



New York Primary School
Federated with
 Frithville Primary School

**Minutes of the Full Governing Body Meeting held on Thursday 16th July 2015 at
 New York Primary School**

<u>Name</u>	<u>Governor Type</u>	<u>Position</u>	<u>Present/Apologies/ Absent</u>
Mr P. Bargh	<i>Ex Officio</i>	Head Teacher	P
Mrs S. Boxall	Co-Opted		P
Mrs A J Sidwells	Co-Opted		P
Mr G. Curley	Co-Opted	Vice Chair	P from 6.50 pm
Mrs S. Brackenbury	Local Authority	Chair	P
Mr B. Foster	Parent		P
Mrs S. Holland	Co-Opted		P
Mrs A. Green	Staff		AP
Miss K. Chalmers	Co-Opted		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 Green due to illness. It was resolved to accept this as an authorised absence in respect of the above attendance record. Mr Curley had e-mailed the Clerk to advise that he may be late.

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

None were declared.

3/ Minutes of the meeting of the Full Governing Body held on 21st May 2015:

a/ Accuracy:

The minutes of the Full Governing Body meeting held on 21st May 2015 had been circulated in advance to all Governors. The Governors confirmed that they had received and read the minutes.

Signature of Chair.....

Date.....

The Governors agreed unanimously that the minutes represented a true and accurate record of the Full Governors' meeting held on 21st May 2015. 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/ Whitby Residential:

Mr Bargh advised Governors that the residential in Whitby had been a resounding success. Parents had been kept up to date with the children's activities via Twitter. The children had been complimented on their behaviour, manners, and their knowledge. One of the children had been the victim of a "monkey face" incident on the train. The pupil responsible for the incident had been from another school. The matter was reported to the staff responsible for the pupil and had been dealt with immediately. The victim had not been upset by the incident. The trip had been wonderful and pupils and staff are now looking forward to the residential at Iron Bridge in 2016.

ii/ Educational Advisor's Visit Report

The Educational Advisor (EA) had visited Frithville on 12th June and New York on 24th June. Data had been sent to her on 14th July to enable her to finalise her report.

Mr Bargh explained that the Federation was "ahead of the game" in many respects but the last year had been very hard for the teaching staff. Morale had suffered in the last few weeks. The staff have been working very hard towards achieving goals set in the Action Plans.

The EA report judged New York to be Good. Marking and EYFS provision have been identified as areas requiring improvement. At Frithville, Behaviour & Safety were given a grade 2 (Good), whilst other areas – Pupil Progress & Attainment, Teaching & Learning, and Leadership & Management – were each graded 3 (Requires Improvement). **Governors expressed concern at these findings and asked Mr Bargh to explain what actions had been put in place to address the issues.**

Mr Bargh issued Governors with a copy of the Intervention Funding Request Form, a copy of which is filed as Appendix A and forms part of these minutes. Funding to the value of £4,500 has been secured to achieve 3 aims:-

- a/ Secure the quality of teaching so that it is at least good in early years, KS1, and lower KS2
- b/ Provide leadership coaching and mentoring for the new literacy leader
- c/ Provide peer support for the Executive Head

Signature of Chair.....

Date.....

Mr Bargh issued Governors with a copy of the updated Federation Improvement Plan, a copy of which is filed as Appendix B and forms part of these minutes. Mr Bargh explained that two priorities had been set to improve the attainment and progress of all pupils. These priorities were:-

Priority 1: Secure consistently good or better teaching, learning and assessment across the Federation

Priority 2: Strengthen the effectiveness of leadership and management across the Federation

Governors asked Mr Bargh how these priorities would be achieved. Mr Bargh explained that the intervention funding request form had already been submitted and an 8 – 12 week coaching programme for relevant staff members would start in September 2015. Information provided by the coaching programme will be disseminated to all members of the teaching staff. **Governors asked for further information.** Mr Bargh explained that further documentary evidence needs to be provided to show that pupils are making progress. Peer support and mentoring will also be provided for Mrs Boxall in her new role as subject leader for English. It is expected that this work will be completed by December 2015. The Deputy Head at Frithville will take on responsibility for SMSC.

The Deputy Heads' roles will be discussed at the next Staffing & Resources Committee meeting (8th October 2015). The Deputy Heads have the same legal responsibilities as the Executive Head. In his absence, they can exclude a pupil from their own school. The Executive Head and both Deputy Heads have training in safeguarding.

A general discussion on these matters took place. **Governors asked Mr Bargh to confirm that they would be kept informed of developments and requested that they are e-mailed the Federation Improvement Plan (FIP) when staff received it.** Mr Bargh advised that full information would be provided on the Head Teacher's Report and Governors would receive the FIP.

