

**NEWBOTTLE & CHARLTON C.E. PRIMARY SCHOOL**

*Every Person Matters, Every Moment Counts  
'I can do all this through him that gives me strength'*

**Minutes of the Full Governors' meeting  
held on Thursday 12 July 2018 at 7.00pm in the School**

**Present:** Mrs Smith (Headteacher) Mr Hawkins  
Lady Hayter (Acting Chair) Miss Townsend  
Dr Connelly Mrs Sheasby  
Mr Pool Mrs Skelton

**Apologies:** Mrs Taylor

**In attendance:** Mrs Willie (Clerk)

**ACTIONS**

1.	<b>Strapline to be updated on all governor documents</b>	<b>Mrs Willie</b>
2.	<b>Privacy Notices to be put onto the governors' area</b>	<b>Mrs Smith</b>
3.	<b>Diocese to be contacted regarding support and Foundation Governor vacancies</b>	<b>Lady Hayter</b>
4.	<b>Dr Connelly to be sent the new RE syllabus</b>	<b>Mrs Smith</b>
5.	<b>Election of Chair and Vice Chair, committee structure and governor links to be on the next agenda</b>	<b>Mrs Willie</b>
6.	<b>Safeguarding audit to be undertaken in September 2018</b>	<b>Lady Hayter/ Mrs Smith</b>
7.	<b>Outstanding pen portraits and photos be submitted. Updated pen portraits, if relevant, to be submitted.</b>	<b>ALL</b>
8.	<b>Policies to be updated. Current policies to be put onto the website and governors' secure area.</b>	<b>Mrs Smith/ Mrs Willie</b>
9.	<b>Letter to be drafted to go out to specific parents re attendance</b>	<b>Lady Hayter</b>
10.	<b>Learning outside the Classroom Policy to be on the next agenda</b>	<b>Mrs Willie</b>
11.	<b>Recruitment of Foundation Governors to move forward</b>	<b>Lady Hayter</b>
12.	<b>Online link re potential governors to be explored</b>	<b>Lady Hayter</b>

**1. Prayer**

The meeting opened with prayer led by Lady Hayter. It was suggested that all Foundation Governors present a prayer at future Full Governing Body (FGB) meetings.

**2. Welcome & Apologies**

Lady Hayter welcomed everyone to the meeting. Apology as noted above which was accepted. Mrs Thomas was noted as absent. The meeting was quorate. All supporting documents had been made available on the governors' zone of the website prior to the meeting.

**3. Declaration of interest in respect of any items on the agenda**

None.

#### **4. Urgent items for the agenda (to be taken under AOB)**

Agreement of Equality Duty 2018-19 Objectives.

#### **5. Minutes of the meeting held on 3 May 2018 & Matters Arising**

The minutes having been circulated and read were agreed and signed by Lady Hayter.

#### **Matters Arising**

##### **Ghana Link**

Miss Townsend had successfully bid for £500 which will go towards the new website. Mrs Smith clarified that the PTFA have agreed to also provide money for the project. Miss Townsend is visiting Ghana in October and will take items to the school and bring items back.

##### **Strapline**

Janet Northing, Diocesan SIAMS Inspector, has suggested that the strapline be amended. Therefore, the following text is to be included 'I can do all this through him that gives me strength.'

**Action: Mrs Willie**

##### **General Data Protection Regulations (GDPR)**

Privacy Notices for pupils are to be issued to parents and published on the website. Privacy Notices to be put onto the governors' zone for information.

**Action: Mrs Smith**

#### **6. Headteacher's Report**

Report dated 5 July 2018 had been made available prior to the meeting, together with documents Results Snapshot 2018, Data Analysis Overview July 2018, School Development Plan (SDP) and the Diocesan School Support Summer Term Report 2018 from a visit on 9 May 2018. Mrs Smith briefed on her report with the following noted and questions raised:

##### **Admissions**

Lady Hayter explained that during the year Mrs Smith receives enquiries from parents wanting their children to join the school, often for those year groups which are already full. Miss Townsend highlighted the need for a governors' discussion to agree at what stage parents are advised that a year group is full. Mrs Smith added that pupils cannot be admitted to the large classes, which already when combined will make a class of 34 pupils. Governors discussed the issue and it was agreed that children would not be admitted into years 2, 4 and 5 from September 2018 due to the size of these year groups moving forward. Lady Hayter clarified the school cannot offer more than 15 places in Reception, which is the Published Admission Number (PAN).

##### **School Development Plan (SDP)**

Mrs Smith thanked those governors who attended the meeting with staff on 5 July 2018 and confirmed she had today emailed the review to all governors, together with a SWOT analysis.

##### **Results**

The SATs results are very good with the following noted:

- 75% of children achieved the expected standard in reading, writing and maths, which is above the national average of 64%.
- 69% achieved the expected standard in spelling, punctuation and grammar (SPG), which was disappointing. The national level is 78%. Two children failed the spelling paper. **Dr Connelly asked if there is anything that can be done in relation to the spelling tests.** Mrs Smith responded that nothing further could be done in relation to the tests. Mrs Smith has discussed with staff what can be done going forward. Mr Michael Thompson took part in the Headteacher's performance management yesterday and had advised that spelling tests

should be done for words which do not have patterns. Mr Thompson was very impressed with the combined score for reading, writing and maths.

