



NORTH NEWTON COMMUNITY PRIMARY SCHOOL

MINUTES OF THE BOARD OF GOVERNORS' MEETING HELD ON MONDAY 25th FEBRUARY, 2019 AT 6.00 P.M. IN NORTH NEWTON SCHOOL

PRESENT: Mr. N. Arnold (Headteacher), Mr. P. Warren (Chair). Mrs. A. Crow, Mrs. D. Gair, Mrs. N. Shuttleworth, Mrs. H Hunter, Mr. M Barnham and Mrs. S. Haysham (Clerk),.

Guest: Mr Melvyn Pound

1/19 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.

2/19 APOLOGIES FOR ABSENCE

No Apologies.

3/19 BUSINESS INTERESTS AND DECLARATION OF CONFLICT OF INTERESTS

None

4/19 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on Monday 3rd December 2018, having been previously circulated, were agreed and signed by the Chair.

5/19 MATTERS ARISING

- (i) Liaise with GDPR Officer re visit to school – awaiting Amy Britton to confirm visit.
- (ii) The clerk confirmed updated Signed Policies were now on the website.

6/19 HEALTH AND SAFETY

Guidance Form from County regarding employing contractors to be circulated once received.

New safeguarding measures discussed to protect the children during the school day. £20k grant agreed by County. This would involve the side gate becoming the new entrance during the school day, new fencing to ensure only entry is to the school office. This would give the school site safety during the school day. The current entry would remain for parents for morning drop in and evening collection. Governors were given a tour of the proposals and site plan. Work is due to commence shortly.

Date for annual Health and Safety walk around Wednesday 15th May 2019 was proposed and agreed to take place at 3.30pm.

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

7/19 **HEADTEACHER'S REPORT including ATTENDANCE**

Budget and Finance

We enter the period of slight instability when we are planning the financial year. As soon as this is drafted, it will be passed to the Business and Finance Committee who will analyse it (1st April), offer recommendations and amendments. Finally, it will be required to be ratified by the FGB (29th April). We are fortunate to have been successful in a number of County-funded site improvement projects which will have little bearing on school budget – apart from contributing 10% of the costs for some ventures.

Staffing arrangement – from April

Our staffing situation will see the return of Mrs Elkington to 1 day a week flexible SENCO role. This is under a trial period until the end of the academic year to safeguard quality provision. Mrs Elkington's teaching commitment will reduce to 1 day (Fridays) in Badgers Class. I am moving from Badgers on a Friday, to Mondays in Squirrels – for consistency and budget reasons. Miss Moore has agreed to extend a fixed-term contract, now for 4-days until 31st August 2019. Miss Moore would like a Permanent contract, but this cannot happen until the end of Mrs Elkington's trial period has ended.

OFSTED Update – from recent training.

New framework (January 2019) has few amendments, although we are due until November 2020 (3 years):

- Short Inspection now 2-days.
- Can be called 2.5 hours before arrival, from end of 5th day of new year
- More focus on Curriculum variation...although will still require English and Maths progress and attainment.
- Safeguarding – always at forefront of all Inspections & SCR
- GDPR – steps taken to guard against any breaches.
- Expectations of Governors - Knowledge & understanding of safeguarding, management & procedures.
- **Main Framework headings:**
 - Leadership & Management – Efficiency, Evidence and Effectiveness.
 - Quality of Education – Intent, Implementation & Impact. (Results and data too!)
 - Behaviour & Attitudes – Attitudes to learning and each other. Respect.
 - Personal Development – British Values, Equality, Diversity, Opportunities, SEMH, clubs

a. Current School and Staffing Structure – up to April 2019. Class teacher arrangements will change in Badgers & Squirrels.

Class	Year Group	Number	Class Size	Teacher	LSAs / 1:1 Support
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Signed..... Date.....

