



NORTH NEWTON COMMUNITY PRIMARY SCHOOL

**MINUTES OF THE BOARD OF GOVERNORS' MEETING HELD ON MONDAY 29th APRIL, 2019
AT 6.00 P.M. IN NORTH NEWTON SCHOOL**

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

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. The Chair welcomed Mr Pound to his first official meeting since he was appointed to the board.

2/19 APOLOGIES FOR ABSENCE

No Apologies.

3/19 BUSINESS INTERESTS AND DECLARATION OF CONFLICT OF INTERESTS

Governor Business Interests were declared. All Governors signed a letter giving permission for their contact details to be circulated to other members of the Board of Governors if required.

4/19 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on Monday 25th February 2019, having been previously circulated, were agreed and signed by the Chair.

5/19 MATTERS ARISING

- (1) Initial contact with preschool – no contact has been made as yet, a letter has been prepared for submitting to the Governors for approval prior to being sent to the Pre-school. This will be circulated.
- (2) Uniform expectation on newsletter – It was reported that there has been a general improvement in the standard of uniform worn since the matter was addressed on a newsletter to parents. The only item requested of parents to be logoed is the school jumper. Concern was raised that there is only one current outlet for purchasing them. Parent Governor advised that the outlet was not excessively more expensive than other outlets. **Governor Challenge:** How will it be managed from September when we have set the requirement for the jumper to be logoed? It was agreed that parents would be spoken to directly and re-advised of the school's policy.

Head

6/19 HEALTH AND SAFETY

There was nothing to report as items are covered in the Buildings and Maintenance section of the agenda.

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

It was reported that there had been amendments in the Headteacher’s report since it was distributed. These were brought to the Board’s attention.

Key Points:

The School Budget will be ratified for 2019-2020 later in the meeting.

Good news received that 12 children will be joining the school in September. The school was oversubscribed. 9 families are through to appeal stage as first choice denied and it is hoped the school will be advised that some have won their appeal and will start in September.

One child has now left Y4 to be home schooled in the last week.

Teaching Staff for September will be confirmed when circumstances allow.

The results of Pupil Progress Meetings was discussed. Governors were given details of how PPM meetings work and systems of referral. A new PSFA is now in place at Blake School and visiting the school weekly on a Wednesday.

Y1 age group will be catered for while Y2 take their SAT tests. Y1 results currently are low but there will be more focus as they move into Y2. Governor’s and Community assistance with reading has really made an impact in Foxes Class. **Governors Challenge:** How does this compare with other schools? Governors were reminded that as our cohorts are so small, just one under-performing child can bring down our statistics greatly. Governors requested that the approach and work by school staff recognized in the minutes. The whole school approach is to track all data for all children and ensure that they get the support they need to move forward. **Governor Question:** Are children that are home schooled still part of school data? It was advised that they are not as they are not on roll although the school still provides assistance to parents/children if requested.

Prediction is that Y6 data will be good.

12 Pupil Premium Children currently in the school, the staff are working with the families and providing activities for the children.

There has been a complaint which is with the Chair of Governors and the previous complaint has been heard by a panel of Governors and recommendations made.

No major Safeguarding issues logged although there were 12 instances inputted on Myconcern since the last report. **Governor Challenge:** Can you advise how the system works please? The Governors were advised the basis of the system and how it operates. Excellent advice has been given by the helpline that goes with the package when contacted.

Attendance - 2 fines have been issued to parents for unauthorized absences in line with the Attendance Policy. The school is contacting the parents of children with low attendance to assist them with improving their child’s attendance.

Early Birds – Fridays are particularly low for numbers attending and promotions are being held currently. Breakfast Club will be monitored to see if it remains cost effective to open on a Friday.

8/19 **FINANCE**

2019/20 Budget has been produced and this was circulated to the Board of Governors ahead of the meeting. The Governors expressed thanks to those involved in the preparation of the budget. A County representative had given the Finance Committee an



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overview of the budget prepared and reassured that the budget was in line with County practices.

The Chair advised that the Finance Committee has had to make operational decisions to ensure that the budget is sustainable going forward. From September the Headteacher will be teaching on a 0.6 basis and Teaching Assistants will not be working on the days that the classes go swimming. These measures were aimed at achieving a balanced and sustainable budget.

10/19 **BUILDING MAINTENANCE AND IMPROVEMENTS**

Items on the Buildings list are being completed starting after the children have sat their SATs. Gardening work was completed at Easter by volunteers and the Governors expressed their thanks for this. New tarmac from the kitchen area passed Foxes and down to Hedgehogs has been laid during the Easter break. This work has improved the safety and ascetics of the area.

The new boiler and retaining wall works are expected to be carried out in the Summer term. The Safeguarding access fencing is expected to be carried out in the Summer holidays.

11/19 **SWIMMING 2019/2020**

Badgers swimming had been discussed at the last meeting and following time to reflect and review the curriculum it is was requested that Governors approve the discontinuation of Badgers swimming. Badgers would still take part in Galas. It was felt that by Y5 the majority of children were exceeding the 25m requirement and there is an impact on other areas of the curriculum which could benefit from this time. Governors approved the discontinuation of swimming in Y5/Y6. A letter will be sent to parents advising.

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

A question was raised: Do Governors still feel it is appropriate to give out their work email addresses in light of GDPR? **Governor Challenge:** It is useful but how do you stop it becoming abused? A parent governor advised they were surprised to receive an email directly from a teacher recently. Another question was raised: Did Governors feel it is inappropriate for parents to have teachers personal contact numbers too? Governors felt this was and should be put into a Policy, all personal data is to be protected and not given out. It was suggested that a disclaimer should also be added to emails, although it was thought that as email addresses were generated by County a disclaimer may already be in place. This is to be checked. Governors proposed that a draft proposal be created to be incorporated into a current policy. This would be returned to the next meeting for approval. All staff would be advised to follow the policy.

CLERK

13/19 **REVIEW OF GOVERNOR VISITS**

A Governor will attend to carry out the KS2 interviews, The Early Years Governor will be attending to meet the SENCO. Governors will carry out a Health and Safety Walkabout on the 22nd May.

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Assistance was requested from Governors for their attendance at SAT provision. 4 Governors will attend over the period to ensure compliance.

14/19 **TRAINING**

A Governor has attended Performance Management on the 21st May and the Clerk will be attending the Professional Clerk Course.

2 Governors have completed the online Safeguarding Course.

15/19 **SIGNING OF CODE OF CONDUCT**

The Code of Conduct has been updated and was signed by all Governors.

16/19 **POLICIES**

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

Complaints Procedure

Policy for Managing Serial and Unreasonable Complaints

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

Monday 15th July 2019 at 6.00p.m. The meeting closed at 7.25p.m.

ACTION POINTS

Head	Submit Pre-School Letter to the Board for approval. Letter to parents advising Badgers will cease swimming from September.
Clerk	Personal data section to be added to a Policy and presented at the next FBG for approval.
Agenda	Policy inclusion of Personal Data

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