

MINUTES OF THE BOARD OF GOVERNORS' MEETING HELD ON MONDAY 11TH JUNE, 2018 AT 7.00 P.M. IN NORTH NEWTON SCHOOL

PRESENT: Mr. N. Arnold (Headteacher), Mrs. S. Cook (Chair), Mrs. A. Crow, Mrs. D. Gair, Mrs. S. Haysham (Clerk), Mr. M Barnham and Mr. P. Warren.

	Actioned By
<p>38/18 <u>STATEMENT OF CONFIDENTIALITY</u></p> <p>The Chair reminded governors that all matters discussed are confidential and any items which require separate minuting will be identified at the end of the meeting.</p>	
<p>39/18 <u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received and accepted from Mrs. N. Shuttleworth.</p>	
<p>40/18 <u>BUSINESS INTERESTS AND DECLARATION OF CONFLICT OF INTERESTS</u></p> <p>Mrs Sarah Cook, Somerset Literacy Network.</p>	
<p>41/18 <u>MINUTES OF THE LAST MEETING</u></p> <p>The Minutes of the Meeting held on Wednesday 11th April, 2018, having been previously circulated, were agreed and signed by the Chair.</p>	
<p>42/18 <u>MATTERS ARISING</u></p> <p>(i) PE Grant Expenditure – New play equipment will be installed on 2nd July 2018. Mr. Arnold advised he had contacted John Irish (Champion Sports) re improvements to the PE schedule for next year.</p>	NA
<p>(ii) Meeting took place on Friday 13th April between Mrs Cook and Mrs Latham (SENCO). Mrs. Latham has now left for personal reasons, Mrs. Ann Constable to commence as New SENCO and to meet Governors. Mrs. Constable will work Thursdays.</p>	SC/AC
<p>(iii) Bridgwater Mercury feature on sporting achievements – to date unable to receive a reply, ongoing.</p>	NA
<p>(iv) Target pencils/learning walls follow up (after pupil interviews) – these have been reviewed. Will be removed and new item to be in place for September.</p>	NA/AC
<p>(v) SDP Governor links – the School Development Plan has been updated. Mr. Warren to undertake training for Head Teacher Performance Management to replace Mrs Irish in the Autumn Term. Training to be arranged.</p>	Clerk
<p>(vi) Electricity Pole Update – August 21st and 22nd post to be removed and new post put in place. Site to be open for access.</p>	NA

Signed by Date.....
 Minutes FGM 11/6/18

43/18 **HEALTH AND SAFETY**

- (i) Health and Safety Inspection Report given. Mr. Barham gave the committee a review of the report.
- (ii) No reason for further fence to neighbouring house.
- (iii) Replacement path, yellow paint will be put around the edges in the coming week, to complete the work.
- (iv) Fire doors – Quotes submitted to County.
- (v) Retaining Wall – Approved by County, work likely to commence in the Autumn.
The bank to adjoining house has been made safer and funding to become a green wall is being sought.
- (vi) 90% grant towards funding of front gate security has been secured.
- (vii) Photo 6 by front gate highlights a deep hole and uneven surface for children. This is being actioned. Photo 7 July 2nd the new playground equipment will resolve hole.
- (viii) Resources shed has been tidied.
- (ix) Foxgloves, Lupins and Poppies to be kept under control due to seeding. **Governor challenge: These could have health implications for the children, what measures are in place to protect the children?** NA will arrange for classes to educate the children regarding the plants in the school grounds.
- (x) Requirement for a gate limiting access to the sheltered area to be installed.
- (xi) Breakfast club dining room – Hot water machine has been turned for safety.

Classrooms:

Hedgehogs classroom – water boiler check on temperature to be carried out, pipes will be lagged to ensure children cannot touch hot pipes.

Foxes/Squirrels classroom – Governors raised the risk of Fire hazards on wall displays. No flammable items to be put on notice boards. Mr Arnold advised this will be reviewed ready for September. Displays also to be kept clear of fire doors going forward.

Badgers classroom – fire door exit clear and improved. A roof leak grant has been asked for. A temporary fix has been completed.

Conclusion

In conclusion, we would like to congratulate the staff, who provide a safe environment for the children of North Newton School. The Head works hard to maintain the premises and is pro-active in applying for grants and funding for improvements. The infrastructure of the school has been greatly enhanced by the recent completed work and the changes to the

classes have provided an improved learning environment.

It is important to remember that when changes and modifications to the infrastructure or the use of existing facilities are made that health and safety issues are reviewed and where necessary risk assessments carried out or updated.

