

NEWTON COMMUNITY PRIMARY SCHOOL

MINUTES OF THE BOARD OF GOVERNORS' MEETING HELD ON MONDAY, 2ND OCTOBER, 2017 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. N. Shuttleworth, Mrs. E. Tipper and Mrs. R. Hodge (Clerk).

	Actioned By
<p>50/17 <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>51/17 <u>ELECTION OF VICE-CHAIRPERSON</u></p> <p>The Chair advised that one self-nomination had been received from Mrs. L. Irish. Mrs. Irish left the room and governors unanimously agreed on her appointment – she then returned to the meeting.</p> <p>Resignation: The Chair advised that Mr. Andrew O'Connor had offered his resignation with effect from after today's meeting; this meeting would also be Mrs. Tipper's last meeting.</p>	
<p>52/17 <u>BUSINESS INTERESTS AND DECLARATION OF CONFLICTS</u></p> <p>Governors recorded business interests/declaration of conflicts as follows: Mrs. Eileen Tipper – Governing Body of Clinical Commissioning Group; Mrs. Sarah Cook - Somerset Literacy Network; Mrs. Lynsey Irish - Championship Sports.</p>	
<p>53/17 <u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies for absence were received and accepted from Mrs. Danielle Gair.</p>	
<p>54/17 <u>MINUTES OF THE LAST MEETING</u></p> <p>The Minutes of the meeting held on Thursday, 29th June, 2017, having been previously circulated, were agreed and signed by the Chair.</p>	
<p>55/17 <u>MATTERS ARISING</u></p> <p>(i) Outcome of Children's Learning: The Chair had provided information to Mr. Arnold after discussions with a selection of girls in Year R and KS1; the children had a positive view of school and confirmed they felt safe whilst at school but would like more after school clubs (and bricks).</p> <p>(ii) Governor Review Meetings: The Chair would telephone governors as finding time for face to face meetings was proving difficult.</p> <p>(iii) Personal Development and Welfare Meeting: Mrs. Tipper had met with the Headteacher on Tuesday, 26th September, 2017 and a report had been produced which included ensuring profiles were more user friendly.</p> <p>(iv) Security: Following a meeting on 26th June with Michelle Martin (Property Services) suggestions had been actioned including increased security fencing at the front of the school.</p>	Chair

- (v) **SC Settlement Agreement:** The Clerk advised that a Settlement Agreement had been reached with Mrs. Copping and her solicitor's fees. Mrs. Copping had returned to school as Catering Supervisor for the Breakfast Club in July and her position with Taylor Shaw had been terminated. Mr. Arnold advised that all meetings with Mrs. Copping were attended by himself and Mrs. Hodge and were minuted. The Chair thanked Mrs. Hodge for her time and effort to reach a resolution.
- (vi) **Care in the Community:** EDF will be actioning projects around the school during half-term having been delayed in the summer holidays.
- (vii) **Subscriptions:** Subscriptions across the school had been greatly reduced in the light of the budget and were regularly monitored.

56/17 **DATES FOR MEETINGS FOR COMING YEAR**

Governors agreed the following cycle of meetings:

Monday, 4th December, 2017 (advance apologies from Mrs. Shuttleworth), Monday, 26th February, 2018; Monday, Wednesday, 11th April, 2018 (budget setting) and Monday, 11th June, 2018.

57/17 **GOVERNING BODY CODE OF CONDUCT/BUSINESS INTERESTS**

The Code was signed by Governors and Business Interest forms were completed for the register.

58/17 **GOVERNOR RESPONSIBILITIES**

Statutory:

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

Safeguarding – The Chair thanked Mrs. Tipper for her work over the years regarding Safeguarding. Mrs. Tipper advised she would be happy to mentor her replacement. Mrs. Shuttleworth agreed to take on this role.

Non-Statutory:

Governors agreed the following areas of non-statutory responsibility:

English/Maths – Mrs. Cook: Mr. Arnold advised that the teacher responsible for leading Maths no longer wished to continue in this role and a decision would be made on how to take this forward.

Special Educational Needs/Inclusion/Equal Opportunities – Mrs. Irish

Breakfast Club/Extended Schools – No Governor would be responsible as the Club was operating successfully and Mr. Arnold oversees its operation.

Governor Training – Mr. Barham

ICT and E-Safety – Mrs. Crow

Health and Safety – Mr. Barham and Mrs. Shuttleworth

Personnel Governor – Mrs. Tipper was thanked for her involvement with Personnel over the years. Mrs. Irish agreed to take on responsibility.

Foundation Stage – Mrs. Gair (to be confirmed due to her absence)

Link with PTFA – Mr. Arnold

DG

Finance and Business/Pay Committee: Mr. O'Connor was thanked for his years of service Committee. Committee agreed: Mrs. Cook, Mr. Barham, Mr. Arnold and Mrs. Hodge (Clerk/Finance Officer). The appointment of an additional Governor would be deferred to the next meeting.

