



New York Primary School  
*Federated with*  
 Frithville Primary School

**Minutes of the Full Governing Body Meeting held on Thursday 10<sup>th</sup> September 2015 at Frithville Primary School**

<b><u>Name</u></b>	<b><u>Governor Type</u></b>	<b><u>Position</u></b>	<b><u>Present/Apologies/Absent</u></b>
Mr P. Bargh	<i>Ex Officio</i>	Head Teacher	P
Mrs S. Boxall	Co-Opted		AP
Mrs A J Sidwells	Co-Opted		P
Mr G. Curley	Co-Opted	Vice Chair	P
Mrs S. Brackenbury	Local Authority	Chair	P
Mr B. Foster	Parent		P
Mrs S. Holland	Co-Opted		P
Mrs A. Green	Staff		P
Miss K. Chalmers	Co-Opted		AP

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

The meeting commenced at 6 pm. It was quorate. The Clerk welcomed everyone to the meeting.

**1/ Apologies for Absence:**

Apologies for absence had been received from Mrs Boxall and Miss Chalmers due to family commitments. It was resolved to accept these as authorised absences in respect of the above attendance record.

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

None were declared.

**3/ Election of Officers:**

**i/ Chair of the Governing Body:**

The Clerk invited nominations for Chair of the Governing Body. Mr Foster proposed Mrs Brackenbury. Mrs Brackenbury agreed to stand. The proposal was seconded by Mrs Sidwells and agreed unanimously by the Governors. Mrs Brackenbury was duly elected as Chair of

Signature of Chair.....

Date.....

the Governing Body. Mrs Brackenbury thanked the Governors for their support and resumed as Chair of the meeting.

**ii/ Vice Chair of the Governing Body:**

Mrs Brackenbury invited nominations for the Vice Chair of the Governing Body. Mr Foster proposed Mr Curley. Mr Curley agreed to stand. The proposal was seconded by Mrs Sidwells and agreed unanimously by the Governors. Mr Curley was duly elected as Vice Chair of the Governing Body.

**iii/ Staffing & Resources Committee:**

The Governors who had been on the Staffing & Resources Committee in 2014/15 agreed to continue. Mrs Holland volunteered to be on the Committee.

Mrs Brackenbury proposed that Mr Curley be elected Chair of the Committee. Mr Curley agreed to stand. The proposal was seconded by Mrs Sidwells and agreed unanimously by the Committee members. Mr Curley was duly elected as Chair of the Staffing & Resources Committee.

Mr Curley proposed that Miss Chalmers be elected Vice Chair of the Committee. The proposal was seconded by Mrs Holland and agreed unanimously by the Committee members.

**Action: Clerk to check with Miss Chalmers that she is willing to stand**

**iv/ Standards & Curriculum Committee:**

The Governors who had been on the Standards & Curriculum Committee in 2014/15 agreed to continue.

Mrs Brackenbury proposed that Mr Foster be elected Chair of the Committee. Mr Foster agreed to stand. The proposal was seconded by Mrs Holland and agreed unanimously by the Committee members. Mr Foster was duly elected as Chair of the Standards & Curriculum Committee.

Mrs Brackenbury proposed that Mrs Holland be elected Vice Chair of the Committee. Mrs Holland agreed to stand. The proposal was seconded by Mrs Sidwells and agreed unanimously by the Committee members. Mrs Holland was duly elected as Vice Chair of the Standards & Curriculum Committee.

**4/ Terms of Reference:**

Terms of Reference for the Full Governing Body and the committees responsible for Complaints, Pay & Performance Review, Staffing & Resources, and Standards & Curriculum had been issued in advance of the meeting. The Governors confirmed that they had received and read the Terms of Reference.

---

Signature of Chair.....

Date.....

**i/ Full Governing Body Terms of Reference:**

Bullet Point 10: After "To suspend or remove a Governor" add "if their actions contravene the Code of Conduct"

Add "(5 Governors)" after "**Quorum:** 50% of members of the Full Governing Body"

The Governors agreed unanimously to adopt the Terms of Reference for the Full Governing Body subject to the two amendments above.

