



New York Primary Federation
Federated with
 Frithville Primary Federation

Minutes of the Full Governing Body Meeting held on Thursday 11th July 2013 at Frithville Primary School

<u>Name</u>	<u>Governor Type</u>	<u>Position</u>	<u>Present/Apologies/ Absent</u>
Mrs R. Quinnell	LEA	Chair	P
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	P
Mrs M. Holland	Community		AP
Mrs D. Spens	Community		AP
Mr M. Sturgess	Parent		P
Mr A. Shaw	Parent		P
Mrs D. Picksley	Staff		AP
Mr C. Tait	Parent		AB

In attendance: Mrs A. Saxton, Clerk to Governors
 Mrs S. Brackenbury, observer (to be appointed Community Governor)

The meeting commenced at 6.10 pm. It was quorate. Mrs Quinnell welcomed everyone to the meeting and extended a special welcome to Mrs Sue Brackenbury who would be joining the Governing Body as a Community Governor.

1/ Apologies for Absence:

Apologies for absence had been received from Mrs Picksley due to family commitments and Mrs Holland due to health reasons. It was agreed that these be accepted as authorised absences in respect of the above attendance record. Mr Tait was absent.

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

None were declared.

Signature of Chair

Date.....

3/ **Minutes of the meeting held on 23rd May 2013:**

a/ **Accuracy:**

The minutes of the meeting of the Full Governing Body held on 23rd May 2013 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 23rd May 2013. Mrs Quinnell signed and dated the minutes.

b/ **Matters Arising:**

There were no matters arising.

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

Mrs Quinnell invited Mr Bargh to give his presentation.

a/ **Refurbishment work:**

Mr Bargh advised that, as previously agreed, the refurbishment work on the outside areas at Frithville and the new cabinets at New York would go ahead during the summer holidays. An alternative carpet supplier had had to be sourced as the original company was no longer trading.

b/ **Governors vacancies: Parish Councils:**

Mr Bargh had attended the recent Wildemore and Langrick Parish Council meetings to request permission for banners regarding the OFSTED results to be displayed near both schools. Permission had been granted and the banner at Frithville had already been erected on the bridge. Unfortunately, despite a written request to the Clerks of each Parish Council, there had been no volunteers to fill the Community Governor vacancies.

The banner at New York would be erected shortly once the hedge had been cut. Mr Shaw offered to cut the hedge.

c/ **SATs results:**

Mr Bargh gave a brief summary of the SATs results for New York and Frithville. He explained that more in-depth data would be presented at the Full Governors meeting in September.

Four children at New York had taken the exams and all had achieved at least 2 levels of progress. Six pupils at Frithville had taken the exams and all had achieved level 4. A general discussion took place on the exam results. Mr Bargh said that there had been some very pleasant surprises and it was the third consecutive year in which good SATs results had been achieved at both schools.

Mrs Quinnell asked Mr Bargh to pass on the Governors' thanks to the teaching staff for this achievement.

Signature of Chair.....

Date.....

d/ Confidential Pupil Data Sheets & Risk Assessments:

Mr Bargh issued a batch of documents that comprised Confidential Pupil Data Sheet, Confidential Pupil Data Sheet – annual update, Notification and Risk Assessment for various local sports venues within a 15-mile radius, and Notification and Risk Assessment for swimming at Horncastle pool.

Mr Bargh explained that he had recently attended an Educational Visits Co-ordinator course. As the Federation was having an increasing number of sports and educational visits, it was important to ensure that up-to-date Risk Assessments were in place.

i/ Pupil Data Sheets:

Mr Bargh explained in depth the Confidential Pupil Data Sheet. Governors were referred particularly to the Declarations and Permissions section at the end of the sheet and a comprehensive discussion took place on its contents. Mr Bargh advised that the forms (also available in Polish, Latvian, Lithuanian, and Rumanian) would be issued to parents in September with the first newsletter. The forms will also be available on the website.

A particular discussion took place on the declaration relating to the school uniform and PE kit. Mr Bargh explained that every new pupil is given a sweat shirt featuring the New York and Frithville logo. The PE kit comprises a white T-shirt with black or blue shorts. These items can be purchased locally at low cost. A new kit for team-based sporting events with other Schools is being introduced and Mr Bargh showed Governors the rugby shirt.

The Governors confirmed unanimously that they were in agreement with the contents of the Confidential Pupil Data Sheet and the annual update forms.

ii/ Risk Assessments:

Mr Bargh explained that two Risk Assessments required approval:-

- a/ Various local sporting events within a 15-mile radius of the Federation.
- b/ Swimming at Horncastle pool.

Each Risk Assessment comprised three parts:- Notification/Approval/Recommendation for proposed visit; Risk Assessment matrix; and Risk Assessment Action Summary.

Both Risk Assessments were discussed in depth. Governors asked about First Aid qualifications for members of staff, the definition of “reputable companies” with reference to coach safety, and the use of staff cars for transporting pupils to the events.

Mr Bargh explained that the coach companies used were those specified by the LCC. With regard to the use of staff cars, it was agreed that copies of driving licences and MOT certificates should be retained on file. A DVLA helpline is available to confirm if a person has a driving licence and whether or not they have any penalty points. A general discussion took place with regard to mileage claims. Mr Bargh explained that even though he travelled frequently between the two schools, he did not claim the mileage.

Signature of Chair

Date.....

Mrs Brackenbury pointed out a typographical error:- Both Level 1 forms, section on Any Other Relevant details – “their” should be “there”.

The Governors agreed unanimously with the contents of the Risk Assessments. Mr Bargh explained that they would now be forwarded to County for final checking.

iii/ OFSTED reflections:

Mr Bargh issued an OFSTED Reflections sheet to everyone present including Mrs Brackenbury and the Clerk. Mr Bargh explained that this exercise had already been undertaken with all members of staff with the aim of identifying accountability. The results would be fed into the School Development Plan (SDP).