Mr Bargh explained that the OFSTED criteria would change in September 2015. Inspectors will make key judgments on the following areas:-

- i/ Overall effectiveness including SMSC and meeting the needs of disabled pupils and those with SEND
- ii/ Effectiveness of leadership and management
- iii/ Quality of teaching, learning, and assessment
- iv/ Personal development, behaviour, and welfare
- v/ Outcomes for pupils
- vi/ EYFS

Signature of Chair.....

Date.....

New features include personal development and outcomes for pupils. Mr Bargh referred to the Federation Improvement Plan and explained that by the end of this term a number of actions will have been completed as part of achieving Priority 1.

The programme for the Staff Training Days on 1st and 2nd September 2015 has now been agreed. **Governors requested a copy of the information.** Mr Bargh outlined the programme as follows:-

Tuesday 1st September at Frithville. One hour discussion on the vision and expectations of the Federation followed by a session on marking and questioning. In the afternoon, classroom displays will be updated.

Wednesday 2nd September. Performance management and Assessment, Progress & Expectations Sheets. These will be updated during the summer holiday. In the afternoon at New York, there will be a session on the Purple Mash EYFS on-line resource centre.

Governors are welcome to attend the training days but need to advise Mr Bargh. Lunch will be provided.

The Governor Learning Walk schedule for 2015/16 will be ready by the end of the first week of Term 1. The first Learning Walk will be on safeguarding and Maths; the second on Health & Safety and English, with a focus on the new subject leader.

Governors asked what steps were being taken to address Priority 2. Mr Bargh explained that the actions listed for this priority will help the Head Teacher's Performance Management Review Committee. Governors' input will be very important.

The Governors confirmed that they were satisfied that action had been taken to address the issues raised by the EA and were reassured that Mr Bargh would keep them fully informed of developments.

iii/ Small Aspiring Schools' Heads' Visit: 22nd June 2015:

Mr Bargh referred to the Moderation Reports of the Small Aspiring Schools' Heads' visits on 22nd June. Copies of the reports are filed as Appendices C (Frithville) and D (New York) and form part of these minutes. The reports had been issued to Governors in advance of the meeting and the Governors confirmed that they had received and read them. It was noted that the Moderation Reports mirrored the EA's findings in picking up on lack of evidence to show pupils' progress and the need for continuity and consistency across all classes.

iv/ New website:

Mr Bargh explained that, due to problems with the new Agresso financial system, the website designer had not been paid and, consequently, he had not been able to pay his social media specialist. The web designer is still working on the new website but is owed £900. **Governors asked if the situation was being resolved.** Mr Bargh advised that problems with the system were being resolved and back payments were now being processed.

Signature of Chair.....

Date.....

v/ **Data:**

Mr Bargh issued the *2014 – 15 End of Year Attainment & Progress Summary*, a copy of which is filed as Appendix E and forms part of these minutes.

Mr Bargh gave a summary of the data, as follows:-

The EYFS data is excellent and is as predicted. The figures compare well with the national average. The children are making progress and attainment has improved. Their books need to mirror this improvement. Next year, the SPaG tests will be marked externally.

Mr Curley entered the meeting at 6.50 pm and apologised for being late. Governors welcomed him to the meeting.

The EA had expressed satisfaction with the EYFS results. Year 1 phonics at Frithville was 88.9% - an increase of 10% on the previous year. At New York, one third of the pupils in KS1 are on the SEND Register. KS2 figures for New York are excellent – 57% of pupils reached Level 5 in reading, and 100% reached Level 4. A general discussion on the data took place. Mr Bargh stressed to Governors the importance of demonstrating pupil progress in the books to check against the data given by staff. **Governors asked if floor standards had been met.** Mr Bargh explained that a school is only below the floor standard if fewer than 65% of pupils at the end of KS2 achieved Level 4 or above in reading, writing and maths **and** below the average % of pupils at the end of KS2 made expected progress in reading, writing, and maths compared with the 2015 median. **Governors asked about “mobility” pupils.** Mr Bargh advised that “mobility” children have not done as well as those who have been at the schools for a long time. In the SPaG tests, 42.86% of pupils achieved Level 5.

Mr Bargh advised that the data will be confirmed in October. RAISEOn-line and Data Dashboard figures will be slightly lower due to the points scoring method i.e a pupil will only make 4 levels of progress if they have scored 12 points.

Governors, led by Mrs Brackenbury, thanked Mr Bargh for his reports.

