

NEWTON COMMUNITY PRIMARY SCHOOL

**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF NORTH NEWTON
COMMUNITY PRIMARY SCHOOL HELD ON MONDAY, 13TH JUNE, 2016 AT 7.30 P.M.
IN NORTH NEWTON SCHOOL**

PRESENT: Mr. N. Arnold (Headteacher), Mr. M. Barham, Mrs. S. Cook (Chair), Mrs. A. Crow, Mrs. L. Irish, Mr. A. O'Connor, Mrs. S. Phippen, Mrs. E. Tipper and Mrs. R. Hodge (Clerk).

	Actioned By
<p>32/16 <u>STATEMENT OF CONFIDENTIALITY/GOVERNOR BREACH CODE OF CONDUCT</u></p> <p>The Chair advised that a governor had been involved in a social media incident which had reflected badly on the school. The matter had been dealt with following guidance from Governor Services and an apology and been received with an assurance that this would not happen again.</p>	
<p>33/16 <u>APOLOGIES FOR ABSENCE</u></p> <p>All governors were present.</p>	
<p>34/16 <u>BUSINESS INTERESTS AND DECLARATION OF CONFLICTS</u></p> <p>Governors recorded business interests/declaration of conflicts as follows: Mrs. Phippen – Director of Newt Fest; Mrs. Tipper – Governing Body of Clinical Commissioning Group; Mrs. Cook - Somerset Literacy Network; Mrs. Irish - Champion Sports and Events.</p>	
<p>35/16 <u>MINUTES OF THE LAST MEETING</u></p> <p>The Minutes of the meeting held on Monday, 11th April, 2016, having been previously circulated, were agreed and signed by the Chair.</p>	
<p>36/16 <u>MATTERS ARISING</u></p> <p>(i) <u>Letter to Staff re budget:</u> Mr. Arnold reported that he had written to staff advising on the current tight budget and made everyone aware of the challenging year ahead. Staff appreciated the openness of the letter and would respond appropriately.</p> <p>(ii) <u>Bridgwater Agricultural Social Funding:</u> Funding was available for suitable garden projects and would be sought if required.</p> <p>Mr. Arnold advised that Maunsel House had been in touch and their Head Gardener would be visiting the school to action weed control, improve the borders and create "Bug Hotels". A sign would be erected acknowledging Maunsel House.</p> <p>(iii) <u>Attendance Letters/Certificates:</u> The Clerk advised that letters had been sent to parents advising of their children's attendance percentage for the autumn/spring term and certificates had been presented to children receiving 100% attendance during the spring term. Governors were advised that any child attaining less than 85% attendance would be investigated.</p> <p>(iv) <u>Raising the Profile of Governance:</u> The Chair had written an article in a May newsletter raising the profile of the Governors of North Newton. Photos of governors were on display in the entrance lobby. Governors requested name badges on lanyards be made available for governors to wear when on school business. Governors discussed the possibility of attending Parents' Evenings and it was considered impractical due to the length of the evenings.</p>	Clerk

- (v) **Outcomes of Children's Learning**: The Chair and Mrs. Irish would meet on Friday, 15th July at 11.00 a.m. to analyse end of KS data. Mr. Arnold would provide test results and teacher assessments for KS1 and KS2 as appropriate. Mr. Arnold provided predictions of results for the current Year 2s and Year 6s which were considered on-line with national predictions.

SC/LI/
NA

37/16 **FINANCE COMMITTEE**

Mr. Barham (Chair, Finance Committee) reported that the Committee had met earlier that day and draft Minutes would be circulated in due course. He advised that the committee had discussed the closing of accounts for the 2015/16 year and reviewed Cost Centre expenditure at Month 1 for 2016/17. Following savings made in the appointment of a teacher on MPS3, rather than the budgeted MPS6, Miss Hudson would now be able to attain her SENCO accreditation. Mr. O'Connor had agreed to be the grant funding link and complete application forms as required.

Clerk

AO'C

38/16 **POLICIES**

The following policies, having been previously circulated to Governors, were approved:

Finance (the Finance Committee had looked in detail at the policy at their meeting on 13.6.16 – see Minute 36/16.

SEN after an amendment at point 3, "equity" to be replaced with "equality".

Health and Safety

Child Protection and Safeguarding – Mr. Arnold would ensure that all job descriptions would have a reference to "staff have a responsibility to safeguard children and young people".

NA

In line with the Finance Policy, governors were advised that signatories on the School's Deposit Account and Imprest Account were: Mr. N. Arnold, Mrs. A. Crow, Mrs. R. Hodge and Miss A. Hudson.

39/16 **ACADEMY STATUS**

Since the previous meeting, the Government had changed its policy on all schools becoming academies. Mr. O'Connor is on the Governing Board of Robert Blake Science College which is exploring Academy status and would keep North Newton's Governing Board abreast of decisions made which could affect feeder schools. Mr. Arnold advised of a meeting that he would be attending taking place on Wednesday, 6th July at 6.00 p.m. at Robert Blake Science College to listen to Mike Robbins, Chair of the Bridgwater College Trust, on the possibility of joining in with the BCT. Discussion on Academy status would be a long term vision and would appear on all governor agendas.

Agenda

40/16 **HEALTH AND SAFETY REPORT**

Mr. Barham and Mrs. Phippen had conducted a Health and Safety review on 16th May, 2016. They noted many improvements within the school including the removal of the hedge in the school garden and installation of chain link fencing to improve visibility; removal of tree stumps; replacement timber edging on flower borders; new fire exit door in Foxes classroom. The EYFS store area required attention with possible better storage facilities to avoid trip hazards and the area behind the mobile classroom needed tidying and clearing. Work on the wall in the Quiet Area was due to be actioned during the summer term.

