

NORTH NEWTON COMMUNITY PRIMARY SCHOOL

MINUTES OF THE BOARD OF GOVERNORS' MEETING HELD ON WEDNESDAY 11TH APRIL, 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. S. Haysham (Clerk), Mrs. N. Shuttleworth, Mr. M Barnham and Mr. P. Warren.

Actioned
By

The meeting started with all Governors taking a Learning Environment/Health and Safety walk around the exterior of the school. Key points for action are identified below 06/18 (ii).

The Chair welcomed everyone to the meeting and particularly welcomed Mrs Sally Haysham as the new Clerk.

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 Lyndsey Irish. Mrs Irish term as a Governor is coming to an end in September 2018 and she has given notice to end. On the next school newsletter, the governors would like parents to be advised they are looking for a new parent governor to join the board.

Mrs. Sarah Cook advised of her intention to stand down as Chair of Governors at the end of the Autumn Term. The school will start looking for a new Chair of Governors to commence the role from September 2018. Mrs Cook advised that on 21st June 2018 a new Chair training course is available.

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, 26th February, 2018, having been previously circulated, were agreed and signed by the Chair.

05/18 **MATTERS ARISING**

- (i) PE Grant Expenditure – Mr. Arnold has been looking at spending the government grant on outdoor play equipment. He advised prices were high for the amount of equipment. He advised the cost for replacing the current wooden play equipment at the front of the school will be significantly lower than expected as the floor base would not require replacing.
- (ii) SATs Governor monitoring timetable – completed.
- (iii) Mrs Cook/Mrs Irish to meet SENCO in summer term. Meeting Friday 13th April, Mrs Cook and Mrs Latham (SENCO).
- (iv) Bridgwater Mercury feature on sporting achievements – to date unable to receive a reply, ongoing.
- (v) Target pencils/learning walls follow up (after pupil interviews) – not actioned at

NA

SC/LI

NA

present. Mr. Arnold advised this is ongoing and improvements will happen and be ready for September 2018.

NA

(vi) SDP Governor links – the School Development Plan has been updated. Mr. Warren to undertake training for Head Teacher Performance Management to replace Mrs Irish in the Autumn Term. Training to be arranged.

PW

(vii) Mrs Gair to meet Mrs Crow re EYFS – meeting occurred 11th April 2018. First meeting gave overview of Reception plans and actions. Follow up meeting to be arranged in July for a review of the end of year data.

DG/AC

School Development Plan has been updated and the compliments received from Ofsted have been logged in the plan.

(viii) Prevent training link distrusted via Minutes – to be actioned by Mr Arnold. Certificates to be forwarded to school by governors once they have completed the online course.

NA

06/18 **HEALTH AND SAFETY**

(i) Pathway from playground to office – work completed.

(ii) Fire doors – advised Fire Doors to be replaced following assessment. A quote for £3,689.00 has been received. Additional quotes to be obtained by Mr. Arnold and Mrs. Haysham.

NA/Clerk

The Governors completed a walk around tour of the school and highlighted the following items:

NA

- Bins to be relocated to safe storage.
- Slabs by Badgers class to be removed.
- Gate to be obtained for area beside Badgers.
- Fencing to neighbouring house still a concern.
- New paving area to be marked with yellow lines.
- Wire fencing is to be re-tensioned in Summer Term.
- Electric Pole in playground last inspected in 2009, inspection to be arranged.
- Wire tops to be considered for chimneys/drains.
- Storage area to have a gate fitted to prevent children entering area.
- Step by accessible toilet to be marked with yellow line.
- Resources room glass in windows has a crack, to be investigated.
- Quiet area gate requires a catch and new yellow line.

Clerk

Next Health and Safety Inspection Thursday 10th May 2018.

Agenda

07/18 **HEADTEACHER'S REPORT including ATTENDANCE**

Report reviewed.

Staffing:

- Mrs. Carol Adams has returned to Hedgehogs Class mornings only for the Summer Term.
- Miss. Jenny Moore has started to cover maternity leave for Mrs Elkington.
- Lunchtime staffing – Maxine Hughes remains on 4 days. Kirie Simmonds to be interviewed on trial basis for 2 days.

- Mrs. Sally Haysham joined as Business Manager.
- Mrs. Ann Perry, Caretaker, has returned on light duties and is doing very well.

Quality of Teaching and Learning:

Lesson observations to be completed in Summer Term by Governors.

Time tables Rockstars to be investigated to support Mathematics fluency. Initial review show this could be very low cost.

Curriculum Visions well received – **Challenge by Governors: Are all online resources fully used by the school?** Mr Arnold stated that the use of Espresso is to be further developed.

Residential Trips – to be discussed further at a future date. Parents have voiced concerns regarding the cost of trips. Mr. Arnold made a suggestion to consider reducing to bi-annual. **Challenge from Governors - Suggestion Year 6 to raise funds to complete a residential/trip or consider only in Ys 5 and 6.** Mr Arnold to write to all parents and Compass Group consulting and obtaining feedback.

NA/
Agenda

Challenge from Governors – Why are there very little clubs in Summer Term for younger age groups? Mr. Arnold responded that there had been little take up for clubs in the previous terms from this age group, plus Mrs. Elkington had commenced her maternity leave. **Governors challenged - Could Miss Moore complete a club next term?** Mr. Arnold to discuss with Miss. Moore.

Agenda

Safeguarding:

- Safeguarding update – Mr. Arnold thanked Mrs Shuttleworth for meeting with Mrs. Hodge regarding the audit
- News that an offender is in the area who has served time was circulated for vigilance.
- The school was not affected by the recent bomb hoax.

