

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 7th December 2017 at 4.30pm

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



Minutes of the Meeting of the Full Governing Board of Barton Primary School
Thursday 7th December 2017

Barton Primary School

Governors Present

| | |
|-----------------------|----------------------|
| Mrs U Hutchinson (UH) | LA Governor, Chair |
| Mr M Snow (MS) | Staff, Headteacher |
| Mr G Booth (GB) | Co-opted, Vice Chair |
| Mr T Jefferies (TJ) | Parent |
| Mrs N Smy (NS) | Parent |
| Mr P Whiteman (PW) | Co-opted |

Apologies

Cllr Price, Mr Radford and Mrs Redrup

Absence

None

Non-Governors in Attendance

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

Vacancies

1x Co-opted Governor

Quorum

The meeting achieved the minimum number to be considered quorate (5) and remained at or 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; apologies were received and accepted from Cllr Price, Mr Radford and Mrs Redrup. MS told the Board that he will have to leave early as he is supporting another school.

2. Order of Business

It was agreed that item 8, data, will be taken after item 4 as MS would like to deliver this item before he has to leave.

3. Declaration of Interests

No interests were declared.

4. Minutes and Matters Arising 19th October 2017 and 15th November 2017

19th October 2017

AP1. The budget revision meeting was arranged.

AP2. UH met with CW but UH would like more information on SMSC.

Action Point 1: UH will meet with CW to discuss SMSC

AP3. Governors will contact school to arrange an assembly visit. (Ongoing)

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AP4. TJ has completed the website checklist. Some of the items not found are on there but were not easily found. The termly curriculum maps are updated each year and it was agreed that there should be a rolling 12 months available.

Action Point 2: CW will update curriculum maps and place a rolling 12 months on the website.

The statutory data is there via links, along with performance tables and progress scores. UH thanked TJ for going through the checklist.

Action Point 3: GBo will check the SEND section of the website in the Spring Term.

AP5. MS will produce a report on Barton's three strengths for the FGB on 25th January 2018. UH asked MS if he could tell governors what he thought those strengths are. MS said that the three strongest points are the school's safeguarding and family support; the work with children who have significant needs; and delivering a broad and balanced curriculum.

AP6. A training feedback form has been sent to governors to trial.

AP7. Head's Report is on each agenda.

AP8. NS has been in to visit the school council and a report will be submitted to the FGB on 25th January 2018.

AP9. PW said that he has been in contact with Mr Whiting regarding the H&S Audit and is satisfied that the school has matters in hand. However the LA commission these audits and then the reports take a very long time to be fed back to the school which is not satisfactory.

AP10. UH said that MP was going to contact Cllr Brading with regard to a school visit but it is not known if contact has been made as MP could not attend this meeting. Governors discussed being able to bring matters directly to the attention of the Councillor with responsibility for Children's Services, particularly matters around SEND.

Action Point 4: UH will write to Cllr Brading

AP11. Broad and balanced curriculum will be on the 25th January 2018 FGB agenda.

AP12. Looking at the SIP in depth will be placed on the 25th January 2018 FGB agenda

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

15th November 2017

AP1. It is not known if MP came into school to discuss the submission to the Schools Forum consultation.

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

8. Data

MS took governors through the Ofsted Inspection Data Summary Report. The front page summary is based on the 2016 results and is not updated to the 2017 results until validated in Feb 2018. These figures will probably indicate that an Inspection will be a Section 5 two day visit. The school was not below floor standards in 2016. Maths progress was one of the best on the Island in 2017.

Governors discussed being able to access this report electronically as it replaces RAISE Online. MS said that access is password protected but could be arranged in school for governors.

The school context is summarised as more boys than girls, high FSM, high SEND, and with a high deprivation factor. Governors looked at the difference from national.

