



New York Primary School  
*Federated with*  
 Frithville Primary School

**Minutes of the Full Governing Body Meeting held on Thursday 19<sup>th</sup> March 2015 at  
 New York 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		AP
Mrs A J Sidwells	Parent		P
Mr G. Curley	Parent	Vice Chair	P
Mrs S. Brackenbury	Community	Chair	P
Mr B. Foster	Parent		P
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.

**1/ Apologies for Absence:**

Apologies for absence had been received from Mrs Boxall and Mrs Quinnell due to illness. 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.

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Signed as a true record of the meeting.....

Position.....Date.....

3/ **Minutes of the meeting of the Full Governing Body held on 13<sup>th</sup> November 2014:**

a/ **Accuracy:**

The minutes of the Full Governing Body meeting held on 13<sup>th</sup> November 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 13<sup>th</sup> November 2014. Mrs Brackenbury signed and dated the minutes.

b/ **Matters Arising:**

There were no matters arising.

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

Mrs Brackenbury invited Mr Bargh to present the Head Teacher's Report.

i/ **Federation Update:**

a/ **Parental Workshops:**

Parents' Maths workshops on multiplication and division will be held after Easter. Mr Bargh apologised for not holding them earlier.

b/ **School Halls:**

There are no further developments on this project. In the next 5 years, there will be a 10% reduction in real terms in funding available for school capital projects. Refurbishment of Classroom 1 at Frithville will cost about £55,000. Funds are needed to undertake this project so it is likely that the work will be done in stages.

c/ **Governor Visits:**

Mr Bargh thanked those Governors who had undertaken visits to the schools. The staff appreciated the time and effort put in by Governors and welcomed the opportunity to be "grilled" and held accountable. A general discussion took place on the benefits of Governor visits. **Governors considered how best to share detailed information on the Governor visits with all members of the Governing Body and how to make the best use of the Governor Visit Report. The following actions were agreed:-**

- i/ **Each Governor Visit Report would be circulated by e-mail to all Governors. Governors would be invited to ask questions and make comments on the report.**

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- ii/ **Any matters arising from the Governors' Visit Reports would be raised at the next Full Governors meeting and incorporated into the Federation Action Plan.**

**Action: Clerk to ensure any issues arising from Governor Visit Reports are on Full Governors' meetings Agendas**

Further discussions took place on Governor Visits. Mr Foster explained that his reports had been lengthy due to the need to show that the bullying issue has been dealt with, and the long-standing issue with Maths is being addressed from several different angles.

Mr Bargh advised that the Governors' Visits Schedule is updated yearly to ensure that each Governor considers a different topic/subject each time they visit.

- d/ **Pupil Questionnaires:**

Mr Bargh advised that the pupil questionnaires had been completed and a report prepared by Mr Foster.

- e/ **Universal Meals:**

All was going well with the current supplier. There had been no complaints from pupils, parents, or the meal supervisors.

- f/ **CPD targets:**

Mr Bargh explained that these are on-going and will be updated at the next Staff meeting. Information will be presented at the Standards & Curriculum Committee meeting on 23<sup>rd</sup> April and a summary given at the next Full Governors meeting on 21<sup>st</sup> May.

**Action: Clerk to ensure the above matters on the appropriate Agendas**

- ii/ **Education provision in Lincolnshire:**

Mr Bargh issued *Ofsted Inspections – clarification for schools (October 2014)* and *Head Teacher's Summary*. These are filed as Appendices A and B respectively.

- a/ **Ofsted Inspections – clarification for schools:**

A general discussion took place on the contents of this document. The specific practices not required by Ofsted were noted but it was agreed that Ofsted may expect to see some of them. It was also noted that Ofsted will report on any failure to comply with statutory arrangements where these form part of the inspection framework and evaluation schedule.

