within the Collaborative Partnership. Following a question from Mrs Spens, Mr Bargh confirmed that feedback from the lesson observations was given to the teaching staff. Mr Bargh issued a Lesson Observation sheet (Appendix C) to all Governors present and explained how specific features of the School Development Plan are incorporated. i.e question and discussion to promote learning, pace and depth of learning are maximised, pupils' attitudes to learning and conduct, and pupil behaviour and respect for other people. A general discussion took place on the best methods of improving teaching and the current processes in place.

The Governors then considered the Behaviour & Safety of Pupils and the Quality of Leadership & Management sections of the SEFs. A discussion took place on the grading system with Governors wanting to know how the "Good" grading had been decided upon. Mr Bargh advised that he had regular contact with schools that have recently had an OFSTED inspection and the Educational Advisor, and the informed opinion was that the grading was correct. A general discussion took place on the numbers of year groups that

Signature of Chair.....

Date.....

are taught together. All Governors confirmed that they were very pleased with the format of the SEFs and Mr Curley thanked Mr Bargh for his excellent work.

It was agreed that the Standards & Curriculum Committee would be responsible for Achievement of Pupils and Quality of Teaching, and the Staffing & Resources Committee's remit would include Behaviour & Safety and Leadership & Management.

**b/ Devolved Capital Projects:**

Mr Bargh advised that approximately £18,000 would be spent at Frithville to replace the fencing at the front of the school, refurbishment of the EYFS outside area, and replacing the PE and playground equipment sheds. The work would be going out to tender at the end of March and quotes submitted at the next Staffing & Resources Committee meeting (2<sup>nd</sup> May 2013) for approval. If approved, the work would go ahead during the summer holiday. Mrs Spens agreed to re-do the murals and paintings.

Mr Bargh advised that there was £10,000 to be spent at New York. More new storage cabinets would be purchased to complete the internal refurbishment work undertaken last year.

A general discussion took place on the capital projects at each school. Mr Bargh stressed that it was important to retain the ethos and history of each school, even though they are part of a Federation.

**c/ Pupil Questionnaire Results:**

The results of the recent pupil questionnaire have been published in the weekly newsletters issued to parent and Governors. Mr Bargh advised that the Educational Advisor had questioned the children on the results and some positive feedback had resulted as the children have a say in their learning. The children have learning objectives and success criteria and know what these are. A general discussion on this matter took place. It was agreed that Governors would question the children when the pupil questionnaire is issued next year.

There were no further questions and Mr Curley thanked Mr Bargh for his report.

**5/ Committee Reports:**

**a/ Staffing & Resources – 10<sup>th</sup> January 2013:**

The minutes of the meeting of the Staffing & Resources Committee held on 10<sup>th</sup> January 2013 had been issued in advance to all Governors. The Governors confirmed that they had received and read the information. Mr Curley gave the following verbal update:-

Financial reports for each school had been presented but the Bursar was unable to attend due to an urgent commitment. The financial position for each school is very good but Mr Curley had urged caution with regard to spending. Pupil premium figures were discussed. Recently there had been some pupil movements but the Federation still had 10 more children than 12 months ago. It has been agreed that some devolved capital projects could go out to tender. The Confidentiality Policy and the Health & Safety Policy had been approved and signed. Minor changes were needed to the Critical Incident Policy so it was

Signature of Chair.....

Date.....

agreed that this would be signed at the next Full Governors meeting. Extra staff had been provided for lunch time cover.

There were no questions and Mr Bargh thanked Mr Curley for his report.

b/ **Standards & Curriculum – 28<sup>th</sup> February 2013:**

The draft minutes of the Standards & Curriculum Committee meeting held on 28<sup>th</sup> February 2013 had been circulated in advance to the Governing Body. Governors confirmed that they had received and read the information.

Mr Bargh explained that the Committee had considered in depth the latest pupil progress data and reasons had been provided in instances where the figures were not as high as would be expected.

There were no questions.

6/ **Policies:**

The Critical Incident Policy (Appendix D) was presented to Governors for ratification and Governors were given time to read the policy. There were no questions and Mr Curley signed and dated the policy.