Q. Why are there some pupils with no EYFS profile?

A. These pupils were home educated for this year.

Q. What is CLA?

A. It stands for Children Looked After (formally LAC), there are now 4 in school.

Governors discussed the quintile comparisons which compare to 100 similar schools. The data shows that performance is moving up which is progress. This is also the case for disadvantaged pupils. The data is cohort driven.

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Governors looked at the detailed ranges for reading, writing, and maths. MS explained that the ranges all cross over the zero line which indicates progress is made. Some **Pupil Premium** pupils are below the line. Reading is just below the line overall but is following national, writing is an area that needs attention, Maths has exceeded national. Governors discussed influences on maths including that maths was more successful because the children's progress was not predicated on the quality of family input.

Q. What is happening lower down the school?

A. The performance in the lower key stage is cohort driven.

Governors discussed the demographics of the school catchment area and the influence it has on children's basic knowledge of reading and writing when there may be few opportunities to engage at home.

Q. How are the elements of writing being addressed

A. They have been entered into the SIP. Reading Clubs are starting to have an impact; early assessment is important; moderation in some schools may not be as 'tight' as Barton's.

Progress from Year R is important or Age Related Expectations will not be achieved in subsequent years. The DfE seems to be placing less emphasis on KS1 tests and it is possible that KS1 SATs may go. There still needs to be progress in numbers of pupils achieving 'greater depth' of learning. There are many families in the school who are 'Just about managing' and breakfast club is useful for these families where both parents work. Phonics in Year 1 dipped this year which is cohort driven.

Q. If we looked at the delivery of phonics would we see a difference in teaching style, amount of time spent etc. in a weaker cohort, or would it be the same as a strong cohort?

A. Teachers will adjust according to the needs of the cohort, possibly increasing time allowed from 10% to 15%.

Q. Ofsted will be looking at what you are doing to improve progress, are you confident that measures are in place?

A. Yes, the SIP is in place and implemented, the results for KS2 in 2018 should be close to 73%. We do have extra children coming in which may effect this prediction.

Governors discussed the possible removal of KS1 SATs and the importance of the EYFS baseline. A named governor is needed to monitor and report on Early Years. After discussion TJ was appointed as the EYFS governor. His first visit will be to meet with the EYFS lead teacher.

MS told governors that the other system of analysis is the Fischer Family Trust (FFT) which is very 'forensic' in its diagnosis of where achievement should be given past performance. Governors agreed to look at FFT data at the 8th March 2018 FGB.

Action Point 5: CB will place FFT under the data section of the 8th March 2018 FGB agenda.

MS left the meeting

5. Governors Reports

Safeguarding MR: Governors agreed it was a good report and it was pleasing to see that the school was very good with all safeguarding matters.

Governors discussed how operational they should be in a report if they had expert knowledge and agreed that guidelines should be discussed at the January FGB.

Action Point 6: CB will place report writing guidelines on the FGB Agenda for 25th January 2018.

English Policy UH: This was a quick visit to look at the revised English Policy which is nearing completion, UH will visit again in the spring term.

Self-Evaluation Form (SEF) UH and GBo: The SEF content was discussed at the meeting and some suggestions were made but it was felt that the document was well laid out. It is on this agenda under item 7. UH and GBo will visit again in January to look at the amendments to Early Years and some main sections.

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Governors discussed the three main sources of analytical data available: Analyse School Performance (ASP); FFT; and the Ofsted Dashboard, and their ability to access to them. They need passwords.

Action Point 7: UH and GBo will make arrangements with the SBM to come into school to gain access to the analytical data sources.

SEN GBo: GB visited the Voyagers class taught in the mornings by the SENCo. He said he saw a well-motivated class. It may be an expensive resource but the pupils are making good progress and their 'home classes' are able to deliver at a higher level. Dedicated planning time may be needed.

Meeting the Needs of all Pupils Training GBo: GBo reported that this was a good training and the report has a list of questions which governors need to bear in mind when visiting school. He told governors that he also attended the Chairs Forum as UH was unable to go.

