

**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS HELD ON MONDAY, 27TH
FEBRUARY, 2017 AT 7.30 P.M. IN NORTH NEWTON SCHOOL**

PRESENT: Mr. N. Arnold (Headteacher), Mrs. S. Cook (Chair), Mrs. A. Crow, Mrs. D. Gair, Miss A. Hudson (SENCO/Inclusion Lead), Mr. A. O'Connor, Mrs. N. Shuttleworth, Mrs. E. Tipper and Mrs. R. Hodge (Clerk).

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01/17 **STATEMENT OF CONFIDENTIALITY**

Governors were reminded that discussions that take place during the meeting are confidential until the Minutes are signed at the next meeting.

02/17 **APOLOGIES FOR ABSENCE**

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

03/17 **BUSINESS INTERESTS AND DECLARATION OF CONFLICTS**

Governors recorded business interests/declaration of conflicts as follows: Mrs. Tipper – CHYPPS (Children and Young People's Partnership); Mrs. Cook - Somerset Literacy Network; Mrs Irish, Champion Sports and Events.

04/17 **SENCO PRESENTATION**

Miss Annie Hudson, SENCO since January 2016, gave a presentation on her role as SENCO at the school. Since the new Code of Practice in 2014 the role had changed significantly and she considered her position to be one of supporting and identifying SEN within the School and to empower staff and parents to support pupils. She liaises regularly with external professionals and meets with SENCOs from five local schools.

Governors were presented with papers which outlined the different levels of SEN support. Children are assessed and data is recorded on SIMS which enables all staff and supply teachers to understand the level that each child is working at. The recorded data is fed into termly Pupil Progress Meetings where decisions are made on what is and isn't working.

Each class holds SEN folders which identifies children's needs in a secure cupboard.

Miss Hudson recognises that the key element in the 2014 Code of Practice is for all parties to work together and to this end termly meetings are held between herself, the child and parents of SEN children. From this meeting an SEN passport is created which records things that the child wants you to know about them, what they find difficult, what will help them, what they like, are good at, etc.

Due to limited budgets each of the five schools in the Compass group recognise the need to share resources and training and to share SEN skills. A trainee psychologist will be visiting the school to observe children at no cost to the school.

In conclusion, Miss Hudson requested that her SENCO title be changed to "Inclusion Lead" which was agreed by Governors.

Governors thanked Miss Hudson for her presentation.

05/17 **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Monday, 5th December, 2016, having been previously circulated, were agreed and signed by the Chair.

06/17 **MATTERS ARISING**

- (i) **Outcomes of Children's Learning:** The Chair would circulate information following her meeting with Mr. Day.
- (ii) **Governor Review Meetings:** The Chair would commence a new cycle of Governor meetings in the summer term.
- (iii) **Educomm Updated:** The Clerk advised that the new Parent Governors were now on the Educomm site.
- (iv) **Acronyms:** A list of acronyms had been circulated.
- (v) **On-Line Safety Monitoring:** The most effective monitoring cost £1600 which was prohibitive with the current budget. Mr. Arnold would continue to investigate provision. A risk assessment would be carried out.
- (vi) **Personal Development and Welfare:** Mrs. Tipper would make an appointment to meet with Mr. Arnold for the spring term.
- (vii) **Governors' Signing in Book:** Governors had a separate section within the Visitors' Signing in Book for recording their visits.
- (viii) **Water Heater:** The new heater had been actioned and would be installed soon.
- (ix) **Safeguard Training:** Mrs. Shuttleworth had provided dates and details of her training.

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07/17 **HEADTEACHER'S REPORT**

Mr. Arnold drew Governors' attention to his extensive Report.

Budget: He highlighted that the budget for 2017/18 was extremely challenging and the Finance Committee would be meeting to discuss the best ways to tailor the budget; Mr. Arnold advised that some provisions will have to be reduced.

School Development Plan: The Chair commended Mr. Arnold on his production of the SDP which was a rolling document and was constantly updated.

Roll: The Admissions Department at County had advised that 18 children had applied for first choice at North Newton School; the school's PAN is 12. Consideration to class sizes as children progressed through the school would impact on the number that can be taken in September 2017.

Staff: Mr. Arnold highlighted that **Mrs. Hodge** would be leaving at the end of the summer term after 25 years' service. **Mrs. O'Leary** is currently on maternity leave with **Mrs. Tucker** covering Foxes class full-time; discussion would take place with Mrs. O'Leary regarding her return to work and payment for the summer holidays. Governors acknowledged that only one teacher could be paid for the summer holidays due to budget restraints.

Mrs. Copping: Sharon is applying for ill-health retirement after assessments with Occupational Health.

Online Safety: Mr. Arnold recorded his thanks to Mrs. Crow for raising the profile of online safety. A cyber bullying incident with a KS1 child identified our procedures are effective as the incident was highlighted and dealt with appropriately.