5/ **Committee Reports:**

i/ **Standards & Curriculum Committee Meeting: 4th June 2015**

The minutes of the Standards & Curriculum Committee meeting held on 4th June 2015 had been issued to all Governors in advance. The Governors confirmed that they had received and read the minutes. There were no questions or comments.

ii/ **Staffing & Resources Committee Meeting: 9th July 2015**

The minutes of the Staffing & Resources Committee meeting held on 9th July 2015 had been issued to all Governors in advance. The Governors confirmed that they had received and read the minutes. There were no questions or comments.

Signature of Chair.....

Date.....

6/ Governing Body Self-Review:

i/ Appointments:

a/ Head Teacher's Performance Review Committee:

Mrs Sidwells, Miss Chalmers, and Mr Curley agreed to sit on this Committee. They were advised to re-visit the GEL training course on this subject. Mr Foster, who had sat on the previous committee, advised the Governors to fully understand the data before they met with the EA.

b/ Deputy for Health & Safety:

Mrs Sidwells agreed to be the Deputy Governor with responsibility for health & safety.

c/ Link Governor:

Mrs Brackenbury advised that a Link Governor was required to be responsible for Governors' training. A general discussion on this matter took place. Mrs Brackenbury agreed to be the Link Governor.

ii/ Governors' Visits:

a/ ICT Learning Walk reports:

ICT Learning Walk reports by Mrs Brackenbury and Mrs Holland on their visits to Frithville and New York on 20th May 2015 had been issued to all Governors. The Governors confirmed that they had received and read the reports. Copies are filed as Appendices F (Frithville) and G (New York) and form part of these minutes.

The SEND Learning Walk by Mr Curley and Mr Foster had taken place earlier in the day and reports will be presented at the next Full Governors meeting on 10th September 2015.

b/ Governor Visits/Audit Timetable 2015/16:

This document will be issued early in Term 1. Mr Bargh confirmed that the Learning Walk for Term 1 would focus on safeguarding and Maths, and that for Term 2 would be health & safety and English with a special focus on the new subject leader.

iii/ Governor Training:

Mrs Brackenbury issued details of Governor Training and Updating Opportunities, a copy of which is filed as Appendix H and forms part of these minutes. It was noted that Governor Partnership meetings accept requests for specific topics to be discussed provided 2 weeks' notice is given. Governors were strongly advised to tap into the CfBT resource. The "Ready for OFSTED Inspection" and "Monitoring the use and impact of Pupil Premium and Sports Funding" courses were mentioned as being of particular interest. Foundation courses for new Governors were recommended.

Signature of Chair.....

Date.....

A summary document entitled *OFSTED Inspections from September 2015* was issued to Governors by Mrs Brackenbury. A copy is filed as Appendix I and forms part of these minutes. A general discussion took place. It was noted that the OFSTED mantra will be "show me what you have just said" and the two main foci will be:-

- i/ Have leaders identified the key concerns?
- ii/ Do they have the capacity to address the concerns? Is there a credible and effective plan?

Governors noted that the new Common Inspection Framework has a strong focus on leadership (including Governors).

Governors were asked if they felt equipped to take part in the new inspection process and what support and training do they think they will need.

Further discussions took place on the new OFSTED framework. It was noted that if 1 of the 8 Leadership & Management criteria are not met, a school could be downgraded from Good to Inadequate.

iv/ Governors' Statement for the website:

A draft Governors' statement for the new website had been issued to all Governors in advance of the meeting. The Governors confirmed that they had received and read the statement. A copy is filed as Appendix J and forms part of these minutes.

A general discussion took place on the contents of the statement. It was noted that Community Governors are now known as Co-opted Governors. It was agreed to re-visit the wording of the first line of the statement with regard to the Head Teacher and Staff Governors being volunteers.

Action: Mrs Brackenbury to re-word relevant sections of the statement

The Clerk requested pen portrait information for the new website from those Governors that had not yet supplied details.

7/ Governing Body Audit Question:

What is our training and development budget and does every Governor receive the support they need to carry out their role effectively?

A general discussion on this question took place. Mr Bargh explained that the budget for Governors' training was contained within the overall budget for CPD. Governors agreed that they received constant information via the Clerk with regard to training courses. They were also reminded regularly of the GEL on-line training and informed of other courses organised as part of the Small Aspiring Schools partnership.

Governors then considered the specific areas of the question:-

- i/ We have an appropriate level of funding for Governor development.

Signature of Chair.....

Date.....

- ii/ We are aware of the offer from the Local Authority and other potential sources.
- iii/ We have clearly identified Governor training needs and this is linked to the outcomes of the skills audit.
- iv/ Governing Body development is integrated into the School Development Plan and is regularly monitored.

It was agreed that the Governing Body met the requirements with regard to i/, ii/, and iv/ above. It was agreed that the skills audit should be re-visited and an induction pack prepared for new Governors.

