



New York Primary School  
*Federated with*  
 Frithville Primary School

**Minutes of the Full Governing Body Meeting held on Thursday 19<sup>th</sup>  
 September 2013 at New York 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 S. Brackenbury	Community		P
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

The meeting commenced at 6.05 pm. It was quorate. Mr Bargh welcomed everyone to the meeting and advised that Mrs Quinnell had telephoned to say that she would be arriving by 6.30 pm.

It was agreed to start the meeting with the presentation of the Head Teacher's Report.

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

**a/ End of Year Pupil Progress Data:**

The Head Teacher's Report (Appendix A: Parts 1 & 2) had been issued in advance of the meeting. The Governors confirmed that they had received and read the information. Mr Bargh gave the following verbal update:-

The reports comprise end of year pupil progress data for each School. The data is colour-coded to highlight how individual cohorts are progressing in the various

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subject groups. The Vulnerable Group analysis figures are particularly pleasing. New pupils are automatically assessed to determine their capabilities. Figures highlighted in red (inadequate) or orange (requires improvement) will be challenged by the Standards & Curriculum Committee. Results can be tracked in detail. The reports will be included in the RAISEOnline report which is due to be published in November 2013. KS1 and KS2 Maths results are improving. The KS2 Teacher Assessment Results are also pleasing.

A general discussion took place on the data with all Governors participating. The Governors noted particularly the large number of figures highlighted in dark green (outstanding). There were no further questions on the data presented by Mr Bargh.

**b/ Attendance:**

Pupil attendance for 2012 – 13 was 94.37% for Frithville and 94.75% for New York. The national average is 94.5%. Mr Bargh explained that the main reason for absence was due to a stomach bug.

**c/ Outings and Activities:**

Mr Bargh advised that pupils had spent a very enjoyable day at Freiston shore last week. Beach combing and rock climbing had taken place and there had been relevant follow-up work in maths and science. Mr Bargh explained that each term the children would either go on an educational trip or have a speaker at the school. A general discussion on this matter took place. Several Parent Governors commented that their children had enjoyed the trip to Freiston shore.

**d/ New Staff Appointment:**

Mr Bargh advised that interviews had taken place on Tuesday 17<sup>th</sup> September 2013 for a Class 1 teacher to cover maternity leave at New York. Mrs Sidwells had been on the interview panel and Mr Bargh invited her to give a verbal update.

Mrs Sidwells explained that three candidates had been interviewed. The successful candidate was coming from a school in Cornwall that had 25 pupils. The interview process included a 40 minute observation on interaction with pupils and teaching assistants and a spider-gram task on topics. The successful candidate will be joining the school after half-term.

Mr Bargh thanked Mrs Sidwells for her update and said he was very pleased with the new appointment.

**e/ Sports Award:**

Mr Bargh advised Governors that the Federation had been awarded the Sainsbury's School Games Bronze Award for 2012/13. It is believed that the Federation is the smallest school within a 30 miles radius to have received this award. *The Spirit of the Games* values focus on personal excellence through competition. The Federation was very close to achieving the silver award and will be focussing on this in the coming academic year. Older children will be encouraged to develop leadership skills

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and express citizenship through volunteering roles. The new sport kit was on display and will be used for all future inter-school competitions. The Governors expressed their delight at the sports award and the sports kit.

The Governors thanked Mr Bargh for his report. Mrs Quinnell entered the meeting at 6.30 pm.

Mrs Quinnell thanked everyone for attending.

**2/ Apologies for Absence:**

Apologies for absence had been received from Mrs Picksley due to health reasons. It was agreed that this be accepted as an authorised absence in respect of the above attendance record. Mr Tait was absent. It was agreed that a letter should be sent to Mr Tait regarding his recent absences from Governors meetings with a view to ascertaining if he was able to continue as a Parent Governor.

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

None were declared.

**4/ Election of Officers and formation of Committees:**

**a/ Election of Chair & Vice Chair of the Governing Body:**

Mrs Quinnell explained that, regrettably, due to personal commitments, she was no longer able to continue as a Governor and would be resigning as Chair of the Governing Body.

Mrs Quinnell proposed that Mr Shaw be elected as Chair of the Governing Body. The proposal was seconded by Mr Sturgess and agreed unanimously by the Governors by a show of hands. Mr Shaw agreed to stand and thanked the Governors for their support.

Mrs Quinnell then proposed that Mrs Donohue be elected as Vice Chair of the Governing Body. The proposal was seconded by Mr Shaw and agreed unanimously by the Governors by a show of hands. Mrs Donohue agreed to stand and thanked the Governors for their support.

Mr Shaw took over as Chair of the meeting.

**b/ Formation of Committees:**

The following matters were agreed by the Governing Body with regard to Committee formation:-

- a/ Governors would sit on the same Committees as in 2012/13. Mrs Brackenbury would join the Staffing & Resources Committee.

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- b/ Officers for the Staffing & Resources Committee would be Mr Curley (Chair) and Mr Sturgess (Vice Chair).
- c/ Officers for the Standards & Curriculum Committee would be Mrs Donohue (Chair) and Mr Shaw (Vice Chair).

Mrs Quinnell said that she wished Mr Shaw every success as Chair of the Governing Body. She said she had had a wonderful time as a Governor and was sorry to leave. Mr Bargh thanked Mrs Quinnell for all her hard work. He said it had been a pleasure to work with her over the past three years during which time there had been four OFSTED inspections, several staff changes, and the Federation process. Mrs Quinnell said that the schools were on the right road and wished everyone "Good Luck". She left the meeting at 6.45 pm.

