



New York Primary School  
*Federated with*  
 Frithville Primary School

**Minutes of the Full Governing Body Meeting held on Thursday 18<sup>th</sup> September 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	Community		P
Mrs S. Brackenbury	Community		P
Mr B. Foster	Parent		P

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

The meeting commenced at 6.05 pm. It was quorate. The Clerk welcomed everyone to the meeting and suggested that, as the previous Chair of Governors had resigned at the end of the summer term, she should chair the meeting until a new Chair was appointed. Everyone was in agreement with this suggestion.

**1/ Apologies for Absence:**

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

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

None were declared.

**3/ Election of Officers:**

**a/ Chair of Governing Body:**

The Clerk requested nominations for Chair of the Governing Body. Mr Curley proposed that Mrs Brackenbury be elected as Chair of the Governing Body. Mrs Brackenbury agreed to stand. The proposal was seconded by Mr Foster and agreed unanimously by the Governors by a show of hands. Mrs Brackenbury was duly elected as Chair of the Governing Body.

Signature of Chair.....

Date.....

**b/ Vice Chair of the Governing Body:**

Mrs Brackenbury proposed that Mr Curley be elected as Vice Chair of the Governing Body. Mr Curley agreed to stand. The proposal was seconded by Mrs Sidwells and agreed unanimously by the Governors by a show of hands. Mr Curley was duly elected as Vice Chair of the Governing Body.

**c/ Staffing & Resources Committee:**

Mrs Brackenbury proposed Mr Curley be elected as Chair of the Staffing & Resources Committee. Mr Curley agreed to stand. The proposal was seconded by Mrs Sidwells and agreed unanimously by the Governors by a show of hands. Mr Curley was duly elected as Chair of the Staffing & Resources Committee.

It was agreed that the Vice Chair of the Staffing & Resources Committee would be elected at the Committee meeting on 9<sup>th</sup> October 2014.

**d/ Complaints Committee:**

The Clerk advised that, having taken professional advice, it had been recommended that the Governing Body form a Complaints Committee. Governors agreed unanimously with this proposal. (Note from the Clerk: Following further discussions with the CfBT, we will need to re-address this matter at the next Full Governors meeting on 13<sup>th</sup> November 2014).

**5/ Terms of Reference:**

The Terms of Reference for the Standards & Curriculum (S&C) Committee were in draft stage. The Terms of Reference for the Staffing & Resources (S&R) Committee will be presented at the Committee meeting on 9<sup>th</sup> October 2014. It was agreed that a Terms of Reference for the Full Governing Body should be drafted for approval. It was suggested that a list of policies, with review dates, be appended to each Terms of Reference.

***Action: Mr Bargh and Mrs Brackenbury to provide draft for S&C Terms of Reference, Clerk to ensure S&R Terms of Reference are presented at the Committee meeting, and source suitable draft for Full Governors Terms of Reference***

**6/ Minutes of the meeting of the Full Governing Body held on 10<sup>th</sup> July 2014:**

**a/ Accuracy:**

The minutes of the meeting of the Full Governing Body held on 10<sup>th</sup> July 2014 had been circulated in advance to all Governors. The Governors confirmed that they had received and read the minutes. Mrs Boxall referred to page 4, KS2 heading, end of paragraph 3. It was agreed that the wording "33% of pupils made 5 levels of progress in 2014" should be changed to "33% of pupils reached Level 5 in writing in 2014".

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Signature of Chair.....

Date.....

The Governors agreed unanimously that, subject to the above amendment, the minutes represented a true and accurate record of the Full Governors meeting held on 10<sup>th</sup> July 2014. Mrs Brackenbury signed and dated the minutes.

**b/ Matters Arising:**

There were no matters arising.

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

Mrs Brackenbury invited Mr Bargh to present the Head Teacher's Report. Mr Bargh issued the following documents relating to the 2013/14 academic year:-

- Staff Meetings/Training Days (Appendix A)
- Subject Leader Monitoring Timetable (Appendix B)
- Governor Visit Audit Timetable (Appendix C)

The above documents had been discussed at the Standards & Curriculum Committee meeting held on 11<sup>th</sup> September 2014.

Mr Bargh then issued a revised version of the Policy for Raising Ethnic Minority/EAL Achievement which had been amended following discussions at the Standards & Curriculum Committee meeting. The amendments were highlighted in yellow. The Governors agreed unanimously to adopt the policy. It was also agreed that amendments to policies should be colour highlighted to indicate the amended areas. Mrs Brackenbury signed and dated the policy.

