



New York Primary School
Federated with
 Frithville Primary School

Minutes of the Full Governing Body Meeting held on Thursday 17th March 2016 at Frithville 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 A. Virk	Parent		AP
Mrs A J Sidwells	Co-Opted		AP
Mr G. Curley	Co-Opted	Vice Chair	P
Mrs S. Brackenbury	Local Authority	Chair	P
Mr B. Foster	Parent		AP
Mrs S. Holland	Co-Opted		P
Mrs A. Green	Staff		P
Miss K. Chalmers	Co-Opted		P

Invitees: Mrs F. Parsons, Deputy Head, Frithville Primary School
 Mrs D. Iveson, Deputy Head, New York Primary School

In attendance: Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6 pm. It was quorate. Mrs Brackenbury welcomed everyone to the meeting and extended a special welcome to Mrs Parsons and Mrs Iveson.

1/ Apologies for Absence:

Apologies for absence had been received from Mrs Sidwells due to health reasons, and Mr Foster and Mrs Virk 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/ Progress in Writing:

Mrs Brackenbury invited Mrs Parsons and Mrs Iveson to give their presentations on progress in writing.

Signature of Chair.....

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Using anonymised pupil information, Mrs Parsons explained how the Early Writing Scheme works. Governors were shown progress in writing from September 2015 and evidenced the development in forming individual letters, through to writing simple words and phonetically plausible sentences, to the use of punctuation, capital letters, and past tense verbs.

Governors noted the improvement in the quality of the writing, the pupil's increasing confidence in using question marks, and the use of adverbs.

Following a question from Governors, Mrs Parsons advised that pupils' writing ability would be assessed in this year's SATs and that pupils were meeting the required expectations in terms of progress in writing. A general discussion took place on moderation and marking.

The Governors thanked Mrs Parsons for her report.

Mrs Iveson presented anonymised writing information for an EAL pupil at New York with an Individual Education Plan (IEP). Governors noted the progress made by the pupil in writing long vowel sounds, forming paragraphs, and the use of punctuation and past tenses.

Following a question from Governors, Mrs Iveson advised that intervention work had enhanced the pupil's progress.

A general discussion took place. **Following a question from Governors**, Mrs Iveson advised that Year 3 pupils are working towards goals that will be assessed at the end of Year 4. A list of the goals was shown to Governors and further discussions took place on some of the specific goals. A general discussion took place on learning behaviours including encouraging pupils to use dictionaries and other reference books.

The Governors, led by Mrs Brackenbury, thanked Mrs Parsons and Mrs Iveson for their presentations and for the time they had taken to prepare the material. Governors commented that the information had been very informative.

"Adopt" a Governor:

Mrs Parsons suggested that, to enhance Governors' involvement in the schools, each class could "adopt" a Governor who would be invited to the class for special events and activities. Governors agreed that this was an excellent idea that would enable Governors to become even more involved in the schools and improve Governors' profile.

Governors, once again, thanked Mrs Parsons and Mrs Iveson for their work. Mrs Parsons and Mrs Iveson left the meeting at 6.30 pm.

4/ Minutes of the meeting of the Full Governing Body held on 3rd December 2015:

The minutes of the meeting of the Full Governing Body held on 3rd December 2015 had been circulated in advance to all Governors. The Governors confirmed that they had received and read the minutes.

Signature of Chair

Date.....

a/ Accuracy:

It was agreed unanimously that the minutes were a true and accurate record of the Full Governing Body meeting held on 3rd December 2015. Mrs Brackenbury signed and dated the minutes.

b/ Matters Arising:

i/ Mrs Brackenbury referred to page 5 of the minutes where Governors had requested that information on lesson observations include the strengths and areas for development that were identified. Mr Bargh demonstrated the G Drive which includes all information relating to progress and targets, the Federation Improvement Plan, moderation reports, minutes of Governors' meetings, and Work Scrutiny reports undertaken by the Deputy Heads. A general discussion took place on the contents of the G Drive.

5/ Committee Reports:

The report of the Standards & Curriculum Committee meeting held on 21st January 2016 had been issued to all Governors. The Governors confirmed that they had received and read the minutes. There were no questions.

