

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 23rd March 2017 at 4pm

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



Barton Primary School

Minutes of the Meeting of the Full Governing Board of Barton Primary School
Thursday 23rd March 2017

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 Governor
Cllr M Price (MP)	Co-opted
Mr M Radford (MR)	Co-opted
Mrs H Redrup (HR)	Staff
Mrs N Smy (NS)	Parent
Mr P Whiteman (PW)	Co-opted

Apologies

None

Absence

None

Non-Governors in Attendance

Miss C Bailey (CB) Clerk to the Governing Board

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 5.45pm 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; there were no apologies. NS joined the meeting at 4.03pm.

2. Order of Business

As the teacher due to give the presentation on EYFS is at a training session item 4 will move to a point where she is available. No other items were raised.

3. Declaration of Interests

No interests were declared.

5. Minutes and Matters Arising 2nd February 2017

AP1. A finance meeting has taken place between MS, KW, MP and GB.

AP2. RE Day dates were circulated to governors. The appointment of an RE governor was discussed and it was agreed that any governor who was available would drop in and report back.

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AP3 and AP4. No Smoking signs have been placed at specific locations around the school and grounds. Currently the problem of smoking outside, but on school property, has ceased. If it returns UH will write to the organisation concerned. MS made governors aware that the LA Park at the rear of the school is also non-smoking. GB proposed the minutes correct for signing, PW seconded and the Board agreed unanimously.

6. Governors Reports

UH Literacy: UH told governors that the report is positive, data is still embedding in.

GB Pupil Premium and SEN: GB told governors that he had been impressed with what is currently in place for pupils, particularly the year 3 and 4 project. This involves a group of pupils being taught in a separate morning session. This is benefiting not only the pupils involved but also the remaining pupils as the differentiation for planning and teaching was a particularly wide range.

PW Attendance: PW told governors that the level of attendance is down but this is due to illness this term. It currently stands at 94.95%. He is satisfied that staff are doing all they can to ensure attendance and prevent lates. He asked MS if the next report could show the unauthorised absences separated out from other absence.

Action Point 1: MS will provide the figures for unauthorised absence as opposed the other absences for the FGB meeting on 25th May 2017.

MS told governors that pupils' attendance is generally an upward trend now, staff still do a couple of pupil collections and there are some families where, despite the school's efforts, the parents to not engage but these have been referred to the EWO service and Social Services.

Action Point 2: CB will amend the visit form template and resend to governors.

MP Finance: MP submitted two reports, one from the joint meeting with GB, MS, KW and himself, and one from his meeting with KW. One correction needs to be made which is the deficit figure in question should say £20k not £60k. Governors discussed the likelihood of having to agree a deficit budget with the LA and the timescale for approval. The budget discussion meeting is set for 11th May 2017. Barton is a growing school and has to fund the extra pupils for two terms before undated census figures are used. The census is in October for funding numbers used in April. Pupils with complex needs do not always receive funding necessary to provide them with their educational support, and it is not back dated. Governors discussed possibilities of extra fund raising with charges for breakfast club etc. but agreed this would defeat the object. The government's fair funding formula was discussed including the fact that rural areas still lose out to urban areas, which can receive twice the amount per child because of deprivation factors. Increasing aspiration for Island pupils was discussed. MS told governors that he was trying to ensure good ratios remained between staff and pupils but it was inevitable that some areas will need to be looked at.

CB Governors Forum: CB reported to governors that the Forum had been well attended and included presentations on what governors should bear in mind when monitoring maths, and collaboration between schools. Details are in the report. The date for the next meeting has not yet been circulated.

NS School Council: NS told governors that she'd attended the School Council meeting. They do a good job and are very pro-active. Mrs Young works hard to ensure the meetings are effective. The children enjoyed explaining the Playground Buddy system which now includes KS1. They wanted to present a year-end report to governors and it was agreed that the 25th May 2017 FGB meeting could be the most appropriate.

The school is also trying to establish links with ASDA who are building a new store on St George's Way.

Next Actions:

UH: Continue Literacy meetings

UH & GB: Meet MS to discuss SIP updates and performance data in depth.

GB: Meet relevant staff in the summer term to discuss groups of pupils.

PW: Report on the H&S audit when the report from the audit is available.

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NS: Report on discussions with the Family Liaison Officer

MP: Meet with KW to discuss finance.

MR: Arrange a school visit, in uniform, for a school walk round and a meeting with the science lead.

