

NEWBOTTLE & CHARLTON C.E. PRIMARY SCHOOL

Minutes of the Full Governors' meeting held on Thursday 4 May 2017 at 7.00pm in the School

Present: Mrs Smith (Headteacher) Mrs Taylor
Lady Hayter (Vice Chair) Mr Hawkins
Miss Sharp Mrs Sheasby
Mr Pool

Apologies: Father Roger
Mrs Skelton
Miss Townsend

In attendance: Mrs Willie (Clerk)
Dr Connelly (Observer)

1. Prayers

The meeting opened with prayer led by Lady Hayter.

2. Welcome & Apologies

Lady Hayter welcomed everyone to the meeting and introduced Mr Mark Hawkins, newly appointed Parent Governor, and Dr Stephen Connelly who has applied to become a Foundation Governor. Apologies as noted above which were accepted. The meeting was quorate.

Governors were informed that all documents are available on the governors' section of the website and governors were shown how to access the information.

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

No declarations of interest were made.

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

No issues were raised.

5. Minutes of the meeting held on 2 February 2017

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

6. Matters Arising

a) National Governors' Association (NGA) Membership

Lady Hayter has joined the NGA. All governors should receive emails from the NGA.

b) Website Audit

Mrs Skelton had completed an audit of the website and notified Mrs Smith of her findings.

c) Headteacher's Mid-term Performance Review

Lady Hayter confirmed that she and Father Roger had completed the mid-term performance review for the Headteacher, which had been satisfactory.

7. Headteacher's Report

A report had been circulated prior to the meeting and was reviewed. The following points were highlighted and discussed:

- Mrs Williams is currently off due to family illness with her position being covered.
- 14 children are listed as joining Reception in September 2017. Numbers on roll from September 2017 currently stand at 99.
- Staff are addressing the issue of children answering back when receiving instructions from adults. Mrs Smith added that currently too much time is being spent in Key Stage 2 dealing with issues which arise over the lunchtime period. **Mr Hawkins asked if children answering back is disrupting teaching.** Mrs Smith confirmed this is disrupting teaching. Teachers are taking a proactive approach with a card warning system in place, which has started to have a positive impact on behaviour.
- Ms Janet Northing, Diocesan SIAMS Inspector, met with Mrs Smith and is pleased with what is in place.
- **Lady Hayter questioned the persistent absences.** Mrs Smith explained the reasons for the absences which had been due to holidays taken during term-time and then illness which had impacted on the attendance of some pupils. Letters have been issued to four families, with one parent challenging Mrs Smith on the letter.
- Lots of families attended the Spruce Up the School Day. Lady Hayter thanked Mr Pool and Mrs Smith for organising the day. It was suggested that this be held annually with a BBQ if held in the summer term.

Brackley Area Learning Partnership (BALP)

Confidential discussion held, please refer to confidential minute.

Data Analysis

Documents Data Analysis Overview for January 2017 and April 2017 had been circulated prior to the meeting. Mrs Smith briefed on the content of the documents:

- Attainment is tracked three times a year.
- The children are expected to reach a secure level of learning.
- **Lady Hayter questioned if spelling had been identified as an issue.** Mrs Smith clarified that punctuation and grammar are areas of focus with spelling combined with this.
- Last year the floor standard was 65% and the school should exceed this this year.
- The Standards & Curriculum committee discuss progress in detail.
- **Lady Hayter asked Mrs Smith if she is satisfied with the data.** Mrs Smith stated she is happy with the data. The current Year 6 pupils have improved. There is evidence in place to support the reasons why children have not reached their expected level.
- Year 6 Special Educational Needs (SEN) pupils are tracked separately and are making progress.
- **Mrs Taylor asked how the new SEN programme is progressing.** Mrs Smith advised it is very time consuming with over 1,000 statements to be completed for each child. Mrs Smith does not believe the children in school have severe enough needs for the programme.

8. Reports from Committees

a) Strategy (19 April 2017)

Minutes from the meeting had been circulated and were taken as read. A Governor Action Plan has been produced and is in the Ofsted Folder in the governors' section on the website.

All governors were asked to complete the Effective Governance Checklist and Skills Audit form and return to Mrs Taylor who will collate the information. **Action: ALL/Mrs Taylor**

b) Resources (16 March & 2 May 2017)

Minutes from the meeting on 16 March 2017 had been circulated and were taken as read. Minutes from the meeting held on 2 May 2017 were not yet finalised.

Budget Proposal 2017-18

Mr Pool advised that the committee met on 2 May 2017 to review the budget proposal. It was noted that the budget had reduced slightly, with the carry forward confirmed at approximately £30,000. Capital funds, which are ringfenced, are healthy.

It was proposed that the budget 2017-18 be ratified by the Full Governing Body (FGB). All governors voted in agreement with the proposal, motion carried.

Dolce/Fresh Start Update

Mrs Smith notified Dolce that the school do not wish to continue with their services from 31 August 2017. Following this Mrs Smith, together with Lady Hayter and Mrs Sheasby, met with a representative from Dolce who advised that the contract is in place until 31 August 2018. However, a clause in the contract states that governors have the right to withdraw from the service. The representative from Dolce initially didn't believe this was correct until shown the contract by Mrs Smith. The representative from Dolce wanted to know why the school wished to terminate the contract and has requested another meeting with Mrs Smith. Governors were informed that the conduct of the representative from Dolce at the meeting had been unacceptable. It was stated that there is no obligation to meet with Dolce again and that they can be asked to submit in writing anything they wish to raise. It was noted that Mrs Clarke, Bursar, had rung the representative from Dolce with no reply received to date. Mrs Smith advised that staff cannot be TUPE'd across until Dolce agree to end the contract. Mrs Smith has contacted Paul Evans, Healthy Schools Advisor, who has provided Mrs Smith with another contact at Dolce. Mrs Smith to contact Dolce to move this forward. Mr Hawkins offered to attend a meeting with Dolce if required. **Action: Mrs Smith**

Schools Financial Value Standard (SFVS)

Mr Pool confirmed that that SFVS report had been reviewed and updated by the committee and submitted to County prior to the deadline of 31 March 2017. An action plan will be produced by the committee to move issues forward.

