

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 13<sup>th</sup> July 2017 at 4pm

Signed.....Chair/Vice-Chair      Date.....



Minutes of the Meeting of the Full Governing Board of Barton Primary School  
Thursday 13<sup>th</sup> July 2017

## Barton Primary School

### Governors Present

Mr M Snow (MS)	Staff, Headteacher
Mr G Booth (GBo)	Co-opted, Vice Chair
Mr T Jefferies (TJ)	Parent
Cllr M Price (MP)	Co-opted
Mr M Radford (MR)	Co-opted
Mrs N Smy (NS)	Parent
Mr P Whiteman (PW)	Co-opted

### Apologies

Mrs Hutchinson and Mrs Redrup

### Absence

None

### Non-Governors in Attendance

Miss C Bailey (CB)	Clerk to the Governing Board
Mr C Wake (CW)	Deputy Head

### Vacancies

1x Co-opted Governor

### Quorum

The meeting achieved the minimum number to be considered quorate (5) and remained above this number for the whole meeting.

### Start & Finish Times

The meeting convened at 4pm and finished at 5.25pm having considered all the items on the agenda.

Key: **Red:** Action Points, **Blue:** Challenge, **Green:** Support, **Purple:** Ring-fenced funding.

### 1. Present & Apologies

In the absence of UH GBo will chair the meeting. GBo welcomed everyone to the meeting and apologies were received and accepted from Mrs Hutchinson and Mrs Redrup.

### 2. Order of Business

It was agreed that Item 7, **Pupil Premium**, will be moved up the agenda to under Item 3 as Mr Wake will be presenting this item.

### 3. Declaration of Interests

No interests were declared.

### 7. Pupil Premium (PP)

GBo told governors that he and Mr Wake had met for an in depth discussion and the report is on this agenda. He invited Mr Wake to present the item.

CW presented a tabled document and an on-screen presentation which aimed to answer the governors questions from the training session. He took governors through the detail of income from PP, the expenditure, and the percentage of pupils in school and the nursery. The school percentage is currently 46% of pupils (17% in the

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Nursery), he thought this figure may be lower than actual as some parents with children in KS1, who get Free School Meals (FSM) regardless, do not apply despite a drive by all staff to encourage them to do so. The school is potentially missing out on £30k. The percentage in Year 6 is 60% which is probably a more accurate figure. The full figures are on the school website. CW discussed with governors the time lag between claiming for FSM and the funding being received. The majority of the spending is on teaching and learning, but there is also support given for trips etc. in some cases.

CW explained the performance data to the Board which shows that PP pupils can achieve as well as or above national average, as in maths this year, but PP pupils who are also SEN can have difficulties. The school identifies these pupils quickly and puts interventions in place but many SEN pupils cannot easily access the new curriculum. He explained about the new Voyager group which draws on different year groups to support those with difficulties in learning.

**Q.** How is the impact measured?

**A.** Mostly by achievement and progress. Attainment may not be at the national level for PP and SEN combined pupils but progress is demonstrably good. Some importance is also attached to supporting the social and emotional needs of pupils. Demonstrating 'value for money' will be looking at achievement and progress from each intervention.

MS told governors that the tight budget was an issue but the Voyager group is built into the budget for this year. GB visited the group and was impressed with them. GBo agreed that although as a strategy it was an unusual move to have a mixed group not in the classroom this seems to be working. It also enables the teachers involved to narrow down the very wide ability range they used to plan a lesson for, which in turn helps the pupils in each class.

Governors discussed the funding gap and the problems it causes waiting from the October census to the next April budget. MS told governors that numbers are increasing and some year groups are full up. Year R will be two classes in September 2017 as numbers coming in have risen to 34. There is no growth fund for Island schools and with a Pupil Admission Number (PAN) of 45 the school is obliged to take pupils up to this number, or over if the pupil has SEN and has requested the school.

The data for the gap in performance between Barton PP and Non-PP nationally needs to be added to the table for future reference. The full performance data is available on the school website.

