

NEWTON COMMUNITY PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD ON MONDAY, 17TH OCTOBER, 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, Mr. A. O'Connor, Mrs. S. Phippen, Mrs. E. Tipper and Mrs. R. Hodge (Clerk).

	Actioned By
<p>The Clerk took the Chair and welcomed everyone to the meeting.</p>	
<p>50/16 <u>ELECTION OF CHAIR</u></p> <p>One self-nomination had been received from Mrs. Cook for the appointment of Chair of Governors. Mrs. Cook left the room and governors unanimously agreed on her appointment. Mrs. Cook returned and took the chair.</p>	
<p>51/16 <u>ELECTION OF VICE-CHAIRPERSON</u></p> <p>The Chair advised that one self-nomination had been received from Mr. O'Connor. Mr. O'Connor left the room and governors unanimously agreed on his appointment – he then returned to the meeting.</p>	
<p>52/16 <u>BUSINESS INTERESTS AND DECLARATION OF CONFLICTS</u></p> <p>Governors recorded business interests/declaration of conflicts as follows: Mrs. Phippen – Newt Fest; Mrs. Tipper – CHYPPS (Children and Young People's Partnership); Mrs. Cook - Somerset Literacy Network;</p>	
<p>53/16 <u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received and accepted from Mrs. Irish.</p>	
<p>54/16 <u>MINUTES OF THE LAST MEETING</u></p> <p>The minutes of the meeting held on 13th June, having been previously circulated, were agreed and signed by the Chair.</p>	
<p>55/16 <u>MATTERS ARISING</u></p> <p>(i) Governor Lanyards: The Clerk advised that Governor lanyards were available in the School Office for governor visitors.</p> <p>(ii) Outcomes of Children's Learning: Mrs. Irish and Mrs. Cook had visited the school on 15th July, 2016; Mrs. Cook would circulate notes from the meeting.</p> <p>(iii) Governor Review Meetings: The Chair had met with most of the governors; meetings would be arranged to meet with Mrs. Tipper and Mr. Barham.</p>	SC SC/MB/ ET
<p>56/16 <u>DATES FOR MEETINGS FOR COMING YEAR</u></p> <p>Governors agreed the following cycle of meetings:</p> <p>Monday, 5th December, 2016, Monday, 27th February, 2017; Wednesday, 19th April, 2017 (budget setting) and Monday, 12th June, 2017. All meetings to start at 7.30 p.m.</p>	

57/16 INSTRUMENT OF GOVERNMENT

Governors were advised of Governor terms of office dates. Governors approved the following:

Parent Governors: Mrs. Phippen's term of office ends on 20th November, 2016. This being Mrs. Phippen's last meeting, Governors thanked her for her term of office. Mr. O'Connor's term of office ends 16th December, 2016. As Mr. O'Connor no longer has children at the school, Governors agreed that he should become the LA appointed governor after his withdrawal as Parent Governor.

Co-opted Governors: Mr. Barham and Mrs. Cook, whose terms of office ends on 19th October, 2016, will continue as Co-opted Governors.

LA Governor: Governors agreed that Mrs. Tipper become an Associate Member, after withdrawing as LA Governor, as her expertise would be valuable to the Board of Governors; her term of office would expire in October 2017.

The Clerk would organise a Parent Governor election after half-term for the two vacancies.

Clerk

58/16 GOVERNING BODY CODE OF CONDUCT/BUSINESS INTERESTS

All governors present agreed and signed the Code of Conduct. Business interest forms were completed for the register.

59/16 DBS CERTIFICATES/RIGHT TO WORK/EDUCOMM

DBS Certificates: Governors provided copies of their DBS certificate for the Single Central Record.

Right to Work: Some governors provided copies of their passports. The Clerk would investigate the procedure if a passport or birth certificate was not available.

Clerk

EduComm: Governors completed the form for uploading onto the secure website.

60/16 GOVERNOR RESPONSIBILITIES

Statutory:

Headteacher's Performance Management – Mrs. Cook and Mrs. Irish.
Safeguarding – Mrs. Tipper.