Policies

The following policies had been ratified by the committee:

- Flexible Working Policy
- Redundancy Procedure for All School Based Employees
- Overtime Policy
- Acceptable Use Policy

c) Ethos (2 March 2017)

Minutes from the meeting to be sent to Mrs Willie for circulation.

Action: Mrs Smith

Sex and Relationships Education Policy

The committee had reviewed and adopted the above policy. Policy to be reviewed by the Standards & Curriculum committee. **Action: Mrs Taylor**

9. Food Policy for adoption

A draft Food Policy had been circulated prior to the meeting. It was proposed that the FGB adopt the policy as presented. All governors voted in agreement with the proposal, motion carried.

Action: Mrs Willie

10. Academy Status

Mrs Smith had attended the Primary Heads Strategy Group meeting at which Lesley Hagger, Director of Children, Families & Education Northants County Council (NCC), stated that all schools were to be academies by 2020. The Local Authority (LA) have bid for funding to help schools convert to academies.

Mrs Smith and Lady Hayter met with Miranda Robinson, Diocesan Director of Education/Chief Executive of PDET, who advised that the school should wait and revisit the academy agenda later in the year. It appears that currently the Diocese are not aware of the plans the LA have for schools. Mrs Smith briefed on the options going forward as a Voluntary Aided (VA) school. Governors discussed joining the Peterborough Diocese Education Trust (PDET) and the geographical location of the PDET schools, which Mrs Smith feels is a concern. It was agreed that Mrs Smith would raise academy conversion again with Miranda Robinson in light of the information from the Primary Heads meeting. Governors agreed it would also be beneficial to contact the Regional Schools Commissioner.

Action: Mrs Smith

11. Governance

a) Governing Body Structure

Document detailing the current governing body structure had been circulated and was reviewed. Committee membership and governor links were agreed. Dr Connelly agreed to join the Ethos committee. Mr Hawkins agreed to join the Standards & Curriculum committee. Mrs Willie to update the committee listing and circulate with the minutes.

Action: Mrs Willie

b) Governor Visits

Governor learning walks are to take place twice a year during the autumn and summer terms. It was agreed the next learning walk would take place on 11 May 2017 with all governors invited to attend. Lady Hayter to email absent governors with details of the learning walk.

Action: Lady Hayter

Lead Governor visits to take place during the spring term. The following visits were reported:

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| • A safeguarding audit is to be carried out by Lady Hayter | Action: Lady Hayter |
| • Mrs Taylor is meeting with Mrs Smith to review Pupil Premium | Action: Mrs Taylor |
| • Mrs Sheasby to visit Mrs Thomas, SENCo, to review SEN | Action: Mrs Sheasby |
| • Collective Worship to be undertaken by Lady Hayter | Action: Lady Hayter |
| • Mr Hawkins to visit maths and English | Action: Mr Hawkins |
| • Dr Connelly is leading Collective Worship on 10 May 2017 | Action: Dr Connelly |

Governors were asked to ensure they complete visit report forms following each visit available in the Governor Visits Policy. Mrs Taylor to provide a separate form for reporting Pupil Premium, SEN and Sports Premium visits.

Action: Mrs Taylor

Governor Visits Policy to be circulated with the minutes.

Action: Mrs Willie

c) Training & Development

Mrs Smith advised that governors would be able to access training through the SWAN Teaching School Alliance once the SLA is in place.

PREVENT Online Training

All governors were asked to complete PREVENT training. A link to access the training is provided in the Headteacher's Report. **Action: ALL**

Finance Training - 23 March 2017

Mr Pool and Dr Connelly attended this training organised by BALP. Dr Connelly said he would like to see percentages within the budget. Mr Pool explained the cost centre reports presented at each Resources committee meeting.

New Governor Induction Training

Mrs Willie to source training for Mr Hawkins.

Action: Mrs Willie

d) Governor Vacancies

Foundation Governors

Two applications have been received from the Diocese. Lady Hayter to sign the documents on behalf of Father Roger. **Action: Lady Hayter**

12. Safeguarding

Mrs Smith confirmed there are no issues or concerns to report. Lady Hayter is to undertake a full safeguarding audit prior to the next FGB meeting. **Action: Lady Hayter**

Keeping Children Safe in Education 2016 DfE Statutory Guidance

All governors had been sent the 2016 statutory guidance by email and asked to read Part 1 of the guidance. Declaration to be signed by absent governors at the next meeting.

Action: Mrs Willie/Mrs Skelton/Miss Townsend

13. Any Other Business

a) Governor/Staff Social Event

It was agreed that staff would be invited to meet with governors on 21 July from 3.30pm for tea at Lady Hayter's house.

b) SDP/SEF Review

All governors were asked to attend a meeting with staff on 6 July at 6.00pm to review the year and discuss priorities for the next academic year. **Action: ALL**

14. Date of next meeting

Thursday 13 July 2017 7.00pm

There being no further business the meeting ended at 8.50pm with the Grace.

Signed.....

Date.....