

NEWTON COMMUNITY PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD ON MONDAY, 23RD FEBRUARY, 2015 AT 7.30 P.M.
IN NORTH NEWTON SCHOOL**

PRESENT: Mr. N. Arnold (Headteacher), Mr. M. Barham, Mrs. S. Cook (Chair), Mr. A. O'Connor (from 7.35 p.m.), Mrs. S. Phippen, Mrs. E. Tipper, Mrs. H. Woodhams and Mrs. R. Hodge (Clerk).

Actioned By

01/15 **STATEMENT OF CONFIDENTIALITY**

The Chair reminded Governors that items discussed at Governors' meetings were confidential until the Minutes had been approved.

02/15 **APOLOGIES FOR ABSENCE**

Mrs. Irish's apologies were presented and accepted.

03/15 **BUSINESS INTERESTS AND CONFLICT OF INTERESTS**

Mrs. Phippen advised that she is joint Chair of the Newt Festival.

04/15 **MINUTES OF THE LAST MEETING**

The Minutes of the meeting held on Monday, 10th December, 2014, having been previously circulated, were agreed and signed by the Chair.

05/15 **MATTERS ARISING**

(i) **Medication On Off-Site Visits/Health Care Plan**

Mr. Arnold advised that staff take appropriate medication when children are taken off-site. A Health Care Plan for children with specific medical conditions was held in the School Office; the Year 6 child with particular medical needs had an individual Health Plan.

(Mr. O'Connor arrived)

(ii) **Asthma Training**

Mrs. Irish had given training on monitoring and dealing with asthma attacks to staff on 21st January, 2015. Staff now had a greater understanding of the condition. New members of staff would receive training on specific medical conditions.

NA

(iii) **Pupil Interview Questions**

LSAs throughout the school had conducted the survey and the very positive results had been circulated to staff/governors.

(iv) **BETT Conference**

No staff had attended the conference.

(v) **Food Files**

Food files detailing the ingredients of meals provided for school dinners and the Early Birds Breakfast Club were available for parents. Mr. Arnold advised that he had conducted a survey on use of the EBBC and parents advised that cost was a prohibiting factor in their child attending; a tiered structure of use of the club was now available.

(vi) **Outstanding Practitioner**

Mrs. Cook was still looking for a mix Year 1/2 teacher for staff to observe.

SC

06/15 HEADTEACHER'S REPORT

Roll: The roll of pupils had increased to 94; 2 new children had joined today. Mr. Arnold advised that from September he proposed a flexible class structure with Hedgehogs class becoming a mixed Year 1/Year R class; this would enable Foxes Class (Years 1/2) to remain under 30. Year 1 children remaining in Hedgehogs class would receive extended provision and would join with Foxes when appropriate. Predicted numbers for Year R September 2015 were first choice - 14, and 37 second choice.

New Children: Governors discussed welcoming new children to the school in assemblies/through newsletters; this was rejected as children become known very quickly.

SEN child: The Year 3 High Needs SEN child is intending to relocate at Easter 2015; Ms. Dowds' job would cease once the child has left the school.

Staffing: Mrs. Woodhams would be leaving at Easter 2015 to take up her new position as Assistant Headteacher at Redstart School, Chard. Governors thanked Mrs. Woodhams for her work at the school and congratulated her on her promotion. Governors requested that an email be circulated advising of staff movements before any announcement on school newsletters. Mr. Arnold advised that an internal advertisement for a replacement Senior Teacher had received one expression of interest; the candidate would be interviewed by Mr. Arnold, Mrs. Cook and Mrs. Tipper on 25th February. An advertisement for the replacement Year 5/6 teacher, starting in September 2015 would go live before Easter with interviews on 16th April, 2015. The summer term cover of Badgers class would ideally be taken by Mr. Arnold, 2 days a week, and an experienced supply teacher.

NA/SC/
MB/ET

Premises: A replacement security system would be considered in the 2015/16 budget.

NA/Clerk

Teaching and Learning: Mr. Arnold reported that the quality of work was magnificent across the school. Weekly Golden Assemblies provide opportunities for children and teachers to showcase class work.

PE: Mr. Arnold required value and quality from the PE provider and a change of provider who could provide all the sport may take place in the next academic year.

Behaviour and Safety: Staff had noted a marked improvement in the manners of the children.

A year 3 child had received a 3 day fixed term exclusion from 23-26th February for a physical assault against a member of staff.

Hot Meals: Taylor Shaw are now bringing the meals to the school, rather than a member of staff collecting them from the kitchen and the system was operating well.

Training – Staff had attended various training as Mr. Arnold was keen for all staff to extend their professional development.

07/15 SCHOOL DEVELOPMENT PLAN/LINK GOVERNORS

Governors currently undertake regular monitoring activities; to further this; the Chair would link Governors to areas within the SDP and present the document at the next Governors' meeting.

SC/
Agenda

08/15 PERFORMANCE MANAGEMENT GOVERNOR

Following Mrs. Tipper's request to stand down as Performance Management Governor, Governors agreed that ideally two governors should be trained to undertake this area of responsibility in addition to Mrs Cook. Interested Governors should email the Clerk.

Govs

09/15 **DASHBOARD/RAISE ON LINE**

Mrs. Woodhams reported that Dashboard would not be updated until Raise-on-Line had been validated.