TJ: Attend Governor Induction training in May and Disadvantaged Pupil training in March.

7. Data

MS tabled a summary of the current performance data and reported to governors that there has not been much movement from January 2017 to now, the next data point is Easter. There have been 5 new pupils in Year 2, 4 of whom are below Age Related Expectations (ARE). Year 6 borderline pupils are receiving intensive interventions. Governors discussed the meetings MS is having with LA representatives. The Fischer Family Trust figures are starting to be achieved; some difficult curriculum areas are being covered currently. MS told governors that he strongly believed that pupils needed to have full understanding of maths and not just enough to 'jump through the hoops'.

Q. Why have some 'ARE' figures gone down?

A. This is because of the difficulty of the current subjects being covered which some pupils have not yet understood. MS told governors that he hoped the reading paper for SATs this year would be more accessible to pupils.

8. School Improvement Plan

The SIP will be updated at the end of this term and UH and GB will meet with MS for an in-depth discussion. MS reported on the observations and work scrutiny that he'd undertaken. It was generally a positive experience, most teaching is good with some outstanding. There is no inadequate teaching. The scrutiny of pupils' work validates the observations, as does the scrutiny of the work by the LLP, Mrs Wilson. MS reported that teacher to teacher mentoring is taking place to expand best practice; some of the marking and feedback is the best he has seen but some needs to be more focused including expectations of pupils' presentation of work. The reading project has had an impact but it will be refined, the reading tracking developed by one of the teachers is now being used by some schools in Hants.

Scrutiny for literacy and maths is now being done together.

The staff feedback for the observations is still taking place.

9. Coasting School Status

MS reported that he'd travelled to a meeting in Portsmouth, 'Ambition School Leadership' with the deputy Regional Schools Commissioner, along with mainland Headteachers. The meeting was not about coasting schools. The meeting made no mention of Island schools which MS questioned as UH had previously received a letter regarding Barton which UH and MS had replied to. He was told that currently Barton is not on their list of schools to investigate further and that UH would receive a further letter.

Governors discussed the basis for coasting schools and the way the data fell in certain years which led to the initial letter.

10. SFVS form

Governors discussed the previously distributed SFVS proposed submission. CB explained the journey of the content and the SBM and MP's roles in the preparation of the current year's form, including content from the previous year's submission.

UH proposed the SFVS form for signing and submission to the LA, MP seconded and the Board agreed unanimously.

11. Safeguarding

MS told governors that he is part of the committee that looks at all Section 175 Safeguarding Audit submissions to check everything is in place within schools. The audit helps to inform policy on the Island around child safeguarding matters. Barton's Safeguarding Audit was submitted after being completed by school staff and agreed by the Safeguarding Governor, GB. The audit has been distributed to all governors for information.

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One issue which may arise island-wide is a need for training on refugee children and their particular needs.

Q. Will there be extra support available for training needs from the LA?

A. Yes, nobody is sure of numbers yet but it is likely that there will be some refugee families on the island and this area has temporary housing.

12. Staffing

One member of staff is on long term sick, and another has been referred to Occupational Health. Advice is always sought from the HR provider. Planning for September 2017 may have to include another teacher for Reception class due to increasing numbers but this should be an internal move; there is the capacity if all teachers are in school.

Q. Are the Teach First students staying?

A. Yes.

13. Site

The next stage of the building works is about to go out to tender. The playground should be resurfaced over the Easter holidays. The MUGA fencing is starting.

Q. Has the manager for the MUGA started yet?

A. MUGA management is starting, the area will have an H&S inspection tomorrow (24-3-17) and much will depend on that. The school is still removing young adults from the site who are there without permission.

MS reported that unauthorised parking in the staff car park is creating problems, there is very limited room and some blocking in has occurred. Some of the problems are caused by parents visiting the Children's Centre. A mechanical arm barrier would help but is costly.

14. Policies

Governors discussed the Charging & Remissions Policy and the need to look at spending on remissions, funds raised in the school's name and letting income.

Action Point 3: CB will detail the monitoring needed to comply with policy and statutory needs to MP for a monitor visit with KW.

Action Point 4: TJ will make contact with the parent group that raise funds to discuss with them the audit needs.

The Child Protection and Safeguarding Policies were discussed. These are new policies that follow the Hants template; they were previously combined in one policy. Governors discussed the wording in the policies, the use of policy titles which may differ from the school's current policies, and the need to add a Social Media Policy when the LA model policy has been completed. MS told governors that the E-Safety Policy is extensive and covers much of the social media points, as does the Staff Code of Conduct which is on this agenda. The First Aid Policy is being reviewed.

