

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 19th October 2017 at 4.30pm

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



Barton Primary School

Minutes of the Meeting of the Full Governing Board of Barton Primary School
Thursday 19th October 2017

Governors Present

Mrs U Hutchinson (UH)	LA Governor, Chair
Mr G Booth (GB)	Co-opted, Vice Chair
Mr T Jefferies (TJ)	Parent
Cllr M Price (MP)	Co-opted
Mrs N Smy (NS)	Parent
Mr P Whiteman (PW)	Co-opted

Apologies

Mr Snow, Mr Radford, and Mrs Redrup

Absence

None

Non-Governors in Attendance

Miss C Bailey (CB)	Clerk to the Governing Board
Mr C Wake (CW)	Deputy Head
Mr K Whiting (KW)	School Business Manager
Mrs J Lamb	St Helens Primary Chair of Governors (Observing)
Mrs C Hayes	St Helens Primary Clerk to Governors (Observing)

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 4.30pm and finished at 6.10pm having considered all the items on the agenda.

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

1. Present & Apologies

UH welcomed everyone to the meeting; including a special welcome to Mrs Lamb and Mrs Hayes from St Helens Primary who are here to observe proceedings. Apologies were received and accepted from Mr Snow, Mr Radford and Mrs Redrup.

2. Order of Business

No other items have been received. Order will proceed as listed on the agenda.

3. Declaration of Interests

No interests were declared.

4. Finance

KW joined the meeting at 4.32pm.

KW tabled the latest budget monitor sheet. He explained to governors that not much has changed since the last report. He is working on the 6 month revision and all schools are still waiting for the National Funding Formula (NFF)

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 19th October 2017 at 4.30pm

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

decisions. The NFF will be a soft touch approach to start with and the LA will have power to adjust payments. The agreed deficit budget is proceeding as expected with an average spend of 51% at the 50% point in the financial year. There is an over spend on staffing which is down to sickness and absence cover; non-staff costs are mostly within budget. Grounds maintenance looks high but this is the cost of the playground being resurfaced and will be an in-out payment as the cost will be covered by the LA. There have been increases in some funding streams such as Free School Meals and various in-school clubs. So although the overall deficit was reduced other factors have pushed it back to the agreed £63k. The next 6 months are important and spending is cautious. The Schools Forum meets in November and there is a potential for Barton to benefit from the NFF. Governors discussed the increasing pupil numbers and the allocation of teachers to cover the classes. The LA will only divide the number of pupils by 30 to see if the school has adequate teacher numbers.

Governors discussed a meeting date for a single item agenda to approve the budget revision.

Action Point 1: CB will check dates for the budget revision meeting and forward to UH and MS.

Governors discussed the variable percentage increase allowed by the government for the annual pay award for teachers, and who was responsible for making the decision. As the Board will ultimately approve the Teachers Pay Policy and this school uses the LA model policy then, as discussed by the Pay Committee, the Board will wait for the approved model policy from the LA after they have consulted with the Unions. Governors discussed with KW the financial implications of a 2% increase which has not been factored into the budget and any impact on the deficit. *UH thanked KW for his report and KW left the meeting at 4.55pm.*

5. Minutes and Matters Arising from 21st September 2017

AP1. CB will remind MR to forward his safeguarding training record.

AP2. The date for the Headteacher's performance management has been set for 5th December 2017.

AP3. UH will arrange to speak with MS regarding completion of the SEF and its presentation to governors

AP4. Report on this agenda from TJ on broad and balanced curriculum.

AP5. SIP headlines are on this agenda.

AP6. Data discussion meeting was arranged.

AP7. MP and TJ met with KW and a report will follow at the December 2017 meeting.

AP8. MP and TJ are booked on the finance training in February 2018.

AP9. GBo will meet with CW to discuss SEN

AP10. The SEN offer on the school website needs to have the phrase '...experienced SENCo' changed to 'SENCo' as the person now in this role is new to post.

PW proposed the minutes correct for signing, GBo seconded and the Board agreed unanimously.

6. Governors Reports

Literacy Report UH: UH told governors that the English improvement plan is very good. Use of vocabulary is a problem area; some children come into school with limited word skills and it is absolutely necessary to have good spoken English to understand text in all subjects.

Next Actions: To come into school to look at pupils books and talk with the Literacy leads.

Ofsted Training Report UH: UH and GB attended this training. UH took governors through the points on this report:

- Spiritual, Moral, Social, and Cultural (SMSC) is a topic Ofsted are looking at and should be in the SIP.