- b/ **Head Teacher's Summary:**

- i/ **The Federation's journey of improvement:**

Mr Bargh explained the Sigmoid curve which shows improvement since he joined the Federation in January 2011. Then a "Satisfactory" Ofsted report had been received – this

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was an improvement on the previous "Cause for Concern" report. The Federation introduced a School Improvement Plan and identified Maths as requiring attention. In May 2013, the Federation received a "Good" grade C Ofsted report. Since September 2014, there has been a lot of new information for staff to introduce – new curriculum, universal meals, new SEND Code of Practice, and removal of assessment levels. Staff deserve credit for taking on board all this new information but there has been a double dip in the improvement curve due to these factors. Other schools in the Small Aspiring Schools (SAS) Collaboration are in the same situation. Staff are tired but are coping very well. At the Head Teachers' Conference last week, it was agreed that the schools are starting to improve again and "there is light at the end of the tunnel".

ii/ **Small Aspiring Schools Collaboration:**

The model shows that the Head Teachers in the SAS Collaboration have responsibility for 600 pupils. It is vital to be robust in making judgements as 600 pupils are affected, not just the pupils at New York & Frithville Primary Federation.

A meeting for all staff within the SAS Collaboration will be held at Mareham Le Fen Primary School on 18<sup>th</sup> May to share best practice and discuss topics including – sector-led improvement, the SAS Collaboration, where are we now?, where next?, and playing the game (scrutiny, peer review, public face, publicity).

Head Teachers from the SAS Collaboration will be visiting the Federation in June as part of a series of visits to schools by Head Teachers within the group.

iii/ **Moderation:**

The RAISE-Online training in January was excellent. RAISE-Online and Fischer Family Trust (FFT) data presents problems for small schools due to pupil cohort size. However, it is still important to look at this information.

FFT training for Governors is planned for the summer term at a location south of Boston.

***Action: Mr Bargh to provide details***

New Ofsted guidelines will be introduced in September 2015. For the first time, evaluation guidelines will be the same for every type of school. Mr Bargh has put his name forward to undertake Ofsted training.

Mr Bargh ended on a philosophical note and explained that it was important to keep minds focussed.

There were no questions or comments on Mr Bargh's report and Mrs Brackenbury thanked him for the information.

5/ **Risk Assessments:**

Risk Assessments for the Whitby Residential and Local Sports Fixtures (including swimming) had been issued in advance of the meeting to all Governors. The Governors confirmed that they had received and read the Risk Assessments. There were no questions or comments.

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Signed as a true record of the meeting.....

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The Governors agreed unanimously to ratify the Risk Assessments. Mrs Brackenbury signed and dated them. Copies of the signed Risk Assessments are filed as Appendices C and D respectively.

6/ **Committee Reports:**

i/ **Standards & Curriculum Committee meeting: 15<sup>th</sup> January 2015:**

The minutes of the Standards & Curriculum Committee meeting held on 15<sup>th</sup> January 2015 had been circulated in advance of the meeting to all Governors. The Governors confirmed that they had received and read the information. There were no questions or comments.

ii/ **Staffing & Resources Committee meeting: 26<sup>th</sup> February 2015:**

The minutes of the Staffing & Resources Committee meeting held on 26<sup>th</sup> February 2015 had been circulated in advance of the meeting to all Governors. The Governors confirmed that they had received and read the information. There were no questions or comments.

7/ **Reports from Governors with special responsibilities:**

Mr Curley, Governor with special responsibility for SEND, advised that he had had a meeting with the SENDCO. Information on the website regarding Kim Lumbus and the local offer needs to be removed.

Mr Curley had attended the Lincs Parent/Carer Forum and leaflets need to be displayed in the schools. Statemented pupils are being changed onto a different system but there is a backlog at the LCC. The LCC have provided additional funding to make up for the £6000 reduction in Pupil Premium money. The SENDCO is working on the new SEND Policy and this will be sent to Governors shortly for ratification.

There were no questions on the information provided by Mr Curley and Mrs Brackenbury thanked him for his report.

