



New York Primary School
Federated with
 Frithville Primary School

**Minutes of the Staffing & Resources Committee Meeting held on Thursday 9th
 October 2014 at New York Primary School**

Members of the Committee:

| Name | Governor Type | Position on Committee | Present/Apologies/Absent |
|--------------------|---------------|-----------------------|--------------------------|
| Mr P Bargh | Staff | | P |
| Mrs S. Brackenbury | Community | | P |
| Mr G Curley | Parent | Chair | P |
| Mrs A J Sidwells | Parent | | P |
| Mr B. Foster | Parent | | P |

In attendance: Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6.05 pm. It was quorate. Mr Curley welcomed everyone to the meeting.

1/ **Apologies for Absence:**

Apologies for absence were received from Mr Adams, the Bursar due to family commitments. It was resolved to accept this as an authorised absence.

2/ **Declarations of Interest for Items to be discussed at this meeting:**

None were declared.

3/ **Election of Vice Chair for the Committee:**

A general discussion on this matter took place. The importance of electing a Vice Chair was noted. It was agreed to defer this decision until the Full Governors meeting on 13th November 2014.

Signature of Chair

Date.....

4/ **Terms of Reference for the Committee:**

Draft Terms of Reference for the Committee had been circulated in advance of the meeting. The Committee members confirmed that they had received and read the information. The following amendments were agreed:-

- i/ The Committee should comprise not less than **five** governors
- ii/ The committee shall meet at least **four** times per year

The changes are shown in red. It was further agreed to add the list of policies that fall under the remit of this Committee as an appendix to the Terms of Reference.

Action: Clerk to make all amendments and submit for ratification by the Full Governing Body on 13th November 2014

5/ **Minutes of the Staffing & Resources Committee meeting held on Thursday 19th June at New York Primary School:**

a/ **Accuracy:**

The minutes of the Staffing & Resources Committee meeting held on Thursday 19th June 2014 had been circulated in advance to all members of the Committee. The Committee members confirmed that they had received and read the information. It was agreed unanimously that the minutes were a true and accurate record of the meeting of the Staffing & Resources Committee held on 19th June 2014. Mr Curley signed and dated the minutes.

b/ **Matters Arising:**

Mr Curley asked for an update on the universal meals situation. Mr Bargh advised that this information would be provided later in the meeting.

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

Mr Curley invited Mr Bargh to present the Head Teacher's Report. The Head Teacher's Report (Appendix A) was issued to Committee members in advance of the meeting with the following documents:-

- Summary of key findings, Ofsted May 2013 (Appendix B)
- Federation Improvement Plan: To develop an exciting and creative curriculum which challenges and inspires all (Appendix C)
- Federation Improvement Plan: To maintain and improve the leadership and management of the Federation (Appendix D)
- Federation Improvement Plan: To improve the attainment and progress of all pupils in science (Appendix E)
- Federation Improvement Plan: To improve the attainment and progress of all pupils in mathematics (Appendix F)

Signature of Chair.....

Date.....

Federation Improvement Plan: To improve the monitoring of the Quality of Teaching & Learning (Appendix G)

Federation Improvement Plan: To maintain the learning environment (Appendix H)

The Committee members confirmed that they had received and read the information. A3-sized copies of Appendices C – H were issued to Committee members for ease of reference.

Mr Bargh explained that the Head Teacher's Report was in two parts. Part A detailed general information for the 2014/15 academic year including staffing structure, numbers on roll, and the learning environment. Part B focussed on the quality of education including the achievement of pupils, quality of teaching, behaviour and safety, quality of leadership and management, and Federation Improvement Plan. The format of the report would be the same for both Committees. Detailed information would be presented to the Committees and a brief summary at Full Governors' meetings.

Mr Bargh gave the following verbal update:-

Appendix A: Part A: General Information:

i/ Staffing structure:

The SEND Teaching Assistant (TA) at Frithville is leaving to take up a post in Boston. The position has been advertised on Lincs Line and there have been five applicants for the job. Interviews are to take place on Tuesday 14th October. Mr Curley, as Governor with responsibility for SEND, agreed to participate in the interview process.

