

MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS HELD ON MONDAY, 5TH DECEMBER, 2016 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. D. Gair, Mrs. L. Irish, Mr. A. O'Connor, Mrs. N. Shuttleworth, Mrs. E. Tipper and Mrs. R. Hodge (Clerk).

	Actioned By
<p>73/16 <u>WELCOME TO NEW GOVERNOR/APPOINTMENT OF LA GOVERNOR</u></p> <p>Parent Governors: The Chair welcomed the newly elected Parent Governors (Mrs. Danielle Gair and Mrs. Nikki Shuttleworth) to the meeting. Governors introduced themselves and advised on their areas of responsibility.</p> <p>LA Governor: Following the nomination from the LA of Andrew O'Connor as the LA Governor, Mr. O'Connor left the room. Governors agreed on the appointment of Mr. O'Connor to the Board and Mr. O'Connor rejoined the meeting.</p>	
<p>74/16 <u>APOLOGIES FOR ABSENCE</u></p> <p>All Governors were present.</p>	
<p>75/16 <u>BUSINESS INTERESTS AND DECLARATION OF CONFLICTS</u></p> <p>Governors recorded business interests/declaration of conflicts as follows: Mrs. Tipper – CHYPPS (Children and Young People's Partnership); Mrs. Cook - Somerset Literacy Network;</p>	
<p>76/16 <u>MINUTES OF THE LAST MEETING</u></p> <p>The minutes of the meeting held on Monday, 17th October, 2016, having been previously circulated, were agreed and signed by the Chair.</p>	
<p>77/16 <u>MATTERS ARISING</u></p> <p>(i) Outcome of Children's Learning: the Chair would forward the outcomes to Governors.</p> <p>(ii) Governor Review Meetings: The Chair would arrange a convenient time to meet with Mr. Barham and Mrs. Tipper.</p> <p>(iii) Educomm Updated: The Clerk advised that Governors details were now on the Educomm website; Mrs. Gair and Mrs. Shuttleworth would be added.</p> <p>(iv) Literacy Learning Walk: The Chair had met with Mr. Day on 12th October, 2016 for a Literacy Learning Walk. They observed phonics groups and noted how teachers are allocated to ensure the best focus. Children working below their Age Related Expectations are now in groups being taught by teachers; many of these children have accelerated where appropriate.</p> <p>(v) Inset Training: Governors were invited to the Inset training on Tuesday, 3rd January, 2017, 9.00-10.30 a.m. when the focus would be on Prevent, Child Protection and Fire Awareness Training.</p>	<p>SC</p> <p>SC/ET/ MB</p> <p>NS/DG/ RH</p>

78/16 HEADTEACHER'S REPORT

Class Structure: Mr. Arnold drew attention to his Report advising on the need to consider the class structure for the 2017/18 academic year to ensure an even spread of numbers across the classes. A decision on moving selected Year 4 children to Badgers class in September would be made during the spring term to prepare the children.

SENCO: Miss Hudson would make a presentation to Governors at the February 2017 meeting.

Staffing – Sharon Copping: Sharon had been signed off until 30th January, 2017; following telephone interviews she will now have a face-to-face meeting with an Ill Health Retirement expert. Mr. Arnold thanked Mrs. Hodge and Mrs. Larcombe for helping out with EBBC and also commented on how Ms. Duddridge had grown in her new role.

Writing: Many children across all the classes had entered the recent school based writing challenge and prizes would be awarded.

Maths: Mr. O'Connor would be joining Miss Hudson on a Learning Walk on Thursday, 8th December.

Gold Sports Mark: This was a great achievement for a small school.

Incident of Cyber Bullying: one minor incident regarding social media had been dealt with in-house.

Acronyms: to assist the new governors, the Clerk would produce a list of regular acronyms.

Children's Social Care: The Compass group had agreed that if the safeguarding lead and deputy are both off site, and an issue needs to be addressed urgently, then contact can be made with any of the safeguarding leads within the Compass group

Security Systems: EEC Live – the school's current health and safety package works well with risk assessments, accident reporting, etc. and governors agreed that this package should be bought back in April 2017.

Broadband: Quotes were being received for broadband provision from September 2017 and the Finance Committee would make a decision on the provider in January to ensure continuous provision.

On-line Safety Monitoring: Governors discussed options for monitoring online activity of staff and children. Filtering systems are available at great expense which makes the purchase prohibitive. Governors were made aware that children are not permitted to have unsupervised use of laptops/ipads. A risk assessment would be carried out on monitoring.

PTFA: The PTFA had appointed a new committee at their recent AGM. The Christmas Fayre had been a fantastic event and raised £1200.

Newt Festival: Governors were advised that Frank Clegg (Newt Festival Chair) had died on 1st December, 2016; his death would be a great loss to the community. A card had been sent on behalf of the school. Parents had been advised on how money received from the Newt had been spent. The school was awaiting a response from a recent grant application.

79/16 SCHOOL DEVELOPMENT PLAN

The Chair advised that the SDP is continuously updated and colour coded: green - achieved; orange - on-going; red - yet to be developed. Governors are involved in monitoring roles and the new governors were invited to take on an area of responsibility.

