

NORTH NEWTON COMMUNITY PRIMARY SCHOOL

MINUTES OF THE BOARD OF GOVERNORS' MEETING HELD ON MONDAY, 26TH FEBRUARY, 2018 AT 7.30 P.M. IN NORTH NEWTON SCHOOL

PRESENT: Mr. N. Arnold (Headteacher), Mrs. S. Cook (Chair), Mrs. A. Crow, Mrs. D. Gair, Mrs. L. Irish, Mrs. R. Hodge (Clerk), Mrs. N. Shuttleworth and Mr. P. Warren.

Actioned
By

The Chair welcomed everyone to the first meeting of the year and particularly welcomed Mr. Paul Warren, Local Authority Governor. Mr. Warren gave a synopsis of his history and governors introduced themselves.

01/18 **STATEMENT OF CONFIDENTIALITY**

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.

02/18 **APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Mr. M. Barham.

03/18 **BUSINESS INTERESTS AND DECLARATION OF CONFLICT OF INTERESTS**

Mrs. Sarah Cook, Somerset Literacy Network.

04/18 **MINUTES OF THE LAST MEETING**

The Minutes of the Meeting held on Monday, 4th December, 2017, having been previously circulated, were agreed and signed by the Chair.

05/18 **MATTERS ARISING**

- (i) **Minibuses Hard Standing:** Mr. Arnold advised that both the minibuses had permanent, hard standing parking in Church Road.
- (ii) **PE Grant:** Mr. Arnold was currently looking into the provision of new playground equipment. Successful trips for children to experience a range of sporting activities at the Blackbrook Sports Centre were being held each term for each Key Stage costing £250/£350 per session. Consideration of how the school should spend the grant would continue to be investigated.
- (iii) **Chair's Letter of Thanks to Staff Following OFSTED:** The Chair had written to all staff thanking them for their dedication and support to the school.
- (iv) **SATS Governor Monitoring Timetable:** Monday, 14th May and Tuesday, 15th May – Mrs. Cook; Wednesday, 16th May – Mrs. Shuttleworth; Thursday, 17th May – Mr. Warren (tbc). Governors would be advised of the start times of the tests once agreed.

NA

SC/NS/
PW
NA

06/18 **HEADTEACHER'S REPORT**

Mr. Arnold drew attention to the proposed teaching structure from April 2018 which included Mr. Arnold teaching 2.5 days per week during the summer term.

MDSA – Mrs. Hodge covers 1 day per week which will cease at the end of the term; Mrs. Hughes covers 4 days per week on supply however she may move to a contract in the summer term. A parent had applied for the position and a proposal for her to work 2 days per week would be discussed when budget setting.

SENCO: Mrs. Latham will meet with Mrs. Cook (Chair) and Mrs. Irish (SEN Governor) in the summer term.

PFSA: discussions are taking place with North Petherton School regarding the future of the PFSA following the resignation of Mrs. Robertson.

Quality of Teaching and Learning: Mr. Arnold reported that predictions for the end of year are at ARE (Age Related Expectations). Mr. Arnold presented up-to-date targets of attainment for July 2018 as follows:

A – Above, O – On track, B – Below.

| Yr | Total (% = 1 child) | R % | W % | GPaS % | M % |
|--------------------------|---------------------------|---|---|--|---|
| 1 (2 x PPG) | 12 (8%) | 75 8O, 4B | 75 12B | 83% (Phonics) | 75 10O, 2B |
| 2 (4 x PPG) | 16 (6%) | 75 2A, 14O, 2B | 75 14O, 2B | | 75 14O, 2B |
| 3 (2 x PPG) | 15 (7%) | 80 GD (20) 9O, 6B | 80 (GD 20) 4O, 11B | | 75% (GD20) 2A, 12O, 1B |
| 4 (3 x PPG) | 16 (6%) | 81 (GD 25) 3A, 9O, 4B | 81 (GD 25) 2A, 11O, 3B | | 75 (GD 25) 6A, 7O, 3B |
| 5 (1 x PPG) | 11 (9%) | 73 (GD 18) 1A, 8O, 2B | 82 (GD 18) 3A, 6O, 2B | 73 (GD18) | 64 (GD 18) 2A, 7O, 2B |
| 6 (3 x PPG) | 12 (8%) | 75 (GD 33) 3= (x2 PPG, 1SEN) 4A, 6O, 2B | 75 (GD 33) 3= (x2 PPG, 1SEN) 4A, 6O, 2B | 75 (GD 33) 3= (x2 PPG, 1SEN) 4A, 6O, 2B | 75 (GD 33) 3= (x2 PPG, 1SEN) 6A, 3O, 3B |
| Overall (15 x PPG) | 82 | 10A, 52 O, 20B 12%, 63%, 24% | 9A, 41 O, 32B 11%, 50%, 39% | | 16A, 53 O, 13B 20%, 65%, 15% |

Pupil Progress Meetings will take place on Friday, 16th March. Three children in Year 6 are not meeting their targets and governors were advised that they were not receiving the appropriate support at home however the best support was being given at school.

