



NORTH NEWTON COMMUNITY PRIMARY SCHOOL

**MINUTES OF THE BOARD OF GOVERNORS' MEETING HELD ON MONDAY 14th October, 2019
AT 6.30P.M. IN NORTH NEWTON SCHOOL**

PRESENT: Mr. N. Arnold (Headteacher), Mr. P. Warren (Chair), Mrs. D. Gair (Parent Governor), Mrs. H Hunter (Parent Governor), Mr. M Barnham (Vice Chair Co-opted Governor) and Mrs. S. Haysham (Clerk).

“Inspiring every child to be life-long learners with belief in their ability to succeed”

Prior to the meeting the Governors met at 6pm to conduct a walkabout of the school grounds to inspect the recent works carried out on site.

20/19 STATEMENT OF CONFIDENTIALITY

The Chair read the statement of confidentiality and reminded governors that all matters discussed are confidential and any items which require separate minuting will be identified at the end of the meeting.

21/19 APOLOGIES FOR ABSENCE

Apologies had been received from Mrs. A. Crow. No correspondence from Mr Pound.

22/19 BUSINESS INTERESTS AND DECLARATION OF CONFLICT OF INTERESTS

The annual review of Business Interests took place. No changes to Business interests.

23/19 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on Monday 15th July 2019, having been previously circulated, were agreed and signed by the Chair.

24/19 MATTERS ARISING

- Update of School Building Works – This was confirmed by the Walkabout. Safeguarding work will commence w/c 21st October.
- Review of Single Central Record – this was carried out on 12th September.
- K Bown has agreed to remain as an Associate Member of the Governing Board.

25/19 HEALTH AND SAFETY

The Governors discussed the recent Health and Safety Audit. No results to report at present as awaiting findings.

26/19 HEADTEACHER'S REPORT including ATTENDANCE

Signed..... Date.....

The start to the New Academic Year has been positive. We have been managing some high-impact staff absences carefully, and all staff have been willing to help out. The Headteacher is trying his best to ensure he is able to address Headship matters when not teaching. However, he has to work predominately full time in the classroom.

He is extremely grateful to his Business Manager who is addressing aspects during the earlier part of the week. Meetings with the Chair can only take place when The Headteacher is not teaching. For our financial situation being so challenging, we are managing as best we can. The children's education is the main priority.

Currently, 50% LSAs are signed off long-term sick, and 1 x 0.4 teacher signed off. This has put huge strain on the rest of the staff – particularly the Senior Teacher and Headteacher who are spending all breaktimes and lunchtimes on duty, whilst trying to support the rest of the staff and children. We are in consultation with HR and OH regarding the staff members as we need to ensure the appropriate support and programmes are being maintained.

School Development Planning

With the change of staffing structure, Headteacher supposedly teaching x3 days, Power Maths beginning its full first year, major site improvements and our outstanding results through the school, the School Development Plan (SDP) – which the current one comes to an end in December 2019 – will be re-launched from January 2020. The main foci for will be Technology; we have to improve our IT provision across the school (including in the office). We will cease using the Server (P Drive etc) and everything will be cloud-based; quicker Wi-Fi, access, workings and laptops will be more efficient. All aligned to Windows10.

Current School Structure

We have the largest number on role in the History of the School. According to records, we have never reached 100 – so to have 104 pupils is showing how popular and successful our school continues to be. Never complacent, we continue to evolve and improve...not easy when many aspects are so challenging. The children, however, receive the best provision we can provide.

Appraisals, Lesson Observations & Learning Walks

Teacher Appraisals to be carried out during October and November – by Mr Arnold – **Booked in for INSET day as no other time available. So, Friday 25th October 2019.**

LSA Appraisals to be carried out during October - by Mrs Crow

Other staff Appraisals to be carried out after half term – by Mr Arnold

Lesson Observations – postponed at the time of writing due to teaching priority.

- **English Focus**

- Library – has been revamped and restocked. New Yr6 Librarians doing great job!
- Writing targets been given out in assembly.
- New writing initiative – Stop, Drop & Write books – well received by children.

- **Maths Focus**

- Power Maths is to continue – in KS2
- In KS1, using P Maths – doing really well and children enjoying the tasks.
- Children are writing in Workbooks – as opposed to exercise books – easier for children and less time is wasted. We have also found a supplier who sells them for £1.99 as opposed to £14.99 from Pearson!

- **PE /SPORT**

Signed..... Date.....

- All classes having 2hrs+ PE weekly.
- Reception went swimming on only Day 3!
- Badgers not swimming. PE provision continues to do well on Mondays and Thursdays
- Badgers will be taking part in a swimming gala on 12th November.
- Girls football came joint 1st, boys football came joint 3rd

£1400 being donated by the current PTFA for outdoor provisions.