Agenda

AO'C

Clerk

Finance

NA

Governors agreed the following roles:

Leadership and Management: Mrs. Cook and Mr. O'Connor.

Personal Development and Welfare – Mrs. Tipper. Mrs. Tipper had met with the Headteacher on 7th November to complete a safeguarding audit and would make a follow-up appointment in the spring term.

ET/NA

Quality of Teaching, Learning and Assessment: Mrs. Cook and Mr. O'Connor. Mrs. Cook and Mr. O'Connor would conduct KS2 pupil interviews on 2nd February, 2017 and new governors were invited to join them. Summer term interviews would take place on 8th May, 2017.

Outcomes of Learning – Mrs. Cook and Mrs. Irish. Mrs. Irish agreed to be the SEN Governor.

Early Years Provision: Mrs. Gair agreed to take on this responsibility.

Premises: Mr. Barham and Mrs. Shuttleworth.

Governors were encouraged to complete the Monitoring File in the Office after each visit. A Governors' Visitor signing in sheet would be created as part of the main Visitors book.

Clerk

80/16 RAISE ON LINE

Mr. Arnold presented a summary of the Report which identified the strengths and weaknesses of the school. Governors were reminded that as a small school each child represents a high percentage. Generally the school was above national average with nothing to cause concern. Teachers' planning is tailored to children's learning ensuring that children make good progress.

A list of acronyms would be prepared to assist the new governors with curriculum terms.

Clerk

81/16 SOMERSET EDUCATION PARTNER REPORT

The Chair advised that Jan Adams, SEP, had visited on 11th October, 2016. The Report was positive and gave ideas for improvement across the school. These have been incorporated into the SDP.

82/16 ACADEMY STATUS

Academy Status was a standing item on all agendas. Mr. Arnold advised North Newton School would monitor Robert Blake's move to academy status and follow their lead for the good of North Newton School.

83/16 PUPIL PREMIUM

Mr. Arnold advised that a letter to parents in receipt of PPG had been issued in October advising that due to a deficit budget children would only be able to receive one club per term from January 2017. The PPG grant ensured that no child missed out in comparison to other children and removed barriers. 15% of the pupils received PPG and the grant provided a rounded extra-curricular programme as well as TA support across all the classes.

84/16 POLICIES

Governors approved the following policies:

Attendance: Mr. Arnold advised that not all schools are submitting fines.

Sex Education: to be renamed “**Health and Relationship Education**”. Governors agreed that Sex Education should be offered as part of the curriculum to children in Years 5 and 6.

Safeguarding Staff Policy

Online E-Safety including Computing, Freedom Of Information, Data Protection, Privacy Notice And Staff And Volunteer Acceptable Use Policy

Behaviour and Discipline

Freedom of Information – included in Online E-Safety policy

85/16 **HEALTH AND SAFETY**

Leak: The leak in Squirrels cloakroom had resulted in the school having an Enforced Closure for one day on Monday, 21st November, 2016 due to no heating/lighting/toilets. Repairs had been made by SPAN Roofing who had carried out the flat roof repairs. They would make good the damage in the cloakroom as a goodwill gesture.

Boiler: The boiler was now 14 years old with a life expectancy of 10-15 years. A replacement boiler would be included in the County’s Capital Programme Schedule.

Hedgehogs Leak/Water Temperature: the leak in the sink had been repaired and changes to the system would be actioned to reduce the temperature of the hot water supply.

86/16 **TRAINING**

Mrs. Gair and Mrs. Shuttleworth would be attending Governor Induction Training in March 2017. Mrs. Cook had attended the Area Chairs Meeting and Mr. O’Connor had received Safeguarding Training on 23rd November, 2016 at RBSC. Mrs. Shuttleworth had undertaken Safeguarding Training and would provide evidence to the Clerk.

87/16 **DATE, TIME AND PLACE OF NEXT MEETING**

Monday, 27th February, 2017 at 7.30 p.m. Mr. Barham offered his apologies.

The meeting closed at 9.05 a.m.

Clerk

Clerk

NS

ACTION POINTS

Mrs. Cook	Outcomes of children’s learning to be circulated Arrange governor review meetings with ET/MB
Mr. Arnold	Risk Assessment – On-Line monitoring Safeguarding follow up meeting with Mrs. Tipper
Mr. O’Connor	Maths Learning Walk – 8 th December
Mrs. Tipper	Governor review meeting with Mrs. Cook Safeguarding follow up meeting with Mr. Arnold
Mr. Barham	Governor review meeting with Mrs. Cook
Mrs. Shuttleworth	Educomm details Evidence of safeguard training to Clerk Induction training – March 17
Mrs. Gair	Educomm details Induction training – March 17
Clerk	Educomm details for NS/DG Acronyms Governors’ signing in book Rename Sex Policy Leak/temperature control in Hedgehogs sink
All governors	Inset Training, 3 rd January, 2017: Prevent/Child Protection
Agenda	SENCO update
Finance Committee	Broadband considerations