All staff are aware of the PP pupils in their classes; marking and book scrutiny is a priority for these pupils. MS has distributed examples of staff performance management targets for this last year which show specific targets for assisting PP pupils to achieve.

Governors discussed with MS the use of TAs in helping PP pupils and the significant impact they have. The TAs are managed by the SENCo.

GBo thanked CW for his excellent report.

*CW left the meeting at 4.23pm*

#### **4. Minutes and Matters Arising 25<sup>th</sup> May 2017**

TJ proposed the minutes correct for signing, MP seconded and the Board agreed unanimously.

GBo raised the action points.

AP1. CB has re-worked the monitoring report form and governors agreed to trial the form from September 2017 and see how it works. The form for financial reports will have some different headings, as does the current one.

AP2. A report from TJ is on this agenda.

AP3. The Pupil Premium presentation has been received at this meeting.

**AP4. UH will pass on the Pupil Premium training booklet to GBo**

AP5. MS and UH had an in depth phone conversation regarding the SATs results; the NFER data is still to come in.

AP6. The LLP was in school on 12<sup>th</sup> July but UH was not available to attend.

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## 5. Governors Reports

GBo invited governors to talk through their reports.

PW Attendance Report: PW monitored attendance with phone calls to the office staff. The school is only just below the national expectation of 96% at 95.66%. Governors discussed the impact of the court ruling and that the school will be referring to the LA for consideration of fines for unauthorised absence to the EWO. Only two pupils were subject fixed term exclusions.

GBo Pupil Premium Report: GBo met with the Voyager group and most items in this report have been covered by the presentation at the beginning of this meeting.

UH Literacy Report: Governors agreed that the report clearly explained what UH had seen when examining the pupils workbooks. MS said that support for literacy is excellent but more work needs to be done on reading, and the gaps between groups.

MP Finance Reports (2): MP had met with the SBM to talk about the general school finances and to look at the specific issues of charging and remissions, lettings, and parent debts to the school. Changes in staffing have resulted in a larger deficit, however, there may be a saving due to retirement, and pupil numbers are higher than expected. Year R will need two classes for September 2017 due to increased numbers. The needs of complex pupils incur extra costs. The school now makes a small charge for breakfast club; it has to cover the food costs; charges for after school clubs will also be increased. Charges for hire of the school hall will be reviewed in September 2017. Governors discussed remissions for charges and MS stressed that any family experiencing difficulty is always welcome to discuss the charges with him on a case by case basis. Governors said they are aware that Barton provides over and above for its pupils. Debt to the school from parents is being dealt with by the SBM; payment plans are in place and the new cashless system should mean less debt. MP said that he had also spoken to a number of the Friends of Barton who were in school about their accounting but TJ's report will cover those areas as well. GBo suggested that it would be worthwhile for all governors to have sight of the print out from the finance system which was agreed.

**Action Point 1: Governors will receive the relevant (current) monthly monitoring statement alongside the finance report from the SBM at each FGB meeting.**

TJ Friends of Barton: TJ reported that he had met the Friends group and discussed their accounts recording. They now have an account book for recording transactions and have a counter-signatory arrangement in place. Prior to this they kept receipts and invoices but did not record transactions. The money raised was handed straight to the school. They also now keep minutes of their meetings. Governors discussed how to help the group to arrange its auditing process. The SBM may be able to point them in the right direction. CB raised concern that they have invested some of their own money as 'seed' money for events; this may cause problems during an audit. TJ and MP agreed to help the Friends jointly to steer them onto the right financial track.

MS made clear that the mentions of H&S issues in the report were not within the province of the Friends group as they are not an operational body within the school and all H&S arrangements fall under the remit of the Headteacher. The gate to the MUGA has been signed off by the LA.

GBo thanked governors for their reports.

Next Actions:

All governors will review their monitoring areas at the first meeting in September 2017.