Personal Development, Behaviour, Attendance and Welfare:

Attendance: 96.04% attendance for the period to 23rd March, 2018. Attendance is not a problem currently and absences are for legitimate illnesses. High percentage this period down to flu.

Security, Systems and Processes: All good.

Breakfast Club: Governors have checked Breakfast club. Donna Prickett has joined and improved the standard of breakfast meals to children.

School Dinners: Taylor Shaw continues to supply the school dinners.

Staff Training: Simon Day did not attend Somerset Literacy Meeting.

08/18 FINANCE

- To approve the budget for 2018/19 – Mr Barham talked Governors through the key aspects of the budget:
2018/19 income £445,820.00 includes lump sum £110,000 given from Central Government.
Funding £445,820.00 – Expenditure £472,977.00. The budget would be balanced through £3,000 anticipated income for minibus, Breakfast club income £5,719,

carrying forward £12,000 from last year, (from Insurance reduction). Roof on Badgers, Hedgehogs carpet and Fire door maintenance are the large expected expenses in the new budget. Photocopier, a review of costs to be undertaken. Governor Mrs Cook advised she has asked SDS to contact the school Business Manager to discuss as she was made aware newer machines may give cost savings.

Governor Challenge – How will my child be affected by this budget?

Mr Arnold advised there would be no effect on children in terms of provision change.

Governors recognise Mr Arnold will continue to teach for 2.5 days per week to assist to balance the budget.

Support Services Sheet – Finance SIMS £3,192.00 training for Mrs. Haysham. Additional cost of approximately £300 to train on SIMs system too would be beneficial. Mr. Arnold proposed that is accepted. Governors agreed.

Budget formally approved by Governors. Mrs Cook conveyed thanks to all concerned who have worked hard to complete budget.

(ii) Finance Committee Minutes

The last Minutes for the Finance Committee Meeting were signed.

09/18 PUPIL PROGRESS MEETINGS

Mrs. Elkington, Mrs. Latham (new SENCO) and Mrs. Crow held their termly meeting to discuss all children and their progress. This included how interventions are working and stages of development. Mrs. Adams has requested to be working AM only. The time available will now be used for interventions for all children across school instead. Mrs. Elkington has put together comprehensive list of interventions for children that have been carried out. A spreadsheet was shown identifying the progress of children across the school. It was noted that 4 children in Year 6 where parents have engaged too late are below standard. Governor Challenged – Were those children showing failing in earlier years? Mrs. Crow responded that their scores were possibly inflated in Year 2. 4 children are excelling in year 6. Proving progress, Mrs Crow, confirmed that the school do reading and spelling ages comparisons to show progress. Governors challenged – is this progress taken each term? Governors requested progress systems be put in place to show children's progression. Mrs. Crow emphasised that progress on the PSHE aspects of children's development is also monitored. Governor Challenged: End of KS1 to end of KS2 comparison to be included in future analysis.

Agenda

Governors Challenged – Are there any other years that are a cause for concern?

Mrs. Crow replied current Reception is also a concern. There are a number of children currently in Reception with additional needs.

Next update – summer term.

10/18 GENERAL DATA PROTECTION REGULATION - GDPR

Following training on Monday Amy Brittan will be coming in 17th May 3.30 to 5pm for all staff and Governors. Staff to be advised of changes that will be occurring. The school is on track for 25th May compliance. Data Protection Leader to be appointed for school.

ALL

11/18 YEARS 5/6 RESIDENTIAL APPROVAL (ROCK AND RAPID)

Governor approval was given for Risk Assessments, Mr. Simon Day, Mr. Nick Arnold and Mrs. Claire Larcombe will be attending. Dates are 25th, 26th, 27th and 28th June 2018.

12/8 ACADEMY STATUS/FUTURE OF THE SCHOOL

Mr. Arnold advised he was delighted full class structure is remaining for next academic year. No plans to change to an academy at present.

13/18 TRAINING

Mr. Warren: New Governor Training completed – feedback - very informative.

Mrs. Shuttleworth: SEND Training completed – nothing to report back.

Mr. Barham: GDPR – completed, policy still in progress.

14/18 POLICIES

- (i) Prevention of Arson on School Premises Policy was agreed and signed by Chair of Governors. (Bins will be removed from area to safe storage. Mr Arnold has completed premises policy.)

16/18 DATE, TIME AND PLACE OF NEXT MEETING

Monday 11th June 2018 at 7.30 p.m.

The meeting closed at 9.14p.m.

Agenda

ACTION POINTS

Mr. Arnold	PE Expenditure. Contact Bridgwater Mercury re sporting achievements. Follow up repair recommendations from Governors walk. Target pencils/Learning Walls. Consultation with parents re trips. Further Quotations for Fire Doors. Prevent Link to all Governors. Speak with Jenny Moore re after school clubs.
Mrs. Cook	Meeting with Mrs Latham (SENCO) in summer term. Lesson Observations.
Mrs Crow	SENCO Meeting with Mrs Latham. Meeting with Mrs Gair in July re Early Years. KS1 to KS2 Comparison of results for pupils.
Mrs. Shuttleworth	Lesson Observations
Mr. Warren	Head Teacher Performance Management Training. Lesson Observations
Mrs. Irish	Meet with Mrs. Latham (SENCO) in summer term. Lesson Observations.
Mrs. Gair	Meeting with Mrs Crow in July re Early Years. Lesson Observations.
Clerk	Assist with further quotations for Fire Doors. Review of Photocopier costs. Contact Electricity Company to Inspect leaning Electricity Pole.
Finance Committee	Consideration of DFCG Expenditure.
Agenda	GDPR Policy. Data Protection GDPR Training for all staff. Pupil Progress. Health and Safety Inspection. Residential Trips. Lesson Observations.