Mr Bargh expressed his regret at the loss of the current SEND TA.

ii/ Numbers on roll:

Numbers on roll were 61 at New York and 47 at Frithville. The new class arrangements for pupils at Frithville were working well. Pupil numbers in reception at Frithville are low; another five pupils are needed to reach the PAN. Usually, 2 or 3 additional pupils can be expected to join the school between October and Easter.

iii/ Learning Environment:

Frithville:

Refurbishment of Classroom 2 at Frithville had gone to plan and the work is of very good quality. Refurbishment of Classroom 1, the ICT suite, and corridors is planned for summer 2015. Cost will be approximately £35 - £40,000 to include the installation of bespoke fittings. The aim is to make the best use of the available space. The Federation will bid for £50,000 to cover the cost of the work.

Measurements for the new playground have been taken, following the award of a grant from the Sports Council. The playground will be installed next year. Some additional land may be available from the landowner adjacent to the school.

Signature of Chair.....

Date.....

The Head Teacher's office has been redecorated by the caretaker. An automatic fire door closing system has been installed at a cost of £1,000. Portable Appliance Testing is due again in February 2015.

New York:

The 5-year electrical check has been completed and a new boiler installed. Portable Appliance Testing is due again in June 2015.

New Halls:

The process for fund raising for the new halls is to begin including researching funding streams.

A meeting is to take place on 23rd October with County and Local Authority officials to discuss the universal meals system. Funding may be available for the new halls as the provision of universal meals means that lunches have to be eaten in the classroom, thereby interrupting the learning process.

Appendix A: Part B: Improving the quality of education:

Mr Bargh explained that this part of the report was divided into four sections:- achievement of pupils, quality of teaching, behaviour and safety, and quality of leadership and management.

i/ **Achievement of pupils:**

Data was presented at the Standards & Curriculum Committee meeting on 11th September. Data from the new tracking system will be available in January 2015.

ii/ **Quality of teaching:**

Quality of teaching is measured by a seven-strand approach, as shown by the "rope" diagram on the Head Teacher's report. A strand represents data, lesson observations, work scrutiny, planning scrutiny, peer support, leadership & management, or pupil feedback.

Mr Bargh referred Committee members to the Quality of Teaching Action Plan (Appendix G). The data produced is good and user-friendly. Lessons observations and work scrutiny are going well. Planning scrutiny is very detailed. Samples were shown to Committee members. Mr Bargh checks the plans at the end of each week to see how they have changed throughout the week. Staff have a very good attitude to their own planning. Pupils who are not making the required progress are highlighted in the plans so that additional support can be given. The plans are easily modified.

Peer support is also important. EYFS, Year 1, and behaviour and safety moderation has taken place at Gipsy Bridge School and the feedback shared by all members of the Collaborative Partnership. A bank of e-mail evidence is being collected to show that pupil attainment, progress, behaviour, and safety are monitored on an on-going basis not just during lesson observations.

Signature of Chair.....

Date.....

A general discussion on these matters took place. Referring to Summary of key findings, Ofsted May 13 (Appendix B), Governors asked if there was a "matching up" between the areas for improvement identified at each school. Mr Bargh advised that these were matched up and formed part of the lesson observations.

A general discussion also took place on writing. Mr Bargh explained that, whilst the register is being taken, the pupils practise writing in their handwriting books. Discussions took place on the Pen Licence scheme whereby pupils who did very well in handwriting received a roller-ball type pen and a "licence" to use the pen. The pupils were very proud to receive the pen.

Mr Bargh invited Mr Curley to present the results of the Pupil Perception Survey (blank form filed as Appendix I). Mr Curley explained that he has visited both schools earlier in the week and had spoken to 16 pupils (four different groups). He said that the staff do not like the survey as they are trying to build up a trustworthy relationship with each child and they feel that the survey undermines that trust. A detailed discussion on this matter took place.

The key results of the survey were that the pupils were happy with the teachers but not quite so comfortable with the behaviour of some of the other pupils and finding things in the classroom. The pupils also want more time to explain their problems to the teacher. Further discussions took place.

Committee members agreed that the survey had done its job in identifying some issues that the pupils had. It was recognised that it was important to ensure that the survey was acceptable to members of staff. Mr Bargh advised that the results of the survey would be discussed at the weekly staff meeting on 13th October and the results of the discussion would be reported to Governors at the next Full Governors meeting on 13th November.

Action: Clerk to ensure the above item is on the Agenda for the meeting

Extended curriculum activities were already well underway. The Sports for Champions event raised just over £1,000. The MacMillan coffee afternoon had been a great success and a photo-story on Frithville had been published in the Boston Target.

iii/ **Behaviour and safety:**

Attendance figures are good: 96.72% at Frithville and 97.48% at New York.