The committee expressed their thanks Mr Barham and Mrs. Shuttleworth for their time in completing this comprehensive report.

44/18 **HEADTEACHER'S REPORT including ATTENDANCE**

Report reviewed.

Staffing: New Business Manager – the staff and parents pleased with the appointment. Miss Moore is working extremely well in Squirrels and the children are responding positively to her.

Current Numbers and Staffing Structure

4 children have applied to come to school, currently going through appeal. If successful the numbers will be similar to this year.

Mrs. Carol Adams to be almost Full time in September.
Increasing three teaching assistant's hours from September to give an extra afternoon each provision.

Quality of Teaching and Learning:

Recent Lesson Observations – Undertaken by Headteacher shows nothing but praise for the teachers.

Pupil Interviews were conducted by SEP on 13/6/18

Year 2 and 6 being externally moderated by the LA this year.

Predictions indicate all children on track, includes all PPG children.

Report highlighted where children have other difficulties alongside PPG. **Governor challenge: Request for breakdown to show maximum attainment for these children.**

Powermaths has been purchased and is launching in September 2018.

Safeguarding:

Single Central Record:

Mrs. Nickla Shuttleworth has checked the SCR on (date) and found 0 issues.

Personal Development, Behaviour, Attendance and Welfare:

- Incidents of Racism
 - 0 incidents reported since the previous HT Report.
- Incidents of bullying, including Cyber-bullying or other bullying on social media
 - 0 incidents reported since the previous HT Report.
- Number of Complaints which raised to level of Chair of Governors
 - 0 Incidents reported since the previous HT Report.
- Number of isolation sanctions
 - 0 Incidents reported since the previous HT Report.
- Number of fixed-term exclusions
 - 0 Exclusions since the previous HT report.
- Number of CSC Referrals
 - 0 referrals since the previous HT Report.
- Number of EHAs (Early Help Assessment) completed since the previous HT Report.

Signed by Date.....

Minutes FGM 11/6/18

- 0 EHAs completed...

Attendance: 93.55% attendance for the period to 24th May, 2018.

Mr. Arnold requested a review attendance policy, reducing of missed sessions from 12 to 9. **Governor Challenge: Is 9 low enough?** After discussion, governors agreed as this is in line with the other Compass Group of schools. Parents to be advised of the reduction to 9, for success of the school and the implications to their child’s learning. At new parents evening – New parents will be advised of the school policy on attendance. The policy will commence from September 2018. **Governors challenge: What about leave requests made regarding visiting cultural roots?** The fine covers a 12 week period of absence at a time. Mr. Arnold advised that all holiday requests are considered individually. A review of the request for holiday form and letter of refusal form to be undertaken. **Governor challenge: Separate letter to parents rather than newsletter please when advising parents of the change.** It was suggested Mr Arnold obtain letters from other Compass Schools to assist if required.

Security, Systems and Processes:

- **Security**
 - All staff continue to maintain a high level of vigilance.
- **Fire Drills**
 - Take place every half term – at a range of times and days.
 - Different alarms are checked every week.
- **Safety Drills**
 - Safety Drill successfully carried out in March.
 - These are only carried out once a term.
- **PREMISES: Site Improvements**
 - County has funded £20000 to build wall (green wall) to further improve safety, around by PE shed.
 - Flat roof on Badgers - £7000, the bid has been have submitted to Simon Tighe (County Building Surveyor) for consideration
 - £5500 has been allocated to improve the front gate security measures – the school have to fund 10% of this, which will come out of DFCCG. It is essential work and the school has the funds.
 - Fire Door update – have submitted to Simon Tighe for consideration.
 - A gate has now been fixed on sheltered area as requested by Governors
 - Foxes class cloakroom is changing to make the area more useable.
 - Converting a section of the sheltered area to house lockers.

Breakfast Club:

- Now being more successfully run than previously, under new staffing arrangement.
- Non-profit making.
- Staff members superb and welcoming for all.

School Dinners: Taylor Shaw continues to supply the school dinners.

- The situation remains that they are in need of finding £7.5K from the 4 schools they provide. The school would be required to fund £1200. The situation will continue to be monitored.

