

**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS HELD ON THURSDAY, 29<sup>TH</sup> JUNE, 2017 AT 7.30 P.M. IN NORTH NEWTON SCHOOL**

**PRESENT:** Mr. N. Arnold, Mr. M. Barham, Mrs. S. Cook (Chair), Mrs. A. Crow, Mrs. D. Gair, Mrs. L. Irish, Mr. A. O'Connor, Mrs. N. Shuttleworth, Mrs. E. Tipper and Mrs. R. Hodge (Clerk).

	Actioned By
<p>33/17 <b><u>STATEMENT OF CONFIDENTIALITY</u></b></p> <p>Governors were reminded that discussions that take place during the meeting are confidential until the Minutes are signed at the next meeting.</p>	
<p>34/17 <b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>All Governors were present.</p>	
<p>35/17 <b><u>BUSINESS INTERESTS AND DECLARATION OF CONFLICTS</u></b></p> <p>Governors recorded business interests/declaration of conflicts as follows: Mrs. Cook - Somerset Literacy Network; Mrs Irish, Champion Sports and Events; and Mrs. Tipper – CHYPPS (Children and Young People’s Partnership).</p>	
<p>36/17 <b><u>MINUTES OF THE LAST MEETING</u></b></p> <p>The minutes of the meeting held on Wednesday, 29<sup>th</sup> March, 2017, having been previously circulated, were agreed and signed by the Chair.</p>	
<p>37/17 <b><u>MATTERS ARISING</u></b></p> <p>(i) <b>Outcome of Children’s Learning:</b> Mrs. Cook will circulate this information. The Chair advised that she had interviewed some KS1 children who confirmed they were happy, felt safe and knew who to speak to should the need arise.</p> <p>(ii) <b>Governor Review Meetings:</b> Mrs. Cook will speak with governors during this term.</p> <p>(iii) <b>Personal Development and Welfare Meeting:</b> As a result of the Headteacher’s absence earlier in the term, the meeting had been postponed.</p>	<p>Chair</p> <p>Chair</p> <p>ET</p>
<p>38/17 <b><u>FINANCE AND BUSINESS COMMITTEE MINUTES</u></b></p> <p>Mr. Barham highlighted discussions from the Finance and Business Committee meeting held on 12<sup>th</sup> June, 2017.</p> <p><b>Admissions/Appeal:</b> The Committee had looked at the anticipated growth of the school and a discussion had taken place with the Admissions team to increase the School’s PAN. A Year R child for September 2017 had been accepted through the Appeal process; no further information on the other family who requested places had been received despite messages being left.</p> <p><b>Village Hall Rental:</b> After discussion with the Village Hall Committee it had been agreed that rental of the hall would be on an adhoc basis.</p> <p><b>Carry Forward:</b> The carry forward from 2016/17 to 2017/18 included £3284 planned surplus revenue and £1001 uncommitted funds.</p> <p><b>Higher Needs Funding</b> had been approved for a child joining the school in September who has severe visual impairment; an audit on modifications to the school was awaited.</p>	

**Buildings:** From September 2017 reactive repairs would change to local suppliers at an anticipated reduction on costs of approximately 65%.

**Security:** A meeting with the LA Properties Team to consider capital funds on improving security at the school was due to take place which would include discussions on CCTV.

**Sharon Copping:** The Clerk advised that following lengthy discussions with Sharon Copping and HR, Mrs. Copping would be attending a meeting with the Disability Advisor and Health and Safety on Monday, 4<sup>th</sup> July regarding returning to her Breakfast Club position. A settlement agreement for Mrs. Copping's Catering Assistant position was hoped to be reached; if this could not be agreed a Governors' hearing due to capability would be convened.

**Care in the Community:** A letter from EDF offering voluntary assistance with school improvements had been received and a response would be sent requesting a number of improvements.

**PTFA Facebook:** Discussions with the PTFA had resolved the issue regarding Facebook discussions taking place to organise fund raising events outside of the PTFA Committee.

