



New York Primary Federation
Federated with
 Frithville Primary Federation

**Minutes of the Full Governing Body Meeting held on Thursday 23rd May 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 M. Holland	Community		P
Mrs D. Spens	Community		P
Mr M. Sturgess	Parent		P
Mr A. Shaw	Parent		AP
Mrs D. Picksley	Staff		P
Mr C. Tait	Parent		P

In attendance: Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6.05 pm. It was quorate. Mrs Quinnell welcomed everyone to the meeting and explained that, if possible, the meeting would be fairly short as staff Governors had had a very long day due to the OFSTED inspection.

1/ Apologies for Absence:

Apologies for absence had been received from Mr Shaw due to work and family commitments. It was agreed that this be accepted as an authorised absence in respect of the above attendance record.

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 7th March 2013:**

a/ **Accuracy:**

The minutes of the meeting of the Full Governing Body held on 7th March 2013 had been circulated to Governors in advance of the meeting. The Governors confirmed that they had received and read the information. Mrs Spens asked for two amendments to be made:-

- i/ Page 3, end of paragraph 2. Replace "Mrs Spens agreed to re-do the murals and paintings" with "Mrs Spens agreed to re-paint the frames and restore the murals at Frithville."
- ii/ Page 4, section on Governor vacancies, sentence 2. Replace "at the end of the current academic year" with "at the end of her 4-year term of office."

Subject to the above amendments, the Governors agreed that the minutes represented a true and accurate record of the meeting held on 7th March 2013. The amendments to the minutes were made by hand and Mrs Quinnell signed and dated the minutes.

b/ **Matters Arising:**

There were no matters arising.

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

Due to the OFSTED inspection on 22nd and 23rd May, it was agreed that the Head Teacher's presentation would be deferred until the next Full Governors meeting. Mr Bargh issued the following documents – New OFSTED Inspection Framework for Schools (Appendix A) and Governor Visits and Protocol Policy (Appendix B). These documents had already been issued electronically to all Governors.

5/ **Committee Reports:**

a/ **Staffing & Resources Committee – 2nd May 2013:**

The minutes of the Staffing & Resources Committee meeting held on 2nd May 2013 had been circulated in advance to all Governors. The Governors confirmed that they had received and read the information. Mrs Quinnell invited Mr Curley, Chair of the Staffing & Resources Committee, to give a verbal summary of the meeting. Mr Curley's summary was as follows:-

The Bursar had presented End of Year Financial Reports and Budgets for both Schools. There have been changes in the funding arrangements and a cap on funding imposed at New York. Both Schools are in a good financial position. The Committee approved the budget proposals for each School. Discussions took place on how the Pupil Premium money was being spent. Funding had been provided for a Sports Teacher. A long discussion had also taken place on safeguarding. It had been noted that both Schools enforce the County's 48-hour rule with regard to sickness.

Signature of Chair.....

Date.....

Mr Bargh advised that, following the successful financial audit at New York, a letter of congratulations had been received from County.

There were no questions on Mr Curley's report and Mrs Quinnell thanked him for the information.

b/ Standards & Curriculum Committee:

A report of the last Standards & Curriculum Committee meeting (28th February 2013) had been given at the Full Governors meeting on 7th March 2013.

7/ Publicity:

Mrs Quinnell invited the Clerk to give an update on publicity. The Clerk advised that information for the Governors' section of the website is sent regularly to the web designer.

(Note from the Clerk: After the meeting, Mrs Picksley notified the Clerk that she was not listed on the website as a Governor. The Clerk has informed the web designer).

Forthcoming news stories for the local press are Mr Bargh's participation in the Edinburgh Marathon and announcement of the OFSTED result. An advertisement had been placed in the Boston Standard 22nd May edition. Mr Curley commented that the advertisement was very noticeable. A general discussion took place on publicity issues.

8/ Governor vacancies and training courses:

a/ Vacancies:

The Clerk advised that there were currently two vacancies for Community Governors and there would be three in July when Mrs Spens retired. The vacancies are advertised on the Schools' website.

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

- i/ Editorial item in the The Bridge parish magazine. Clerk to contact the editor.
- ii/ Letter to be sent to Wildmore Parish Council asking if any Councillors would be willing to join the Governing Body. Mr Bargh to send contact details to the Clerk.
- iii/ Mr Bargh to contact RAF Coningsby and the local PCSO.

(Note from the Clerk. It may be preferable to defer action on i/ and ii/ above until the results of the OFSTED inspection are known).

b/ Training:

The Clerk issued Governors with a copy of the Governor Training Booklet 2013/14 published by the CfBT. Governors were reminded that courses should be booked through Mr Bargh.

Signature of Chair.....

Date.....

The Governor E-Learning training is going very well. Mr Bargh thanked Governors for completing the on-line courses. Certificates were displayed in the reception areas of both Schools.

A general discussion on Governor training took place.

9/ Dates of future meetings:

6th June 2013, Standards & Curriculum, Frithville
20th June 2013, Staffing & Resources, New York
11th July 2013, Full Governors, Frithville

All meetings are on Thursdays and commence at 6 pm.

10/ Any Other Business/Correspondence:

a/ Any Other Business:

Mr Bargh thanked all staff and Governors for their help and support during the OFSTED inspection. The OFSTED result is confidential but will be made public when the final report is received. Mr Bargh explained that the OFSTED inspectors had spoken with Mrs Quinnell, Chair of Governors, and Mrs Holland, in her capacity as Governor with special responsibility for safeguarding. Mr Bargh added that the inspectors had scrutinised the Governors' meetings minutes very thoroughly and he thanked the Clerk for her work.

Mr Bargh advised that the results of the OFSTED inspection would, hopefully, be known by the end of June and all parties would be advised accordingly once the official confirmation had been received from OFSTED.

b/ Correspondence:

The Clerk advised that she had received a letter from the CfBT requesting any updates on the Governing Body records. This matter was discussed and the required updates were given to the Clerk.

11/ Items for the next Agenda (11th July 2013):

Feedback and discussion on the OFSTED Report
Key Stage 1 and Key Stage 2 data
Reports from Staffing & Resources and Standards & Curriculum Committees
Proposed dates for Governors meetings 2013/14 (Clerk)
Governor Visits Timetable – to be completed by Governors in advance of the meeting

Action: Mr Bargh to e-mail Governor Visits timetable to Clerk for onward transmission to the Governors

As there were no further matters for discussion, Mrs Quinnell thanked everyone for attending and for their contributions. The meeting closed at 6.40 pm.

Signature of Chair.....

Date.....