



New York Primary School
Federated with
 Frithville Primary School

**Minutes of the Full Governing Body Meeting held on Thursday 10th July 2014 at
 Frithville 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		P
Mr M. Sturgess	Community		AB
Mr A. Shaw	LEA	Chair	P
Mrs D. Picksley	Staff		P
Mr B. Foster	Parent		P

In attendance: Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6.10 pm. It was quorate. Mr Shaw welcomed everyone to the meeting.

1/ Apologies for Absence:

Apologies for absence were received from Mrs Virk due to family commitments. It was resolved to accept this as an authorised absence in respect of the above attendance record. Mr Sturgess was absent.

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

None were declared.

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3/ Minutes of the meeting of the Full Governing Body held on 22nd May 2014:

a/ Accuracy:

The minutes of the meeting of the Full Governing Body held on 22nd May 2014 had been circulated in advance to all Governors. The Governors confirmed that they had received and read the minutes. There were no questions. Mrs Brackenbury referred to page 6 of the minutes and requested the following amendments:-

- i/ Include the heading "New York" at the top of the page.
- ii/ Include the heading "Frithville" above paragraph 6.
- iii/ Change "is" to "was" on line 3.

Mrs Brackenbury explained the reasons for the changes and it was agreed unanimously that the minutes represented a true and accurate record of the meeting held on 22nd May 2014, subject to the above three amendments. Mr Shaw signed and dated the minutes and initialled the amendments.

b/ Matters Arising:

There were no matters arising.

4/ Committee Reports:

a/ Staffing & Resources Committee: 19th June 2014:

Minutes of the Staffing & Resources Committee meeting held on 19th June 2014 had been circulated in advance to all Governors. The Governors confirmed that they had received and read the information.

Mr Curley, Chair of the Staffing & Resources Committee, advised that pupil numbers were good, a new Teaching Assistant had been appointed, and a response from the Local Authority (LA) is awaited with regard to the new funding arrangements. It had been noted that the LA supports the Federation.

b/ Standards & Curriculum Committee: 5th June 2014:

Minutes of the Standards & Curriculum Committee meeting held on 5th June 2014 had been circulated in advance to all Governors. The Governors confirmed that they had received and read the information.

Mr Bargh and Mr Shaw advised that the new curriculum was going well and the Federation was a long way ahead of some other schools in terms of training and planning for its implementation in September 2014. A discussion took place on the new scheme to teach computing over a 4-year period to include e-safety, safeguarding, rewards system, and apps.

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Mrs Brackenbury commented on the minuted item on the impact of the meeting for the children. It was agreed to include this item on all Agendas for Full Governors and Committee meetings.

Action: Clerk to ensure "Impact of the meeting for the children" is added to all future Agendas

Mr Bargh advised that pupil scores were good. The website would be updated with SEND information and documents for parents to download. These would be highlighted using the "Pencil" symbol. It is now illegal for children to be taken out of school during term time for holidays unless those holidays have been authorised for exceptional circumstances. A general discussion on this matter took place.

5/ Reconstitution of the Governing Body:

The Clerk advised that documents had been received from the CfBT regarding the re-constitution of the Governing Body to be completed by 1st September 2015.

The following matters were agreed:-

- 1/ A skills audit would be undertaken using information from the National Governors Association website. The questions would be circulated to all Governors by the Clerk before the next Full Governors meeting on 11th September. The matter would be discussed at this meeting and, if considered, necessary a further meeting would be arranged specifically to complete the skills audit.
- 2/ A letter would be sent on a yearly basis starting in September to all local businesses requesting volunteers for Community Governors. The Clerk is to draft a suitable letter from signature by Mr Bargh and Mr Shaw.

Mr Shaw reminded Governors that the Governor E-Learning training is free only for one more year.