Hedgehogs	R	12	12	Mrs Alison Crow	Mrs Carol Adams (F/T LSA)
Foxes	1	12	26	Mrs Heidi Tucker (0.6) Mrs Charlotte O'Leary (0.4)	Mrs Maxine Hughes (P/T LSA) Mrs Claire Larcombe (P/T 1:1) Mrs Julie Clark (P/T 1:1)
	2	14			
Squirrels	3	16	31	Miss Jenny Moore (0.9) Mr Nick Arnold (0.1)	Mrs Sue Stone (P/T LSA)
	4	15			
Badgers	5	16	27	Mr Simon Day-Hitchen (0.8) Mr Nick Arnold (0.2)	Mrs Vicky Marsh (P/T LSA) Mrs Claire Larcombe (P/T 1:1)
	6	11			
TOTAL			96		

b. Appraisals, Lesson Observations & Learning Walks

- Informal Lesson Observations & drop-ins
 - Informal drop-in observations continue to be carried out.
 - Paul joined me for two sessions in January to see all teachers / LSAs teaching.
 - Formal Observations will be carried out as part of their mid-term review in Feb/March
- Pupil Interviews
 - KS1 Interviews to be held this term
 - To be shared at FGB meeting.

Governor shared with the committee details from the KS1 Pupil Interviews, the children interviewed were “cute” in their replies. Pupils not aware of toolkit so this will be looked at as it may be the vocabulary on the questionnaire. Children felt safe at school.

The Head was very pleased that the children felt safe and had stated that they could talk to any member of staff if they needed to. This was a good reflection on all staff.

- Learning Walks
 - Learning walks – informal and formal – carried out during the day.
 - I continue to aim to visit each room daily to ensure quality-first teaching is taking place and the behaviour is good.

2. THE QUALITY OF TEACHING, LEARNING & ASSESSMENT

- Letter received from Department for Education congratulating us on our 2018 Maths KS2 SATs results.
 - 100% of pupils achieving ARE+ - therefore put us in top 1% of Primary Schools in England!
 - Sent copy of letter to all staff to celebrate this great news – well done all!
- Teaching, Learning & Assessment – Prediction Data for July 2019.

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

- End of Spring Term will enable clearer predictions for end of year achievements.
 - Please note the cohort numbers can skew figures from below to above National Average.
 - Therefore – these figures are unchanged – apart from Year 1 as 1 child has left.

	Cohort	Reading	Writing	GPaS	Maths
Rec	12	84% ELGs			
1	12	75%	75%	77% (Phonics)	75%
2	14	71%	64%	--	64%
3	16	87%	75%	81%	87%
4	15	73%	73%	80%	73%
5	16	75%	75%	75%	75%
6	11	82%	82%	91%	91%

- **Year 2: having focused intervention and class work** in Reading, Writing and Maths.
 - Teachers are working with this cohort to raise levels.
 - There are additional needs in Foxes class.
 - 4 parent helpers are reading with children on weekly basis in afternoons.

- One teacher planning and delivering all Maths, the other all English – it was successful last year.
- In class - 1 teacher, 1 LSA and a 1:1 LSA in the class.
- **Year 5:** potentially 50% Greater Depth in all subjects!
- **Year 6:** potentially G/ Depth: R & W – 27%. M & GPaS – 36%. Combined RWM: 73%

- **English Focus**
 - Whole School writing targets published
 - Using more generic / class targets are proving successful with the reward of Star Writer / Super Writer pencils. Children have different termly targets.

- **Maths Focus**
 - Power Maths (KS2) & White Rose (KS1) and Firm Foundation (EYFS) continue to work effectively.
 - PM appears to be having a positive impact in Key Stage 2 (results to be confirmed in summer).
 - Tasks and activities are relevant and are helping give teachers different approaches.

- **Science**
 - Investigations of using assessment will help improve provision in this subject. Mrs Tucker has been on a Science course, and is developing a progressive assessment tool on Excel.

- **Topic Work**
 - Using Literacy through all topics

- **INSET Training Update**
 - 7th January, all teachers, LSAs, Business Manager & Gillian were given excellent Fire Warden Training, including Fire Extinguisher training. It really hit home to some and as a result, some staff purchased their own extinguishers for their home.

3. BEHAVIOUR, SAFEGUARDING, GDPR, ATTENDANCE & WELFARE

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

a. Behaviour

PFSA: Trudy Turner has resigned (Jan 2019) RBSC trying to appoint.