With regard to safeguarding, there are three Team Around the Child (TAC) issues at New York, all of which relate to one family. Cause for Concerns figures are four at Frithville and two at New York. A general discussion on these matters took place. Following a question from Governors, Mr Bargh explained the reporting forms used for Cause for Concern and Serious Incidents. Blank copies of these forms are filed as Appendices J and K respectively. Mr Bargh advised that safeguarding is the first Agenda item at weekly staff meetings and several members of staff have training in safeguarding matters.

iv/ **Leadership and management:**

Mr Bargh explained that the Federation Improvement Plan for 2014 – 15 is based on the finding of the Ofsted visit in May 2013 and the Self-Evaluation Form. There are several

Signature of Chair.....

Date.....

Action Plans, all of which can be modified. Discussions took place as to whether the Action Plans should be put on the website. It was agreed that it would demonstrate the vibrancy at the Federation. Further discussions took place on a comment on the Ofsted finding related to a member of staff who did not have formal qualifications, despite being able to do her job very well. Governors asked about individual CPD targets and relevant costings. Mr Bargh agreed to present this information at the next Full Governors meeting on 13th November.

Action: Clerk to ensure the above item is on the Agenda for the Full Governors meeting.

There were no further matters for discussion related to the Head Teacher's Report and the Committee members, led by Mr Curley, thanked Mr Bargh for his work.

7/ **Policies for approval:**

The following policies had been issued in advance to Committee members:-

- Asbestos Management Plan
- Accessibility Plan
- Charging Policy
- Complaints Policy

The Committee members confirmed that they had received and read the policies, copies of which are filed as Appendices L – O respectively. There were no comments or questions. Mr Curley signed and dated the policies.

8/ **Items for the next Agenda (22nd January 2015):**

- Financial reports by the Bursar
- Head Teacher's Report
- Update and discussions on universal meals

It was noted that financial reports would also be presented at the Full Governors meeting on 13th November.

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

There were no items of correspondence.

i/ **Formation of Head Teacher's Performance Review Committee:**

The following Governors volunteered to sit on this Committee:- Mr Curley, Mrs Sidwells, and Mr Foster. A meeting with Carol Smith, the Educational Advisor, would be arranged to review Mr Bargh's performance targets and recommend appropriate remuneration.

A general discussion on this matter took place. It was noted that the GEL module on this topic was very helpful.

Signature of Chair.....

Date.....

ii/ **General comments on the Federation:**

Mr Curley commented that his visit to the Federation to focus on handwriting, literacy, and displays had been enlightening. The poems displayed at Frithville were spectacular. He wanted to see more of the children's own writing as part of the displays. Mr Bargh explained that the displays in the classrooms were "working walls used as part of the pupils' education. A discussion took place on the Pendragon Award. Mr Bargh explained the pupils' work for this award has been taken home as those pupils have now left the Federation.

Mr Curley mentioned that the autism specialist from John Fielding school had commented on the "welcoming atmosphere" at the Federation – better than any other schools locally.

Further discussions took place on Governor visits. It was agreed that a visit report would be written up after a Governor visit and issued to all Governors at Full Governors meetings.

Action: Clerk to ensure this is a regular Agenda item at Full Governors meetings

10/ **Dates and venues of next meetings:**

Full Governors, 13th November 2014, Frithville
Standards & Curriculum Committee, 15th January 2015, New York
Staffing & Resources Committee, 22nd January 2015, Frithville
Pay & Performance Review Committee, 22nd January 2015, Frithville

All meetings are on Thursdays and commence at 6 pm. The Pay & Performance Review Committee meeting will take place after the Staffing & Resources Committee meeting.

11/ **How has this meeting benefitted the children?**

- i/ The summary of Ofsted findings and the Improvement Planning documents for 2014 – 15 were discussed.
- ii/ Discussions had taken place on safeguarding processes and Committee members agreed that they now had a better understanding of the way the system worked.
- iii/ Pupil Perception Surveys had been analysed and areas for improvement have been identified.
- iv/ Committee members confirmed that they were satisfied that the learning environment within the Federation is being kept up to date and improved.
- v/ Committee members agreed that they have held the Federation to account and are confident that it is being well run.

A general discussion took place on the feasibility of having this topic as a regular Agenda item. It was agreed that it should remain on the Agendas for all Governors' meetings.

Signature of Chair.....

Date.....

As there were no further matters for discussion, Mr Curley thanked everyone for attending and for their contributions. He also extended a "thank you " to the Clerk for her work. The meeting closed at 8.10 pm.

Signature of Chair

Date.....