



New York Primary Federation  
*Federated with*  
 Frithville Primary Federation

**Minutes of the Full Governing Body Meeting held on Thursday 24<sup>th</sup> May 2012 at Frithville Primary School**

<u>Name</u>	<u>Governor Type</u>	<u>Position</u>	<u>Present/Apologies/ Absent</u>
Mrs R. Quinnell	LEA	Chair	AP
Mr P. Bargh	Staff	Head Teacher	P
Mrs S. Boxall	Staff		P
Mrs S. Mckenzie	Parent		AB
Mr G. Curley	Parent		P
Mrs L. Donohue	Parent	Vice Chair	AP
Mrs M. Holland	Community		AP
Mrs D. Spens	Community		P
Mr M. Sturgess	Parent		P
Mr A. Shaw	Parent		P

**In attendance:**

**Mrs A. Saxton, Clerk to Governors**  
**Mrs D. Picksley, Teaching Assistant**

The meeting commenced at 6.15 pm. It was quorate. As both Mrs Quinnell and Mrs Donohue had sent their apologies, it was agreed unanimously that Mr Curley should be Acting Chair for this meeting. Mr Curley welcomed everyone to the meeting.

**1/ Apologies for Absence:**

Apologies were received from Mrs Donohue due to family commitments, Mrs Quinnell due to illness and Mrs Holland due to work commitments. It was resolved that these be accepted as authorised absences in respect of the above attendance record.

**2/ Declarations of Interest:**

None were declared.

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Signature of Chair.....

Date.....

3/ **Minutes of the meeting of the Full Governing Body held on 23<sup>rd</sup> February 2012**

a/ **Accuracy:**

The minutes of the meeting of the Full Governing Body held on Thursday 23<sup>rd</sup> February 2012 had been circulated to the Governing Body in advance of the meeting. The Governors confirmed that they had received and read the minutes. It was agreed unanimously that the minutes represented a true and accurate record of the meeting. The minutes were passed to Mr Bargh who agreed to arrange for Mrs Quinnell to sign them.

b/ **Matters Arising:**

There were no matters arising.

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

Mr Bargh gave a verbal update as follows:-

i/ **Safeguarding:**

There is currently one safeguarding issue which is being monitored and the relevant agencies at County level are involved. Following the resignation of Mrs Elton as a Governor, the Federation needs to appoint a new Governor with responsibility for safeguarding.

***Action: Mr Bargh to ask Mrs Holland if she would take on this role***

ii/ **Collaborative Partnership:**

Mr Bargh advised that a meeting had been held last week with other members of the proposed Collaborative Partnership. The group is working together on various activities including policies, organising training days, forming a mini-OFSTED Support Group, and sharing ideas on best practice. The group will have the same Educational Advisor. However, there are still many legal issues to resolve, particularly with regard to the formation of the Board of Directors comprising the Head Teacher and Chair of the Governing Body of each School within the Partnership.

A general discussion, led by Mr Bargh, took place with regard to the administration and specialist staff required by the Collaborative Partnership as follows:-

- a/ A part-time Business Manager (1 day per week for the Federation) with responsibility for procurement, safeguarding and training records, Health & Safety, First Aid training etc.
- b/ A Vulnerable Persons Officer - an Educational Psychologist with speech & language training – to work for all Schools in the Collaborative Partnership.

The discussion continued with regard to the amount of funding and timescales. Mr Bargh advised that the funding would be accountable. £20,000 would be provided to the

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Federation. Mr Bargh advised that he would update Governors when further information becomes available.

**iii/ Devolved Capital Projects:**

Mr Bargh advised Governors that the refurbishment project at New York would commence two weeks before the end of Term 6. The work would start in the upstairs areas to minimise the disruption to lessons. Plans of the refurbishment have been shown to the staff at New York and have been received very favourably.

A general discussion on this matter took place.

**iv/ Parental Questionnaire:**

Mr Bargh presented copies of the completed questionnaires which had been received from parents and Governors studied the responses. Mr Bargh advised that generally the results of the questionnaire were favourable but he had already had meetings with a small number of families who had expressed some concern. Following discussions with parents, it had been decided to send out printed questionnaires rather than send them by e-mail. This also now applies to the weekly newsletters from each School. The aim is to make it clear to parents the topics that the children are covering in Class.

A general discussion on this matter took place. Mr Bargh advised that the children are blogging and adding information to the website. The children's minds are being focussed by asking them "What have you done today that is brilliant?"

***Action: Mr Bargh to ensure that the weekly newsletter from New York is sent electronically to the Clerk***

There were no further questions on the report presented by Mr Bargh and the Governors thanked him for the information.

**5/ Committee Update:**

**a/ Staffing & Resources Committee (3<sup>rd</sup> May 2012):**

The following documents had been issued in advance of the meeting to all Governors by the Clerk:-

- Minutes of the Staffing & Resources Committee meeting held on 3rd May 2012
- Budget documents for both Schools prepared by the Bursar (filed with 3<sup>rd</sup> May Committee meeting report)
- Budget Summary report prepared by the Bursar (Appendix A)

Governors confirmed that they had received and read the information. Mr Curley, Vice Chair of the Committee, gave a verbal update as follows:-

The Federation has been careful with expenditure in recent years and carry forward figures are £53,116 for New York and £59,194 for Frithville. Extra funding of £26,600 (New York) and £8,870 (Frithville) was received (see Appendix A for breakdown). Budget proposals

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included extra teaching staff, upgrading the ICT framework, and improving the outside play facilities for KS1 at Frithville. The Committee had unanimously accepted the proposals put forward in the Budget and agreed to present the information at the next meeting of the Full Governing Body.