## 6. Data

MS took governors through the headline data. KS2 has exceeded the FFT 50 target. Last year 33% achieved Age Related Expectations this year it's 48% so still below the provisional national average of 61% but greatly improved. In maths 76% was achieved which is 1% higher than national average. The higher achievers in RWM exceeded the

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national average of 8.7% with a figure of 12%. There was a marking issue with reading and two papers have been sent for re-marking so the figure may rise. Spelling, Punctuation and Grammar achieved higher than predicted. Governors discussed the progress scores which show a considerable improvement with mathematics becoming a positive score. MS explained that a score of 100 is the average and achieving over 100 indicated better than average progress. Boys are achieving higher than girls and MS discussed with the Board the need to raise girls' confidence to help them achieve and this will be a thread in the new School Improvement Plan for September 2017. GBo and all the governors wished to minute thanks to MS and the school staff for their hard work in helping pupils to achieve these good results.

MS said that provisionally the current Year 5 cohort could be on track for a similar result.

KS1 has a dip in results which is cohort specific; interventions are in place and continuing. Year R has not met the initial predictions, this is due to turbulence in the year group and pupils with challenging needs. Phonics is below national.

### **8. School Improvement Plan (SIP)**

MS reported that he is already working on the SIP for September 2017. It will be a similar format to the current one. The content of the current SIP will receive a final review.

**Action Point 2: UH and GBo will meet with MS to review the draft SIP in September 2017.**

### **9. Finance**

This item has been discussed under item 5.

### **10. Safeguarding**

MS reported that another member of staff has been appointed to help with safeguarding as Ms Armiger's workload as Family Liaison Officer is large. MS has looked at other schools under safeguarding audits and Barton's procedures are good but some schools have been keeping matters in house when they should have been passing on. He would appreciate a second opinion on the paperwork element to ensure the school is doing everything clearly. MR offered to do this as deputy safeguarding governor and using his professional expertise.

**Action Point 3: MR and GBo will arrange a time with MS to look at the school's documentation around safeguarding and child protection.**

The LA has not given the funding to fence the school grounds as previously arranged with Cllr Brodie (formerly Lumley) and the school is having problems with ingress of late teens/early twenties youths who refuse to leave the school grounds. MS will chase the capital funding for the fencing to be completed as it's a safeguarding issue.

### **11. Staffing**

MS reported that there are not many changes; the new SENCo is teacher Mrs Eager; Mrs Saunders is now part of the extended SLT; and Mrs Burke is the KS1 maths lead. Subject lead allocations are listed on the structure; NQTs have been allocated a subject but will have a 'safety net'.

**Q.** Who is covering RE whilst the current lead is on maternity leave?

**A.** It will either be Mrs Young or MS.

### **12. Site**

MS told the Board that he is still trying to arrange a meeting with Jade Kennet to discuss the exterior works to the building as a start date has not been set by the LA.

**Q.** Do we know if the cladding they will use meets requirements for fire safety?

**A.** Yes it will. PW had asked that question as soon as cladding issues became apparent in the recent London fire.

PW told governors that the school is waiting for a specification for the cladding which can be added to the H&S file.

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**13. Policies**

Only one alteration in the Healthy Food in Schools policy was needed, 'free' breakfast club should now read 'minimal charge'.

MP proposed adoption of the policy subject to the above amendment, PW seconded and the Board agreed unanimously.

**14. Meeting Dates for 2017-18**

Governors discussed the proposed meeting dates. GBo proposed that if no objections are made to the clerk by the end of this week these dates are accepted, governors agreed.

**15. Date of next meeting**

Thursday 21<sup>st</sup> September 2017 4pm

MR wished to note that he is always very impressed with the information that governors receive.

MS wished to minute thanks to governors for all their hard work over the year.

GBo asked a request of the Board, as they know he is vice chair at St Helens Primary and the Chair and clerk would like to observe a meeting of this Board. Governors discussed and agreed to the request; date to be decided.

Mr Booth thanked everyone for their time and closed the meeting at 5.25pm

**Contacts:**

Mrs U Hutchinson: Chair of the Governing Board

Contact via the School Office on 522469 or in writing, or via the Clerk to the Governing Board

Miss C Bailey: Clerk to the Governing Board

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Or in writing to the School Office