**ii/ Complaints Committee:**

The following two amendments were agreed unanimously:-

Remove "The Chair of the Governing Body chooses the Committee to deal with any complaint"

Amend the last sentence of the same paragraph to read "The Head Teacher **and the Chair of Governors** cannot be a member nor can the Committee include non-Governors."

Additional text shown in bold.

The Governors agreed unanimously to adopt the Terms of Reference for the Complaints Committee subject to the two amendments above.

**iii/ Pay & Performance Review Committee:**

The Governors agreed unanimously to adopt the Terms of Reference for the Pay & Performance Review Committee.

**iv/ Staffing & Resources Committee:**

Governors discussed the wording in paragraph 2 "The committee is able to co-opt additional members from time to time as it sees fit. Co-opted members who are not governors do not have voting rights." Governors expressed concern regarding the definition of "co-opted members".

**Action: Clerk to contact CfBT to seek advice**

The following amendments were agreed:-

Remove the last but one bullet point "Access appropriate training in order to keep up to date with relevant issues" – as this is a duplicate of a bullet point 17.

Policy Map & Review Timetable – move the Critical Incident Policy and the Health & Safety Policy to the Autumn term for approval.

The Governors agreed unanimously to adopt the Terms of the Reference for the Staffing & Resources Committee subject to the above two amendments and confirmation of revised wording from the CfBT regarding "co-opted members."

---

Signature of Chair.....

Date.....

**v/ Standards & Curriculum Committee:**

Governors discussed the wording in paragraph 2 "The committee is able to co-opt additional members from time to time as it sees fit. Co-opted members who are not governors do not have voting rights." Governors expressed concern regarding the definition of "co-opted members".

**Action: Clerk to contact CfBT to seek advice**

The following amendments were agreed:-

Bullet point 5 – Change "Prepare" to "Discuss and approve."

Add the following as a bullet point – "Access appropriate training, in order to keep up to date and enhance knowledge of issues relevant to the role of a Standards & Curriculum Committee governor."

Policy Map & Review Timetable – move the Behaviour Policy, the Child Protection Policy, and Child Protection – Appendix 5 to the Autumn term for approval.

The Governors agreed unanimously to adopt the Terms of the Reference for the Standards & Curriculum Committee subject to the above three amendments and confirmation of revised wording from the CfBT regarding "co-opted members."

**5/ Minutes of the meeting of the Full Governing Body held on 16<sup>th</sup> July 2015:**

**a/ Accuracy:**

The minutes of the Full Governing Body meeting held on 16<sup>th</sup> July 2015 had been circulated in advance to all Governors. The Governors confirmed that they had received and read the minutes.

The Governors agreed unanimously that the minutes represented a true and accurate record of the Full Governors' meeting held on 16<sup>th</sup> July 2015. Mrs Brackenbury signed and dated the minutes.

**b/ Matters Arising:**

There were no matters arising.

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

Mrs Brackenbury invited Mr Bargh to present the Head Teacher's Report.

**i/ Educational Adviser's (EA) School Effectiveness Summary Statement:**

Mr Bargh issued School Effectiveness Summary Statements for New York and Frithville, copies of which are filed as Appendices A and B respectively.

---

Signature of Chair.....

Date.....

Governors noted that New York had consistently scored 2's in all areas including Leadership & Management, Behaviour & Safety, Quality of Teaching, Achievement of Pupils, and Early Years provision. They confirmed that they were satisfied that good progress was being made at New York.

**Governors expressed concerns regarding the Requires Improvement scores of 3 for Frithville in all areas and asked Mr Bargh to explain what steps had been taken to rectify the situation.**

Mr Bargh explained that the Requires Improvement score at Frithville was not due to a lack of hard work. The report is a snapshot of the school day. Following discussions with the EA, it had been agreed that some of the statements in the report would be amended. The focus this year is on Learning Behaviour whereby the children are encouraged to work on their own using the 4 B's – brain, buddy, book, and board. Every book needs to show the child's progress and consistency is needed in the quality of marking. The school has a good staff/pupil ratio and funding worth £9000 has been provided for teachers to attend the Developing Teacher Programme and for mentoring support for the new English subject leader.