Mr Bargh proposed that the 2012/13 Budget for the Federation be adopted by the Governing Body and this motion was seconded by Mr Curley. The Governors voted unanimously by a show of hands to adopt the Budget.

Mr Curley continued with his verbal report as follows:- A staffing update had been provided and Mrs Elton had resigned as a Governor due to business commitments.

There were no questions with regard to the information provided by Mr Curley and the Governors thanked him for the verbal update.

Mr Bargh advised that a PE Teacher, on a 6-month temporary contract, had been appointed by the Federation to start in September 2012 to teach PE and swimming for KS1 and KS2 pupils at both New York and Frithville. The Federation is also planning to appoint a full time Teaching Assistant for Class 2 at New York.

A general discussion took place on various aspects of staffing. Topics included pupil/staff ratio (which is good), lesson planning, the availability of teaching rooms at both Schools, the framework to be covered for each year group, the strategies in place for SENs and Gifted & Talented, and SATs.

**b/ Standards & Curriculum Committee meeting (2<sup>nd</sup> February 2012):**

Minutes of the meeting of the Standards & Curriculum Committee held on 2<sup>nd</sup> February 2012 had been issued in advance of the meeting to all Governors. The Governors confirmed that they had received and read the information. A verbal update on the Committee meeting had been given at the Full Governors meeting on 23<sup>rd</sup> February 2012. There was nothing further to report at this time.

**6/ Policies:**

The following policies had been approved at the Staffing & Resources Committee meeting on 3<sup>rd</sup> May 2012:-

- Admissions
- Charging
- Finance
- Frithville Travel Plan
- New York Travel Plan
- Sickness Absence Management
- Whistleblowing

Copies of the above policies had been issued in advance of the meeting to the Governing Body. The Governors agreed unanimously to ratify these policies.

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Signature of Chair .....

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**Action: Copies of the policies have been given to Mr Bargh for Mrs Quinnell's signature**

Mr Bargh made the following additional points with regard to policies:-

**a/ New York Travel Plan:**

Mr Bargh had been in touch with the East Lindsey District Council Highways Officer regarding the excessive speed of many vehicles passing the School. The pathway from the School to the village was overgrown and not wide enough. A Walk to School Week had been organised in July and the local press had been invited. There was a recent "near miss" incident near the School involving two lorries and tyre marks are evident. It is also very dangerous for vehicles turning into the School. The speed warning lights do not currently work. It has been suggested that the lights should be flashing when the School is occupied. The Parish Council is already aware of the issues.

A very comprehensive discussion on this matter took place with many Governors expressing their concerns. It was suggested that the Police should be advised of the problems

**b/ Sun Protection Policy:**

Mr Bargh advised Governors that, as Summer had finally arrived, the Sun Protection Policy would be presented at the next Staffing & Resources Committee meeting for approval.

**7/ Code of Conduct:**

A draft Code of Conduct (Appendix B) had been issued in advance of the meeting to all Governors. The Governors confirmed that they had received and read the information. The Clerk explained that the Code of Conduct was based on information provided by Governor Support at Lincoln. The purpose for its introduction was to ensure best practice. The Code of Conduct would be signed by each Governor at the beginning of each academic year.

The Governors agreed unanimously to adopt the Code of Conduct.

**8/ Publicity:**

Mr Bargh provided the following verbal update:-

Walk to School Week in July. Local press invited  
Jubilee Day celebrations are being held at both Schools. The local press have been invited and press releases and photographs will be sent to them if they do not attend.

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

**Governor Vacancies:**

The Clerk said that Governor Support had been advised of Mrs Elton's resignation as LEA Governor. A letter had been received from Governor Support requesting nominations from the Governing Body by 18<sup>th</sup> July 2012. The Governing Body nominations would stand alongside any made by members of the County Council. A general discussion on this matter

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took place and it was agreed that the skills and expertise of the Governing Body would be best enhanced by an appointee of the County Council.

**Action: Clerk to find out if any nominations have been made by the County Council and advise Mr Bargh and Mrs Quinnell**

Mr Curley advised that he had two contacts who were interested in becoming School Governors, one was a parent and the other, a local member of the community. The latter will check to see if she is eligible.

(Note from the Clerk: With regard to the vacancy for the Parent Governor, we will need to request nominations from parents and have an election if need be)

**Governor Training:**

The Clerk reminded Governors that details of forthcoming training courses and the Governor E-Learning information had been e-mailed to them. Mr Bargh requested that anyone who wished to attend a training course should contact him.

**10/ Dates of future meetings:**

Standards & Curriculum Committee, 6 pm New York, Thursday 14<sup>th</sup> June 2012  
Staffing & Resources Committee, 6.30 pm, New York, Thursday 21<sup>st</sup> June 2012  
Full Governors Meeting, 6 pm, New York, Thursday 12<sup>th</sup> July 2012

**11/ Correspondence:**

There were no items of correspondence received. Mr Bargh advised that he had sent a letter to Dr Sidwell, the Schools Commissioner for England at the Department for Education regarding the issues affecting small Schools under the new OFSTED framework. A copy of the letter is at Appendix C. A reply was awaited.

The Clerk issued copies of Governor Newsletter to those Governors who were not present at the Staffing & Resources Committee meeting on 3<sup>rd</sup> May 2012.

**12/ Items for the next Agenda (12<sup>th</sup> July 2012):**

Head Teacher's Update  
New OFSTED framework – discussion on documents issued  
Committee Reports  
Publicity  
Proposed Governor meeting dates for 2012 – 13 academic year (Clerk)  
Governing Body Self-Review

Mr Shaw advised that he would not be present at the next Full Governors meeting due to holidays.

There being no further business, Mr Curley thanked everyone for attending and for their contributions. The meeting closed at 7.30 pm.

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Signature of Chair.....

Date.....