**Health and Safety:** The foxgloves and lupins in the school grounds would be removed.

**General:** Mr. Barham advised that the school was not in a strong financial position and further demands were being made on the budget, in particular with the child with additional needs joining the school. The Committee will be very closely monitoring the situation.

#### 39/17 POLICIES

The following policies were approved by the Board:

##### **Finance**

##### **Health and Safety**

##### **Child Protection and Safeguarding**

The **SEN and Disability Policy** would be updated in the autumn term when the new funding strategy was available.

#### 40/17 FUTURE OF THE SCHOOL/ACADEMY STATUS

The School had been approached by a couple of local groups who were preparing to become Academy Trusts. The Chair and Vice-Chair had attended the Levels Academy Trust meeting to be kept informed on their offer regarding Academy status. Governors recognised there were a variety of structures available and that the Compass Heads are closely monitoring local academy status options.

#### 41/17 OFSTED

Mr. O'Connor had attending a meeting on 26<sup>th</sup> April, 2017 to gain information on OFSTED inspections. The Chair had also had an OFSTED update at the Summer Term Area Chair meeting. They advised that Safeguarding was high on the inspectors' agenda along with lesson observations/learning walks, looking at children's books, strengths and weaknesses of the school, how the PPG and PE grants are spent, recruitment procedure, etc. The Framework would be changing in September and would include a focus on 'Diminishing the Difference'.

**Complaints:** Governors were advised that the Compass Group were creating joint Terms of Reference enabling a complaints panel to be pulled from any of the Compass schools.

NA

Clerk

Clerk

Clerk

Agenda

#### 42/17 **HEALTH AND SAFETY**

Mr. Barham and Mrs. Shuttleworth (Health and Safety Governors) had completed a comprehensive inspection on 18<sup>th</sup> May, 2017. They recognised that many improvements had been carried out since last year including clearing the side gate entrance, tree stump removal, new roof outside the Dining Room, area behind Badgers class cleared and vision panels in the upstairs rooms.

Governors' attention was drawn to some concerns including: a plug in Badgers class requiring PAT testing; sunken cable trench; PE shed store glass requiring protection; fire extinguisher in The Burrow on the floor and the water heater in the Dining Room which could be turned on by a child. Attention to these repairs would be actioned.

Clerk/NA

#### 43/17 **HEADTEACHER'S REPORT**

**PAN:** Mr. Arnold advised that discussions with County had resulted in the PAN not being increased.

**Class Structure:** Governors were advised of the revised class structure for September. To ensure an even spread of children across the classes some Year 4 children would be moving to Badgers class in September. A criterion had been created to choose the children and their parents had received letters advising of the move; all the other children had also received letters advising of the Year group split. Interviews for a 1:1 LSA support for a Year R child in September would take place on 7<sup>th</sup> July.

**Quality of Teaching and Learning:** Mr. Arnold advised the following expected end of year outcomes: EYFS achieved 83% GLD (Good Level of Development) and that Year 1 Phonics results were confirmed at 94% at the required standard. The EYFS and KS1 teachers had worked hard to achieve these result. Results across the school confirmed that Year 2 children were up in reading, writing and maths – 80%; Mrs. Tucker and Mrs. Hughes were recognised for their excellent teaching in Foxes class. This included the opportunity for children to take ownership of their homework which was a great encouragement for them. Governors questioned progress made since Foundation stage – 50%, excellent progress. In KS2 Teacher Assessment in Reading had increased to 100% and writing had reduced to 82% compared to last year; attention was drawn to the gender imbalance in Year 6 – 3 boys/8 girls.

**Pupil Progress Meetings** are carried out three times a year. Teachers check that vulnerable groups are making progress and that the interventions that are in place are appropriate.

**SENCO Accreditation:** Miss Hudson was working towards her SENCO accreditation; she had been highly commended on her recent funding application for a Year R child and governors recorded their thanks to Miss Hudson.