A general discussion took place on the OFSTED result. It was agreed that considerable improvements had been made in recent years with the grade moving from “Cause for Concern” to “Satisfactory” to “Good”. The Governors considered that “Good with Outstanding Features” was a realistic goal for the next OFSTED inspection.

Led by Mr Bargh, the discussion was lively with all Governors making contributions. The following topics were covered:- sustainability of the Federation; Academy status; small cohort sizes resulting in fluctuating results; how to make the Governing Body more approachable to parents; the “open door” policy at both schools; the Governors’ role as a critical friend of the Executive Head Teacher; the psychology behind lesson planning; reducing the amount of time that a teacher talks during a lesson; poster campaign for pupils of the four things they should do before they ask the teacher; and qualifications for Teaching Assistants.

The Reflections sheets were collected in by Mr Bargh who said that he would summarise the findings and the results would be fed into the SDP.

iv/ Staffing Update:

Mr Bargh explained that interviews had been scheduled to take place on 9th July for temporary cover for a member of staff at New York who was shortly to go on maternity leave. The interviews had had to be cancelled as two of the applicants withdrew at the last minute as they had found alternative employment. The post would be re-advertised and the interviews would now take place in the first week in September.

Mr Bargh stressed that, despite the good OFSTED result, the Federation would not be resting on its laurels.

Mrs Quinnell, on behalf of the Governing Body, thanked Mr Bargh for his presentation.

5/ Committee Reports:

a/ Staffing & Resources Committee:

The minutes of the Staffing & Resources Committee meeting held on 20th June 2013 had been circulated in advance to the full Governing Body. The Governors confirmed that they had received and read the information.

Signature of Chair.....

Date.....

Mrs Quinnell invited Mr Curley, Chair of the Staffing & Resources Committee to give a verbal update.

Mr Curley advised the Governors that the Staffing & Resources Committee had considered the latest financial reports on both schools presented by the Bursar. Both schools were financially secure. Surplus income had been carried forward from the previous financial year and would be spent within the next 8 weeks. Many services are paid for up-front. Both schools are full and new intake numbers for September look good – 7 or 8 pupils at Frithville and 5 or 6 pupils at New York. The maternity leave situation at New York was discussed and it was confirmed that the Federation is insured for maternity cover. Extra funding for PE will be available for 2 or 3 years. The Pupil Premium money is being spent wisely – details are on the website. The Pupil Premium will increase from £900 to £1200 per pupil.

Mrs Boxall requested a change in the minutes of the Staffing & Resources Committee meeting held on 20th June. Page 3, paragraph 4 (b) to include “SENCO Assistant”.

There were no further questions or comments on the minutes. Mrs Quinnell thanked Mr Curley for his verbal report.

b/ Standards & Curriculum Committee:

The minutes of the Standards & Curriculum Committee meeting held on 6th June 2013 had been circulated in advance to the full Governing Body. The Governors confirmed that they had received and read the information.

Mrs Quinnell invited Mrs Donohue, Chair of the Standards & Curriculum Committee to give a verbal update.

Mrs Donohue explained that the Committee had discussed in depth the pupil progress data presented by Mr Bargh. All questions regarding the data were answered. Contingency plans are in place for all vulnerable groups to ensure at least the required levels of progress are made. The pupil progress data is very detailed and can be tracked back for 4 years.

There were no questions or comments on Mrs Donohue's report and Mrs Quinnell thanked her for the update.

6/ Publicity:

Mr Bargh advised that the photographer from the Boston Standard had visited the schools a couple of weeks ago but no press coverage had been seen. Banners announcing the OFSTED result had been made and erected outside the schools. It was agreed that the local press should again be contacted with a view to getting press coverage on the OFSTED result.

7/ Governor vacancies:

The Clerk explained that there were now three vacancies for Community Governors. Wildemore and Langrick Parish Councillors had been contacted but no volunteers had been forthcoming.

Signature of Chair.....

Date.....

It was agreed to contact the Base Commander at RAF Coningsby. Mrs Donohue also had a contact who may be interested and a daughter who had just left University. A general discussion on this matter took place.

8/ Dates of future meetings:

- 19th September 2013, Full Governors, New York
- 10th October 2013, Staffing & Resources, Frithville
- 7th November 2013, Standards & Curriculum, New York

All meetings are on Thursdays and commence at 6 pm.

9/ Items for the next Agenda (19th September 2013):

- Election of Chair and Vice Chair of Governing Body
- Formation of Committees including Head Teacher's Performance Management Committee for November 2013 meeting
- Approval of Terms of Reference for Staffing & Resources and Standards & Curriculum Committees
- Head Teacher' Presentation to include SATs results
- Governors to sign Code of Conduct and Business Interests forms
- Governors – vacancies and training
- Publicity update

10/ Any Other Business/Correspondence:

Governor Visits Programme: 2013/14

A general discussion took place on the proposed programme for Governor visits in the next academic year. Mr Bargh agreed to collate the information provided by Governors and issue a visits programme. It was agreed that each Governor would undertake two visits during the academic year. Learning walk documents would be issued showing parts of the curriculum and the relevance to the displays of what the pupils are learning. Wednesday afternoons are suitable for viewing the displays as the children are swimming.

Mr Shaw advised that newsletters from Frithville are still not being received and are not on the website. Mr Bargh agreed to follow up this matter.

There were no items of correspondence.

As there were no further matters for discussion, Mrs Quinnell thanked everyone for attending and for their contributions. She hoped that everyone would enjoy the summer. The meeting closed at 8.10 pm.

Signature of Chair.....

Date.....