



NORTH NEWTON COMMUNITY PRIMARY SCHOOL

MINUTES OF THE BOARD OF GOVERNORS' MEETING HELD ON MONDAY 3rd DECEMBER, 2018 AT 6.30 P.M. IN NORTH NEWTON SCHOOL

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

Before the meeting commenced there was a Presentation to Mrs. Sarah Cook as this meeting was her last Governor meeting. Mrs. Cook had served the school for over 20 years. Mr. Arnold and Mr. Barham gave short speeches reflecting on Mrs. Cook's time at the school. Mrs Cook was presented with gifts and cards.

20/18 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.

The Governors signed the Code of Conduct.

21/18 APOLOGIES FOR ABSENCE

No Apologies.

22/18 BUSINESS INTERESTS AND DECLARATION OF CONFLICT OF INTERESTS

Mrs Sarah Cook, Somerset Literacy Network.

23/18 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on Monday 1st October 2018, having been previously circulated, were agreed and signed by the Chair.

24/18 MATTERS ARISING

- (i) Check of Single Central Record – This had been completed by Mrs. Shuttleworth and no issues were found. **Governor Challenge – Please confirm these checks are being carried out termly.** Mrs Shuttleworth confirmed that they were.
- (ii) Taylor Shaw meeting – the contract had a clause regarding the paying of staff pay increases. Mr Arnold explained that Taylor Shaw are currently running the contract at a loss due to predicted numbers at the beginning of contract being much larger than actual take up of school dinners. The School cannot leave the contract but an amount that we need to pay has been agreed in conjunction with the other schools on the contract. Mrs. Crow said that the standard of the dinners is very good in comparison to other schools however the take up of dinners particularly in KS2 is low. All parent governors agreed the standard of food supplied was good. Taylor Shaw had recently increased their menu choices to encourage an increase in numbers.
- (iii) Mr. Warren met with the new SENCO Mrs Anne Constable, who is currently covering the post due to maternity leave. Mr. Warren said he found her very diligent and putting in a lot of effort at North Newton. He felt she was enhancing the school and very accommodating in being available for the school outside of her hours.

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- (iv) Computeam – Mr Arnold continues to be frustrated by the issues regarding speed and reliability of the laptops around the school. Time scale has been given to Computeam is to sort by end of Autumn term. Mrs Crow had an update at NP school regarding Chrome Books which work in the cloud. Child is given a google account and work on these going forward. Governors to consider Chrome Books as a way forward if the current issues cannot be resolved.
- (v) Policies have been updated on the website.
- (vi) Document shredding – no requirement to show where shredding is being disposed of.

25/18 **HEALTH AND SAFETY**

Fingerguards have been replaced and no reoccurring incidences have been noted.
The telegraph pole in playground blew open in bad weather, this was corrected very quickly.

26/18 **HEADTEACHER’S REPORT including ATTENDANCE**

Appraisals, Lesson Observations & Learning Walks

- All Teacher & Business Manager Appraisals have taken place
 - 1 LSA & 2x SEN 1:1 LSAs remaining.

Salary increases have been well received by teaching staff.

- Lesson Observations
 - Informal drop-in observations continue to be carried out.
 - Formal Observations carried out in Sept/Oct 2018
 - No formal observations until Spring Term
- Pupil Interviews
 - KS2 Interviews held 16th November.
 - To be shared at FGB meeting.
- 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.
 - Mr Paul Warren has joined me on a Learning Walk with the intention to see what ‘everyday’ life is like inside North Newton Primary School.

THE QUALITY OF TEACHING, LEARNING & ASSESSMENT

- **Teaching, Learning & Assessment – Prediction Data for July 2019.**
 - All predictions for end of year targets have been set – these are part of the teacher’s Appraisal targets
 - Targets are challenging yet realistic – as a staff, we all are aware of the

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issues and barriers to learning through effective communication, and we work together to provide a provision as good as possible.

○If these targets are met:

- Reception – Well above National Average (Equivalent of 2 children)
- Phonics (Yr1) – Slightly Below National Average (Equivalent of 0.5 child)
- KS1 (Yr2) – Below National Average (Equivalent of 1 child)
- KS2 (Yr6) – In line in R & W, above in GPaS & M.

○Please note the cohort numbers – these can skew the figures – so 1 child may take figures from below to above National Average comparisons and vice versa.