Q. Concerns have been raised by parents about the school having a Facebook page, will the school have complete control of postings?

A. MS assured the Board that all comments are moderated and the site is controlled by the school.

Q. Concerns have been raised by parents about other Facebook groups using the Barton name, are they connected to the school?

A. This can be misleading as the public may consider it to be a school site which they are not. There are also concerns that pictures of vulnerable children may be posted.

Action Point 5: MS will ask the providers of the non-school site to remove Barton's name from their page and ensure that they understand they may only post pictures of their own child.

There was discussion on ensuring the provision of information for parents as set out in the policies.

Q. Does the school provide the information sessions on e-safety?

A. Yes, these are provided every year, but the take up is minimal.

Q. Does the school have a separate drugs policy as stated in the Safeguarding Policy?

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A. There is not a separate policy covering drug use. (Post meeting note: Barton has adopted the LA Alcohol & Substance Misuse Policy which applies to all staff)

Governors asked about the school's photographic forms. MS told governors that these are signed by parents when their child starts school but can be amended if circumstances change.

There are still some mentions of the IEB in some of the policies and the logo needs to be changed on the Finance Policy. There were no other questions on the policies.

PW proposed the policies for adoption subject to the amendments discussed above, GB seconded and the Board agreed unanimously.

Action Point 6: CB will amend the policies as requested and resend the Child Protection and Safeguarding Policies to governors.

4. Early Years Presentation

The meeting moved to the EYFS area at 5.20pm.

Miss Saunders and Mrs Redrup gave the Board a tour of their adjoining classrooms. They told governors that the Nursery would be holding an Open Afternoon on 4th April 2017 and that governors would be very welcome to attend. Miss Saunders showed governors how the Nursery room is divided into a quieter space and a messy room with wipe clean flooring. The way the Nursery joins the Reception area will make transition for the pupils easier as they will be familiar with the space. They have a joined a fishkeeping programme which is free and run by Maidenhead Aquatics, the fish tank has a calming effect and is used for improving counting. They are trying to expand the experience in the nursery to give children the opportunity to encounter things that they may not see at home such as keeping pets. Feedback from parents about the Nursery and Reception class rooms has been positive. Governors were shown the outside area for early years. The staff are making the best use of what equipment they have and are getting inventive with use of materials such as old tyres, these are used as barriers to define play areas between older and younger children during outside play. The sandpit is rotting away and due to the prevailing wind direction the covered area does not stay dry during rainy days. The whole area needs attention but the costs are prohibitive. The teachers asked governors to let them know if they were aware of anyone who might sponsor or contribute to the refurbishment of the outside area.

The Board moved into the Reception class area. Mrs Redrup explained that children moving up from the nursery will already be familiar with the staff and the classroom which should make a big difference to the smoothness of transition. This year the school is expecting to reach a full intake of 45 children. Governors commented on the maintained nursery being an unusual addition now but an integrated system which works. HR said that this is the only maintained nursery left on the Island. The staff in this area have regular team meetings to ensure continuity of provision.

HR explained the assessment system they use, Early Excellence Assessment Tracker (EExAT), they consider it to be the most child friendly assessment system. Although the government scrapped the official Baseline requirements it is essential to have a benchmark of children's achievement in order to measure progress. Some of the banding in other systems can be over 20 months, such as 40-60 months, but the school prefers to use smaller increments over 6 months. A lot of the data collected will be visual. The Hants system uses terms such as 'mastery' for 5 year old children that they consider are not really appropriate to this stage of life. The teachers are preparing information for parents on how to ensure their children are ready for school, mostly having the ability to complete simple life skills such as washing hands and obeying simple instruction.

MS told governors that in the future different styles of teaching will emerge such as more dynamic speech and language programmes. A replacement scheme for family learning is being set up which will help parents to understand how their children learn. There will be a trial period for the new system with a trial group and a control

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group to look at the impact. Governors discussed the need to support parents and the more vulnerable families in this area.

UH thanked Miss Saunders and Mrs Redrup for the presentation.

15. Date of next meeting

Thursday 11th May 2017 4pm FGB (Budget)

Thursday 25th May 2017 4pm FGB

Mrs Hutchinson thanked everyone for their time and closed the meeting at 5.45pm

Contacts:

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