



New York Primary School  
*Federated with*  
 Frithville Primary School

**Minutes of the Full Governing Body Meeting held on Thursday 22<sup>nd</sup> May 2014 at  
 New York Primary School**

<u>Name</u>	<u>Governor Type</u>	<u>Position</u>	<u>Present/Apologies/ Absent</u>
Mrs J. Aitken	Community		P
Mr P. Bargh	Staff	Head Teacher	P
Mrs S. Boxall	Staff		P
Mrs A J Sidwells	Parent		P
Mr G. Curley	Community		P
Mrs A. Virk	Parent		P
Mrs S. Brackenbury	Community		P
Mr M. Sturgess	Community		P
Mr A. Shaw	LEA	Chair	P
Mrs D. Picksley	Staff		P
Mr B. Foster	Parent		P

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

The meeting commenced at 6 pm. It was quorate. Mr Shaw welcomed everyone to the meeting and extended a special welcome to Mrs Virk, new Governor.

**1/ Introductions:**

Mr Shaw explained that Mrs Virk had two children at Frithville and had recently been appointed as a Parent Governor. He introduced all the Governors to her.

**2/ Apologies for Absence:**

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

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

None were declared.

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

**a/ Accuracy:**

The minutes of the meeting of the Full Governing Body held on 6<sup>th</sup> March 2014 had been circulated in advance to all Governors. The Governors confirmed that they had received and read the minutes. There were no questions. It was agreed unanimously that the minutes represented a true and accurate record of the meeting held on 6<sup>th</sup> March 2014. Mr Shaw signed and dated the minutes.

**b/ Matters Arising:**

There were no matters arising.

**5/ Committee Reports:**

Minutes of the Staffing & Resources Committee meeting held on 1<sup>st</sup> May 2014 had been circulated in advance to all Governors. The Governors confirmed that they had received and read the information.

**a/ Staffing & Resources Committee: 1<sup>st</sup> May 2014:**

There were no comments or questions.

**b/ Standards & Curriculum Committee:**

Mr Shaw explained that the minutes of the last Standards & Curriculum Committee meeting (27<sup>th</sup> February 2014) had been issued to all Governors in advance of the Full Governors meeting held on 6<sup>th</sup> March 2014.

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

Mr Shaw invited Mr Bargh to give his verbal summary report.

**a/ Staffing structure/Numbers on roll:**

Mr Bargh explained that the proposed staffing structure for September 2014 had been discussed at the Staffing & Resources Committee meeting held on 1<sup>st</sup> May 2014.

Pupil numbers at Frithville are very good; not quite so good at New York. Two members of staff will be leaving New York in July as their contracts are finishing. In September, there will be 59 pupils at Frithville. Five families (equating to 8 pupils) who have expressed interest are to be contacted tomorrow.

Mr Bargh explained that it had been proposed to split Class 2 at Frithville into two groups in the morning to teach numeracy and literacy. Class sizes at Frithville are rather large and this will take some pressure off Mrs Boxall. Mrs Boxall will teach Class 2A and Miss Baxter Class 2B. In the afternoons, Class 2 will revert into one group for art and science. If another 8 to 10 children were to join Frithville, then it would be possible to employ another part-time member of staff to teach numeracy and literacy. Mr Bargh will be teaching Maths

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to Years 5 and 6 at New York and also Art and PE. Lesson planning for Art and PE will be done by other members of staff.

Mr Bargh explained that the approach is flexible and can be adjusted to suit pupil numbers. All new staff are employed by the Federation. Frithville will pay 55% of Miss Baxter's salary as she will be employed there more than at New York.

The Governors agreed unanimously with the above proposals and Mr Bargh thanked them for their support. He commented to Governors that it was one year since the Ofsted visit.

**b/ Devolved Capital Projects:**

**i/ Refurbishment of Classroom 2 at Frithville:**

Mrs Boxall had been moved out of Classroom 2 into Classroom 3 on Friday 16<sup>th</sup> May. An excellent Art lesson was held in Classroom 2 with the children being allowed to paint on the walls. Photos have been taken and will be put on the website. Governors were invited to view the paintings which will be destroyed next week when the plaster is removed from the walls. All the dirty work will be done during the half-term holiday. It is expected that Classroom 2 will be fully refurbished by the first week in July.

**c/ Universal Meals:**

Mr Bargh explained that due to the Government scheme to provide a free school meal for all Key Stage 1 pupils from September 2014, the current meals supplier, based at Spilsby, has advised that they are unable to continue to provide the service. 27 schools in the area are affected.