- 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 Complaints which raised to level of Chair of Governors
 - 1 Incident reported 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.
- **MY CONCERN** – teachers & LSAs have been appropriately trained.
 - Since its launch, there have been between 10 and 20 reports submitted – none requiring urgent action.

b. Safeguarding Update

- Single Central Record: Sally Haysham – training 8th February.
- Safeguarding Gov Nickla Shuttleworth last checked the SCR in January 2019 – termly checked.

c. GDPR

- All aspects of GDPR are adhered to:
 - Challenge in classrooms with naming work - only Christian names used.
 - Trips – no class list with details – only names for numbers.
 - Volunteers informed of GDPR / Safeguarding expectations when they sign in.

d. Attendance & Welfare

- A Year 1 child has now left to be EHE. Having spoken with parents to discuss the number of aspects, they took the decision to EHE, with the hope the child will re-join when older.
- 1 child - unauthorised 5-day holiday, resulted in a fine.

Class	% Present	% Unauthorised
Hedgehogs	97%	0%
Foxes	96.5%	0.6%
Squirrels	96.7%	0.7%
Badgers	95.9%	0.3%
OVERALL	96.5%	0.4%

- **Number of children with absences below 92% to date: 11**
Due to holidays and illness, includes low attendance for child now home schooled.
- **Fire Drills**
 - Every half term – at a range of times and days – most recent in January.

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

- Different Alarms are checked every week.
- Extinguishers received annual check, including minibuses.
- Extinguisher training for staff – January 2019.

- **Safety Drills**

- Safety Drill most recently successfully carried out in November.
- Termly – children are told so as not to worry them unnecessarily. (Reason – dangerous animal)

- **PREMISES: Site Improvements**

- See separate agenda item for details.

- **EEC Live – Risk Assessment / RAMIS (Safety) online package**

- Final 100 days of current contract (County subsidised), school will have to pay into the contract if we choose to remain with EEC Live.

4. 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.

5. HOT SCHOOL MEALS (Taylor Shaw Provider)

- No alternative premises for Taylor Shaw at present – potentially they may not be able to provide for us.
- Did have conversation with Roger Sellick Chair of Village Hall Committee – offered to arrange to meet Taylor Shaw – to use kitchen, but ‘Committee’ decided not to pursue project – shame.
- St Mary’s will not be housing TS kitchen pods from August 2019, therefore either they find another venue and / or we find a new provider.

6. PTFA

- Regular meetings taking place
 - Spring Term events include:
 - KS1 Movie night – 23rd May
 - KS2 Sleepover – 24th / 25th May
 - May Fayre – Saturday 16th May 12-2pm

The head noted that further to his report 22/56 took part in Cross Country today and currently North Newton were 5th out of 23 schools in the area (the highest small school) which is a wonderful achievement. Children from North Newton also took part in a charity swimathon which will be celebrated in assembly.

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

8/19 **FINANCE**

Mr Barnham relayed details from the minutes of the Finance Committee to the Governing Board. At the Finance Meeting a proposal was approved to increase payments to teaching assistants for class cover from £5 to £7.50 per hour. This will commence from 1st April 2019 and be reflected in the new budget.

The Month 9 report was discussed. Expenditure is on track and the budget remains very tight.

All maintenance and improvements projects were discussed at the Finance Meeting.

Minibus repairs quoted works were completed in half term. The pre-school have kindly donated £550 towards the cost of the minibus repairs and a further donation of £50 has been received.

Due to the slow response of the current system, the school is looking at the possibility of changing to Chrome books in the future. All alternatives are to be explored and an interdependent review will be undertaken.

SFVS questions answered ahead of submitting in March.

The Model Pay Policy was approved to be passed to the Full Governors Meeting for sign off.

9/19 **PRESCHOOL**

A discussion took place regarding initiating discussions with the pre-school with an interest in the pre-school coming under the school umbrella. The governors agreed that for the future of the school and the pre-school ensuring numbers rise, having a popular pre-school provision would generate a natural flow into the school. The governors agreed to an exploratory meeting with the pre-school governing body. **Governor Challenge:** Please be clear on aims and put it in a written proposal to ensure it is handled sensitively. It is about providing a provision for the community as a whole, ensuring numbers for both.

Chair/Head

10/19 **BUILDING MAINTENANCE AND IMPROVEMENTS**

All maintenance and improvements as below were discussed.