Action Point 2: UH will talk to MS about the points in the SIP relating to SMSC.

- UH asked all governors to attend an assembly at least once in the academic year. CW said that there are KS1 and KS2 assemblies on Tuesdays, Thursday's are class or visitor led assemblies, and Fridays are the award assemblies to which parents are invited. Tuesdays are at 2.10pm, and Thursdays and Fridays at 2.30pm.

Action Point 3: All governors to contact the school to plan an assembly visit.

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 19th October 2017 at 4.30pm

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

- The school website must provide the statutory information; a checklist is available for this.

Action Point 4: CB will forward the website checklist to governors

- Status of the SEF has already been covered.
- To cover the areas that Ofsted may ask questions about UH suggests that the Board asks MS to produce reports on some of the areas listed in the report. Governors agreed it was a good idea.

Action Point 5: MS to produce a report for the 25th January 2017 FGB on three areas of strength in Barton Primary.

- Governors discussed how to show impact from training and how it can be documented that it has an impact on pupils.

Action Point 6: CB will devise a training feedback form which can be revisited to discuss impact

- Governors discussed with CW how governors are having an impact, things that are picked up on and challenged such as the lack of coverage of sentence structure in the English Plan and the resultant staff training. Governors do challenge the school and support the leadership team. Policies also have an impact. It may be useful to have a different coloured font to show items of recorded impact in the minutes.

Action Point 7: Head's Report will be a standard agenda item to keep the Ofsted training report rolling forward.

Action Point 8: NS will monitor and report on bullying.

Attendance PW: PW reported that he believes the school is currently doing all it can to keep attendance figures up, some pupil illness is now starting to affect the figures but the office staff are always aware of the reasons. Governors discussed reporting pupil behaviour on the forms. There is a section at the end of the new monitoring form which covers anything else noticed such as behaviour and the learning environment. PW queried the absence of the H&S audit report.

Action Point 9; CB will ask KW if the H&S audit report is available for PW to view.

CW told governors about late sweeps and the meetings with the Educational Welfare Officer. There are some persistent late pupils and school is trying to intervene early with known lates.

Q. Is charging for Breakfast Club having an effect on pupil lates?

A. There has been a slight drop off in numbers but there is no significant effect on late arrivals.

Data UH & GBo: The difficulty of understanding some of the new data was discussed and the difference between attainment and progress. Children are now expected to achieve Age Related Expectations (ARE) at the end of each year. Fischer Family Trust (FFT) national figures are used for targets and they give a target figure for the percentage of pupils expected to reach ARE based on 100 schools like this one. Targets are higher this year and the figures for current achievement are still low. CW pointed out that some of the topics in the maths syllabus have not been covered yet and last year's cohort was in a similar position. Looking at the pupils who are sitting just below ARE achievement levels will be charted.

Q. Will the result at the end of the year be in line with the target?

A. It is a prediction, and this cohort is not as high achieving as last year's. Interventions will be in place but there is no guarantee.

Q. Can the situation with achievement be clearly explained if Ofsted arrive?

A. Yes, there are many pupils with social and emotional needs and some with significant problems.

Q. To be clear, the current under achievement is because pupils haven't covered some of the curriculum, should they have?

A. No, the curriculum is taught in blocks and some areas have not been touched on yet. It's not like the previous levels system.

SEND GBo: GBo told the Board that he'd primarily come in to meet with the new SENCo, Mrs Eager, and get a baseline feel for the school's SEN this year. The Education & Health Care Plans are time consuming and the idea of

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 19th October 2017 at 4.30pm

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

having group plans for those pupils with similar needs was discussed. The need for speech and language support is recognised and a dedicated staff member would make a difference. There are staff trained in this but it is not a dedicated role. Barton is getting a good reputation for helping SEN pupils and numbers are increasing, sometimes taking class numbers over the 'full' point. Governors discussed the procedure for applications over the class number and representations which have been made to the LA. Behaviour of pupils and disruption to classes was discussed. The restrictions on the budget mean that the school cannot give all the SEN pupils the support they need.

Action Point 10: UH will write to the Cabinet Member for Children's Services, Cllr Paul Brading, setting out the problems caused by SEND admission applications over the class numbers, and cc in MP (Cllr Price).