Mr Bargh said that other options are being explored as a matter of urgency. A company in Boston can provide a hot meal at a cost of £2.30 per pupil plus £15 per day for transport. A "kitchen hub" could be set up at Frithville for other schools. Chilled food could be brought in every couple of days and heated. An extra person would be required at Frithville to cook the meals and help serve them. 120 meals per day are required for Frithville, Gipsey Bridge, and New York. £0.93 per day would be spent on the meal and the rest on wages.

A general discussion on this matter took place. Mr Bargh agreed to keep Governors regularly updated on this subject.

**d/ Pupil Premium:**

Mr Bargh explained that pupil premium money increases again in September. The Federation has to be very transparent as to how this money is spent. Information is on the website. In general the money is used for staffing and to reduce the cost of school trips. A general discussion took place on the importance of all parents/carers of pupils who are eligible for Free School Meals (FSM) to apply for them. The weekly newsletters have regular reminders. Mr Bargh explained that the Pupil Premium money enables the Federation to employ more Teaching Assistants – so everyone benefits. Schools in Boston have introduced an incentive scheme whereby eligible FSM pupils receive a free uniform worth £100. At present, there are 18 or 19 FSM pupils at New York and 8 or 9 at Frithville.

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A general discussion took place on this matter and, in particular, how to encourage those parents/carers whose children were eligible for FSM to fill in the form. Some Governors expressed concern that the free uniform incentive could anger parents/carers who were not eligible. Mr Bargh explained that there were some families at both schools who would be eligible. FSM eligibility is not based on income alone; family issues are also taken into consideration. It is important that the Federation receives as much Pupil Premium money as possible for the welfare of the children.

It was agreed that a decision on this matter would be made at the next Full Governors meeting on 10<sup>th</sup> July. Meantime, Mr Bargh would prepare costings and an indication of the number of families still not claiming.

e/ **Other Building Matters:**

i/ **Frithville:**

The drains in the boys' toilets at Frithville had been blocked last week. The matter had been dealt with immediately and the problem solved.

ii/ **New York:**

Following a diesel spill a couple of months ago near the dyke, there had been a very bad chemical smell which had resulted in the need to shut the school for a day. The Council had been notified and had identified that diesel had backed up into the U-bend of the toilets. That problem had been resolved.

Today, the diesel smell re-occurred in the girls' toilets. A pipe that goes into the tarmac was found to be seeping diesel. The tank has been isolated and there will be no more leakage. Exploratory work is to start immediately to resolve the problem.

Led by Mr Shaw, the Governors thanked Mr Bargh for his verbal update.

7/ **Appointment of Governors and Deputies for specialist roles:**

Mr Bargh advised that it was necessary to appoint Governors for specialist roles in Special Educational Needs & Disabilities (SEND), Health & Safety, and safeguarding. There has been a fantastic response to the Governor visits during the year and it was important to create specialisms within the Governing Body to ensure that the Federation is being run correctly. Mr Bargh explained that he has a regular fortnightly meeting with Mr Shaw, the Chair of Governors, to discuss all matters including health and safety.

The following appointments were made:-

SEND – Mr Curley with Mr Foster as Deputy

Health & Safety – Mr Shaw. Deputy to be appointed at Next Full Governors meeting

Safeguarding – Mrs Brackenbury with Mrs Virk as Deputy

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Mr Bargh thanked the Governors for volunteering for the above roles. Mr Curly reminded everyone that health and safety was the responsibility of everyone. It was noted that cigarette ends had been found in the car park.

**Action: Mr Bargh to arrange for NO Smoking signs to be put up in the car park and remind parents/carers of the No Smoking requirement on school premises**

**Action: Clerk to ensure website is updated with Governor special responsibilities**

**8/ School Halls Funding Project:**

Mr Bargh explained that this was a massive project. He suggested the formation of a sub-Committee that would meet occasionally to keep the project ticking over. The cost for getting plans drawn up through Mouchel would be £3 – 4K. A general discussion took place on this matter. Mention was made of the PRSA Sports Centre in Boston that had been funded by Finn Forest. An eco-building would be an ideal option. This is a 5 to 10-year project.

The following matters were agreed:-

- 1/ Mrs Virk to contact her uncle in London who is an architect to see if he can provide some approximate designs and costings.
- 2/ Mrs Picksley to consult her husband who works at Guildway, manufacturer of timber-framed buildings.
- 3/ Mrs Sidwells to investigate Lincs FM radio programme featuring pupils talking about their schools.

