



New York Primary School
Federated with
 Frithville Primary School

Minutes of the Full Governing Body Meeting held on Thursday 13th November 2014 at Frithville Primary School

<u>Name</u>	<u>Governor Type</u>	<u>Position</u>	<u>Present/Apologies/Absent</u>
Mr P. Bargh	Staff	Head Teacher	P
Mrs S. Boxall	Staff		P
Mrs A J Sidwells	Parent		P
Mr G. Curley	Parent	Vice Chair	P
Mrs S. Brackenbury	Community	Chair	P
Mr B. Foster	Parent		AP
Mrs S. Holland	Parent		P
Mrs R. Quinnell	Community		AP
Mrs K. Chalmers	Parent		P

In attendance: Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6 pm. It was quorate. Mrs Brackenbury welcomed everyone to the meeting and extended a special welcome to Mrs Holland and Mrs Chalmers, new Parent Governors. Everyone had previously introduced themselves.

1/ Apologies for Absence:

Apologies for absence had been received from Mr Foster and Mrs Quinnell due to other commitments. It was resolved to accept these as authorised absences in respect of the above attendance record.

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 18th September 2014:

a/ Accuracy:

The minutes of the meeting of the Full Governing Body held on 18th September 2014 had been circulated in advance to all Governors. The Governors confirmed that they had received and read the minutes.

The Governors agreed unanimously that the minutes represented a true and accurate record of the Full Governors meeting held on 18th September 2014. Mrs Brackenbury signed and dated the minutes.

b/ Matters Arising:

There were no matters arising that were not already itemised on the Agenda.

4/ Terms of Reference:

The following draft Terms of Reference had been circulated in advance of the meeting to all Governors:-

- Full Governing Body (Appendix A)
- Standards & Curriculum Committee (Appendix B)
- Staffing & Resources Committee (Appendix C)
- Complaints Committee (Appendix D)

The Governors confirmed that they had received and read the information.

i/ Full Governing Body:

The following amendments were agreed to the Terms of Reference for the Full Governing Body:-

Remove: "Ensure all governors receive minutes from each of the established committees at least 7 days prior to the scheduled Full Governing Body meeting"

Add to bullet point 2: "and undertake training as required."

ii/ Standards & Curriculum Committee:

The Terms of Reference for this Committee were approved with no amendments.

Mrs Brackenbury advised that the review date of the Gifted & Able Policy on the website may be incorrect. Mr Bargh agreed to investigate and amend if required.

iii/ Staffing & Resources Committee:

The following amendments were agreed to the Terms of Reference for this Committee:-

Signature of Chair.....

Date.....

Add to bullet point 6; “.. and other relevant areas”

Remove bullet point 23: “Contribute to the SDP” as it is duplicate information

Remove bullet point 24: “Prepare information concerning premises to be published in the school profile” as it is duplicate information

Remove bullet point 25: “Access appropriate training in order to keep up to date with relevant issues” as it is duplicate information.

iv/ Complaints Committee:

It was agreed that the Terms of Reference for the Complaints Committee would be agreed when the committee met.

5/ Head Teacher’s Report:

Mrs Brackenbury invited Mr Bargh to present the Head Teacher’s Report. For the benefit of the new Governors, Mr Bargh explained that at Full Governors’ meetings, he gave a summary report as detailed information was presented at Committee meetings. His verbal summary was as follows:-

i/ School Halls:

A long-term aim is to build a hall at each school at an approximate cost of £300,000 each. The halls are needed for a range of activities including assemblies and in-door PE. A “Just Giving” page is to be set up on the website in January to enable people to make donations. New York is registered as a charity. Letters seeking funding will be sent to all sports associations in the UK.

ii/ Governors’ Visits and Audit Timetable: 2014/15:

Mr Bargh issued this document and a general discussion took place. Various amendments were made and a copy of the amended document is filed as Appendix E. (Note from the Clerk: The revised version of this document has been e-mailed to all Governors).

Mr Bargh explained that the purpose of the learning walks was to understand the ethos of the schools and identify any health & safety issues.

iii/ Pupil Perception Surveys:

Mr Bargh explained that the surveys were still being trialled. Following a meeting with staff, it had been agreed to change the wording “my teacher” to “staff”. Mr Bargh explained for the benefit of the new Governors that the aim of the surveys was to understand how the children enjoy their learning. The Educational Advisor, Mrs Smith, was in favour of them. It was noted that although the system was still at trial stage, it was important to deal with any issues that were identified.

iv/ Monitoring & Evaluation Overview 2014 – 15:

Mr Bargh issued *“The Frithville and New York Federation – Monitoring and Evaluation Overview 2014 -15*, a copy of which is filed as Appendix F.

