

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 21<sup>st</sup> September 2017 at 4pm

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



Minutes of the Meeting of the Full Governing Board of Barton Primary School  
Thursday 21<sup>st</sup> September 2017 at 4pm

## Barton Primary School

### Governors Present

Mrs U Hutchinson (UH)	LA Governor, Chair
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

### Apologies

Mr Snow, Mrs Redrup and Mr Whiteman

### Absence

None

### Non-Governors in Attendance

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

### Vacancies

1x Co-opted Governor

### Quorum

The meeting achieved the minimum number to be considered quorate (5) at remained at or 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. Elect Chair of Governors

UH gave the Board an update on MS and said that he was likely to be away from school for a few weeks.

CB asked governors if they wished to continue to set the term of office for Chair at 1 year, 4 years is the maximum allowed. Governors agreed unanimously to retain the 1 year term of office for Chair.

CB informed governors that nominations had been received for the position of Chair of Governors from MS, GBo and PW all nominating UH. CB asked for any other nominations; there were no others. UH left the room; the Board discussed the nomination and unanimously agreed to ask UH to take the position of Chair of Governors. UH re-entered the room and agreed to take the position of Chair of Governors

### 2. Elect Vice Chair of Governors

Governors agreed to retain the term of office for Vice Chair at 1 year.

UH asked if there had been any nominations, CB has received nominations from MS, PW and UH nominating GBo for the position of Vice Chair of Governors. There were no other nominations. GBo left the room; the Board discussed the nomination and unanimously agreed to ask GBo to take the position of Vice Chair of Governors. GBo re-entered the room and agreed to take the position of Vice Chair of Governors.

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*CW joined the meeting at 5.40pm*

### **3. Present and Apologies**

UH welcomed everyone to the meeting; apologies were received and accepted from Mr Snow, Mrs Redrup and Mr Whiteman, UH welcomed Mr Wake to the meeting.

### **4. Order of Business**

There are no changes to the order of business.

### **5. Declaration of Interest**

CB asked governors if they had all checked their declared interests for accuracy, TJ notified governors of an addition to his declaration as his business may be bidding for cleaning contracts with schools. This was noted. All governors present signed the declaration. CB told governors that the updated version will be published on the school website. There were no additional declarations for this meeting.

### **6. Review and agree Governing Board Arrangements**

After discussion the Board agreed:

- Working structure will remain as FGB and Pay Committee with individual monitoring responsibilities.

Responsibilities are:

**UH:** Literacy, Numeracy, SIP overview, and Performance Data Overview, Head's Performance Management

**GBo:** Lead Safeguarding Governor, **Disadvantaged Pupils** (including Pupil Premium, SEN and LAC), Ring fenced funding (**PP and Sports**), SIP overview, and Performance Data Overview

**NS:** Head's Performance Management, School Council, and Development Governor

**MR:** Deputy Safeguarding Governor. There was discussion that MR could take over from GBo as lead in this area.

There was discussion about when the school would like MR to come into school to check the school's systems of recording safeguarding in his professional capacity. As MS will be away for a few weeks it was agreed that MR should come in quite soon rather than wait until MS's return. MR told the Board about two plays around safeguarding that are coming to schools called 'Crashing' and 'In the net'. Summerfields and Brading are joining Barton for the primary school performance on 27<sup>th</sup> September.

**Action Point 1:** MR will send CB a list of his training in safeguarding for the records.

**TJ:** Parent Voice, Friends of Barton liaison, and shadow Finance

**MP:** Finance

**PW:** Health & Safety, Pupil Attendance

**HR:** On maternity leave

The Board asked how Head's PM would be managed with MS away.

**Action Point 2:** UH will email the LLP Jane Wilson regarding setting dates for HPM.

UH said that there is an expectation all governors will produce a minimum of one report each term on their monitoring areas.

Governors discussed filling the one co-opted vacancy.

MP proposed re-adoption of the Standing Orders, Scheme of Management Delegation and Pay Committee Terms of Reference unchanged and adoption of the new Governors Collaboration Agreement for panels, MR seconded and the Board agreed unanimously.