A general discussion took place on sources of funding. It was noted that funding is available for eco-friendly projects. Possible funds may be available from the LCC. New York School is a registered charity and so a "Just Giving" page can be set up on the website. Letters would be sent to football clubs, other large sports organisations, and local and national companies. Local press coverage would be sought including radio coverage.

It was agreed that the Clerk should issue Governors' contact details to all Governors thereby facilitating communication. (Note from the Clerk: This has been done).

**9/ Governing Body:**

**a/ Visit Reports:**

**i/ Pupil interviews:**

Following completion of questionnaires by pupils, Mrs Brackenbury had visited both schools on 23<sup>rd</sup> January 2014 to interview the pupils on the issues they raised in the questionnaires. Mr Bargh invited Mrs Brackenbury to give a verbal summary of her discussions with the pupils. The key points of the summary by Mrs Brackenbury were as follows:-

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The children like "Golden Time". They understand that they have to be quiet and listen and they do respond to instructions.

Some children are distracted by others and it is difficult to keep some children engaged in discussions.

Instructions are sometimes written or given verbally. The children prefer one or the other – not a mix of both.

The children felt that bullying issues were not resolved quickly enough.

It was noted that some of the language used by the children was not appropriate. (This matter had already been noted after Christmas and had been mentioned in the weekly newsletters).

The children felt confident in learning from their mistakes. They did not speak over their peers and were aware of the Worry Box if they had any issues. They liked the traffic light marking scheme in the front of their books.

The children preferred more active learning – an experiment on condensation was used as an example. Most children favoured having Maths homework and some would like spelling homework. Five pupils had mentioned that the worksheets that they had received after swimming lessons had not been challenging enough. Mrs Boxall agreed to investigate this last matter.

Mrs Brackenbury commented that it had been a thoroughly enjoyable task. The Governors, led by Mr Bargh, thanked her for her work.

ii/ **Social, Moral, Spiritual and Cultural (SMSC):**

On 21<sup>st</sup> May, Mrs Brackenbury had visited both schools to review the impact that SMSC has on learning across the Federation. Visit reports were issued to the Governors and copies are filled as Appendix A (Frithville) and Appendix B (New York).

Mrs Brackenbury gave the following verbal update:-

SMSC is the updated PSHE of the national curriculum. The brief was to look at the impact that SMSC has on learning across the Federation. Reverend Rosemary takes an assembly once a month and an African dance lady visited the school and the children took part in African dance moves. Mrs Boxall is the SMSC subject leader but all staff are responsible. There is evidence everywhere that SMSC is embedded in the formal and informal curriculum.

At Frithville, the children were very proud of their school. They are encouraged to think about their actions on others. At New York, a display on World War 1 was seen. A statement from a child was "Brave brain; proud heart" – a very mature statement for a young child. Pupils like to learn in mixed aged groups – they say they learn the "bigger stuff". There is a 6-year rolling programme for SMSC. Each term, there is a focus on a different value. This term – compassion; next term – humility. There is a clear emphasis that the children are taught to behave respectfully towards others. It is good to say "Sorry".

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At Frithville, two children took Mrs Brackenbury on a learning walk. They showed pride in the work of other pupils. The Hive of Activity was noted and the children are very proud of their awards and trophies.

Two matters for discussion were identified. Could the summer house at Frithville that is used as a quiet area have more resources? Could a quiet area be established at New York? The website is very good but could the blog be updated? It was suggested that Year 6 do a weekly blog on the classroom refurbishment at Frithville.

Mrs Brackenbury commented that the experience was very enjoyable. The children are not shy and are complimentary about their peers.

Mr Bargh thanked Mrs Brackenbury for her reports.

**iii/ ICT:**

Mr Curley, Mrs Aitken and Mr Shaw had visited the Federation to look at ICT provision. They gave the following verbal update:-

There is an overall impression that the pupils and staff are enthusiastic about ICT. Everyone is working together. The ICT provision at the Federation has moved on dramatically. The Staffing & Resources Committee had considered the options available and had decided to go for the iPads with laptops approach. This was radical but has proven to be the correct decision. The computers are used for all types of learning including Art – this would not have been considered a couple of years ago. The Federation is fully prepared for ICT changes and there is connectivity between the staff and pupils everywhere in the schools. ICT is working seamlessly. Mr Curley explained that his children often go onto Maths learning sites at home. Maybe, there could be an audit to determine what ICT facilities pupils have at home? This would encourage connectivity between school and home.