Non-Statutory:

Governors agreed to undertaking areas of responsibility; Mr. Arnold advised that he appreciated having Governors available to discuss matters as and when required. Governors agreed the following areas of non-statutory responsibility:

English/Maths – Mrs. Cook

Special Educational Needs/Inclusion/Equal Opportunities – Mrs. Phippen to end of term of office.

Breakfast Club/Extended Schools – Mr. O'Connor

Governor Training – Mr. Barham

ICT and E-Safety – Mr. O'Connor

Health and Safety – Mr. Barham and Mrs. Phippen

Personnel Governor – Mrs. Tipper

Foundation Stage – Mrs. Irish

Link with PTFA – Staff governor

Finance and Business Committee, and Pay Committee: Mrs. Cook, Mr. Barham, Mr. O'Connor, Mr. Arnold and Mrs. Hodge (Clerk/Finance Officer). Governors were invited to join meetings if they so wish.

Staff dismissal/Staff Pay/Pupil Discipline/Parental Complaints – any 3 governors as required.

61/16 GOVERNING BODY STANDING ORDERS

The Standing Orders were agreed by governors and signed by the Chair.

62/16 HEADTEACHER'S REPORT

The Chair advised that Jan Adams, LA SEP, had made her second visit to the school on 11th October, 2016. Mrs. Cook had accompanied her on her tour of the school and advised that they observed many positive activities taking place. The SEP's report would be circulated to governors on receipt.

NA

Mr. Arnold drew Governors' attention to the proposed class structure for September 2017; with a large cohort in Years 2 and 3 he considered that the class structure would need to be reviewed to prevent uneven class sizes. This would be discussed in future Governor meetings once numbers are confirmed.

Staffing:

EBBC/Lunchtimes: Sharon Copping had been signed off until 30th November. Mr. Arnold thanked Mrs. Hodge and Mrs. Larcombe for covering her absence for EBBC; he also acknowledged Ms. Duddridge's increased responsibility.

Foxes Class: Mr. Arnold would be advising parents of the planned arrangements to cover Mrs. O'Leary's maternity cover shortly; Mrs. Tucker will be working full-time from January 2017. Governors were advised that Mrs. Tucker had settled very well into the school and was a great asset whom the children valued.

NQT: Miss Barker should receive her NQT status by January 2017.

Appraisals: Mr. Arnold thanked Mrs. Crow for completing Teaching Assistant appraisals. Teacher appraisals were on-going having been delayed due to staff sickness.

Learning Walk: The Chair reported on her meeting with Mr. Day and advised that feedback from Mr Day would be provided for the governor monitoring file. The Chair commented that phonics was well organised with a good range of resources and that there had been a marked improvement on the last phonics observation. The focus needs to be on ensuring that PPG children were building on a firm basis and children were driving their own learning. Feedback from RBSC observed that the reading ability of children from North Newton was greater than many other schools.

SC

Quality of Teaching, Learning and Assessment: Mr. Arnold reported on EYFS assessment which was in line with the local authority target. Phonics at Year 1 was 88%, 7% greater than the national average. KS1 teacher assessments for year 2 children showed good results in reading and writing with a slightly lower result in maths. The results for PPG children in KS2 reaching Age Related Expectation equalled 100%.

PE sport – Congratulations to the school on achieving the Gold Sports Mark; a photograph would appear in the Bridgwater Mercury on receipt of the plaque.

Attendance – Figures for the period 1st September to 7th October identified a high percentage of authorised absences in Badgers class. A sickness bug was affecting many children across the school.

School Meals: Taylor Shaw offered a two week period for parents to observe and enjoy a

hot meal with their child(ren). 7 parents had participated and one had attended the follow-up meeting. Mr. Arnold advised that the quality and quantity of meals had improved in recent months.

PTFA: Helen Coker was stepping down as Chair; a successor would be appointed at the AGM in November.

Newt Festival: 57% of families worked at this year's Newt. Parents will be encouraged to be involved in the 2017 Newt. The school will also share how the money received is spent.

Inset – 3rd January, 2017: Governors were invited to join with staff for the Inset which would focus on Prevent, Child Protection and Fire Safety.

School Blog: The Chair circulated a hyperlink to a blog by author Sue Purkiss. The children in Badgers Class had spent a day with the author including hearing her read in situ on the Levels.