10/15 **PROMOTING VALUES**

Following new guidance from the Department for Education, the "Promoting Fundamental British Values as Part of SMSC in Schools" document would be circulated to governors for discussion at the next meeting.

Govs/
Agenda

11/15 **NEWT FESTIVAL**

A meeting will be held on 9th March with Directors of the Newt Festival, representatives of the Finance Committee and PTFA representatives to discuss how the school and Festival can move forwards.

Finance
Reps/NA
/Clerk

12/15 **FINANCE COMMITTEE MINUTES**

Mr. Barham highlighted items from the Finance Committee Minutes of 19th January, 2015:

High Wall: The high wall would be repointed once all frosts had past; the area was protected by fencing to prevent children entering the area.

DFCG – The balance would be used to purchase ICT equipment.

Decoration – painting of the School House hall, stairs and landing had been completed during half-term. Governors undertook a short tour following the meeting.

Benchmarking – Governors recognised that Education Support Staff expenditure was higher than average as a result of full-time support within each of the classes which greatly benefited the children.

Fridge/Freezer – both items were delivered today but due to damage were returned for replacement.

Asbestos: Governors questioned the positioning of asbestos in the school. The Asbestos Record shows asbestos under the eaves on the pitch roofs. Following discussion with Simon Tighe, Buildings' Surveyor, no funding was available to remove this asbestos. Governors requested an email be received from the Building Surveyor confirming that it was safe for the asbestos to remain.

Clerk

13/15 **PUPIL PREMIUM**

An anonymized spreadsheet of PPG funding was shared. The range of activities including the extra Teaching Assistant support allows children to make expected progress and in many cases at a higher level than non-funded children.

14/15 **ATTENDANCE**

Hedgehogs: 93.01% (Authorised absence 6.13%* /Unauthorised absence 0.87%)

* Hedgehogs class had suffered a spate of chickenpox

Foxes: 95.82% (Authorised absence 3.50%/Unauthorised absence 0.68%)

Squirrels: 97.81% (Authorised absence 2.04%/Unauthorised absence 0.15%)

Badgers: 97.41% (Authorised absence 1.87%/Unauthorised absence 0.72%)

Governors were advised that medical appointments were authorised absences and usually were for specialist appointments.

A copy of the letter requesting a fine for attendance was circulated; no fines had been issued to date.

15/15 **STATUTORY PROCEDURES**

Governors approved the following:

Allegation Management
Complaint Procedure (to go on School website)
Behaviour Principles Written Statement

DoE Self Declaration Disqualification Form: Staff, Governors and volunteers would complete the statutory form advising of their suitability to work at the school.

Govs

16/15 **SOMERSET GOVERNOR SERVICES WEBSITE**

The Clerk showed Governors the new website and advised on their log-on details.

17/15 **HEALTH AND SAFETY**

Mr. Barham and Mrs. Phippen would conduct the Governor Health and Safety visit on Wednesday, 6th May at 3.30 p.m.

MB/SP

18/15 **TRAINING**

Safeguarding – Mrs. Cook, 22nd January, 2015
E-Safety – Mr. O'Connor, 4th February, 2015
SEN/SENCO – Mrs. Phippen, 26th February, 2015
Financial Efficiencies – Mr. Barham, 25th March, 2015 (to be confirmed)

SP
MB

Mr. O'Connor reported on the E-Safety course he had attended. He advised that it was recommended that although the current filtering system works it is important that the children develop an understanding of the internet and how it works rather than relying on these filters. Mr. Arnold reported that termly e-safety reminders were made to children and annual training sessions were available for parents.

It was agreed that Mr. Arnold would add Governor training in future Head's Reports.

NA

19/15 **SCHOOL OPEN DAY**

The date was set for Wednesday, 24th June. Governors were encouraged to attend the Open Day and parents would be advised that Governors would be available on the day. Name badges would be made available.

Clerk

20/15 **DATE, TIME AND PLACE OF NEXT MEETING**

Monday, 20th April, 2015 at 7.30 p.m. in the School. Mrs. Helen Roper, Somerset Governors' Strategy Group, would make a presentation at the start of the meeting.

Agenda

This would be Mrs. Woodhams' last Governors' Meeting at North Newton and governors thanked her for her work for the school and as Staff Governor. A replacement Staff Governor would be appointed with effect from the end of the spring term.

Clerk

The meeting closed at 9.05 p.m.

ACTION POINTS

Mr. Arnold	New staff training on medical conditions as appropriate Senior teacher interview Years 5/6 teacher advert Newt Festival meeting Governors' training in Headteacher's Report
Mrs. Cook	Year 1/2 outstanding practitioner Senior Teacher interview Link Governors to SDP Newt Festival meeting
Mrs. Phippen	Health and Safety visit – 6.5.15 SEN Conference – 26.2.15
Mr. Barham	Senior Teacher interview Newt Festival meeting Health and Safety visit - 6.5.15 Financial Efficiencies training – 25.3.15
Mrs. Tipper	Senior Teacher interview
Agenda	SDP – linked Governors Promoting Fundamental British Values document Helen Roper, Somerset Governors' Strategy Group
Clerk	Years 5/6 teacher advert Newt Festival meeting Asbestos email from Buildings' Surveyor Name badges for School Open Day Replacement Staff Governor
All Govs	Performance Management Governor Promoting Fundamental British Values document Self Declaration Disqualification form School Open Day – 24.6.15