Governors suggested that the phrasing on reporting to parents be changed from “Developing” to “On track” to show progress is being made. Governors were advised that 75% of children are on track to ARE.

Governors challenged the progress of all children. Governors were advised that due to the size of the cohort percentages per child are high; changes to the curriculum will have an impact which cannot be reflected in the targets however changes to “On Track” (below or above) will give more of an indication. Progress is being achieved even though ARE is not expected to be reached until the end of the summer term. **Governors challenged the comparison with last year’s predictions and questioned if there is any potential of accelerated progress throughout the year?** Governors requested an update in April to identify any accelerated progress following PPG meetings.

Maths: The school was looking to purchase a new maths scheme and had looked at Power Maths (Pearson) which appears to be the most appropriate even though it is expensive. KS2 material is not available to preview currently.

Sports: North Newton had won the recent Bridgwater Primary Schools' Swimming Gala; on receipt of the trophy/medals the Bridgwater Mercury would be contacted for a feature. Several children had also taken part in the local schools Cross Country and outstanding results had been gained.

NA

Personal Development, Behaviour, Attendance and Welfare: Mr. Arnold would include "Safeguarding" and "EHAs" in future Head's Reports.

NA

Attendance: 96.25% attendance for the period 4th September, 2017 – 8th February, 2018. Attendance is not a problem currently and absences are for legitimate illnesses however governors were advised that a number of parents are requesting holidays during term time. Mr. Arnold advised that our attendance policy is aligned to the other Compass group of schools.

Security, Systems and Processes: the application for a grant for renewing the pathways from the playground to the School Office had not been granted. Governors requested that the pathway be highlighted with yellow cross hatch to alert children and adults to the uneven surface. Consideration of using DFCG funding to renew the pathway would be discussed by Governors and the quote which had been requested from a private contractor would be followed up. Additional urgent expenditure from DFCG includes replacement fire doors from the Dining Room and possibly a new carpet in Hedgehogs.

NA
Finance
Committee
NA

School Dinners: Taylor Shaw are struggling financially and are £7000 in arrears. A meeting with the company and the other three schools in the Bridgwater area group will be held to discuss the way forward.

Staff Training: Additional training to the courses listed in the Head's Report included:
Mrs. A. Crow: Early Years Moderation/Deputy Heads' Conference, 30th January, 2018
Mrs. H. Tucker: Year 2 Moderation, 16th April, 2018
Staff/Mr. Warren/Mrs. Gair: Prevent/Safeguarding/KCSIE – 19th February, 2018

Those staff unable to attend the safeguarding training in February will receive training in the summer term.

07/18 **STAFF WORK/LIFE BALANCE**

Mr. Arnold provided governors with a list of DIY tasks that he has undertaken since August 2017. Governors are grateful to Mr. Arnold for the extra work he undertakes in supporting the fabric of the school which has saved additional expenditure on the school's budget. Governors were also grateful to all staff for their help in cleaning the school in Mrs. Perry's sickness absence. Staff work/life balance is a regular item at staff meetings. Mr. Arnold advised that Mrs. Elkington is working a reduced timetable due to her pregnancy.

08/18 **PUPIL INTERVIEWS**

Mrs. Gair had conducted pupil interviews with four KS1 children on 19th January, 2018. She advised that the children felt positive, safe and proud to be a part of the school however they did not have an understanding of their 'target pencils' or the learning walls. This will be followed up with staff at a staff meeting.

NA

09/18 **PUPIL PROGRESS MEETINGS**

Mrs. Crow advised that the next Pupil Progress Meetings would be held on 16th March, 2018. Following the OFSTED inspection the form had been developed to ensure that all teachers in Years 1-6 use a consistent form (Early Years has a separate form). Mr. Arnold now attends these meetings as recommended by the OFSTED inspector. The forms are colour coded using the same system as SIMS to ease tracking. Forms are completed per year group and case study forms are also generated. The meetings focus on vulnerable children and governors were advised that the impact of reduced Teaching Assistant hours

was having an impact on children's learning. Governors questioned whether an Excel form would be more useful than a Word document for easier extraction of data.

10/18 **SCHOOL DEVELOPMENT PLAN**

Mr. Arnold highlighted the SDP and agreed to meet with Mrs. Cook to ensure that all governors are mapped into the document linking their responsibilities. Mrs. Gair (Early Years Governor) agreed to meet with Mrs. Crow to discuss Early Years during the spring term. A Premises Learning Walk would be held before the next meeting for all governors.

NA/SC
DG
Agenda

The SDP is colour coded to highlight items completed/in progress/yet to be started.

Safeguarding – a grant for a new entrance gate with CCTV and a linked screen in the office had been submitted.

Mr. Arnold will be meeting with Mr. Ralph Bullock (SEP) on Wednesday, 28th February, 2018.

11/18 **FINANCE AND BUSINESS COMMITTEE MINUTES**

Minutes of the Finance and Business Committee meeting of 22nd January, 2018 had been previously distributed. Mr. Warren has joined the Finance and Business Committee and Mrs. Cook advised that other Governors are welcome to join any meetings.

