



New York Primary Federation
Federated with
 Frithville Primary Federation

Minutes of the Full Governing Body Meeting held on Thursday 15th November 2012 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		P
Mrs D. Spens	Community		P
Mr M. Sturgess	Parent		P
Mr A. Shaw	Parent		P
Mrs D. Picksley	Staff		P
Mr C. Tait	Parent		P

In attendance:

Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6.10 pm. It was quorate. Mrs Quinnell welcomed everyone to the meeting and extended a special welcome to Mrs Sidwells and Mr Tait, new Parent Governors. Everyone introduced themselves.

1/ Apologies for Absence:

There were no apologies for absence. All Governors were present.

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 20th September 2012:**

a/ **Accuracy:**

The minutes of the meeting of the Full Governing Body held on 20th September 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 20th September 2012. Mrs Quinnell signed and dated the minutes.

b/ **Matters Arising:**

- i/ Mrs Quinnell advised that Mrs Mckenzie had now resigned as a Parent Governor due to family commitments.
- ii/ Mr Curley asked if a response had been received from the Ambulance Service to the letter of complaint sent from the School. Mr Bargh replied that a written acknowledgement of the complaint had been received within a week but a full reply was still awaited. Mr Bargh provided background information on this matter for the benefit of the two new Governors.

Action: Mr Bargh to prepare a form for parents to sign authorising School staff to take pupils to hospital in an emergency

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

i/ **Self-Evaluation Form (SEF):**

Mr Bargh advised that the SEF for this year had been designed by the School. On Monday 19th November, there will be a meeting with other members of the collaboration partnership to discuss the SEFs and RAISEOnline. Further information on these matters will be presented for discussion at the next Committee meetings.

Mr Bargh highlighted the four areas for OFSTED grading – Pupil progress; Teaching & Learning; Management & Leadership (including Governors); and Health & Safety. The OFSTED grade of "satisfactory" has been replaced by "Requirement to Improve". Our current grading is "Good". The biggest challenge facing the School is the attainment of national standards as many pupils arrive at the School below the national average. Mr Bargh showed Governors the RAISEOnline report and explained that this would be discussed in depth with the Schools' County Educational Advisor on 19th November. Approximately 15 key pages of the RAISEOnline report would be issued to Governors for discussion.

A general discussion on these matters took place. Governors were pleased that the RAISEOnline report and the SEF would highlight any areas of concern so that these could receive immediate attention.

Action: Mr Bargh to issue SEF and RAISEOnline information asap. Clerk to ensure items are added to Agendas for next Staffing & Resources and Standards & Curriculum meetings

Signature of Chair.....

Date.....

ii/ **Devolved Capital Projects:**

Mr Bargh referred to the Mouchel Budget Costs for refurbishment work at Frithville that had been issued by e-mail to Governors for comment on 12th October 2012. This document is filed as Appendix J with the minutes of the Staffing & Resources Committee meeting held on 11th October 2012.

Mr Bargh advised Governors that the internal refurbishment work at Frithville was being done on a room-by-room basis. The library, foyer and Staff Room had been redecorated and new furniture had been ordered. Plans for the outside include new security fencing and resurfacing the EYFS area at a cost of £12 - £16K for both projects. In addition, an outside classroom area would be created to allow for Science experiments, a new store room for PE and play equipment, and the fence along the back playground would be replaced with a wall to allow for a mural and "targets" for games. Total expenditure would be approximately £50K over the next 3 – 5 years. Approx. £24K is to be spent immediately.

A detailed discussion on this matter took place. Topics included the source of the funding, the existing facilities at Frithville, a building survey, outside facilities at other Schools, tendering for contracts, and drawing up a "wish list" for devolved capital projects. There were no further questions. Mr Bargh advised that this matter would be discussed at the next Staffing & Resources Committee meeting (10th January 2013)

Action: Clerk to ensure the above item is added to the Agenda for the Committee meeting

5/ **Committee Reports:**

a/ **Staffing & Resources Committee meeting (11th October 2012):**

The minutes of the Staffing & Resources Committee meeting held on 11th October 2012 had been circulated in advance of the meeting to all Governors. The Governors confirmed that they had received and read the information. Mr Curley, Chair of the Committee provided the following verbal update:-

Main topics of discussion had been:-

- i/ The Performance Management Policy updates whereby all queries from Governors had been discussed. A copy of the upgraded policy was issued to all Governors by Mr Bargh (Appendix A) who highlighted the following key points:
 - a/ The standard policy had been upgraded to include all employees including teaching assistants, and support staff. Most Schools do not do this.
 - b/ Objective setting (page 2 of the policy). All staff, including the Head Teacher will have no more than three objectives. All staff, including the Head Teacher, will have a whole school objective.
 - c/ This policy is to be approved at the next meeting of the Staffing & Resources Committee (10th January 2013).