Agenda

Staff dismissal/Staff Pay/Pupil Discipline/Parental Complaints – any 3 governors as required. The Compass Group (North Petherton, Somerset Bridge, Hamp Academy, and RBSC) had also approved that in the event of a school being unable to achieve a meeting of their own governors they may draw from the Governing Board of any of the Compass group.

59/17 GOVERNING BODY STANDING ORDERS

The Standing Orders were agreed by governors with the addition of:

Staff dismissal/Staff Pay/Pupil Discipline/Parental Complaints: In the event of meeting needing to be held for a staff dismissal/staff pay/pupil discipline/parental complaint any 3 governors from the Board of Governors or the Board of any of the Compass Group (North Petherton, Somerset Bridge, Hamp Academy, and RBSC) may be drawn.

Clerk

60/17 HEADTEACHER'S REPORT

Structure – Mr. Arnold advised that a Year 5 child had joined and another Year 5 child was interested in a place.

MDSA: The MDSA position was being covered by a rota of staff whilst a replacement was being advertised.

Lesson Observations: Mr. Arnold reported on an excellent lesson observation of Mrs. O'Leary's Foxes class.

School Results: Reading and Writing at Year 2 should be 73% (not 80%). (1 child = 7%) Mr. Arnold reported that these results were superb however the loss of Teaching Assistant hours this year has resulted in less interventions being available due to budget restraints.

School Council: This was now known as "Pupil Voice" and had been amended on the website. As part of Pupil Voice, children in the Breakfast Club would be asked to devise a timetable of games for the Club.

NA

PE/Sport: The PE grant had been increased and with this funding Mr. Arnold proposed to take children to local sports centres for an experience of different sports with specialist instructors. Governors also suggested using the "Centre of Excellence" at the Somerset County Cricket Ground and Mr. Arnold would investigate this.

NA

Attendance: Discussion on gathering attendance information by House rather than class as discussed. Governors agreed that class information was more beneficial. Attendance for 4th September, 2017 – 29th September, 2017:

Class	% Present	% Authorised	% Unauthorised
Hedgehogs	99.57	0.43	0.0
Foxes	98.91	1.09	0.0
Squirrels	98.82	1.18	0.0
Badgers	97.63	1.34	1.03
OVERALL	98.73	1.01	0.25

British Values: two boards on British Values were on display in the school. Governors questioned whether a **Prevent** display should be available; this was part of the Safeguarding board in the School Office.

Lockdown: Governors agreed that the term "Lockdown" could create unease with the children and it was agreed that fire drills and lockdown drills would all be termed "Safety Drills".

Staff Training: Only essential training was available for staff due to budget restraints.

61/17 **ACADEMY STATUS**

Robert Blake Science College would be hosting a meeting with local primary schools when three academies would present their offers. Mrs. Irish asked to be advised of the date.

NA/LI

62/17 **FINANCE COMMITTEE**

Mr. Barham drew attention to the Minutes of the meeting held on 28th September, 2017.

PAN: After discussions with County the School's PAN would remain at 12.

Grounds: Governors were thankful to Mr. Arnold for his assistance with grounds and premises tasks and had asked that he record the number of hours he undertakes in this role.

NA

Rates: An allocation from County had been received to pay for 2017/18 rates.

Swimming: The cost of lessons had increased to pay for the running costs of the minibuses.

Staff were thanked for trying to run their classes with the reduced budget however governors noted that some interventions could not now take place due to reduced Teaching Assistant hours.

Terms of Reference: The amended Terms of Reference were agreed by the Board.

63/17 **PUPIL PREMIUM FUNDING**

Additional Pupil Premium funding had been received and the Finance and Business Committee had approved that funds be moved to Support Staff to balance the overspend. Swimming had also increased per PPG child.

The Academic Progress of PPG children would be updated and presented to the next meeting.

NA

64/17 **GOVERNORS ANNUAL SAFEGUARDING REPORT**

The online document was still delayed and would be presented to the next meeting.

Mrs. Tipper had met with Mr. Arnold on 26th September to discuss: Single Central Record, pen portraits, one page profiles, team around the school, online safety record, security and lockdown.

65/17 **SCHOOL WEBSITE**

The website was fully compliant and easy to use with dropdown menus. Governors were requested to scrutinize the website using the matrix from Governor Services; the Clerk would circulate sections from the matrix for individual governors to screen.

Clerk/
Govs

66/17 **SCHOOL DEVELOPMENT PLAN/SEF**

A summary of the SEF would be circulated to Governors.