6/ Head Teacher's Report:

The Head Teacher's Report had been issued in advance of the meeting. Governors confirmed that they had received and read the report. A copy is filed as Appendix A and forms part of these minutes.

Governors asked for an update on "Milestone" items not yet completed. Mr Bargh gave the following verbal update:-

- i/ The Handwriting Policy is being re-written and will be presented to Governors for approval in the summer. The Policy will incorporate the different methods of teaching handwriting at each school.
- ii/ Mr Bargh will be attending a safeguarding course week commencing 21st March. He has responsibility for safeguarding in the Small Aspiring Schools Collaboration. The safeguarding audit (which now includes how to identify radicalisation) will be undertaken at the Federation by Mr Bargh, with Mrs Brackenbury shadowing.
- iii/ With reference to the EYFS audit, the outside water well and the outside writing provision are in place. The surfacing work will be paid for by Devolved Capital funds received in April 2016.

Governors referred to pages 5 – 7 of the Head Teacher's Report and, specifically, the areas highlighted in red entitled "Key Areas to Monitor". A discussion took place and Governors agreed to monitor the following areas:

- a/ Mrs Brackenbury – Section 1.1 Learning in the classroom including presentation in books.

Signature of Chair.....

Date.....

- b/ Ms Chalmers – Section 1.1 Provision for initial assessment and induction of pupils. Mrs Green offered to help with monitoring. Following a discussion, it was agreed that it would not be appropriate for a Staff Governor to be involved with this matter. Governors thanked Mrs Green for offering to help.
- c/ Ms Chalmers – Pupil Premium
- d/ Mrs Holland – website
- e/ Mrs Green – Sports Premium

Governors noted that they would see the staff work scrutiny documents. Mr Bargh explained that the Monitoring & Evaluation Timetable was on the G Drive and would be demonstrated at the next Full Governors’ meeting.

Governors referred to page 8 of the report which comprised a review of the Head Teacher’s Performance Review Objectives. The proposal to form a separate committee to review these objectives and report at Full Governors’ meetings was noted, and it was agreed to discuss this matter later in the meeting.

There were no further questions on the Head Teacher’s Report and the Governors, led by Mrs Brackenbury, thanked Mr Bargh for his work.

7/ Moderation Reports:

Mr Bargh showed Governors all the Moderation Reports on the G Drive (Academic Year 2015/16).

i/ Governor Moderation Reports:

Mr Curley gave an update of audits he had undertaken on Phonics and SEND. He commented that the Moderation session at Frithville that he had attended as an observer had given him a very good insight into how the classroom worked and had increased his awareness of the high level of professionalism required in teaching.

Governors thanked Mr Curley for his update. Mrs Brackenbury had undertaken a literacy audit. Mr Curley and Mrs Brackenbury had interviewed both Deputy Heads. It was noted that staff understood the importance of Governors being aware of activities in the classroom and welcomed Governors as observers.

ii/ Visit by Educational Advisor:

Mrs Brackenbury referred to the visit to Frithville by Mr T. Richards, the new Educational Advisor, on 1st March 2016. Very positive feedback had been received. Leadership & Management had been identified as Good. Personal Development and Behaviour were at least Good. Data shows that the national average targets have been met for the past 2 years but the more able pupils need to be further challenged. EYFS provision is Good and the pupils are articulating well.

Signature of Chair

Date.....

A general discussion took place on the report. Governors noted that the areas for improvement identified by Mr Richards were the same as those noted in the Federation Improvement Plan and the Peer Review sessions.

The final written report will be issued to Governors as soon as possible.

iii/ Peer Review:

Mr Bargh advised that the Peer Review visit to New York earlier in the day had noted progress in books, the increased use of technical vocabulary, and KS1 and Reception pupils communicating independently with the outdoor provisions. The positive environment in the school had been noted.

Discussions took place regarding themes. The Peer Review visit had identified that there was no strong evidence of the themes in the books. It was noted that current, newsworthy topics (such as Poppy Day and Easter) were introduced into the pupils' learning.

Following a question from Governors, Mr Bargh explained that each term had a focus on a theme and two values. The theme and values are across all subjects including English and Maths, and the pupils are aware of them. Further discussions on this matter took place.