Mr Bargh thanked the Governors for their update. He explained that the Federation is moving from XP to Windows 7 during the half-term holiday. In September, Maths and reading workshops are being introduced to enable parents/carers to help their children with homework. These workshops will include best practice for internet use.

A general discussion took place on the use of the computers. Mr Bargh advised that warnings about the importance of E-Safety are issued on a regular basis. Every 4 or 5 years, a large outlay for computer hardware is required. However, the children still need to communicate face-to-face not just by texts. Further discussions on this matter took place.

Mr Shaw thanked the Governors for the visit reports.

**b/ Governor Training:**

It was agreed that Governors should do more of the Governor E-Learning Training Modules to ensure the certificates are up to date. It was noted that details of the CfBT training courses had not yet been received. Mrs Aitken commented that the Foundation Course she had recently attended had been very worthwhile. Governors commented on the use of acronyms and the Clerk agreed to find a list.

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**Action: Clerk to send GEL Training details to Mrs Virk, check with CfBT when the next training course booklet will be available, and advise Governors of list of acronyms on the CfBT website**

**10/ Any Other Business:**

**a/ Governor Visits Programme: 2014/15:**

Mr Bargh displayed the proposed Governor Visits programme for 2014/15 and issued a copy to all Governors. A copy is filed as Appendix C and has also been sent electronically to all Governors.

Mr Bargh thanked the Governors for all their hard work over the past year. The results of the Governors visits have exceeded all expectations. In addition, he gave a special "Thank You" to Mr Curley and Mrs Brackenbury who had helped with the administration of the SATs. There had been some maladministration in the County and Mr Bargh had been very keen to ensure that everything was done correctly. Their help had made Mr Bargh's job much easier. Both Governors confirmed that they would be happy to help again next year.

**b/ Racist Incident:**

Mr Bargh said that he was saddened to report to Governors that there had been an incident of racial abuse at the swimming lesson the day before. The matter had been dealt with immediately by Mr Bargh but, he stated, the behaviour was totally unacceptable. Both sets of parents had been contacted and interviewed by Mr Bargh about the incident. Both parents fully supported the Federation in the action that had been taken. Mr Shaw had been present whilst Mr Bargh was on the telephone to the parents of the child who had been the victim of the racial abuse. County authorities have been notified, reports have been filed, and the matter has been resolved correctly. The school newsletters issued to parents/carers on Friday 23<sup>rd</sup> May will have a detailed section on how the Federation views racial abuse. The draft newsletter was displayed and Governors discussed the wording – including the Vision, the Golden Rules, and Racial Equality. Mr Bargh explained that this information is also on the Federation website.

A general discussion on this matter took place. Mr Curley requested that if any incidents of a similar nature occur, that Governors are informed immediately. Mr Bargh agreed to this request. Governors concurred with Mr Bargh that they were saddened by the incident.

**c/ Use of social media:**

A general discussion took place on the use of social media. Mr Shaw said that it was important that everyone, including Governors, used social media sites, such as Facebook and LinkedIn, in a careful and responsible manner.

**d/ A reflective moment:**

Mr Shaw suggested that at the end of each meeting, a short time should be given to consider how the meeting will help the children. Governors agreed with this suggestion. It was agreed that the visit reports by Governors had been extremely worthwhile and had identified some issues worth exploring.

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**11/ Items for the next Agenda (10<sup>th</sup> July 2014):**

Head Teacher's verbal summary report to include:-

- Update on Classroom 2 refurbishment at Frithville
- Update on Universal Meals
- Update on Pupil Premium and decision on incentive scheme

Committee Reports: Standards & Curriculum (5<sup>th</sup> June) and Staffing & Resources (19<sup>th</sup> June)

Appointment of Governor Deputy for Health & Safety

Update and discussions on School Halls project

Reflective moment – what has this meeting done for the children?

**12/ Dates of future meetings:**

- 5<sup>th</sup> June, Standards & Curriculum, Frithville
- 19<sup>th</sup> June, Staffing & Resources, New York
- 10<sup>th</sup> July, Full Governors, Frithville

As there were no further matters for discussion, Mr Shaw thanked everyone for attending and for their contributions. The meeting closed at 8.05 pm.

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Signature of Chair .....

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