Clerk

Governors were assigned to areas of the School Development Plan:

Date	Time	Focus	Staff	Governor
26 th Sept	11am	Safeguarding Update	Mr. Arnold	Mrs. Tipper
9 th Oct	9 - 1030	Learning Environment Class and site tour	Mr. Arnold	Mrs. Shuttleworth/ Mrs. Gair
9 th Oct	9 - 1030	External provision. (PE, Music, Computing)	Mr. Arnold	Mrs. Shuttleworth/ Mrs. Gair
9 th Nov	9am	English & Phonics	Mr. Day-Hitchen	Mrs. Cook
30 th Nov	9 – 10am	Pupil Interviews KS2. Safe, Secure & Stretched?	--	Mrs. Irish
Tues pm in Nov	1.30 – 2.30	EYFS & KS1. Provision, planning & assessment	Mrs. Crow	Mrs. Gair
30 th Nov	10 – 12 (Confirmed)	NA Performance Management (John Jeffrey)	Mr. Arnold	Mrs. Cook/ Mrs. Irish
Nov	Friday	SENCo Update	Mrs. Elkington	1 Gov
14 th Dec	4pm	Learning Environment Next steps...	Mr. Arnold	Mrs. Cook/ Mr. Barham
Jan		Maths. Moving On... Knowledge of number	Mr. Arnold	1 Gov
20 th Feb	Morning	Writing. Talking targets & toolkits	Mr. Day-Hitchen	Mrs. Cook
June		Pupil Interviews KS1 Marking & Feedback	--	Mrs. Shuttleworth/ Mrs. Gair

EYFS/KS1 – Mrs. Gair

SENCO – Mrs. Irish

Pupil Interviews (KS1): Mrs. Shuttleworth/Mrs. Gair (tbc) – date to be agreed for June 2018.

Agenda

Mr. Arnold suggested that Mrs. Shuttleworth and Mrs. Gair agree on a Monday morning date for a Learning Walk during the autumn term.

NS/DG

SATS Monitoring: Governors' assistance in monitoring the 2018 SATs was requested. The Chair will monitor Monday and Tuesday; Governors were required for Wednesday/Thursday.

Agenda

67/17 **SINGLE CENTRAL RECORD**

Mrs. Tipper had scrutinized the reports on 26th September, 2017. The new SIMS reports were a great improvement and Mr. Arnold will be taking the reports to a Safeguard Meeting on 11th October to ensure we are compliant.

NA

68/17 **POLICIES**

The following policies were approved:

Child Protection Policy – following a question from Governors, Mr. Arnold confirmed that all staff were familiar with the latest Keeping Children Safe in Education document

Pay Policy

Appraisals and Capability

Governors' Allowances

Whistleblowing – a poster was on display on the Safeguarding noticeboard

The **SEN and Disability** policy would be available at the next meeting.

Agenda

69/17 HEALTH AND SAFETY

Concern over access into the school via the bank at the rear of the school was highlighted. Mr. Barham would contact the neighbour and discuss maintenance of the bank and any possible need for additional fencing.

MB

70/17 TRAINING

Governors agreed the OFSTED presentation by David Theobald on 11th September, 2017 was relevant, useful and meaningful. Mr. Arnold advised that it had been recorded and was available for staff/governors to view if required.

Area Chairs: Mrs. Cook, 17th October, 2017

Safeguard Training: Mrs. Cook, 5th December 2017.

Mrs. Shuttleworth requested Safeguard Training and the Clerk would investigate dates. All Safeguard Training dates would be checked by the Clerk to ensure all Governors are compliant.

SC

SC

NS

Clerk

71/17 DATE, TIME AND PLACE OF NEXT MEETING

Monday, 4th December, 2017.

PRESENTATIONS

Presentations were made to the two governors who are leaving the Board of Governors:

Mrs. Tipper has been on the Board since 1999 and she was thanked for her support for the School throughout her term of office in particular with regard to Safeguarding and Personnel.

Mr. O'Connor was thanked for his support on the Finance and Business Committee and in fundraising for the school.

The meeting closed at 8.55 p.m.

ACTION POINTS

Mr. Arnold	EBBC games timetable Centre of Excellence Record hours worked on maintenance PPG academic progress SCR to Safeguard meeting
Mrs. Cook	Governor review meetings Area Chairs Safeguarding training
Mr. Barham	H&S – bank at rear of school
Mrs. Shuttleworth	Safeguarding training Learning Walk
Mrs. Irish	Academy meeting
Mrs. Gair	Foundation Stage Governor? Learning Walk
Clerk	Amend Standing Orders Circulate matrix of website to governors Circulate summary of SEF Ensure safeguard training compliant for all governors
All Govs	Check school website
Agenda	F&B Governor appointment SATS monitoring Pupil interviews – KS1 SEN & Disability Policy