6/ Head Teacher's Report:

Mr Shaw invited Mr Bargh to present his report.

a/ Pupil Progress:

Mr Bargh issued the Assessment Summary Report, a copy of which is filed as Appendix A. An Assessment Summary was provided for both schools that incorporated EYFS, phonics, KS1, and KS2 progress data. Mr Bargh gave the following verbal update:-

EYFS:

EYFS data is teacher-assessed. County moderated the data this year to ensure assessments are being judged correctly. All was in good order. 78% of pupils made at least 2 levels of progress in the Prime Learning Goals in 2014 compared with 60% in 2013. At New York, the figures were 50% and 67% respectively. Interventions and strategies were already in place to improve results. The EYFS figures have been loaded onto the local system and will

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be transferred to the national system. Mr Bargh stated that he had no worries with regard to the EYFS progress results.

Following a question from Mrs Brackenbury, Mr Bargh explained that the data for Frithville would be included in the Data Dashboard scheme but New York was exempt as the school had less than five pupils in the EYFS cohort.

Phonics:

Phonics was also teacher-assessed. The figures are better at New York than last year. Figures at Frithville are down slightly due to an EAL pupil who has no phonics ability. All data is tracked so it is possible to show easily the reason for downturns or upturns in the figures. Mr Bargh stated that he had no qualms with regard to the phonics results.

KS1:

Again, this data would be loaded onto local and national databanks. At New York, results for reading, writing and Maths were higher than last year. Moderation had taken place at New York. The figures for Frithville were not quite so good as in the previous year due to a number of mid-year admissions. Each new child is assessed very rigorously. The cohort at Frithville will need additional support and the class will be split into two groups for English and Maths starting in September.

Following a question from Mrs Brackenbury, Mr Bargh explained that predictions for the results of the interventions would be presented at the first meeting of the Standards & Curriculum Committee in September.

KS2:

It is important to ensure that each child makes at least 2 levels of progress.

At Frithville, 100% of pupils made at least 2 levels of progress for reading and writing, both of which were teacher-assessed. The average point scores (APS) for reading improved from 12.3 in 2013 to 12.8 in 2014, and for writing from 12.3 in 2013 to 14.0 in 2014. The APS for Maths had dropped to 10.8 from 13.3. This matter had been discussed with the Educational Advisor and visualisation techniques were being considered as a way of teaching Maths.

At New York, two pupils did not make 2 progress levels in reading. The APS figures for pupils are down due to pupils with special needs but the pupils have done well and the focus on writing has shown good results – 33% of pupils made 5 levels of progress in 2014 compared with 0% in 2013.

The final data will be in next week.

There were no further questions on the pupil progress data and the Governors thanked Mr Bargh for his comprehensive report.

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b/ Devolved Capital Projects:

Frithville:

Winters have done a fantastic job in Classroom 2 and the problem with the plastering has been solved. The blinds will be fitted next week and the classroom will be ready for use in September. The Class teacher is delighted. Many parents visited the refurbished classroom during the school Sports Day and were very impressed.

Class 1 at Frithville will be refurbished during the summer holidays 2015. This will be a very big job.

Miss Baxter has been successful in her application for a £30K grant for installation of a playground at Frithville. A press release will be issued to the local press. (Note from the Clerk: Press release issued on 11th July 2014). The playground will be installed in the area currently occupied by the wild garden.

New York:

The boiler at New York will be replaced on 24th July and the water pipe repaired at the same time. The supply pipe from the fuel tank has already been replaced. The outside step and the ramp will be repaired.

Refurbishment of the boys' toilets at New York has been budgeted for and the work will be done either during the summer or in the October half-term.

The extra car parking area at New York will be tarmacked and marked out in August. This will provide an extra 10/12 spaces. The trim trail is being removed and replaced by benches. The benches are already available. The work to dig up the concrete using a JCB, removal of debris, and re-seeding of the area will cost £500. It is hoped to do this work in the summer to allow time for the grass to grow.

c/ Universal Meals:

Food 4 Thought has been appointed on a 3-month contract to supply school meals. The meals will come from their kitchen in Boston. Close monitoring will be undertaken. Alternative suppliers are being investigated including the Leagate, Pilgrim Hospital, and Witham & Blues.

d/ Training Provision:

Mr Bargh advised that dates had been set for moderations. Twelve members of staff (6 from each school) are to receive dedicated paediatrics and First Aid training. Four members of staff will do the First Aid at Work course. This training will be completed before Christmas.