To ensure best use of time available, it was agreed to defer Agenda items 9/ Summary of the Skills Audit Analysis and 10/ Reconstitution of the Governing Body to the end of the meeting and deal with them at a separate meeting if need be. (Note from the Clerk: Henceforth, numbered items in the minutes do not correspond with the Agenda).

8/ **Head Teacher's Performance Review Committee meeting:**

Mrs Brackenbury invited Mr Foster to give an update on the Head Teacher's Performance Review (HTPR) Committee meeting.

**Mr Foster explained that the meeting with Mrs Smith, the Educational Advisor, had been very interesting and made the following recommendations for the next meeting:-**

**i/ Punctuality. The meeting had started 30 minutes late as a previous meeting had over-run and there had been some other issues to address. In addition, there were very lengthy discussions regarding the pupil progress data.**

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Mrs Smith had been very impressed with the Governors' knowledge of the data and their questioning abilities. Next time, it would be important to allow more time for this meeting.

ii/ Pupil progress data for SEND pupils. Mr Bargh agreed to ensure that detailed SEND progress data is shown prominently on the Standards & Curriculum Committee reports.

iii/ Formation of the next HTPR Committee. Mr Foster suggested that 3 Governors for the next Committee comprise 2 from the Standards & Curriculum Committee, one of whom has responsibility for analysing pupil progress data, and 1 from the Staffing & Resources Committee.

A general discussion took place on whether the Chair of Governors could sit on the HTPR Committee. It was thought that this would not be possible. Clerk to check with CfBT.

iv/ Mr Bargh explained that he was happy for his performance objectives to be known by all Governors. The current objectives are under the remit of the Standards & Curriculum Committee. It was agreed that each Standards & Curriculum Committee meeting should conclude with a review of the Head Teacher's Performance Objectives. A summary of these would be given at each Full Governors meeting.

v/ HTPR Committee members would be nominated at the Full Governors meeting on 16<sup>th</sup> July to ensure that they have time to complete the GEL on-line training module and any other relevant training.

*Action: Clerk to ensure this is an Agenda item for 16<sup>th</sup> July meeting. Mr Foster to produce a summary report of the HTPR Committee meeting*

9/ **Governing Body Self-Review:**

i/ **Governor Vacancies:**

It was agreed to defer discussions on this matter until later in the meeting. See item 15/ below.

ii/ **Governor Visit Reports:**

Visit reports on Pupil Questionnaires and Numeracy had been prepared by Mr Foster following his visit to the Federation on 22<sup>nd</sup> January with Mrs Holland. The reports are filed as Appendices E and F respectively. The Governors confirmed that they had received and read the reports. Mr Curley congratulated Mr Foster on his excellent reports.

Mrs Chalmers and Mrs Holland had visited the Federation on 17<sup>th</sup> March to look at Science and SMSC. (Note from the Clerk: The report on Science has been issued to all Governors on 20<sup>th</sup> March and will be discussed at next Full Governors meeting).

Mrs Chalmers gave the following verbal update:-

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The Science visit was very positive and it was evident that a lot of very good work was being done. With regard to the SMSC visit, it would appear that the subject may need a heavier focus in lessons and that the teacher responsible for SMSC expressed concern that the subject may not be taken as seriously as she would like.

A general discussion on the issues regarding SMSC took place. **Governors suggested that SMSC opportunities could be mapped into the curriculum.** It was noted that the Federation sponsors a school in Ghana and that the teacher responsible for SMSC has a lot of very good ideas about how to develop the subject.

**Action: Mr Bargh to raise this matter at the next staff meeting**

**Governors asked if this issue had occurred in other schools within the Collaborative Partnership.** Mr Bargh replied "No".

Mr Bargh advised that, as part of the SMSC programme, the Police, paramedics, and dog handlers would be visiting the Federation.

iii/ **Governor Training:**

Mrs Brackenbury reminded Governors about the Governor Partnership meetings organised by the CfBT. The next meeting was on Wednesday 25<sup>th</sup> March at Boston West Golf Club. Mrs Brackenbury and the Clerk would be attending.