Mr Bargh agreed to organise some flowers for Mrs Quinnell.

**5/ Terms of Reference for Committees:**

Terms of Reference for the Standards & Curriculum Committee had been issued by the Clerk in advance of the meeting. The Governor confirmed that they had received and read the information. There were no questions or queries and the Governors agreed unanimously to adopt the Terms of Reference for the Standards & Curriculum Committee for 2013/14.

The Terms of Reference for the Staffing & Resources Committee are to be issued to all Governors for comment and adopted at the Staffing & Resources Committee meeting on 10<sup>th</sup> October 2013. The Clerk apologised for not issuing them earlier.

**6/ Minutes of the meeting held on 11<sup>th</sup> July 2013:**

a/ **Accuracy:**

The minutes of the meeting of the Full Governing Body held on 11<sup>th</sup> July 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 11<sup>th</sup> July 2013. Mr Shaw signed and dated the minutes.

b/ **Matters Arising:**

There were no matters arising.

**7/ Publicity:**

The Clerk advised that there had been excellent press coverage in the Target on the OFSTED results. An extensive article had been published that encompassed the press release issued by the Federation and sections of the OFSTED reports for each school. The lack of press coverage by the Boston Standard was disappointing especially as a photographer from the Standard had visited the schools.

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A general discussion took place on the banners outside each school advertising the recent OFSTED results. Mr Bargh thanked Mr Shaw and Mr Sturgess for their help in erecting the banner at New York.

Topics for forthcoming news stories to the local press were agreed as follows:-

- i/ Bronze Sports Award and new sport kit. Tag Rugby competition in three weeks' time.
- ii/ Christmas Fair at New York on 23<sup>rd</sup> November.
- iii/ Jack Trelawny, author of children's books, visit to both schools on 3<sup>rd</sup> October.

**Action: Clerk to co-ordinate publicity activities in conjunction with Mr Bargh**

**Action: Mr Bargh to ensure link on website to latest OFSTED report**

**8/ Dates of future meetings:**

- 10<sup>th</sup> October 2013, Staffing & Resources, Frithville
- 7<sup>th</sup> November 2013, Standards & Curriculum, New York
- 14<sup>th</sup> November 2013, Full Governors, Frithville

All meetings are on Thursdays and commence at 6 pm.

**9/ Correspondence/Any Other Business:**

**a/ Correspondence:**

Declaration of Personal Interests and Code of Conduct forms had been issued in advance of the meeting to all Governors by the Clerk. The Governors confirmed that they had received and read the information. Governors signed and dated the forms and returned them to the Clerk.

**b/ Any Other Business:**

**i/ Attendance Policy:**

Mr Bargh explained that a new Attendance Policy had been introduced by the Government whereby holidays can no longer be authorised during school term times. At present, this issue is not a major problem in the Federation. Holidays can now only be authorised during term time "in exceptional circumstances". Parents are fined £60 per child for each holiday taken during term time. The Federation Attendance Policy is due for renewal in Spring 2014.

A general discussion on this matter took place. Topics included: Who would organise the fines? Creation of more paperwork to administer the system. Recording holiday absence during term time as unauthorised absence. Some parents unable to

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take time off during summer holidays eg farmers, and employees at a local supermarket where holiday allocation for next summer is already taken. Mr Bargh explained that the matter would be discussed at the local Head Teachers' Briefing on 20<sup>th</sup> September 2013. It was agreed that special celebrations and family emergencies should be regarded as being "exceptional circumstances". It was recognised that it was important for all local schools to adopt the same policy to prevent parents moving children between schools.

***Action: Mr Bargh to send latest Attendance Policy and other relevant documents to the Governors for future discussions***

**ii/ Sub-Committee reporting at Full Governors meetings:**

The Clerk, in conjunction with Mrs Donohue, suggested that in order to reduce duplication at Full Governors meetings, verbal reports by Chairs of the Committees could be discontinued. All Governors will continue to receive copies of the minutes of the Committee meetings and there would be an opportunity for any questions to be asked.

The Governors agreed unanimously with this suggestion.

**iii/ Capital Projects:**

Mr Bargh pointed to the new cupboards in the classroom and explained that the internal refurbishment work at New York was now complete. The external works at Frithville had been started during the summer holidays. The fencing and new shed for PE equipment are in place. Thanks to Mr Sturgess for removing the old buildings. There had been some problems regarding the correct type of sand for the sand pit but this matter was being resolved.

There had been good new intakes at both schools and the phonics day at New York had been very successful.

**iv/ Governor vacancies:**

The Clerk explained that there were no several vacancies on the Governing Body. It was agreed that Mr Shaw would be proposed as a Local Authority Governor and Mr Curley and Mr Sturgess would become Community Governors. This would create vacancies for three Parent Governors which could be advertised. There would still be one vacancy for a Community Governor. The Governors agreed with these suggestions.

***Action: Clerk to notify Governor Support at Lincoln of the above proposals***

**v/ Governor Visit/Audit Timetable 2013/14:**

Mr Bargh issued the Governor Visit/Audit Timetable for 2013/14, a copy of which is filed as Appendix B. A general discussion took place on the contents of the document.

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As there was no further business, Mr Shaw thanked everyone for attending and for their contributions. The meeting closed at 7.20 pm.

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