Governors congratulated Mr Bargh on the positive attributes of the reports. A general discussion took place on the pace of lessons. It was noted that SEND pupils need to be challenged in the same way as pupils without learning difficulties. Governors agreed that SEND could not be used as an excuse for a pupil's lack of progress.

8/ Head Teacher's Performance Review (HTPR) Committee:

A discussion on this matter took place. Ms Chalmers, Mr Curley, and Mrs Brackenbury agreed to sit on this committee. It was agreed that the Committee would meet three times during the academic year in addition to the Head Teacher's Performance Review meeting in September. A report of each Committee meeting would be appended to the Head Teacher's Report and issued to all Governors.

Mrs Brackenbury advised Committee members that a relevant training course would be held on Tuesday 5th July 2016 at the Supreme Inn, Boston. Mrs Brackenbury stressed the importance of attending the course and Committee members confirmed that they were available to attend it. It was suggested that the Committee should meet before the 5th July training event.

Action: Mrs Brackenbury to organise the course booking via Mrs Hawkins at New York

9/ Effectiveness of Committee structure:

Mrs Brackenbury issued *Review of Leadership and Governance* and *Outline Strategic Calendar 2016/7*, copies of which are filed as Appendices B and C respectively, and form part of these minutes.

Signature of Chair.....

Date.....

Mrs Brackenbury explained that the purpose of the review was to remove repetition from meetings and enhance the effectiveness of the Governing Body. Following a Governor Workshop and meetings with the Executive Head, the Deputy Heads, the Bursar, and the Clerk, it was proposed to discontinue the Standards & Curriculum and the Staffing & Resources committee meetings and replace them with a Full Governors' meeting every term, with a focus on either standards or finance. In addition, there would be a meeting in early May for all non-Staff Governors to approve the budget.

Key members of staff, including the Deputy Heads and subject leaders, would be invited to report at Governors' meetings. Reports from the HTPR Committee would also feed in to these meetings. A Working Group would be set up to review policies.

A general discussion on this matter took place. Mrs Brackenbury referred to the *Outline Strategic Calendar* and a discussion took place on its contents.

Mrs Brackenbury stressed that Governors' monitoring visits/audits will be closely linked to the FIP and specifically to the review of milestones. Attendance at Governors' meetings will be even more important to avoid loss of focus.

Following further discussions, the Governors agreed unanimously to adopt the new structure with immediate effect. It was further agreed that meetings would continue to be held on Thursdays, commencing at 6 pm.

Mrs Brackenbury thanked the Governors for their support on this matter.

10/ Policy Review Working Party:

Following a discussion, it was agreed to form a Working Party to review and monitor the Federation's policies. Mrs Brackenbury, Mrs Holland, and the Clerk offered to be on this Working Party.

It was agreed that the remit of the Working Party would be as follows:-

- i/ Identify which policies were required and establish a review timetable.
- ii/ Review the wording of each policy prior to its approval by Governors.

Action: Clerk and Mrs Brackenbury to check DfE website for relevant policies

11/ Policies:

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

- Child Protection & Safeguarding
- Confidentiality
- Educational Visits
- Health & Safety
- No Smoking
- Sun Protection

Signature of Chair

Date.....

The Governors confirmed that they had received and read the policies. Copies of the policies are filed as Appendices D to I respectively, and form part of these minutes. Copies of the policies are also filed in the Policies File. The Governors agreed to adopt the policies.

12/ Governing Body Self Review:

i/ Skills Audit:

The Governors' Skills Audit is being re-done. Forms to be sent to Ms Chalmers and Mrs Green by Mrs Brackenbury.

ii/ Chairs' Forum:

Mrs Brackenbury had attended the Chairs' Forum organised by the Small Aspiring Schools Collaboration and some suggestions for collaboration between Governing Bodies had been made:-

- a/** Invite Governors from other schools in the Collaboration to attend a Governors' meeting as observers.
- b/** Send a New York & Frithville Governor to a Governors' meeting at one of the other schools in the Collaboration.
- c/** All Chairs of Governing Bodies of schools within the Collaboration to visit one school and undertake a joint learning walk. Mr Bargh confirmed that he was willing to host this event.