**Action: Clerk to remind Governors by e-mail about the Governor Partnership meetings**

(Note from the Clerk: The above action has been completed. Mr Curley will also be attending the meeting on 25<sup>th</sup> March)

Mrs Brackenbury advised Governors that she would be attending a SEND Conference on 27<sup>th</sup> April and would disseminate information.

The Clerk reminded Governors of the e-mail she has issued with details of on-line information sources for Governors. The Governors confirmed that they had received the e-mail.

10/ **Dates of future meetings:**

23<sup>rd</sup> April 2015, Standards & Curriculum Committee, Frithville  
7<sup>th</sup> May 2015, Staffing & Resources Committee, New York  
21<sup>st</sup> May 2015, Full Governors meeting, Frithville

All meetings are on Thursdays and commence at 6 pm.

11/ **Any Other Business/Correspondence:**

i/ It was agreed that the Governors' filing cabinet at Frithville could be used to store information relevant to Governors – including Governors' visit reports.

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- ii/ Documents for signature. Mrs Brackenbury signed the amended versions of the Confidentiality Policy, the Critical Incident Policy, and the SFVS documents. Copies of the signed Confidentiality Policy and the Critical Incident Policy are filed as Appendices I and J respectively.

There were no items of correspondence.

12/ **Items for the next Agenda: (21<sup>st</sup> May 2015):**

Head Teacher's report to include a report on the Whitby Residential Visit reports on Science and SMSC by Mrs Chalmers

Future Agenda item (16<sup>th</sup> July): Formation of Head Teacher's Performance Review Committee and book Governors onto relevant course

13/ **How has this meeting benefitted the children?**

- i/ As a result of Governors' visit reports, it was noted that issues relating to Maths and bullying have been addressed.
- ii/ Governors were re-assured that the Federation's membership of the SAS Collaboration is of benefit to all concerned – pupils, parents, and staff.
- iii/ Governors ratified Risk Assessments for the Whitby Residential and local sporting events.

14/ **Summary of the Skills Audit Analysis:**

A summary of the Skills Audit Analysis had been issued in advance to the Governors. The Governors confirmed that they has received and read the information. A copy is filed as Appendix G.

Mrs Brackenbury explained that 8 Governors had completed the skills audit. They had been asked to rate their experience, skills and attributes on a scale of 1 (none) to 5 (extensive).

A general discussion took place on the results of the skills audit and the interpretation of some of the questions. It was agreed that the document should be re-issued to Governors so that the results were easier to understand.

15/ **Reconstitution of the Governing Body:**

Mrs Brackenbury invited the Clerk to give an update. The draft Instrument of Government Order 2015 (Appendix H) had been issued in advance of the meeting to all Governors. Governors confirmed that they had received and read the draft.

The Clerk gave the following update:

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Signed as a true record of the meeting.....

Position.....Date.....

The Governors had previously agreed that 12 Governors were required to ensure the new Governing Body could act effectively. Following discussions with the CfBT, the new Governing Body, from 1<sup>st</sup> June 2015, would comprise the following:-

- Two parent Governors – one from each school
- One staff Governor
- One Head Teacher
- One Local Authority Governor
- Seven co-opted Governors

The Clerk suggested that Mrs Green be appointed as the Staff Governor, Mrs Brackenbury the Local Authority Governor, Mr Foster the Parent Governor for New York, and all remaining Governors become Co-Opted Governors. The 4-year term of office for Co-Opted Governors would commence on 1<sup>st</sup> June 2015. The 4-year terms of office for other Governors would commence at the time of their original appointment.

The Governors agreed unanimously with this suggestion. It was agreed to advertise in the Frithville newsletter for a Parent Governor.

***Action: Mr Bargh to include information in Frithville newsletter regarding a new Parent Governor. Clerk to send draft Instrument of Government 2015 to CfBT***

There were no further non-confidential matters for discussion and this part of the meeting closed at 7.50 pm.

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Signed as a true record of the meeting.....

Position.....Date.....