63/16 **ACADEMY STATUS**

Governors discussed the move to academy status. Mr. Arnold advised that he works closely with the Compass group and RBSC and a Multi Academy Trust with RBSC could be an option. Academy Status would remain on future agendas.

64/16 **FINANCE AND BUSINESS COMMITTEE**

- (i) **Terms of Reference:** Governors approved the Terms of Reference for the newly titled "Finance and Business Committee".
- (ii) **Minutes of Finance Committee, 3rd October, 2016:** Mr. Barham advised that Miss Hudson was completing her SENCO accreditation at a cost of £2200 plus supply days. The playing field sign had been removed to avoid confusion with the village playing field. Robust discussion regarding Pupil Premium funding had taken place and governors were advised that the school had received funding for 11 children however 16 received PPG. Analysis of this funding would take place at each Finance meeting. The Committee would set funding for these pupils during the summer term in future years.
- (iii) **Grant Funding:** An application had been made for a grant to purchase a new minibus.
- (iv) **Teaching Alliance:** Governors were invited to meet the South West Regional Schools' Commissioner on 9th November, 4.30-6.00 p.m. at the Tacchi Morris Arts Centre.

65/16 **GOVERNORS' ANNUAL SAFEGUARDING REPORT**

The Report for September 2015 – July 2016 had been completed by Mr. Arnold, Mrs. Crow, Mrs. Hodge and Mrs. Tipper (Safeguarding Governor). An action plan identifying areas where standards had not been met would be reviewed termly by governors. Safeguarding would be identified in all future Headteacher Reports.

66/16 **SCHOOL DEVELOPMENT PLAN**

Mr. Arnold advised that the SDP and SEF were on the school website. Pupil performance data was now available and actions would be identified. RAISE would be discussed at the December Governors' meeting and Governors would be tagged to areas of responsibility with the SDP where appropriate.

NA

Govs.

Agenda

Agenda

67/16 **STAFF WORK LIFE BALANCE**

Mr. Arnold reported that marking of pupil's work had improved, reducing staff time in marking. Topics were intertwined within the curriculum which reduced planning time. Staff had agreed that there was no expectation for emails to be read between 8.00 p.m. and 8.00 a.m. and at weekends. Mr. Arnold works from home for half day each half term and teachers are encouraged to leave at the end of the school day one day per week. Governors are mindful of additional hours that staff work.

68/16 **PUPIL PREMIUM FUNDING**

Mr. Arnold advised that the overview of planned spending on PPG children had been revamped and now included FSM, SEN and PFSA status. Pupil progress meetings were due to take place on 9th December and feedback would be given in the new year.

Agenda

A letter had been sent to parents in receipt of PPG funding and a copy would be sent to governors.

Clerk

69/16 **POLICIES**

The following governors were approved:

Pay Policy
Appraisal and Capability
Governors Allowances
Offsite Visits and Activities
Whistleblowing

A whistleblowing poster would be put on display in the School Office.

Clerk

70/16 **HEALTH AND SAFETY**

The school had received 100% in a recent external audit; thanks were recorded to Miss Rogers for her lead, particularly regarding Risk Assessments. Suggested improvements included: two fire doors to be replaced on the first floor in the School House and a Thermal Mixing Valve to be fitted to the hot water supply in Hedgehogs to prevent children scolding themselves.

71/16 **TRAINING**

Governor training is now charged to the school for courses run by Somerset Governor Services. An online calendar of training was available from the SGS website and courses are repeated each term.

72/16 **DATE, TIME AND PLACE OF NEXT MEETING**

Monday, 5th December at 7.30 p.m. in Badgers class.

The meeting closed at 9.10 p.m.

Action points overleaf

ACTION POINTS

Mrs. Cook	Outcome of children's learning Governor Review Meetings: MB/ET Feedback on English learning walk
Mr. Arnold	Circulate SEP report Advise parents on how Newt money spent
Clerk	Parent Governor elections Right to Work evidence PPG letter to parents to be sent to governors Whistleblowing poster
Govs	Inset Day – 3 rd January: Prevent, Child Protection, Fire Safety
Agenda	Academy Status SDP/RAISE/governors tagged to areas of responsibility Pupil Progress meetings feedback