	Cohort	Reading	Writing	GPaS	Maths
Rec	12	84% ELGs			
1	13	69%	69%	77% (Phonics)	69%
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%

Attendance & Welfare

All parents informed about unauthorised absences which will result in a fine if 5 days is taken.

Class	% Present	% Unauthorised
Hedgehogs	98%	0%
Foxes	97%	2.05%
Squirrels	97%	1.05%
Badgers	97%	0.8%
OVERALL	97.25%	0.975%

- **Number of children with absences below 92% to date: 7**
 - **Due in main to holidays taken in term time.**

Information from Education Welfare Department:

Please see attached the Autumn attendance reports. The first offers you county wide data and the second is relevant specifically to your school.

Your school currently ranks 32/153 in Somerset when compared to peer schools.

In addition to this information, I would like to bring your attention to the following key areas:

- *Overall Attendance is higher than the county average.*
- *Persistent Absence is lower than the county average.*

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- *There are 0 students on a part time timetable which is lower than peer schools.*
- *There have been 0 children leave to Electively Home Educate.*
- *There are 5 children on roll with 10 unauthorized absences in the last 12 weeks.*

Therefore in relation to the attendance management at your school, based upon these indicators the Education Welfare Service would suggest a rating of:

No Concern / Requires Attention / Action Essential

7 reports on My Concern – none major

SECURITY, SYSTEMS AND PROCESSES

- **Security**
 - Maintaining high level of vigilance.
 - Have £5000 County funding to further improve our security of the site.
 - Replace & improve front gate – with CCTV system. (March 2019)
- **Fire Drills**
 - Every half term – at a range of times and days – most recent in October.
 - 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, although bell outside Foxes class to be reviewed and additional bell considered.
 - Termly – children are told so as not to worry them unnecessarily. (Reason – dangerous animal)
- **PREMISES: Site Improvements**
 - Recent checks have taken place – site maintains its secure status
 - Fire Doors – replacement stage 1 to take place.
 - £40k to replace flat roof granted (above Hedgehogs / Foxes Cloakroom)
 - £25k to replace external doors & windows (windows on Resources/ PTFA building & Badgers).
 - **Resurface tarmac: Foxes Cloakroom to main entrance → back of the school.**
- **EEC Live – Risk Assessment / RAMIS (Safety) online package**
 - Entering final 120 days of current contract (County subsidised)

EARLY BIRDS BREAKFAST CLUB (EBBC)

- More successfully run than previously in terms of conduct, financial spending and calmness.
- Investigating 7.30am start to encourage more customers during November & December.
- Staff members superb and welcoming for all.
- 13th November - £7.98 in profit. Numbers are required, but meant to be non-profit making.

HOT SCHOOL MEALS (Taylor Shaw Provider)

- A number of EYFS /KS1 children who are opting for packed lunch – even though it is free.
- Only 8 – 12% KS2 who have a HSM – in line with other schools.
- Agreement of £763.15 has been reached to pay TS (14% of costs) in line with the contractual agreement.

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- Original contract should not have been signed – all schools did – stated had to cover any shortfall of either staffing costs or Utilities. We have opted for lesser figure.
- Have received appropriate and helpful Legal Advice from County.
- 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.

PTFA

- AGM took place Wednesday 14th November.
- There were no parents other than on-going committee members, and Paul Warren attended to express support and gratitude to all the good work being done.
 - Elected people: No changes to main 4 roles.
 - Chair – Lee Jones
 - Vice Chair – Rachel Grant
 - Secretary – Morni Gauld
 - Treasurer – Kath Long
 - Class Reps were also elected for each of the 4 classes
 - Badgers – Nic Contreras
 - Squirrels – Amante Griffith
 - Foxes – Abbey Thomas
 - Hedgehogs – Maria Want
 - At least one – Morni – will be leaving at the end of the year.
 - Discussion regarding succession planning.
- ‘Environmentally-friendly’ Green Christmas – Thursday 29th November 5-7pm

AGM £1600 at Christmas Fayre by PTFA – thanks given by Governors for their fantastic effort.

Please note:

Governors expressed the Headteacher is to be commended for his reports following his recent appraisal.

27/18 **FINANCE**

Mr Barham summarised the minutes from the Finance Meetings. An extra Ordinary meeting was held to agree the pay increase for teachers. The Governors had agreed the Option B in line with the teaching Unions recommendations.