Mrs Smith reported that all year groups, with the exception of Year 2, have made an improvement in their spellings since September 2017, which is very positive.

### **Phonics**

More pupils passed than expected with 17 out of 19 children passing. Two Year 2 children who re-took the test passed this year.

Mrs Smith stated that on reviewing year groups, years 4 and 5 are currently the stronger year groups. Year 3 has a high number of SEN children which affects the data. However, these children are making progress with support in place. **Lady Hayter asked if everything is being done that can be for these children.** Mrs Smith confirmed that everything is in place which can be for these children.

Mrs Smith reported that the Local Authority (LA) were due to visit on 8 May 2018. Mrs Smith contacted the LA to reschedule the meeting but has not had any communication from them.

### **Prayer Space Day**

The day was fantastic and Mrs Smith would like to repeat this at Christmas. **Dr Connelly asked if this had been well received by the children.** Mrs Smith said it had been well received by everyone.

### **Attendance**

Attendance has improved slightly but is still an ongoing problem with holidays being taken during term time. **Mr Pool asked if parents have a general attitude about holidays.** Mrs Smith explained that some families have the attitude that they do not care if they receive a fine and this was discussed.

### **Diocesan Support**

It was reported that Revd Simon Dommett is leaving following his sabbatical. Mrs Smith had been informed that Revd Doug Spenceley was to support the school, however, no communication has been received from Revd Spenceley. It was agreed that the Diocese need to help provide support. Lady Hayter to contact the Diocese about support for the school.

**Action: Lady Hayter**

## **7. Feedback from Staff/Governor Meeting 5 July 2018**

The SDP had been updated and provided to governors. **Lady Hayter asked if the school was able to move forward with the SDP for next year.** Mrs Smith confirmed that they could move forward and that Spelling, Punctuation and Grammar, Targeted Mental Health in Schools (TaMHS) and active outdoor learning would continue in the SDP next year. Computing also needs to be factored in.

**Dr Connelly asked about the new RE syllabus.** Mrs Smith to email the syllabus to Dr Connelly.

**Action: Mrs Smith**

## **8. Reports from Committees**

### **a) Strategy (10 July 2018)**

Minutes from the meeting were taken as read with no questions raised.

### **b) Standards & Curriculum (21 May 2018)**

Minutes from the meeting were taken as read. It was stated that additional members are needed for this committee. Mrs Taylor had previously raised the issue of whether an Ofsted action plan

was required. Mrs Smith explained that as everything is covered in the SDP, an additional action plan is not required.

**Mr Hawkins asked about the teaching of spelling and the reference in the minutes to fitting it into an already busy day.** Mrs Smith explained that it is not about resources and training, but about having sufficient time during the school day to address this.

The following policies had been adopted by the committee:

- Home School Agreement
- Food Policy

**c) Resources (14 June 2018)**

Minutes from the meeting were taken as read with no questions raised.

The following policies had been adopted by the committee:

- Special Leave
- Charging & Remissions
- Data Protection
- Breakfast Club
- Whistleblowing
- Support Staff Pay
- Redundancy

**d) Parent & Community**

The committee had not met since the last FGB meeting. Mrs Skelton explained that the committee had been set up to increase participation by parents and communication generally. Mrs Skelton said she did not feel the committee was fulfilling this.

**e) Ethos**

The committee had not met this term, with Lady Hayter endeavouring to hold a virtual meeting. It was noted that the RE Policy needs to be reviewed.

**Equality Duty Objectives**

Lady Hayter briefed on the 2017-18 objectives, which the Strategy Group had reviewed and agreed had been met:

1. In PHSE ensure that all children are aware of non-standard family situations.
2. Continue to make a positive endeavour to include a wider understanding of other cultures, especially by exploring the possibility of creating a link with a school in Ghana.

Governors agreed these objectives had been met.

It was proposed that the following objectives be agreed for 2018-19:

1. In conjunction with our TaMHS work, we will work to ensure children are aware of what could be described as 'hidden disabilities', which includes such diagnoses as Autistic Spectrum Disorder (ASD), Attention Deficit Hyperactivity Disorder (ADHD), as well as mental health issues.
2. As an Anglican Christian community, we will work to ensure that children also understand and show respect towards:
  - People from other Christian denominations
  - People from other religions
  - People with no religion

3. With our strong links to the community, we will continue our connections with people from all ages and seek to create still stronger links with older people.

Governors agreed with the proposed objectives for 2018-19.

## 9. Academy Status

Mrs Smith visited Chacombe CEVA Primary Academy, who are part of the South Northamptonshire Church of England Multi-Academy Trust (SNCES MAT), together with Boddington, Culworth and St Loys Church of England Primary Schools. The MAT is looking to expand and Mrs Smith believes this may be a good option for the school.