Signature of Chair.....

Date.....

- ii/ The financial position of both Schools was sound. Money is available to spend wisely on devolved capital projects.
- iii/ Pupil Premium funding is publicly accountable and the School is obliged to show how the money is being spent. Mr Bargh advised that this information is on the Schools' website.
- iv/ Mr Bargh advised that Pupil Premium money is being used, in part, to provide for more midday supervisors to engage with the children and make lunchtimes easier. At New York, lunch has now been split into two sittings (to be discussed by School Council later in the week).

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

b/ **Standards & Curriculum Committee meeting (8th November 2012):**

The minutes of the Standards & Curriculum Committee meeting held on 8th November 2012 had been circulated in advance of the meeting to all Governors. The Governors confirmed that they had received and read the information. Mrs Donohue, Chair of the Committee provided the following verbal update:-

- i/ Special thanks and congratulations to Mr Bargh for the quality of the presentation of the Pupil Progress data. It is now possible to track individual year groups over long periods of time and any areas for concern can be instantly addressed. The data is now much easier to understand and much more comprehensive.
- ii/ As well as an in-depth discussion on the pupil progress data, the Committee also discussed behaviour and leadership and management.

Mr Bargh advised that it had been necessary to exclude a pupil. A general discussion on this matter took place and the following action was agreed. In the event of future exclusions, Mr Bargh would notify the Chair of Governors who would, in turn, notify the Clerk who would inform members of the Standards & Curriculum Committee who have the responsibility for safeguarding.

There were no questions and the Governors thanked Mrs Donohue for her report.

6/ **Governor Visits:**

Mr Bargh apologised to Governors for the server failure at County level which meant that some ICT visits could not go ahead. He advised Governors that at Frithville all the desktop computers were being replaced on Thursday 22nd November 2012. After that date, it would be possible to view the iPADS in action at Frithville.

Action: Mr Bargh to suggest future dates for Frithville visits to the Clerk

Signature of Chair.....

Date.....

a/ **ICT Visit (New York): Mr Shaw and Mrs Donohue: (15th November 2012):**

Mr Shaw and Mrs Donohue had visited New York earlier in the day to view the School's recently-upgraded ICT provision. Mr Shaw gave the following verbal update:-

He was amazed at the high level of computing skills shown by the children. Reception class pupils were very confident in using laptops. In the playground, pupils were using iPads and were being videoed whilst playing sport. The recordings were then used to explain batting technique. In Years 5 and 6, the pupils were doing research into water courses and were using various search engines. Tables were clutter-free and it was very evident that the children enjoyed using the technology. Audio books were in use and it was very clear that the children will not be behind in technology skills when they go to secondary schools. Possibly a few additional iPads would be beneficial.

Mrs Donohue agreed with the comments made by Mr Shaw and added that she, too, had been very impressed with the level of computing skills shown by the children.

Mr Bargh advised that, at present, there is one iPad for every 3 pupils. It will be necessary to spend £10 - £15K every 3 to 4 years just to keep up to date with the technology. Money allocated for devolved capital projects can be used for this purpose. Headphones are needed at both Schools as the children will be using Skype with speakers. Mr Shaw, again, praised all aspects of the ICT provision at New York.

Mr Bargh added that the routers are weak when everyone is on the internet but this issue is outside the control of the School. In the future, it is hoped to install one Cloud-based network for both Schools with a single G Drive. A comprehensive discussion took place on this matter with Governors being particularly concerned about data security.

Mrs Quinnell left the meeting at 7 pm due to ill health and Mrs Donohue, Vice Chair of the Governing Body, took over as Chair of the meeting.

The Governors thanked Mr Shaw and Mrs Donohue for their visit report.

b/ **SEND & Safeguarding Visit by Mrs Holland: (15th November 2012):**

Mrs Holland, Community Governor, with special responsibility for SEND and safeguarding gave the following report on her visit to both Schools:-

The purpose of the visit was to ensure that all paperwork in connection with SEND and safeguarding is in place and up to date. Mrs Holland said that she was very impressed with the presentation of the paperwork. Each School had a specific folder and all staff and visitors are vetted. The Child Protection policy needs to be extended to include allegations against staff and policies need to be put in place for temporary and voluntary staff. Mrs Holland added that she was very impressed with the housekeeping. The SEND report is very detailed.

Mr Bargh advised Governors that the Educational Advisor checks the paper trail to ensure that the Pupil Premium money is being spent correctly. A general discussion on this matter took place.

Signature of Chair.....

Date.....