Attendance: Attendance for the period 1st September, 2016 to 8th February, 2017:

Class	% Present	% Authorised	% Unauthorised
Hedgehogs	96.81	2.37	0.82
Foxes	96.26	3.20	0.55
Squirrels	95.90	3.52	0.58
Badgers	97.16	2.11	0.73
OVERALL	96.53	2.80	0.67

Early Birds: Governors recorded their thanks to Gillian Duddridge and Mrs. Hodge/Mrs. Larcombe for effectively running the EBBC. Thank you cards would be sent to the staff from the Governors.

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08/17 **PUPIL PROGRESS MEETINGS**

Mrs. Crow advised that Pupil Progress Meetings were held in December, March and July. The data is recorded on SIMS for Years 1-6 and Tapestry for Early Years. Mrs. Crow and Miss Hudson SENCO/Inclusion Lead meet with teachers to discuss children within each teacher's cohort to identify what support is required for children not reaching their Age Related Expectation (ARE). All children receiving Pupil Progress Grant funding are discussed. Children not reaching ARE are further supported by Teaching Assistants and Kate Ainsworth. Staff would investigate additional free resources available at Elmwood.

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Mrs. Crow advised that EYFS parents can access their child's progress through the Tapestry website.

Governors were advised that all staff are working incredibly hard to support the children; best practice within each of the classes is shared across the school and the results of the Pupil Progress Meetings are fed back to Mr. Arnold.

09/17 **PUPIL INTERVIEWS**

The Chair met with a group Key Stage 2 boys on 2nd February, 2017. The children are very positive about the school and in particular shared that they felt safe and secure and that they were happy to talk to adults within the school. The children also identified possible areas for development at the interviews and these have been actioned – for example class stars being awarded for subjects other than English and Maths.

10/17 **FISHER FAMILY TRUST ASPIRE**

The new standards introduced in September 2014 are now evident in the data produced about the school. Mr. Arnold drew governors' attention to graphs produced by the Fisher Family Trust. Governors were reminded of the raised expectations in the new National Curriculum and that the cohort sizes in the school can have a major impact on data trends and patterns. In particular it was noted that children in year 2 had not achieved greater depth from their Foundation results as the new recording system required children to be 'secure' in all areas. KS2 results were better and were above the national average.

11/17 **CURRICULUM PLANNING FOR SEPTEMBER 2017**

Swimming: Due to the amount of lost learning time Mr. Arnold advised that changes to the amount of swimming each class undertook would change from September 2017.

Budget: The 2017/18 budget was £20,000+ less than 2016/17 with increased expenditure in several areas. Governors recognised that children learn through all curriculum experiences however due to the reduced budget constraints would have to be made. The Budget will be discussed fully at the next Finance and Business Committee meeting.

12/17 **SCHOOL DEVELOPMENT PLAN**

The SDP was up-to-date. Following a visit from the School Improvement Partner, security between the wall and the next door neighbour at the front of the school may need to be addressed.

13/17 **FINANCE AND BUSINESS COMMITTEE MINUTES**

Mr. O'Connor drew Governors' attention to the Finance Committee Minutes of Wednesday, 18th January, 2017. A deficit budget for 2016/17 had been set however during the year some money had been clawed back.

The unofficial funds held: £12,026 at 31st August, 2016 with an additional £6000 being received from the Newt Festival. The 2016/17 budget required £8566 to balance, leaving £9460.

Windows: Under the Capital Investment Programme the windows across the school would be replaced during the summer term at a cost of £45,000.

Broadband: IDN would be providing the school's broadband; the new telephone line had been installed in preparation.

14/17 **BENCHMARKING**

Consistent Financial Reporting spreadsheets had been circulated comparing North Newton with other local schools. Governors recognised that the school was comparable to other schools across all areas.

15/17 **PUPIL PREMIUM**

Mr. Arnold advised that after the next round of Pupil Progress Meetings it would become apparent what interventions were required for PPG children.

16/17 **HEALTH AND SAFETY**

Mrs. Shuttleworth highlighted a number of things that had been actioned following the last Finance and Business Committee meeting including: plug socket covers removed, food warmer plug replaced, water heater installation, fire doors replaced.

17/17 **TRAINING**

New Governor Induction Training: Mrs. Shuttleworth/Mrs. Gair – 4th March, 2017

Area Chairs: Mr. O'Connor/Mrs. Tipper – 14th February, 2017

Safeguarding Training: Mr. O'Connor - 23rd November, 2016

Prevent: Mrs. Tipper – 3rd January, 2017

Budget Update Meeting: Mr. O'Connor – 1st March, 2017

Teaching Alliance – Imperatives for Change: Mrs. Tipper – 21st February, 2017

18/17 **SCHOOL OPEN DAY**

The date would be advised after discussion with staff.

19/17 **DATE, TIME AND PLACE OF NEXT MEETING**

Wednesday, 19th April, 2017 at 7.30 p.m.

The meeting closed at 9.15 p.m.

NA

ACTION POINTS

Mrs. Cook	Outcomes of children's learning – circulate to governors Governor review meetings Thank you cards to EBBC staff
Mr. Arnold	On-line safety monitoring/risk assessment Date for Open Day
Mrs. Crow	Investigate free resources at Elmwood
Mrs. Tipper	Arrange Personal Development and Welfare Meeting with Mr. Arnold