Broad & Balanced Curriculum TJ: TJ told governors that being new to governance he researched what Ofsted expect governors to know about teaching a broad and balance curriculum and proceeded from that basis; design, intent, implement and impact. He thought that the school clearly demonstrated that the processes are in place to cover non-core subjects and was impressed by the use of over-arching themes to cover subjects, including set theme days. Core subjects are also covered within these days. Delivery of the themes is active and school trips can be incorporated. TJ told governors that he will look at coverage of non-core in Early Years next. UH discussed with the Board having a focus from MS on the Broad & Balanced Curriculum at the January FGB meeting; it was agreed that this was a good idea.

Action Point 11: CB will place Broad & Balanced Curriculum on the FGB agenda for 25th January 2018

UH thanked all governors for their reports; next steps are:

- Continue to monitor and report on allocated areas
- Arrange to visit a school assembly

7. Data

This has been covered under the data report. UH and GB will look at performance data after the next data collection point.

8. School Improvement Plan (SIP)

Governors looked at the headlines of the SIP. CW explained that each core subject has an improvement plan, and the SIP key priorities are under Ofsted Headings, the objectives are listed under those. Governors discussed having a governor to link with EYFS and agreed it was worthwhile considering but no decision on which governor this would be was made.

Q. Where does the detail on the implementation of the plan come in?

A. These are just the headlines; behind these each subject is expanded.

Q. FFT20 is mentioned can you explain what this means?

A. This means that the aspirational target for the school is to be in the top 20 out of 100 similar schools nationally.

Q. This is based on the July data, at what point is it updated? And will an updated version be ready for the 7th December 2017 FGB?

A. It is updated half termly, and there will be an updated version for the December meeting.

Q. Is 100% of teaching to be good or better realistic?

A. With the current status of staff at 80% in this bracket then in theory, yes it could get there. NQTs may not be at this point.

Q. These are the desired outcomes, how will we know if they're being achieved?

A. The updated version will be RAG rated to show progress and can be checked by monitoring.

Q. What does the school do to achieve Gold awards in sport and science?

A. Not only to achieve well within school but to lead events with other schools and organisations.

Action Point 12: CB will place a more detailed look at the SIP on the 25th January 2018 FGB agenda.

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 19th October 2017 at 4.30pm

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

9. Safeguarding

CW told the Board that all staff are up to date on training and regular meetings are taking place with the Family Liaison Officer (FLO) to keep track of individual children. Governor MR is coming into school in his work capacity to check the systems and paperwork processes are good. The LLP will do a safeguarding inspection in January.

Q. Have there been any safeguarding issues arising from the shared use of the building?

A. No, the smoking problem has also stopped. TJ noted that any smokers now go right out of sight of any children. There is still unauthorised access to the MUGA which has to be dealt with.

10. Staffing

MS will be back in school after half term. There has been a significant number of non-teaching staff off work with illness. It does have an impact on one-to-one work if an LSA is off.

The staff development day will be looking at the 6 strands behaviour management scheme including ASD and success strategies. The second development day will include training by the LADO.

11. Site

KW is due to meet with Jade Kennet, Lee Matthews and Cllr Brodie to discuss the MUGA and fencing. Phase 2 of the building works is in the process of approaching contractors so there is no further news until one is appointed.

Q. With the fire risk in mind, are there any data sheets available for the specified cladding?

A. Until we have an appointed contractor we have no details.

The works will mean a year of disruption which the school will have to manage.

12. Policies for Approval

The following previously distributed policies have been reviewed by staff, or are new LA policies: Disciplinary Procedure; Educational Visits; Homework; Inclusion; Recording & Disposal of Assets; Single Equalities; and Supporting Pupils with Medical Conditions. There have been no comments received from governors. GBo proposed the policies for adoption, TJ seconded and the Board agreed unanimously.

13. Date of Next Meeting

There will need to be an extra single item meeting before 21st November 2017 to approve the revised budget; this date will be forwarded when agreed. A minimum of 5 governors are need for quorum.

CB asked if the 7th December 2017 meeting could have a 4.30pm start to allow for the Pay Committee to meet at 3.30pm. This was agreed.

FGB Revised Budget: date to be agreed

Pay Committee Thursday 7th December 2017 at 3.30pm

FGB Thursday 7th December 2017 at 4.30pm

Mrs Hutchinson thanked everyone for their time and reports, with particular thanks to Mr Wake for standing in for Mr Snow at governors' meetings this half term. The meeting closed at 6.10pm.

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

Email: carole.bailey@bartonpri.iow.sch.uk

Or in writing to the School Office