12/18 **GOVERNOR RESPONSIBILITIES**

The Board recognises the importance of non-statutory Governor links to areas within the school. Governors agreed to take responsibility as follows:

Breakfast Club: Mrs. A. Crow
Mathematics: Mrs. L. Irish
Finance and Business: Mr. P. Warren

13/18 **GOVERNORS' SAFEGUARDING AUDIT**

The 2017/18 Audit had been delayed in its production due to numerous website problems. The Report identified the following areas requiring action:

| | |
|------|---|
| 2.2 | Resources and allocated time is made available to the DSL to enable them to carry out their role as and when required. |
| 2.8 | Most members of staff have attended Basic Awareness Training on 19 th February, 2018; those absent through sickness will receive training. |
| 3.1 | A new KCSIE is due out in April 2018 and will be distributed. |
| 3.3 | The Safeguard Governor will check the SCR; Governors requested that the Groundsman (Mike Boyd) undergo a DBS. |
| 7. | LADO – Staff were advised of contact details for the LADO at the February 2018 inset day; the telephone number is available on the form next to the Office telephone. |
| 9.11 | ELSA (emotional coaching) – not applicable. |
| 9.17 | The CSE decision making tool on SSCB will only be actioned if there is a child causing concern. |
| 9.2 | The DSL and Deputy DSL are aware of SCC's Consultation Line. |

14/18 **SOMERSET FINANCIAL VALUE STANDARD (SFVS)**

Mr. Barham and Mrs. Hodge had completed the SFVS and distributed to Governors. After discussion Governors approved the SFVS.

15/18 **RESIDENTIAL TRIP AUTHORISATION**

Governors approved the residential trip to Kilve Court in March 2018. Mr. Arnold advised that Mrs. Hodge was the school hours' contact and Mrs. Cook the out of hours' contact. Mr. Arnold, Mrs. Stone and Mrs. Larcombe will be accompanying the group of 31 children. One child has Type 1 diabetes and his mother (who has DBS) will also be joining the group. As her child requires monitoring during the night she will share a cabin with him and one other Year 3 child whose parent has been advised and consented.

Rock and Rapid, Years 5/6 residential (June 2018); this will be approved at the next meeting after risk assessments have been completed.

Agenda

16/18 **ACDEMY STATUS**

Mr. Arnold advised that there was no rush to join an academy and that North Newton would continue to monitoring the decision of RBSC and other local schools.

17/18 **GENERAL DATA PROTECTION REGULATION**

Changes in legislation from 25th May, 2018 will result in significant procedures requiring action. Mr. Barham had attended Governor training and documents had been distributed to all governors; Mrs. Hodge will be attending an ADL session on 27th February to gain an understanding of GDPR and Mr. Arnold will attend Senior Leaders training during the summer term. Further discussion on GDPR will take place at future Governor meetings.

Agenda

18/18 **PUPIL PREMIUM**

Mr. Arnold presented a document which highlighted the ARE of PPG children at the end of Year 6; 50% of KS1 children should achieve ARE at Year 6.

19/18 **HEALTH AND SAFETY**

Nothing further to report.

20/18 **TRAINING**

Governor Induction: Mr. P. Warren (17th March, 2018)

SEND: Mrs. Shuttleworth (6th March, 2018)

Prevent Training: Governors requested the Clerk distribute the link to Prevent Training which was shown at the February Inset Day (www.elearning.prevent.homeoffice.gov.uk).

Clerk

21/18 **OPEN DAY/RECEPTION INDUCTION EVENING**

Open Day - Wednesday, 20th June, 2018. A poet has been booked for the day.

Reception Induction Evening: Wednesday, 20th June, 7.00 p.m.

22/18 **DATE, TIME AND PLACE OF NEXT MEETING**

Wednesday, 11th April, 2018 at 7.30 p.m.

The Chair advised that this meeting was Mrs. Hodge's last as Clerk to Governors and thanked her for her tremendous contribution to the Governing Board over the years.

The meeting closed at 9.05 p.m.

Action Points Overleaf

ACTION POINTS

| | |
|-------------------|--|
| Mr. Arnold | PE Grant Advise start times of SATs to monitoring governors Contact Bridgwater Mercury re sporting achievements Safeguarding/EHAs in Head's Reports Yellow cross hatch on pathways Contact private contractor re quote for pathways Follow up results of pupil interviews with staff (learning walls/target pencils) Meet with Mrs. Cook to link governors to SDP |
| Mrs. Cook | SATs monitoring Meet with Mrs. Latham (SENCO) in summer term Meet with Mr. Arnold to link governors to SDP |
| Mrs. Shuttleworth | SATs monitoring |
| Mr. Warren | SATs monitoring |
| Mrs. Irish | Meet with Mrs. Latham (SENCO) in summer term |
| Mrs. Gair | Meet with Mrs. Crow re Early Years |
| Clerk | Prevent training link to all governors |
| Finance Committee | Consideration of DFCG expenditure on fire doors/pathways/replacement carpet in Hedgehogs |
| Agenda | Pupil Progress Premises Learning Walk before start of next meeting Rock and Rapid authorisation GDPR |