A general discussion took place on the different languages spoken by pupils at the Federation. Mr Bargh advised that there were pupils from Poland, Latvia, Lithuania, and Portugal. In addition, one pupil spoke Kurdish and one had Afro-Caribbean origins. Following a question from Mrs Brackenbury, Mr Bargh confirmed that the EAL pupils are well supported. Frithville employs a Teaching Assistant who specialises in EAL pupils, a meeting has been held with the Ethnic Minority & Traveller Education Team, and an interpreter is employed at Parents' evenings.

**Teaching & Learning:**

Mr Bargh issued a Classroom Contact diagram (Appendix E), the aim of which is to improve the evidence for Teaching & Learning. The diagram showed the elements involved in improving teaching & learning standards: scrutiny of work, planning and data; pupil feedback, classroom observation, and peer support.

A comprehensive discussion took place on this matter. Mr Bargh explained that three classroom observations are undertaken during the academic year. Feedback on the classroom observations is very important for the teachers but this, in itself, is not sufficient to ensure that standards of teaching & learning improve. Planning scrutiny is undertaken at the end of every week. Work scrutiny involves examining the pupils' books. The children are assessed on a daily basis. Notes are taken on individual pupils. Peer support is provided by Staff meetings and Collaboration Partnership meetings.

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Signature of Chair .....

Date.....

Pupils' feedback is given by the Pupil Perception Survey (samples were shown to the Governors) based on the 7 "C's" – care, control, clarify, challenge, captivate, confer, and consolidate. A detailed discussion on this matter took place. Staff Governors explained that the aim of the Survey is to judge how the children feel about their learning not about how they are taught. Six Golden Rules are displayed in every classroom and all the children are familiar with them.

Governors asked how the information provided by the Pupil Perception Survey is being used and how does it encourage the pupils to stay focussed. It is possible that the results of the Survey could be used as part of the teachers' appraisal process. Mrs Boxall expressed her concerns on this matter and commented that she felt that some of the younger children did not understand the questions. Pupil feedback is not mandatory but it was agreed that it was a good idea to do it. It was agreed that this matter could be discussed again at Governor visits and at the next Full Governors meeting on 13<sup>th</sup> November 2014.

### **Parents' Workshops:**

A maths workshop for parents had been held earlier in the day at Frithville. Five parents, representing 7 children, had attended. A copy of the presentation is filed at Appendix F. A similar workshop will be held at New York next week. The aim of the workshops is to enable the parents to help their children with maths. The Schemes of Work and study programmes will be added to the website so that parents know what their children are studying. The workshop stressed the importance of the children being able to "think outside the box". Parents' comments on the workshop were very positive. They have been encouraged to play numerically-based games with their children and teach them "numerical" songs and nursery rhymes.

The above information can also be used for the Head Teacher's appraisal. Governors commented that the workshops were a very good idea.

There were no further matters for discussion related to Mr Bargh's report and the Governors, led by Mrs Brackenbury, thanked him for the information.

### **8/ Committee Reports:**

#### **a/ Standards & Curriculum Committee:**

The draft minutes of the Standards & Curriculum Committee meeting held on 11<sup>th</sup> September had been circulated in advance to all Governors. The Governors confirmed that they had received and read the draft minutes. There were no comments or questions.

#### **b/ Report from Governors with SEND responsibilities:**

Mr Curley and Mr Foster explained that a new system for SEND pupils had been introduced by the Local Authority. Henceforth, an Educational Health Care Plan would be prepared instead of a Statement.

It was agreed that Mr Curley and Mr Foster would meet with Mrs Frost-Phillips, the Federation's SENDCO, on Monday 13<sup>th</sup> October to discuss the changes. A SENDCO Practice

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Signature of Chair.....

Date.....

Update will be issued to all staff by the SENDCO. Amendments to the SEND Policy will be required as a matter of some urgency.

Mr Foster commented that the Governor E-Learning training module recommends that Governors with responsibility for SEND meet once a term with the SENDCO. Matters discussed would be advised to all Governors at Full Governors meetings, as a regular Agenda item.

**9/ Governor Skills Audit/20 Questions/Reconstitution:**

Completed Skills Audit forms were handed to the Clerk from all Governors. It was agreed that the results would be analysed once new Governors had been appointed. The results would be presented, ideally, at the next Full Governors meeting.