7/ Committee Formation 2014/15:

The Clerk advised that membership of committees was usually decided at the first meeting of the Full Governing body in September. However, it had been agreed that the first

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Governors' meeting in the new academic year would be a Standards & Curriculum Committee meeting (11th September 2014) to review the latest data. So, it was necessary to agree the committee formation now.

Mr Shaw proposed Mrs Brackenbury as Chair of Standards & Curriculum Committee due to her knowledge of understanding progress data. The proposal was seconded by Mrs Picksley and agreed unanimously by all Governors. Mrs Brackenbury agreed to stand and said that she had enjoyed her time on the Staffing & Resources Committee.

Mr Shaw was proposed as Vice Chair of the Standards & Curriculum Committee by Mrs Brackenbury. The proposal was seconded by Mr Foster and agreed unanimously by all Governors. Mr Shaw agreed to stand.

8/ Dates of Governor meetings: 2014/15

The dates of the Governor meetings for 2014/15 had been issued in advance of the meeting to all Governors by the Clerk. The Governors confirmed that they had received and read the information.

Action: Clerk to issue Governor meeting dates to school secretaries and the Bursar and ensure that they are put onto the website

9/ Items for the next Agenda: (18th September 2014):

Election of officers: Chair and Vice Chair of Governing Body
Chair and Vice Chair of Staffing & Resources Committee

Confirmation of Governors with special responsibilities
Governor skills audit
Head Teacher's summary report
Standards & Curriculum Committee report – 11th September 2014
Risk Assessment for Whitby residential 2015
Reflective moment – what has this meeting achieved for the pupils?

10/ Correspondence/Any Other Business:

There were no items of correspondence.

a/ Performance Data:

Mr Bargh explained that all performance data would be assessed at the end of the academic year. Each child will have a tracking sheet for English, Maths, Science, and Writing which records their progress for the whole of their academic life at the Federation. Tracking will now be more important than ever as the progress level measurement is being removed. Guidance on monitoring the new system is still awaited.

Mrs Brackenbury had offered to assess all the progress data and another Governor was required to help with this task. Mr Foster offered to help. A general discussion on this matter took place. Mr Bargh advised that targets and levels had been set in conjunction with discussions held within the Collaborative Partnership. He advised Governors that the

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current Collaborative Partnership would not increase in size. The Federation is also part of the Boston Cluster.

Action: Clerk to ensure the website is updated with details of the Governors with special responsibility for analysing pupil progress data

b/ Residential/Sports Day:

Mr Bargh said that the residential in the Lake District was a great success. The pupils displayed good manners and were polite. They were the best-behaved group there and this was commented on by the instructors.

The Sports Day was also a great success.

Mr Curley expressed thanks to Mr Bargh and the staff for the Lake District Residential. The next residential will be to Whitby and will include fossil hunting and a steam train ride.

Action: Clerk to ensure Risk Assessment for the Whitby residential is added to next Full Governors' meeting Agenda

c/ Financial matters:

Mrs Picksley advised that National Insurance numbers had been requested by County from parents with children at Gartree school. A discussion on this matter took place. It was noted that County will be requesting national insurance numbers from all parents/carers on pupils in Lincolnshire schools.

To ensure swimming money from parents was coming in regularly, invoices would be issued on a half-term basis to each parent/carer.

As there were no further matters of a non-confidential nature, Mr Shaw thanked everyone for attending and for their contributions. This part of the meeting closed at 7.45 pm. Discussions of a confidential nature followed and are the subject of separate minutes.

Signature of Chair.....

Date.....