### **7. Agree Governing Board Responsibilities for 2017-18**

a) Responsibilities covered under item 6.

b) Membership of the Pay Committee remains the same: MP, GBo, MR, and PW.

c) The Board agreed to readopt the Governors Code of Conduct and governors present signed the declaration.

d) The one co-opted vacancy was discussed under item 6.

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### **8. Minutes & Matters Arising FGB 13<sup>th</sup> July 2017**

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

AP4 (carried over) UH will pass the PP training booklet to GBo.

AP1. The SBM is aware that the Board needs to see the monthly monitor statement and it will come to the Board at the appropriate times.

AP2. A report on the SIP meeting UH had with MS is on this agenda.

AP3. MR is making arrangements to look at the safeguarding documentation.

There were no other matters arising from the minutes.

### **9. Governors Reports**

#### UH: Report on Performance Data

UH and MS met on 20<sup>th</sup> July 2017 to look at the SATs results. Overall maths results have matched or exceeded the national average but Literacy is not as positive; UH asked CW to give governors a brief summary.

CW confirmed that KS2 maths results were very good; National Average (NA) was 75% achieving Age Related Expectations (ARE), IoW was 68% and Barton pupils achieved 76%. Literacy was not as positive with the results, although improved, not reaching NA. The KS1 results were slightly lower than national average, CW said that this is cohort based and although maths is good in KS1 writing continues to be an issue.

Governors discussed the new format for the SIP which leads on to the second report.

#### UH: Report on School Improvement Plan (SIP) and Self- Evaluation Form (SEF)

UH explained the difference, for newer governors, between the SIP which sets out the focus for improvement for the year and the SEF which is an assessment of where the school is now and covers a wide range. The SEF has not yet been finalised but the SIP is. The first objective of the SIP is to ensure teaching and learning strategies are used to increase the number of pupils achieving ARE; the second is to maintain and improve the quality of teaching; and the third is to ensure there are opportunities for senior leaders and other aspiring staff to train to be middle leaders and for deputy and headteacher positions. The SIP will include a summary for easier access by teachers.

Governors discussed and agreed that it was good to see the third item as there is a need to develop leaders.

Governors asked about the rest of the curriculum, obviously literacy and maths are basic core subjects but there is a duty to provide a broad and balanced curriculum and, although not SATs subjects, science, history, geography etc. are very important. TJ and NS said that they would be interested in looking at the provision of the 'afternoon subjects'.

**Action Point 3: UH will ask MS about the status of the SEF and when it will be available for governors to review.**

**Action Point 4: TJ and NS will add Broad and Balanced Curriculum to their monitoring areas.**

UH told governors that the English Policy is being rewritten and she will be meeting with the Literacy leads to monitor progress. Standards of verbal English need to be improved, poor verbal skill impacts on comprehension and on maths spoken questions. The standard expected in SATs is becoming higher. There will be an action plan put in place. Inclusion will also be looked at with the six strands behaviour management plan; one of the development days was devoted to this.

**Q.** How will governors monitor the SIP; will it still be RAG rated?

A. CW said that it will still be RAG rated and refreshed termly. Governors discussed and agreed that it was imperative they were familiar with the SIP and asked for the two headline pages to come to the October meeting.

**Action Point 5: CW will forward the SIP headline pages to CB for distribution for the FGB on 19<sup>th</sup> October 2017.**

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### 10. Performance Data

UH invited CW to update governors on data. CW told governors that the data manager was producing grids and Venn diagrams with the baseline data; gap assessments would then take place and individual targeted pupil plans put in place. All baseline data for Year R and KS1 will be entered by the end of September.

**Q.** How will individual pupil progress be monitored?

**A.** With half termly progress meetings.

**Q.** Why does the end of the previous year assessment not automatically become the starting point for the next year?

**A.** There can be a significant drop over the summer break, and teachers need to identify any misconceptions or gaps from the previous year.