Fire doors have been scheduled in two phases in half term to complete works required.

Mrs Saunders from County attended the meeting as she is mentoring Mrs Haysham, she stated the 6 month report was very showing no concerns for County and accounts were to budget.

Building Maintenance – County have advised repairs of 40K for the flat roof, £25k for doors and windows and £5k for improved security at the school gate. In addition they are looking into the cost of new tarmac for the school too.

4 laptops have been purchased thanks to PTFA.

Staff Pay Progressions were agreed for 2018. One moving from M4 to M5 and one from M6 to UPS1. This was already in the school budget.

Historically a Teaching Assistant has been paid an extra £5 per hour when taking a class for a teacher. Mr Arnold expressed that he does not believe that £5 additional pay is enough for the extra responsibility. This will be reviewed once the financial impact has been calculated.

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Unofficial funds now stand at £8113, £3000 having been received from the Newt Beer Festival.

SFVS questions were discussed and will be prepared ready for submission in March.

Charging and Remissions Policy was agreed to go to Full Governors meeting for signature.

28/18 **KS2 Governor Interviews**

Mrs. Gair and Mrs. Shuttleworth carried out KS2 Pupil Interviews within the school. All children questioned were happy at school. They were particularly happy with the new curtain in Badgers class.

They liked the security in school and felt safe. Mrs Marsh was highlighted as someone they could talk too. All children did extra activities and were proud to be part of North Newton.

The children interviewed particularly liked house challenges and responsibility. One child did not like fire/safety drills and bells as they get scared. **Governor Challenge: would a fire partner help ease anxiety in the children?** Mr Arnold to give further consideration to this.

Mrs Crow met with the Early Years Governors. The learning journey was discussed and organised by month to show progression. Ongoing refinements continue. Phonics is working very well. Poem books have been started although a parent Governor said they preferred the homework book. With regard to assessments the Governors wanted clarity on how often they happened. Mrs. Crow stated these happen half termly in Reception.

29/18 **GENERAL DATA PROTECTION REGULATION - GDPR**

Amy Britten GDPR officer will come into the school to work with staff. The school is following the protocol as far as are aware. All Governors reminded that they cannot name any children in documentation.

30/18 **REVIEW OF GOVERNOR VISITS**

Mathematics Governor to be considered as the new Powermaths scheme is being imbedded into the school. The Governor(s) to review Maths Provision within the school.

31/18 **TRAINING**

Safeguarding – Mrs. Helen Hunter, Mr. Mark Barham and Mrs Sarah Cook have all attended Safeguarding Courses. Mrs Hunter and Mr Barham stated theirs was not a particularly good course. No email had so far been received regarding leaving feedback, the course had been organised by Blake School. Chair to contact regarding the course which took place on 24th October.

Mrs Hunter attended Governors Induction Course which was very good.

Mrs Haysham attended a Pupil Premium course, which was very informative.

Mrs Cook and Mr Warren attended an Area Chair meeting. Inclusion Director of SEN stated Sen currently was not good enough in Somerset. There were no key actions following meeting.

32/18 **SAFEGUARDING CLUSTER GROUP MEETINGS**

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Mr Arnold advised TAS (Team Around School) meetings are taking place. North Newton school has never had to propose a child to them. If there is a serious situation it would be put to a TAS meeting. The PFSA (Parent, Family Support Assistant) works around the Compass group of schools.

33/18 **POLICIES**

The following policies were signed off:

- Charging and Remissions Policy
- Behaviour Policy
- Health and Relationship Policy
- Governor Allowances Policy
- Food Safety Policy
- Admissions Policy
- Policy for Appraising Teacher Performance

34/18 **SKILLS AUDIT**

The Clerk reminded Governors to please return their completed Skills Audits.

35/18 **DATE, TIME AND PLACE OF NEXT MEETING**

Monday 25th February 2018 at 6.30p.m. The meeting closed at 8.30p.m.

ACTION POINTS

Mr. Arnold	Liaise with GDPR Office re visit to school	
Mrs Crow	Pupil Progress meetings – Autumn term	
Clerk	Signed Policies to be put on the website	
Agenda	Policy review	Special Educational Needs Policy - Teacher Pay Policy - Online Safety - Whistleblowing

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