Governors considered the school was generally in good order with no major health and safety concerns and expressed their thanks to the staff.

Following the change of classrooms later in the term, the Health and Safety governors would conduct a further inspection in September to ensure the school continued to be without hazards. A County Health and Safety audit would take place on 13th October.

MB/SP

41/16 HEADTEACHER'S REPORT

Class Structure: Mr. Arnold drew attention to the class structure for September 2016 and reported that final numbers were constantly moving with children moving out of the county and new children requesting a place. Currently, 11 Year Rs were expected, however this was likely to increase; many of the new Reception children were from out of the catchment area.

Staff: Mrs. Larcombe had settled very quickly and was a great asset to the school.

Quality of Teaching and Learning: Mr. Arnold presented predicted results for EYFS, Phonics and Year 2 and Year 6 SATs. Mrs. Crow (EYFS teacher) advised that results for EYFS children did not take into account the emotional well-being of children and advised that several children in her class were struggling with family issues. Year 1 and Year 2 Phonics predictions were good following the considerable interventions that had been put in place. Parent Governors reported how well the Year 6 children had been prepared for their SATs this year. The Governors who observed the Year 6 children during test week also commented on the excellent provision for the SEN Year 6 child.

PTFA: The May Fayre had raised £1200+.

Following the accident on the inflatable at last year's Family BBQ, Mr. O'Connor was unable to provide any equipment for this year's BBQ. He advised that No Claim was available to the injured party.

Newt Fest: Many staff would be volunteering to work at the Newt however the percentage of parents working was not 50% - possibly the effect of many parents not living in the village.

Mrs. Irish left the meeting.

42/16 PUPIL PREMIUM

Attention was drawn to the PPG spreadsheet which identified 14 children on PPG (including 2 forces children). Funding had been received for 10 children plus one forces child. Governors recognised the overspend of £2244 however it was anticipated that the shortfall would be met by County and the new PPG adjustment would be received later in the year. The Finance Committee would review the expenditure at their next meeting.

Governors recognised that £9000 of PPG was spent on Teaching Assistant support which benefitted all the children. Funding also supported extra-curricular provision: clubs, music, speech and drama and swimming. Governors requested a termly impact statement on the social and emotional impact of children on PPG in addition to the information already provided on academic progress. New THRIVE software would be used by the SENCO and teachers would produce a pen profile at September and July to identify impact.

NA

43/16 STAFF WORK LIFE BALANCE

The Chair outlined how the profile of staff has changed over the years with a number of staff having young families and additional commitments. She highlighted the expectation for staff to attend the many extra-curricular events (sports events, family BBQ, music evening, plays, etc.) and requested governors reflect on staff work/home life balance. Staff members advised that they appreciated and respected the flexibility of the Head to enable them to attend family appointments/events. Governors requested a full record of expectations across the year be presented at the next meeting.

NA

44/16 SAFEGUARDING AUDIT

Mrs. Tipper (Safeguarding Governor) had met with the Clerk on 5th May, 2016 and checked the Single Central Record, policies, etc. Following the audit a Safeguarding information board was now available in the School Office identifying key information. The

Safeguarding Report for 2015/16 would be completed for presentation at the next Governors' meeting. NA/RH

45/16 **SCHOOL OPEN MORNING REVIEW**

Mr. Arnold advised that 43 parents had attended the morning on 25th May, 2016 however only one parent had stayed over the lunch period. Parents enjoyed observing class lessons including an ICT lesson with Mr. Chaffey from IDN. A fire drill had taken place during the morning for parents to observe the procedure. Governors thanked the staff for their efforts in providing this opportunity.

46/16 **HEADTEACHER'S PERFORMANCE MANAGEMENT**

The Chair would contact John Jeffery re the Headteacher's Performance Management which would take place on 24th November, 2016. SC

47/16 **SCHOOL DEVELOPMENT**

School Development Plan/Link Governors/SEF: The Chair celebrated that the SDP was a vibrant document and was continuously being updated. Governor involvement had increased and Governors would again be linked to areas within the SDP for the next academic year at the October meeting.

School Evaluation Partner: The School's SEP (Jan Adams) had visited on 24th May, 2016 and Mr. Arnold reported that he had received the outcomes from her visit that morning. He would circulate the findings once they have been disseminated to staff. NA

Governor Review Meetings: The Chair would complete her review meeting with each Governor by the end of term. SC

48/16 **TRAINING**

Governors will have attended the following training by the end of term:

Grant funding – Mr. O'Connor/Mr. Barham
SENCO Conference – Mrs. Phippen
Clerks' briefing - Mrs. Hodge
Governor Conference – Mrs. Tipper

Feedback from the Grant Funding training had been discussed at the Finance Committee on 13th June, 2016.

49/16 **DATE, TIME AND PLACE OF NEXT MEETING**

Monday, 17th October, 2016 at 7.30 p.m.

The meeting closed at 9.15 p.m.

ACTION POINTS

Mr. Arnold	Outcome of children's learning Safeguarding on staff JDs PPG Termly impact statement/pen profile Expectations on staff of over-time Safeguarding Report Distribute SEP outcomes to Governors
Clerk	Governor lanyards Circulate Finance Committee Minutes, 13.6.16 Safeguarding Report
Mrs. Cook	Outcomes of children's learning meeting Performance Management appointment with John Jeffery Meet with Governors
Mrs. Phippen	H&S inspection, Sept 16
Mrs. Irish	Outcomes of children's learning meeting
Mr. Barham	H&S inspection, Sept 16
Mr. O'Connor	Grant funding
Agenda	Academy Status