- **Behaviour**

PFSA working with 3 families currently. Working around 2 hours per week allocated time.

- Incidents of Racism
 - 0 incidents reported since the previous HT Report.
- Incidents of bullying, including Cyber-bullying or other bullying on social media
 - 0 incidents reported since the previous HT Report.
- Number of Formal Complaints which raised to level of Chair of Governors
 - 0 Formal Complaints received since the previous HT Report.
- Number of EHAs (Early Help Assessment) completed since the previous HT Report.
 - 1 EHAs updated
- Number of isolation sanctions
 - 0 Incidents reported since the previous HT Report.
- Number of fixed-term exclusions
 - 0 Exclusions since the previous HT report.
- Number of CSC Referrals
 - 0 referrals since the previous HT Report.
- Number of MY CONCERN reports
 - 8 updates / reports submitted since the last HT report

- **Safeguarding Update**

- Single Central Record: most recent check from Governor was September 2019.

- **GDPR**

- All aspects of GDPR are adhered to, and we continue to improve our systems.
- New signing in books further adhere to GDPR.

Attendance & Welfare

- Parents who wish to take their children for 10 or more sessions know they will receive a fine.
- Attendance is good, too early in year for figures.

2. **EARLY BIRDS BREAKFAST CLUB (EBBC)**

- 7.30am start continues indefinitely due to parental request.
- Staff members welcoming for all.
- Average numbers about 50 ‘sittings’ per week – less more recently, but monitoring it.
- There are a small number of days when sittings are worryingly low.
- Donna Prickett has secured a full-time job elsewhere, so will be leaving. Advert is live, but if we cannot appoint, we will have to stop EBBC until such time we reappoint.

Finance
Officer/
Agenda

Signed..... Date.....

Governors acknowledged the work the Headteacher and all staff are doing in the current climate. Parent Governors were pleased that the provision to the children has been maintained

27/19 **FINANCE**

Month 6 Report was discussed in full. The Governors were made aware that the current staffing issues are putting pressure on an already very tight budget. Currently the balance is indicating a lower than budget year end carry forward figure to 2020/21. There has been no spend outside of budgeted items other than the staff costs.

28/19 **BUILDING MAINTENANCE AND IMPROVEMENTS**

The new restraining wall has been completed and is looking very good. The Safeguarding Fencing will be put in place in October. Oil boiler replacement has been postponed another meeting with County is arranged to discuss the heating system.

29/19 **POLICIES**

The following Policies were reviewed and approved by the Board:

- Health and Safety Policy
- Finance Policy
- Attendance policy
- Child Protection and Safeguarding Policy
- Governors Allowances
- Whistleblowing
- Admissions Policy
- Visitors Policy

30/19 **SCHOOL VALUES AND ETHOS**

The governors discussed and approved a new Ethos statement “Inspiring every child to be life-long learners with belief in their ability to succeed”. They also reviewed the Values Statement and agreed on the following: Be Positive, Grow, Think and be a role model within our community.

31/19 **TEACHERS PAY AWARD**

The Board of Governors discussed the 2.75% Teachers Pay Award and agreed that they would agree Option 2 for the Teachers Pay Award to be applied to all teachers.

The Governors heard a proposal to consider a promotion for the Senior Teacher to Deputy Head role for CPD. **Governor Challenge: Can caps be put in place on a pay scale?** The Governors agreed, if there were contingencies in place for pay increments, leadership performance management and for budget reasons a cap on pay scales. Governors asked the Finance Manager to look whether this is feasible and report back to the next meeting for further discussion.

32/19 **GENERAL DATA PROTECTION REGULATION – GDPR**

To improve office procedures a new Visitor Signing in book is in the office along with the new

Signed..... Date.....

Visitors Policy on display and to be read by visitors to the school site.

All display boards are now showing no children’s full names and all documentation in classes.

33/19 REVIEW OF GOVERNOR VISITS

The Safeguarding Governor had visited to check the Single Central Record.

34/19 TRAINING

Governors attended the ELIM (Early Years Information Management) training on 3rd October. The Governors found it very interesting and informative. Parental involvement very important in showing children a positive internet environment.

A Governor is booked in for Exclusion Training in November

35/19 DATE, TIME AND PLACE OF NEXT MEETING

Monday 2nd December 2019 at 6.00p.m. The meeting closed at 7.50pm.

ACTION POINTS

Finance Officer	Review Feasibility of pay award for a deputy head with caps
Agenda	Discuss feasibility of pay award for a deputy head with caps

Signed..... Date.....