It was agreed to discuss the 20 questions and consider the reconstitution of the Governing Body at the next Full Governors meeting on 13<sup>th</sup> November 2014.

**10/ Governor vacancies:**

The Clerk advised that letters would be issued to all parents on 19<sup>th</sup> September advertising the Parent Governor vacancies. Mr Bargh advised that two parents (one from each school) had already expressed interest in becoming Parent Governors as a result of seeing information on the website. The closing date for applications is 3<sup>rd</sup> October.

The Clerk had contacted the CfBT requesting the form for applying for a Local Authority Governor. The form was still awaited. (Note from the Clerk: I have chased again).

Letters had been prepared for local businesses requesting Community Governors. The Clerk suggested that the letters could also be sent to local residents. Mr Bargh is to follow up the Staff Governor vacancy.

Mr Foster advised that he had advertised at RAF Coningsby for Governors but, so far, there had been no response.

**11/ Dates of future meetings:**

- 9<sup>th</sup> October, Staffing & Resources Committee, New York
- 13<sup>th</sup> November, Full Governors meeting, Frithville
- 15<sup>th</sup> January 2015, Standards & Curriculum Committee, New York

All meetings are on Thursdays and commence at 6 pm. Governors were reminded that, until additional Governors were appointed, the current Governing Body were all, except Mrs Boxall, on the Staffing & Resources Committee.

**12/ Any Other Business/Correspondence:**

- i/ Mr Foster commented that the map on the website no longer shows the position of the school.

**Action: Mr Bargh to investigate**

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Signature of Chair.....

Date.....

ii/ The Clerk advised that there no longer appeared to be a "Governors" pigeon hole in the reception office at Frithville. It was also suggested that there should be a "Governors" pigeon hole in the office at New York, even though the main collection point for the Clerk is at Frithville.

**Action: Mr Bargh to investigate**

iii/ **Publicity:**

The Clerk advised that she checked the weekly newsletters for suitable stories for the local press. A discussion took place on the press release on the £30K grant for sports equipment. (Note from the Clerk: The press release was issued to all local papers a week before the end of last term. I do not recall seeing any press coverage. Maybe re-issue once the equipment is installed?)

iv/ **New Halls:**

Mr Bargh explained that a meeting would be held shortly to discuss funding streams for the new halls at both schools. The owner of land adjacent to Frithville School has expressed possible interest in selling some land to enable further development of the school site.

v/ **Code of Conduct/Declaration of Personal Interests:**

Governors signed and dated both forms and returned them to the Clerk.

**14/ Items for the next Agenda (13<sup>th</sup> November 2014):**

Minutes of Full Governors meeting held on 18<sup>th</sup> September  
Staffing & Resources Committee meeting report – 9<sup>th</sup> October  
Report from meeting with SENDCO – Mr Curley and Mr Foster  
Approval of Terms of Reference  
Complaints Committee formation  
Appointment of Governor with special responsibility for Health & Safety  
Head Teacher's Report:-

Update on parents' workshops  
Update on school halls funding  
Governor Visits timetable  
Update on pupil questionnaires

20 Questions/analysis of Governor skills audit forms  
Reconstitution of the Governing Body  
Dates of future meetings  
Update on Governor vacancies  
How had this meeting helped the children?  
Confidential Matters

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Signature of Chair.....

Date.....

**15/ How has this meeting helped the children?**

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

- i/ A policy for Raising Ethnic Minority/EAL Achievement was agreed.
- ii/ Governors were made aware that there were changes regarding procedures and documentation required for SEND pupils. Information on the SEND pupils would be conveyed to Governors on a regular basis via the Governors with SEND responsibility.
- iii/ Evidence was provided of improvements in methods of ensuring standards are raised.
- iv/ Skills Audit forms were completed with a view to improving Governor effectiveness.
- v/ Steps were confirmed for increasing the number of Governors.
- vi/ Governors were made aware of the steps being taken to improve parental awareness of their children's education. Mr Bargh advised that the workshops would be promoted via the weekly newsletters and at the Parents' Evening on 21<sup>st</sup> October.
- vii/ It was agreed that a fortnightly meeting would take place between Mr Bargh and Mrs Brackenbury, the new Chair of the Governing Body. The venue would alternate between schools.

Matters of a non-confidential nature were completed at 7.30 pm. Confidential matters are recorded separately.

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Signature of Chair .....

Date.....