**Q.** Does benchmarking sometimes throw up gaps in teaching expertise? And if so how do you identify it?

**A.** It can do, and then SLT members would conduct a learning walk with particular focus points and sometimes bring in the LLP for external opinion and advice.

**Action Point 6:** UH and GBo will arrange a meeting with CW after the next LLP visit to discuss data in more detail. A date of 17<sup>th</sup> October 2017 at 9.30am was arranged.

### 11. School Improvement Plan

This has been covered under Item 9.

### 12. Finance

Governors discussed the report provided by the School Business Manager (SBM). Barton should in theory benefit from the Fairer Funding Formula by around 2.6% per pupil but nothing is definite yet. The school should also benefit from Primary Low Prior Attainment funding. There is some increase in income from the charges levied for clubs etc. and is still within its target. Current pupil numbers are 244 excluding the nursery children. There are some new pupils coming into other year groups. If a statement is available then the SBM will be invited to attend the FGB on 19<sup>th</sup> October 2017.

**Action Point 7:** MP and TJ will arrange a date to meet with the SBM before the FGB meeting on 19<sup>th</sup> October 2017.

Governors discussed training costs. MP and TJ expressed an interest in attending the Understanding School Finance training in February and UH wished to attend the Ofsted training.

**Action Point 8:** CB will clear the costs with the Headteacher and SBM and book the governor training courses as appropriate.

### 13. Safeguarding

CW told the Board that all staff attended the safeguarding training on the development day, and the Health & Safety training. The SENCo, Mrs Eager, the FLO, Mrs Armiger have had the designated lead training as well as himself and the Head. Safeguarding is on all the staff meeting agendas, and a daily liaison meeting takes place between himself and the FLO, and a weekly meeting between himself and the SENCo. He also meets with the site manager.

GBo expressed an interest in attending one of the SEN meetings to see what was covered.

**Action Point 9:** CW will send the possible dates for the SEN meetings to GBo.

**Action Point 10:** UH and GBo will check the content of the SEN page on the school website is up to date.

### 14. Staffing

CW told the Board that the school currently has three NQTs, including the two Teach First students from last year. He gave the governors an overview of tutoring arrangements, the placement of the NQTs within school, the members of teaching staff in the year groups, and other changes to school staff. The SENCo handover will be completed this term with the outgoing SENCo coming into school one day a week. The school has a strong team in place. Governors said that it was a good testament to the school that people wanted to work here.

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### **15. Site**

CW told governors that the tendering process for the outstanding works closes on 28<sup>th</sup> September 2017; no work will take place this side of half term. The SLT has looked at the arrangements for temporary classrooms in other parts of the building as there will be considerable disruption. The school will have a major say in the timing to minimise disruption to SATs etc.

There are planned works for the area at the front of the school as Medina House now uses this area as a drop off point. Medina has taken over the old Barton site but Green Street is too narrow for buses. After discussion it has been agreed that the grass strip to the right of the Barton car park will be removed and hard standing provided for the minibuses. The main bus stop outside the school will be moved as it presents a danger to children crossing the road and a zebra crossing installed. TJ raised the problem of lorries stopping outside to deliver to the shop opposite the school and said that he believed there to have been several near misses. Governors discussed which agency needs to be contacted regarding this problem. It was agreed that the road layout and car parking on the road was not ideal.

### **16. Policies**

Governor Code of Conduct; Governor Allowances; Capability Procedure for School Staff; Teachers Performance Management, Assessment and Capability; Maths; Modern Foreign Languages

Governors raised no questions on the previously distributed policies. UH proposed them for adoption, GBo seconded and the governors agreed unanimously.

### **17. Date of next meeting**

**Pay Committee 19<sup>th</sup> October 2017 at 3.30pm**

**FGB 19<sup>th</sup> October 2017 at 4.30pm please note later start time.**

MR tendered apologies for both meetings as he has a work commitment.

Mrs Hutchinson thanked everyone for their time and closed the meeting at 5.25pm

### **Contacts:**

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

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