Signature of Chair.....

Date.....

Following a question from Mrs Brackenbury, Mr Bargh advised that Governors would be welcome to attend the CPD meetings held on Mondays between 3.45 and 4.45 pm. A general discussion took place on the benefits of attending these meetings.

Mr Bargh explained the document in depth, commenting particularly on the work with the Collaborative Partnership, the SLT meetings, updating the SEF, assessment and tracking, and the work with SEND pupils and high achievers. He stressed the importance of Governor support to ensure the system works. Mr Curley said that it was important for Governors to challenge the systems in place and to act as a critical friend.

v/ Universal Meals:

The contract for supply of meals to Frithville expires in December. Parents are to be surveyed to see if they are happy. Mr Bargh to check which kitchen supplies the meals.

There were no questions on the report provided by Mr Bargh and the Governors, led by Mrs Brackenbury, thanked him for the information.

6/ Committee Reports:

i/ Staffing & Resources Committee meeting: 9th October 2014:

The minutes of the Staffing & Resources Committee meeting held on 9th October 2014 had been circulated in advance to all Governors. The Governors confirmed that they had received and read the minutes. There were no comments or questions.

ii/ Staffing & Resources Committee: Financial Reports:

Financial Reports for New York and Frithville for November 2014 had been issued to all Governors. The Governors confirmed that they had received and read the reports. Copies of the reports are filed as Appendices G and H respectively.

Governors asked if the new boiler had been installed at New York and if the issues relating the water leak, also at New York, had been resolved. Mr Bargh advised that the new boiler was installed and the water leak had been repaired but the school would have to pay for the cost of the water. It was suggested that the water leak costs may be covered by the insurance.

Action: Clerk to check the above point with the Bursar

iii/ Report by Governors with special responsibility for SEND:

Following the meeting between the SENDCO and Mr Curley and Mr Foster, Mr Foster had prepared an e-mail report which had been issued to all Governors.

Mr Curley advised that new procedures for SEND had been introduced. The SENDCO had arranged for the website to include a signpost to the Family Services Directorate, the organisation responsible for SEND.

Signature of Chair.....

Date.....

The new SENDCO Teaching Assistant has started at Frithville.

7/ Governing Body Self-Review:

i/ Governor Vacancies:

The Clerk explained that Mrs Quinnell was re-joining the Governing Body as a Community Governor. Under the existing Instrument of Government, there were now 5 vacancies – 1 Staff, 2 Community, and 2 Local Authority).

A general discussion took place on the most appropriate number of Governors, given the number of Committees and areas of special responsibility. Mr Bargh expressed the view that 12 Governors would be needed. This matter to be discussed further when the Governing Body is reconstituted.

ii/ Governor Visit Reports:

A general discussion took place on the benefits of preparing and issuing a report once a Governor visit had taken place. Concerns were expressed with regard to the amount of time needed to prepare the report and issues of confidentiality.

Mr Bargh agreed to issue a template form for Governors' use (Note from the Clerk: This has been done).

iii/ Governor Training:

Mrs Brackenbury stressed the importance of Governor training courses and reminded Governors that two options were available:- the Governor E-Learning online system, and the courses run by the CfBT and LCC. Mrs Brackenbury strongly recommended the Governor Foundation courses which could be undertaken either as a 1-day course or as three separate modules in the evenings. The two new Parent Governors confirmed that they had received details of the training courses from the Clerk.

iv/ Appointment of Governors with special responsibilities:

Mrs Chalmers offered to be the Governor with responsibility for Health & Safety. Mrs Holland agreed to be the Deputy Governor for safe-guarding. It was agreed to ask Mrs Quinnell if she would be the Deputy Governor for Health & Safety.

The Governors were thanked for agreeing to take on these roles.

v/ Allocation of Governors to Committees:

A general discussion on the matter took place and composition of the committees was agreed as follows:-

a/ Staffing & Resources:

Mr Curley (Chair), Mrs Chalmers (Vice Chair), Mrs Brackenbury, Mrs Sidwells, and Mrs Quinnell (Clerk to check with Mrs Quinnell that she is willing to sit on this Committee)

Signature of Chair.....