Lady Hayter clarified that the next step would be for governors to meet with them to discuss how this would move forward. Governors would be directors within the MAT. Governors discussed being able to choose how to move forward, as opposed to being forced into a MAT, particularly with the demise of the LA.

Miss Townsend highlighted losing control of the budget when part of a MAT. It was stated that the budget would run in line with the academic year as an academy. **Miss Townsend asked about conversion costs** and was advised by Mrs Smith that a grant could be obtained to cover the cost of converting.

Mrs Smith would also like to revisit the idea of forming a MAT with another of the Cluster primary schools. **Mrs Skelton asked what the benefit of doing this would be.** Mrs Smith explained that setting up a MAT with another school would give us more control of our own destiny. Governors agreed that options need to be explored.

## 10. Governance

### a) Governing Body Structure 2018-19

#### Committees

Lady Hayter raised the issue of no longer continuing with the Parent & Community Committee. Governors agreed that the committee should no longer continue. Timings of meetings need to also be considered going forward to enable all governors to be able to attend. Committee structure to be reviewed in September. **Action: Mrs Willie**

#### Foundation Governor Vacancies

There are currently two Foundation Governor vacancies. Governors discussed advertising these positions across the villages and at St Peter's Church in Brackley, as well as contacting the Diocese who should be able to assist with filling these vacancies. Governors agreed for Lady Hayter to move this forward. **Action: Lady Hayter**

Lady Hayter briefed on a link she had begun to explore through the NGA website, which highlighted people in the area who were interested in becoming governors. Lady Hayter to explore this further. **Action: Lady Hayter**

#### Chair of Governors

The positions of Chair and Vice Chair had been discussed by the Strategy Committee. Lady Hayter advised that these positions will be open to everyone in September when elections will take place.

## **b) Governor Visits**

The following visits had been completed with reports available on the website:

- **Mr Pool** met with Mr Smith on 6 June to review IT.
- **Lady Hayter** visited the school on 21 May and met with Mrs Thomas to review English and with Mrs Perry to review writing.
- **Mrs Taylor** completed a Pupil Premium visit on 10 May.
- **Mrs Sheasby** undertook an SEN visit on 16 May.
- Governors took part in a Learning Walk on 23 May. Learning walks will continue in the autumn, spring and summer terms.

**Miss Townsend asked if staff had any concerns about governor visits.** Mrs Smith clarified there were issues raised by staff in regard to the learning walk, as detailed in the Strategy group minutes.

**Lady Hayter asked about the Nurture Group.** Mr Pool briefed on the Nurture Group which he had seen during the learning walk.

**Dr Connelly questioned classroom visits.** Lady Hayter explained these visits are much more informal and fluid. Governor links and class links to be reviewed in September.

**Action: Mrs Willie**

## **c) Attendance**

Mrs Smith stated that with the lack of support from the LA, governors' support is needed in dealing with families who have a high amount of absence. Lady Hayter offered to draft a letter from the Chair of Governors, to be sent to parents once letters have been issued from the Head. Mrs Smith suggested holding face to face meetings with the parents concerned and this was discussed. It was agreed that should a face to face meeting be held, a governor who is not a Parent Governor should be present.

**Action: Lady Hayter**

## **11. Safeguarding**

Mrs Smith confirmed there are no safeguarding issues or concerns to bring to governors' attention.

Lady Hayter and Mrs Smith to undertake a safeguarding audit in September. The Safeguarding Policy will be reviewed in line with the Department for Education (DfE) Keeping Children Safe in Education guidance, which has been updated and comes into effect on 3 September 2018. Staff will undertake online safeguarding training in September.

**Action: Lady Hayter/Mrs Smith**

## **12. Any Other Business**

### **Policy for Learning Outside the Classroom**

Notification had been received from the LA that from 1 September 2018 all maintained schools will be required to have a policy for Learning Outside the Classroom, which adopts and follows the Outdoor Education Advisors Panel (OEAP) national guidance. Item to be carried forward.

**Action: Mrs Willie**

### **Policies**

Lady Hayter raised the issue of policies being kept up to date. It was noted that the link to the Behaviour Policy on the website does not link to the correct policy. Mrs Smith clarified that she would update the website over the summer.

**Action: Mrs Smith**

It was stated that all policies need to be put into the correct folders on the secure area.

**Action: Mrs Smith/Mrs Willie**

**Pen Portraits/Photos**

In order to ensure the website is up to date and compliant, governors were asked to ensure their pen portraits are up to date and that a current photo be provided if not provided already. Pen portraits and photos to be sent to Mrs Smith.

**Action: ALL**

**13. Future Meeting Dates 2018-19**

The following dates were agreed:

**Full Governing Body:**

- Thursday 27 September
- Wednesday 23 January
- Thursday 2 May
- Tuesday 16 July

**Resources:** Tuesday 16 October 8.30am

Governors congratulated Mrs Smith and the staff for another brilliant year.

There being no further business the meeting ended at 8.25pm with the Grace.

Signed.....

Date.....