A general discussion on these matters took place. Governors appreciated the benefits of seeing other school environments. It was agreed that, initially, Chairs of the Governing Bodies would meet for joint learning walks, and then individual Governors would meet with other Governors to undertake the same activity.

iii/ Training:

It was noted that Mrs Sidwells, Ms Chalmers, and Mrs Holland had attended the Effective Governor Visits training at Mareham Le Fen Primary School.

Governors were advised that a course on Sports Premium Monitoring would be held at Grantham on 28th June 2016.

iv/ Vacancies:

A general discussion on this matter took place. Mr Bargh advised that he had attended the local Parish Council meetings at which he had stressed the importance of the schools in the local community. It was agreed to send a letter to local businesses with a view to involving them more in the activities of the school in terms of Governorship or funding. The use of local businesses for maintenance and repair work was discussed. However, Governors considered that there may be health & safety implications.

Action: Clerk to draft letter to local businesses for approval by Mr Bargh and Mrs Brackenbury

Signature of Chair

Date.....

It was agreed to invite local businesses to the New York Summer Fair. This invitation would be issued by the PTFA.

Further discussions took place on the importance of having members of the local community on the Governing Body. It was also agreed to place an article in the local Parish magazine edited by Andrew Everard.

Action: Mrs Brackenbury to check National Governors' Association and SGOSS websites

13/ Dates of future meetings:-

21st April 2016, Full Governors (Standards & Curriculum focus) – New York
5th May 2016, Full Governors (except Staff Governor) – Budget Approval – Frithville
14th July 2016, Full Governors – New York

All meetings are on Thursdays and commence at 6 pm.

14/ AOB/Correspondence:

i/ Academy status:

Following questions from Governors, Mr Bargh explained that, despite the recent announcement from the Government, there were no immediate powers in place to force schools to convert to academies. In the event that the Federation had to convert to academy status, a Multi-Academy Trust would be the preferred option. The Government has proposed that schools commence the conversion process by 2020 with a view to completing it by 2022. It was agreed that this matter would be discussed at the next Full Governors' meeting on 21st April 2016.

(Note from the Clerk: *Educational Excellence Everywhere: March 2016* published by the Department for Education was issued by e-mail to all Governors on 18th March 2016)

ii/ Pay & Performance Review Committee:

It was agreed to hold the Pay & Performance Review Committee meeting on Thursday 21st April 2016, after the Full Governors' meeting. Ms Chalmers, Mr Curley, and Mrs Holland agreed to sit on this committee.

iii/ Pendragon Trophy:

Following a question from Governors, Mr Bargh confirmed that New York was still participating in the handwriting competition for the Pendragon Trophy.

iv/ Publicity:

Following a question from Governors, Mr Bargh confirmed that the new website would be live very shortly.

There were no items of correspondence.

Signature of Chair.....

Date.....

15/ Items for the next Agenda (21st April 2016):

- i/ Head Teacher’s Report to include Federation Improvement Plan milestone updates. Demonstration of the Monitoring & Evaluation Timetable on the G Drive.
- ii/ Report from Head Teacher’s Performance Review Committee
- iii/ Moderation reports including Governor visits, EA report of 1st March 2016, Peer Review, and Safeguarding Audit
- iv/ Book scrutiny
- v/ Approval of minutes – Full Governors’ 17th March 2016, Staffing & Resources Committee 8th October 2015, Standards & Curriculum Committee 21st January 2016
- vi/ Policies – Able, Gifted & Talented; Drug Education & Incident; Marking Scheme; Physical Activity; PSHE; and SEND
- vii/ Update from Policy Review Committee
- viii/ Finance and Devolved Capital Projects – any urgent discussion points
- ix/ Governing Body Self-Review – skills’ audit results, training, vacancies. 20 Questions implementation?
- x/ Update on Government’s proposal for academy conversion

Confidential Matters:

1/ Confidential Minutes of the Full Governors’ meeting held on 3rd December 2015:

The confidential minutes of the Full Governors’ meeting held on 3rd December 2015 had been issued in advance to all non-Staff Governors in a password-protected format. These Governors confirmed that they had received and read the confidential minutes.

i/ Accuracy:

It was agreed unanimously that the minutes were a true and accurate record of the confidential discussions that took place at the Full Governors’ meeting on 3rd December 2015. Mrs Brackenbury signed and dated the confidential minutes.

ii/ 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 8.10 pm.

Signature of Chair.....

Date.....