A general discussion took place on the above issue. **Governors asked Mr Bargh to explain the main aims for improving the situation at Frithville and how they could play a role.** Mr Bargh advised that the main aim was to improve attainment and progress for all pupils. The Marking Scheme has been closely examined to ensure it is being carried out in all the books. Governors need to get involved to check that marking is effective. It was agreed that 3 books would be selected randomly and scrutinised at each Full Governors' meeting and each Standards & Curriculum Committee meeting. Mr Bargh added that he randomly selects 3 books at the end of the week and scrutinises them during the week-end.

Mr Bargh displayed the updated Federation Improvement Plan (FIP) on the white board. A copy of the FIP had been e-mailed to Governors in advance of the meeting.

The FIP showed milestone dates of 30<sup>th</sup> September 2015, 17<sup>th</sup> December 2105, 24<sup>th</sup> March 2016, and 21<sup>st</sup> July 2016. The importance of showing progress for Pupil Premium funded children was noted.

Mrs Brackenbury reminded Governors of the OFSTED Preparation meeting at Horncastle Banovallum School on 30<sup>th</sup> September at 7 pm. Mr Bargh advised that the EA has offered to give OFSTED training in conjunction with other schools in the Small Aspiring Schools cluster. Dates were discussed and it was agreed that a Monday in November would be preferable.

A detailed discussion took place on the contents of the FIP. **Governors asked Mr Bargh to provide updates on the effectiveness of the use of SEND, Pupil Premium, and Sports funding.** It was agreed to update the Governor Visits and Audit Timetable to include EYFS, writing across the genres, and problem solving in Maths. Governors agreed that the EYFS monitoring visit would include speaking to teachers, TAs, and pupils and encompass the indoor and outdoor areas. It was noted that the EYFS audit would be lengthy and it may be beneficial for Governors to visit each school on a different day.

---

Signature of Chair.....

Date.....

Further discussions centred on the EA's report and the updated FIP. **Governors again expressed concern about the Requires Improvement scores at Frithville but were re-assured that immediate measures were in place to rectify the situation.**

**ii/ Capital Projects:**

During the summer, the Class 1 at Frithville had been decorated. The room was now much brighter. New storage units were due next week. The pond at Frithville had been cleaned out. There had been delays in the installation of the playground at Frithville and other agencies, including Sport England, had become involved in an attempt to resolve the matter. A site survey and health & safety assessment was awaited.

The toilets at New York had been refurbished and pupils and staff were delighted with the results.

**iii/ Website:**

The new website should be up and running by half-term. The web developer had now been paid following issues with the Agresso finance system.

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

**7/ Policies:**

The following policies had been issued in advance of the meeting:-

- Behaviour
- Critical Incident
- Health & Safety
- Safeguarding

The Governors confirmed that they had received and read the policies. Mr Bargh advised that all staff had studied the policies at the training day on 1<sup>st</sup> September.

Governors agreed to amend the wording related to discrimination in the Behaviour and Safeguarding policies to incorporate the protective characteristics in the Equality Act.

Governors approved the policies, subject to the changes required in the Behaviour and Safeguarding policies. Mrs Brackenbury signed and dated the Critical Incident and Health & Safety Policies. It was agreed to sign the Behaviour and Safeguarding Policies next week once the amendments had been made.

**8/ Head Teacher's Performance Review Objectives:**

The Governors confirmed that they were satisfied that the Head Teacher's Performance Review Objectives had been incorporated into the FIP and agreed that they will be reviewed as a standard Agenda item at all Full Governors' meetings and Standards & Curriculum Committee meetings. It was noted that the inclusion of milestone dates made the FIP easier to review.

---

Signature of Chair.....

Date.....

Mrs Brackenbury reminded those Governors who had offered to be on the Head Teacher's Performance Review Committee – Mr Curley, Mrs Sidwells, and Miss Chalmers – about the CfBT courses on this topic at Lincoln (28<sup>th</sup> September) and Louth (5<sup>th</sup> October). She suggested that at least one member of the Committee ought to attend.