7/ **Publicity:**

The Clerk advised that minutes of Governors' meetings were sent to the website designer on a regular basis for updating the site. A general discussion took place on suitable topics for news stories for the local press. It was agreed that a photo-story on Red Nose Day and Mr Bargh's participation in the Edinburgh Marathon would be suitable stories.

***Action: Mr Bargh to organise photos of Red Nose Day events***

8/ **Governing Body:**

a/ **Governor Vacancies:**

The Clerk said that there was currently one vacancy for a Community Governor. Mrs Spens advised that, due to personal reasons, she would be retiring as a Community Governor at the end of the current academic year. The Governors, led by Mr Bargh, said they were sorry to hear this news.

b/ **E-Learning Training Update:**

The Clerk again reminded Governors about the importance of undertaking the free GEL training courses on line. A general discussion on this matter took place. Several Governors had already completed courses and the certificates had been submitted to Mr Bargh for display in the reception areas of each school.

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Signature of Chair.....

Date.....

9/ **Governor Visits Programme:**

Mr Bargh presented a draft Governor Visits and Protocol Policy (Appendix E), a copy of which had been given to staff earlier in the day. A general discussion on the contents of the policy took place. It was agreed to ratify it at the next Standards & Curriculum meeting (13<sup>th</sup> June 2013). Governors were also given a Governor Visit/Audit Timetable for 2013/14 (Appendix F). It was agreed that this document would be completed at the next Full Governors meeting (23<sup>rd</sup> May 2013) and, where possible, Governors should complete the Governor Visits course on the GEL Training website before Easter.

**Action: Clerk to e-mail all Governors reference the Governor Visits course**

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

10/ **Dates of future meetings:**

2<sup>nd</sup> May 2013, Staffing & Resources Committee, **6 pm**, Frithville  
23<sup>rd</sup> May 2013, Full Governors, 6 pm, New York  
13<sup>th</sup> June 2013, Standards & Curriculum, 6 pm, Frithville

Please note: All meetings are on Thursday and **ALL** will now start at 6 pm.

11/ **Correspondence/Any Other Business:**

There were no items of correspondence.

a/ **2013/14 Budget Settlement:**

Mr Bargh issued the 2013.14 Budget Settlement document prepared by the Bursar (Appendix G) and Governors were given time to read the information. Mr Bargh explained that a 5% cap will come into effect at New York in the next academic year, meaning that the school will effectively lose £23,040 in additional funding generated by low attainment and deprivation factors. Mr Bargh stressed that, despite this loss of funding, both schools were in a strong financial position. The net budget settlement for New York for the next academic year will be £288,952. A general discussion on this matter took place and Governors asked the reason for the cap. Mr Bargh explained that it was due to new funding systems put in place by the Government. A letter expressing concerns about the cap was being sent to the LCC Education Authority and the local MP.

**Action: Mr Bargh to send copy of the letter to the Clerk for onward transmission to Staffing & Resources Committee members**

b/ **Head Teacher's Performance Review:**

Mr Bargh advised that this meeting had now taken place and a decision had been agreed. It was agreed that the Clerk should expedite this matter by e-mailing all parties concerned with a review to getting the issue agreed at the next Staffing & Resources Committee meeting (2<sup>nd</sup> May 2013).

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12/ **Items for the next Agenda (23<sup>rd</sup> May 2013):**

Head Teacher's Report  
Staffing & Resources Committee report – 2<sup>nd</sup> May 2013  
Policies  
Governor Visit Timetable 2013/14  
Governing Body – update on vacancies and training courses  
Publicity – update by the Clerk  
AOB/Correspondence

**Confidential Matters:**

The confidential minutes of the meeting of the Full Governing Body held on 15<sup>th</sup> November 2012 had been circulated in advance by the Clerk to relevant Governors. The minutes are password-protected. The Governors confirmed that they had received and read the information and that the minutes represented a true and accurate record of the confidential matters discussed at the Full Governors meeting on 15<sup>th</sup> November 2012. There were no questions. Mr Curley signed and dated the minutes.

As there was no further business, Mr Curley thanked everyone for attending and for their contributions. The meeting closed at 7.40 pm.

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Signature of Chair .....

Date.....