**PPG:** Interventions are in place for the 19% of PPG children who have additional needs

**Sports:** North Newton won the recent Area Sports.

**Clubs:** Following a survey, 80% of children take part in two clubs and 53% take part in three clubs across the year; governors commended staff and external providers for running the clubs.

**PFSA:** The new PFSA, Jo Robertson, will be supporting five families from the school and will be based at North Newton one day per week; Mrs. Crow will be her line manager.

**Attendance:** Foxes absence was slightly higher partly due to a child who had recently been diagnosed with Type 1 Diabetes; the child will return as soon as appropriate procedures are in place

**Training:** Staff training was highlighted in the Report; additional training had been received:

KS2 Teacher Assessments: Mr. S. Day-Hitchen

KS1 Teacher Assessments: Mrs. H.Tucker

Safeguarding: Mrs. A. Crow

**Parent Survey:** 39 parents had replied to a recent survey. Overall the responses were encouraging however a small number of parents considered:

- too much homework is given,
- they don't know who the governors are,
- 11% felt behaviour was not dealt with appropriately.

Responses also indicated that not all on-line subscriptions are being fully used and staff would scrutinise renewing these subscriptions.

NA/AC

#### 44/17 **PUPIL PREMIUM**

Mr. Arnold drew attention to two spreadsheets regarding PPG: one spreadsheet itemised the costings per PPG child; the second showed academic progress from September 2016 to June 2017. The majority of PPG children are reaching Age Related Expectations however those that are not, along with non PPG children, will have Pen Portraits to evidence the reason for not achieving ARE. Governors requested that retrospective percentages be included on the school's website.

NA

A new Parent Governor queried how children receive PPG; governors advised that it was a means tested exercise.

#### 45/17 **SAFEGUARDING AUDIT**

Mrs. Tipper (Safeguarding Governor) had checked the Single Central Record on 25<sup>th</sup> May, 2017 and Mrs. Crow (Senior Teacher) had checked the SCR on 6<sup>th</sup> June, 2017; Mrs. Tipper will scrutinise the SCR again this term.

ET

#### 46/17 **GOVERNORS' TERMS OF OFFICE**

Governors were advised of their terms of office; Mrs. Tipper's term of office ends on 16<sup>th</sup> October, 2017.

#### 47/17 **SCHOOL DEVELOPMENT PLAN**

Mr. Arnold advised that action points in red had been completed; amber was on going; and green had been completed. A spreadsheet of costings was also presented. Governors would be appointed to areas within the SDP at the autumn meeting; Mrs. Tipper advised that she would support the newly appointed Safeguarding governor.

Agenda

#### 48/17 **TRAINING**

SENCO Conference: Mrs. Irish/SENCO – 24<sup>th</sup> May, 2017

Area Chairs: Mrs. Cook – 6<sup>th</sup> June, 2017

Levels Academy Training: Mr. O'Connor/Mrs. Cook – 8<sup>th</sup> May, 2017

Governors requested that Mr. David Theobald be invited to present OFSTED training in the autumn term (suggested date Monday, 11<sup>th</sup> September).

#### 49/17 **DATE, TIME AND PLACE OF NEXT MEETING**

Monday, 2<sup>nd</sup> October, 2017 at 7.30 p.m.

The meeting closed at 9.00 p.m.

### **ACTION POINTS**

Mrs. Cook	Outcome of children's learning Governor review meetings
Mr. Arnold	Security meeting H&S Repairs School subscriptions Retrospective PPG percentages on website
Mrs. Crow	School subscriptions
Mrs. Tipper	Personal Development and Welfare meeting Safeguarding audit
Clerk	Capability hearing for SC (if required) Care in the community Remove foxgloves/lupins H&S Repairs Invite David Theobald to governors' meeting re OFSTED
Next Agenda	SEN & Disability Policy Governor responsibilities linked to SDP