Discussions centred on health & safety matters. Governors noted that the Governing Body is held to account for health & safety matters and all adults have a responsibility to ensure that the schools meet health & safety requirements. Mr Bargh explained that a yearly audit is undertaken as well as an on-line audit.

**9/ Governing Body Analysis:**

**a/ Induction Programme:**

The part contents of a draft induction programme for new Governors, prepared by Mrs Brackenbury, had been issued to Governors in advance of the meeting. The Governors confirmed that they had received and read the information.

A general discussion took place on the contents of the induction pack. **Governors asked about including contact details of all Governors** and were advised that this information would be included in a secure area on the new website. The Clerk would be given training on how to upload information.

Mrs Brackenbury requested that Governors advise her of further contents for the pack so that the completed pack can be discussed at the next Full Governors' meeting.

**b/ Governing Body Self-Evaluation Tool:**

***Question 10: Does our strategic planning cycle drive the Governing Body's activities and agenda setting?***

A general discussion on the above question took place. Governors noted that a relevant committee structure was in place, Terms of Reference for each Committee had been agreed, and agenda items clearly showed the Governing Body's areas of responsibilities.

Mrs Brackenbury requested that ***Question 11: Do we understand the school's performance data well enough to properly hold the school leaders to account?*** be discussed at the next Standards & Curriculum Committee meeting on 17<sup>th</sup> September and the Committee report back at the next Full Governors' meeting. This was agreed.

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

**i/ Vacancies:**

The Clerk advised that there were currently three vacancies; 1 Parent Governor to represent Frithville and 2 Co-Opted Governors. It was agreed that it would be beneficial if the Co-Opted Governors were from the local community.

It was agreed to issue letters to all parents/carers of pupils at Frithville to advertise the vacancy and to send a letter to local companies about the Co-Opted Governor vacancies.

---

Signature of Chair.....

Date.....

Letter to Frithville parents/carers to be issued on Friday 11<sup>th</sup> September, closing date for applications Friday 25<sup>th</sup> September.

**Action: Clerk to draft letter to local companies and submit for approval to Chair and Vice Chair**

**ii/ Visit Reports:**

It was noted that the Governors' reports on their meeting with the SENDCO had not yet been issued to all Governors. It was agreed to defer discussion on this matter until the Standards & Curriculum Committee meeting on 17<sup>th</sup> September.

**iii/ Training:**

Governors were again reminded of the importance of relevant training. It was noted that the Head Teacher's Performance Review courses and the Preparation for OFSTED training had already been mentioned.

**11/ Dates of future meetings:**

Standards & Curriculum Committee meeting, 17<sup>th</sup> September 2015, New York  
Staffing & Resources Committee meeting, 8<sup>th</sup> October 2015, Frithville

Meetings are on Thursdays and commence at 6 pm.

It was agreed to move the date of the next Full Governors' meeting from 12<sup>th</sup> November 2015 to 10<sup>th</sup> December 2015 to coincide with FIP milestone dates.

**Action: Clerk to inform all Governors of the change in date**

**12/ AOB/Correspondence:**

There were no matters of any other business or items of correspondence.

**13/ Items for the next Agenda (10<sup>th</sup> December 2015):**

Statement on the Head Teacher's Performance Review Objectives  
Update on the FIP  
Book scrutiny  
Governing Body Self Evaluation Tool – question to be agreed  
Committee reports to include update from the Standards & Curriculum Committee on Question 11  
Governor vacancies, visit reports, and training

**14/ How has this meeting helped the children?**

A general discussion took place on whether this item needed to be on the Agenda in this format. Governors agreed that when they made decisions, the impact on the children was foremost in their decision making. It was decided to remove the question from future

---

Signature of Chair.....

Date.....



Agendas and ensure that the impact on the children was recorded in the minutes as part of the decision-making process.

As there were no further matters for discussion, Mrs Brackenbury thanked everyone for attending and for their contributions. The meeting closed at 8.30 pm.

---

Signature of Chair .....

Date.....