Action: Mrs Brackenbury and the Clerk to undertake the above actions. Clerk to update the "Twenty Questions for School Governing Bodies to ask themselves" document with evidence and required actions.

It was agreed that another question should be discussed at the next Full Governors' meeting on 10th September 2015.

8/ Update on the Head Teacher's Performance Review Objectives:

i/ Objective 1: Pupil Progress

Improve achievement at all key stages so that progress is good and gaps close with the national average:

Mr Bargh explained that the data indicates that good progress is being made.

ii/ Objective 2: Teaching & Learning

Improve the quality of teaching and learning so that it is consistently good:

Mr Bargh advised that the funding intervention bid had been submitted and an Action Plan was in place to ensure improvement. A coaching programme for teachers will be undertaken between September and December 2015 and coaching and mentoring provided for the new literacy subject leader. Good teaching is measured in many ways – work scrutiny, summative and formative assessments, and APE sheets. Governors will see how the data is arrived at on the training days in September.

iii/ Objective 3: Head Teacher's CPD

Strengthen the Head Teacher's knowledge and understanding of early years so that quality assurance in this area is more precise and supports improvements in the quality of provision and outcomes for the children:

Mr Bargh explained that he had completed a baseline course with other members of staff a few weeks ago and will be involved in the EYFS baseline assessments in September. All schools within the Small Aspiring Schools collaboration are undertaking this training.

Signature of Chair

Date.....

9/ Meeting Dates 2015/16:

Meeting dates for 2015/16 had been issued in advance of the meeting and the Governors confirmed that they had received them.

(Note from the Clerk: Mr Adams, the Bursar, has been advised of the dates for the Staffing & Resources Committee meetings).

10/ Correspondence/Any Other Business:

a/ Correspondence:

- i/ A letter had been received from Tony Warnock, LCC's Operations & Financial Advice Manager, regarding the Federation's loan request for £55K to refurbish Classroom 1 at Frithville. The Governors confirmed that they had received and read the letter. It was agreed to defer discussion on this matter until the next Staffing & Resources Committee meeting on 8th October 2015.
- ii/ Code of Conduct and the new Register of Business Interests forms were signed and dated by all Governors present at the meeting. Copies were handed to the Clerk for filing.
- iii/ *Keeping children safe in education: childcare disqualification requirements – supplementary advice (October 2014, DfE)* was signed by all Governors present at the meeting to confirm that they had read and understood the document. Copies were taken for filing in each school's central register. The original signed copy is filed as Appendix K and forms part of these minutes.

b/ Any Other Business:

- i/ Mr Bargh issued a draft press release to be sent to the Target and Standard newspapers on the Federation's excellent exam results. A copy is filed as Appendix L and forms part of these minutes.
- ii/ Reference was made to the Governors' meeting with the SENDCO earlier in the day. The SENDCO advised that a pupil with spina bifida would be joining New York in September and long-term special needs would need to be considered. A general discussion on this matter took place and it was agreed to contact County with regard to funding.

11/ Items for the Agenda of the next Full Governors' meeting (10th September 2015):

Election of Chair and Vice Chair of the Governing Body
Formation of Committees and confirmation of membership
Head Teacher's Report
Update on Head Teacher's Performance Review Objectives
Governor Visits/Audit Timetable for 2015/16
Governor Visit Report – meeting with SENDCO – Mr Curley and Mr Foster

Signature of Chair.....

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Discussion on selected question from "Twenty Questions for School Governing Bodies to ask themselves"

How has this meeting helped the children?

12/ How has this meeting helped the children?

- i/ Governors looked at Action Plans and proposals for staff CPD and were reassured that the issues identified by the EA were being addressed promptly and appropriately.
- ii/ Governor training was discussed and Governors confirmed that they felt fully supported by the Federation in undertaking their role.
- iii/ Pupil progress data was discussed and Governors were re-assured that the pupils were making progress.

Confidential Matters:

1/ Confidential Minutes of the Full Governors' meeting held on 21st May 2015:

The confidential minutes of the Full Governors' meeting held on 21st May 2015 had been circulated in advance to all members of the Governing Body. The Governors confirmed that they had received and read the minutes.

a/ Accuracy:

It was agreed unanimously that the minutes were a true and accurate record of the confidential discussions at the Full Governors' meeting held on 21st May 2015. Mrs Brackenbury signed and dated the minutes.

b/ Matters Arising:

There were no matters arising.

As there were no further matters for discussion, Mrs Brackenbury thanked everyone for attending and for their contributions. The meeting closed at 8.15 pm.

Signature of Chair

Date.....