Mr Bargh also said that, following, the resignation of Mrs Elton, it was necessary to amend the name on the Child Protection Policy to that of Mrs Holland, as the Governor responsible for child protection. A copy of the amended policy (Appendix B) was passed to Mrs Donohue, as Chair of the Standards & Curriculum Committee, for signature. Mrs Donohue signed and dated the policy.

Mr Bargh advised that posters would be displayed at both Schools giving contact details for staff members responsible for child protection. Mr Bargh explained that, in his absence from the School, responsibility would pass to one of the other Head Teachers in the collaboration partnership.

The Governors thanked Mrs Holland for her report.

c/ **Art Visit by Mrs Spens (15th November 2012):**

Mrs Spens, Community Governor and retired Teacher of Arts and Crafts, had visited Frithville to see the children in their Art class. The theme was Egypt. Mrs Spens said she saw children making pyramids, cats, and people. She was very impressed with the way in which they were using shapes. The children were also discussing Egypt as they did the work. The knowledge and enthusiasm of the children was very impressive. There was a very positive buzz in the classroom. All children were engaged and there was no disruption. The interaction between the children was very good and they responded well to instructions from the teacher.

Mrs Spens added that she had just returned from a holiday in Egypt and had a lot of information that would be of interest to the children for their Egyptian project. Mrs Spens agreed to visit the School again to talk to the children.

Mrs Donohue thanked Mrs Spens for her report. Mr Bargh mentioned other art projects – copying of Joan Miro paintings onto different materials, including cloth, and a “junk” robot sculpture currently being built on Wednesday nights by a sculptor.

Following a question from Mr Shaw, Mr Bargh advised that paper copies of Governors’ visit reports are retained in School.

7/ **Publicity Update by the Clerk:**

The Clerk advised that the Governors’ section of the Schools’ website was up to date with the exception of details on the two new Governors. A press release on the refurbishment work at New York had been drafted and sent to Mr Bargh for approval. It was agreed that even though both Schools are full, we should continue to “blow our own trumpet”. A discussion took place on the advisability of mentioning new ICT equipment at New York – particularly as the School is in a remote location. Mr Bargh advised that ICT equipment is stored in a Strong Room and the School has an alarm system connected to a local security company.

It was agreed that a photoshoot should be undertaken showing the new iPADS at New York in connection with Mrs Spens and the Egyptian project.

Signature of Chair.....

Date.....

Action: Clerk to ensure website is up to date and liaise with Mr Bargh re publicity

8/ **Governor Vacancies & Training:**

The Clerk advised that two new Parent Governors had been appointed – Mrs A J Sidwells and Mr C Tait. Both were present at the meeting. Following a general discussion with the two new Governors, it was agreed that Mrs Sidwells would sit on the Standards & Curriculum Committee and Mr Tait on the Staffing & Resources Committee. The Clerk advised that there was still one vacancy for a Community Governor.

Action: Clerk to send introductory pack of information to both new Governors and advise authorities at Lincoln

A general discussion, led by the Clerk, took place on the benefits of having a mentoring system for new Governors. It was agreed that this was a good idea.

Mr Bargh requested an up to date list of Governors for the next issues of the School newsletters. (Note from Clerk – this has been done).

Most Governors confirmed that they had registered with the GEL Training website. The importance of using the site was stressed.

9/ **Dates of future meetings:**

The following dates were confirmed for future meetings:-

Thursday 10th January 2013, 6.30 pm, Staffing & Resources Committee, New York
Thursday 28th February 2013, 6 pm, Standards & Curriculum Committee, Frithville
Thursday 7th March 2013, 6 pm, Full Governors, New York

10/ **Any Other Business/Correspondence:**

The Clerk advised that a letter had been received from the CfBT explaining that there is no longer a requirement for CRB or Barred Check List clearance for Governors. A discussion on this matter took place. Mr Bargh expressed the view that the School should still do the checks. Copy of the letter is filed as Appendix C.

Mr Bargh advised that there was one matter of a Confidential nature (See separate minutes) and he requested that Mrs Boxall and Mrs Picksley, Staff Governors leave the meeting. They left the meeting at 7.30 pm.

Mrs Boxall and Mrs Picksley were invited back into the meeting at 7.40 pm.

11/ **Items for the next Agenda (7th March 2013):**

Head Teacher's Report including Devolved Capital Projects
Reports from Standards & Curriculum and Staffing & Resources Committees
Publicity Update (Clerk)
Governor vacancies, training, and visit reports

Signature of Chair.....

Date.....

Correspondence/Any Other Business

As there was no further business, Mrs Donohue thanked everyone for attending and for their contributions. The meeting closed at 7.45 pm.

Signature of Chair

Date.....