Date.....

b/ Standards & Curriculum:

Mrs Brackenbury (Chair), Mr Foster (Vice Chair), Mrs Boxall, Mrs Holland, and Mrs Sidwells

8/ Skills Audit/Reconstitution of the Governing Body:

Skills audit forms had been completed by all Governors present and Mr Foster. Mrs Brackenbury agreed to analyse the data. Clerk to send skills audit form to Mrs Quinnell. Once the forms were analysed, it would be possible to approach the CfBT with details of the skills required by the Federation for a Local Authority Governor. The Clerk advised Governors that the Governing Body had no obligation to accept the CfBT applicant.

A general discussion took place on the most appropriate number of Governors to ensure meetings were quorate and the work was spread evenly.

The following actions were agreed to increase the number of Governors:-

- a/ Notice in staff rooms at both schools requesting 1 Staff Governor.
- b/ Letter to local businesses and households (Clerk to send draft to Mr Bargh)
- c/ Letter to Boston Borough Council

9/ Dates of next meetings:

- 15th January 2015, 6 pm, Standards & Curriculum Committee, New York
- 29th January 2015, 6 pm, Staffing & Resources Committee, Frithville
- 29th January 2015, Pay & Performance Review Committee, Frithville*

*The Pay & Performance Review Committee meeting will take place after the Staffing & Resources Committee meeting

10/ Any Other Business/Correspondence:

a/ Mrs Brackenbury explained that she would be away for the Standards & Curriculum meeting in January. **She suggested that Governors should undertake scrutiny of the pupils' books to ensure that marking is up to date, there is regular communication between the teacher the pupil, and question staff on the progress made by the pupils.** A general discussion on this matter took place. Mr Bargh and Mrs Boxall expressed concerns about whether the Governors would have suitable qualifications to identify when progress has been made. Some Parent Governors expressed concerns about undertaking this work due to issues of confidentiality. Further discussions took place.

Action: Mr Bargh to discuss this matter with the Educational Advisor and report back to Governors

Signature of Chair.....

Date.....

- b/ Declarations of Interest, Code of Conduct, Eligibility to be a School Governor, and Skill Audit forms had been issued to Mrs Holland and Mrs Chalmers. These were completed and returned.

Action: Clerk to issue similar forms to Mrs Quinnell

- c/ **Mr Foster had suggested the creation of the central learning resource for Governors that would include a summary of the contents of courses attended and other relevant documentation.** It was agreed that this was a good idea. Mr Bargh suggested a password-protected learning zone on the website. A general discussion on this matter took place. It was suggested that information could be disseminated within the Collaborative Partnership.

Action: Mr Bargh to liaise with website designer. Mrs Brackenbury to issue a summary of the content of the course she had recently attended.

- d/ Format of the minutes. **Mrs Brackenbury suggested that the parts of minutes of meetings that show where Governors have asked for or requested information should be highlighted in bold.** A general discussion on this matter took place and it was agreed that this should be done.

11/ Items for the next Full Governors' Meeting Agenda (5th March 2015):

Head Teacher's Summary Report to include:-

Results of pupil questionnaires
Update on Pupil Perception Survey
Update on new halls project

Committee Reports:-

Standards & Curriculum Committee – 15th January 2015
Staffing & Resources Committee – 29th January 2015

Results of Governor Skills Audit
Reconstitution of the Governing Body

Governing Body Self-Review:-

Vacancies
Visit Reports
Training

How has this meeting benefited the children?

Future Agenda item: Full Governors; 16th July 2015 – Formation of Head Teacher's Performance Review Committee and book Governors onto relevant course.

Signature of Chair.....

Date.....

12/ How has this meeting benefited the children?

A discussion on this matter took place and the following points were agreed:-

- i/ The Governing Body is making sure that it has the required skills to ensure effective monitoring and evaluation of the systems in place in the Federation.
- ii/ The decision had been taken to increase the number of Governors to 12 to ensure a good spread of skills and roles.
- iii/ Terms of Reference for the Full Governing Body and the two regular Committees were agreed to ensure that all matters are covered.
- iv/ The Governing Body has reviewed itself in terms of skills and training to ensure that it is fit for purpose.
- v/ Discussions took place on the Pupil Perception Surveys and any issues that arose have been addressed.

There were no further matters of a non-confidential nature for discussion. This part of the meeting closed at 7.30 pm. Governors then discussed confidential matters which are recorded separately.

Signature of Chair

Date.....