- Boiler replacement update –change from oil to LPG, this will be funded by County with a 10% payment by the school. Works due to take place Summer 2019.
- Replacement of playground tarmac around the school site between Foxes and Badgers. This will be funded by County, possibly taking place October half term.
- External doors & Fire doors update – 1st stage of Fire Door replacements have taken place at Spring Half Term. This is funded by school from DFCG fund. External doors are to be funded by County no date as yet provided for works.
- Security / safeguarding improvement programme – County have prioritized these works as urgent to improve the site security for visitors during the school day. Works to commence asap and funded by County grant.

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

- ‘Environmental’ wall beside PE shed will be completed during the summer term and/or school holidays. Project funded by County.
- Flat roof repaired (Hedgehogs/ Foxes cloakroom) – due to be completed Summer 2019, funded by County.

11/19 **SWIMMING 2019/2020**

Headteacher is proud of the provision at school with swimming a flagship of the school provision. However this year due to Badgers all exceeding the 25m government requirement, a decision had been made for them to cease swimming at Easter to concentrate on other areas of the curriculum.

A proposal for all children to stop children swimming at Y4 if they have exceeded the 25m was discussed. After 5 years of swimming almost all children do swim incredibly well. Governors agreed that starting earlier at Hedgehogs but stopping in Badgers was of best benefit to the children. The opportunity will still be there for the children in Badgers to attend galas and competitions but it will give them more contact time with the teachers as they head towards their SATs. **Governor Challenge:** Alternative option would be Y5 to go swimming but Y6 would stay in school. A proposal is to be put together for the next governors meeting so a decision can be made.

12/19 **GENERAL DATA PROTECTION REGULATION - GDPR**

Nothing to report

Head/
Agenda

Governors Challenge: Fire list what is happening regarding a buddy system? This was discussed and all children now do go out in pairs with the School Business Manager bringing out the class lists.

13/19 **REVIEW OF GOVERNOR VISITS**

Thanks were expressed from Foxes class teachers for the Governors coming in with other volunteers to the school to do reading with children in Foxes 4 days a week. This has been an incredible benefit for those children that have been able to read to them. The governors expressed that they have been enjoying the sessions and can really see improvement in the children’s reading ability from when they started.

14/19 **TRAINING**

The chair expressed to all governors how important going onto courses are for their own CPD.

The Chair had attended a Complaints Training Course. This has given focus for updating procedures and creating a Complaints Policy.

Clerks Briefing – attended by the clerk, the focus was also on complaints and exclusion procedures.

SCR Training – attended by the clerk. Details of new procedures and a full overview of the Single Central Record was given.

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

15/19 **SAFEGUARDING CLUSTER GROUP MEETINGS**

Nothing to report as these had ceased. This is to be removed from further agendas.

16/19 **POLICIES**

The following policies were signed off at the meeting by the Chair, all had been read and approved by Governors:

- Model Pay Policy
- Policy for Offsite Visits
- SEN and Disability Policy
- Raising Concerns at Work Policy
- Online Safety Policy
- Pay and Reward Policy

17/19 **MAGDALEN TRIP**

This was signed off by the Chair of Governors. All risk assessments had been completed.

18/19 **SCHOOL UNIFORM**

Mrs Crow advised that a discussion had taken place at a recent staff meeting regarding the standard of school uniforms currently in school. The staff will be writing to parents regarding the expectation of the school regarding school uniform standards. Governors agreed that as part of the school you should take pride in your uniform. As all teachers share the same opinion that standards are slipping. It will be relayed to parents initially on the next newsletter. The committee agreed Logo jumpers should be a part of the uniform. Make sure all parents are aware that daps are not permitted as they are not practical for PE lessons.

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

Monday 29th April 2019 at 6.00p.m. The meeting closed at 8p.m.

Head/Clerk

ACTION POINTS

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

Mr. Arnold	Prepare letter and make initial contact with Pre-school Prepare swimming proposal for next FGBM Remind parents of schools expectations regarding school uniform
Chair	With head make initial contact with Pre-school
Clerk	Put details of schools expectations regarding school uniform on next newsletter
Agenda	Proposal for swimming 2019/20

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