Staff Training:

Name	Focus / Meeting
Nick Arnold	Compass HT meeting

	HT meetings Safeguarding / Child Protection Refresher – to relay to staff. Minibus Driving refresher training
Ali Crow	Deputy Head Conference EYFS Conference & Compass Phase meetings Moderation course for EYFS
Simon Day	Working with Sarah Cook Compass Phase meetings Moderation (21 st June)
Heidi Tucker	Moderation Update Conference
Charlotte O’Leary	Compass Phase Meetings Meeting with John Irish Moderation (18 th June)
Maxine Hughes	EAL training (14 th June)
Jo Latham	Update training & handover work with Anne Constable.

45/18 **PARENT SURVEY RESULTS**

23 surveys have been returned from parents – positive results, Governors analysed the results and thanked staff for the positive feedback received.

46/18 **FINANCE**

The last Minutes for the Finance Committee Meeting were signed. The Chair reminded all Governors they are invited to Finance Committee Meetings if they would like to.

47/18 **PUPIL PROGRESS MEETINGS**

Feedback on these are within the Headteacher report, the next round of meetings will take place at end of June led by Mrs Crow.

48/18 **LESSON OBSERVATIONS**

Mr. Arnold advised that lesson observations very positive and learning walk with the SEP will be taking place shortly on his next visit.

NA

49/18 **GENERAL DATA PROTECTION REGULATION - GDPR**

GDPR Training was undertaken as planned on 17th May 2018. A Data Protection Leader needs to be appointed for school. In line with suggested guidance:

- All personal details for Swimming have been removed, staff to call office in event of an emergency.
- Critical details with Mrs. Cook at all times. Review with GDPR if this is permitted as in a paper folder at present.
- Encrypted memory sticks purchased for all teachers.
- Governors GDPR representative: Mrs. Ali Crow appointed.
- Desks cleared and all items filed away when away from desks.

Timescale for email history discussed – staff sent details explaining that if emails are to be kept they are to be put into Outlook folders and not kept in their in box.

50/18 **COMPOSITION OF THE FULL GOVERNING BODY**

- (i) Parent Governor Position – a parent will be submitting an application. Thanks were given to Mrs. Irish for her contribution to the committee. Mrs. Cook presented Mrs. Irish with a parting gift.
- (ii) Roles and Responsibilities – There will be a review of Governor duties for next term.

Review of Monitoring

SATs were undertaken in a very positive manner, and thanks to Mr. Day-Hitchen, Mrs. Marsh and Mrs. Larcombe for the way the SATs were undertaken, the children were very calm and un-phased by the process.

51/18 **SCHOOL MONEY**

A short presentation by Mrs. Haysham on Schoolmoney. A free month's trial will commence in June, with the system fully ready for September 2018.

52/18 **YEARS 5/6 RESIDENTIAL APPROVAL (ROCK AND RAPID)**

Following Governor approval the visit sheet for this residential trip was signed off. Mr. Simon Day, Mr. Nick Arnold and Mrs. Claire Larcombe will be attending. Dates are 25th, 26th, 27th and 28th June 2018.

53/18 **GOVERNOR TRAINING**

GDPR attended by Paul Warren
Mr. Warren to go on Role of the Chair Training – Mrs. Haysham to investigate the courses available and book.
Headteacher Performance Training to be arranged for Mr Warren.

Clerk

54/18 **SAFEGUARDING - CLUSTER GROUP MEETINGS**

Mr Arnold shared that in future there will be 3 DSL cluster meetings across the county. Dates and venues to follow. Mr. Arnold and Mrs. Crow usually attend.

55/18 **POLICIES**

- (i) Finance policy – renewal- review to be undertaken by Mr. Arnold and Mrs. Haysham.
- (ii) Health and Safety policy – renewal –review to be undertaken by Mr. Arnold and Mrs. Haysham.
- (iii) Attendance Policy – renewal – requires attention – reduce to 9 days from 12. Governors requested that a check is made regarding the council contact. 4 week notice period must be included in policy. Chair to review policy once prepared.

NA/clerk

16/18 **DATE, TIME AND PLACE OF NEXT MEETING**

Agenda

Monday 1st October 2018 or Thursday 4th October 2018 (TBC) at 7.15 p.m. The meeting will commence with an environment review.

The meeting closed at 9.10p.m.

ACTION POINTS

Mr. Arnold	PE Grant – installation of new play equipment Review of Policies New item for Target Wall
Mrs. Cook	Meeting with new Senco Mrs. Constable
Mrs Crow	New item for Target Wall
Mr. Warren	Attending of Introduction to Chair of Governors Course
Clerk	Review of Policies Booking of Introduction to Chair of Governors course for Mr. Warren School Money implimentation
Agenda	GDPR Policy review