NS told governors that she has visited the School Council and will submit a report for the January meeting.

TJ has submitted the website check as discussed under item 4.

6. Pay Committee Report

GB reported on confidential pay matters to the Board.

7. Head's Report

The report on the SEF was presented by CW. He gave governors a brief page by page explanation of the content starting with the school context. Governors asked for clarification of some of the phrases used. The next section covered the issues raised by the last Ofsted report and how they have been addressed. The following pages cover the Ofsted categories, the grading the school assesses itself at, and the reasoning behind that choice. These sections also cover what needs to be done to improve the grading. Governors suggested that outcomes need to include national figures for comparison.

Governors discussed with CW why some EYFS settings locally have been judged as Outstanding in the last few months. It was thought that the different teaching style may make it easier to demonstrate to Ofsted what is being achieved.

CW told governors that the overall effectiveness section is an important element. There was discussion on how the SEF overlaps with the SIP and the frequency of review of the SEF. It will be looked at twice a year as a working document. More frequent updates are contained in the SIP. Governors agreed that when Ofsted call on the day before an inspection these two documents will give a comprehensive view of the school. Governors told CW that they would find a bullet point summary of the SEF useful.

Action Point 8: CW will compile a SEF summary for governors.

9. School Improvement Plan (SIP)

SIP update will be at the FGB meeting on 25th January 2018.

10. Finance

There is no update since the revised budget meeting on 15th November 2017.

11. Attendance

PW will complete a visit report after the end of term attendance figures are compiled. He reported that he continues to be impressed by the ability of the office staff to communicate with parents, especially around the area of late arrival in school.

12. Safeguarding

Governors discussed the list of trainings completed by MR with regard to safeguarding and child protection. The subject of MR taking on lead governor role for safeguarding has been discussed previously. Although not present MR has said he would be willing to take on the role. Governors discussed and unanimously agreed to swap the roles over with MR as lead safeguarding governor and GBo as deputy.

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13. Staffing

CW reported to governors that apart from significant staff illness over this term staffing was stable.

14. Site

There is no news yet on an appointed contractor for the building works. PW will be asking about fire regulations for the cladding to be used when a specification is known.

15. Policies

Accessibility Plan; Anti-bullying; Attendance; Complaints; Exclusions; and Teachers Pay policies are here for approval. Teachers Pay has been looked at by the Pay Committee before this meeting so will be amended and come to the FGB on 25th January 2018. Governors discussed the Attendance Policy and the clarity around the section on absence and lates and how they are reported. It was agreed to ask the school to clarify this section and bring back to the FGB on 25th January 2018. Governors discussed what the school would do if a child was absent without notification and parent contact could not be made. It was agreed to ask the school to enhance this section to fully reflect school practice. Governors discussed how the school addresses ingress of private external disagreements between parents to school which may impact on their children and have a relevance to the Anti-bullying policy. CW explained how such matters are dealt with which is separate to the policy and involves individual meetings. Governors discussed how a panel would be formed in the event of a complaint. CB reported that in the eight years she had been clerk for this school no complaint had ever come to Stage 3 and required a panel. However it is necessary to know how the panel is chosen, especially as Boards have become smaller. Staff governors do not sit on Complaints panels as, in a small school, they usually have knowledge of the complaint and parents may not see them as impartial; this may apply to parent governors also, but not always. Therefore the clerk will contact those governors who are unlikely to have prior knowledge or involvement in the Complaint and co-ordinate availability. If a panel of three governors cannot be assembled then the clerk will contact governor services to find a governor(s) from another school under the collaboration agreement. Governors agreed that these arrangements were suitable.

Accessibility Plan; Anti-bullying; Complaints; and Exclusions policies were proposed for adoption by GBo, seconded by PW and the Board agreed unanimously.

16. Date of Next Meeting

FGB Thursday 25th January 2018 at 4pm

Mrs Hutchinson thanked everyone for their time and closed the meeting 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

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