

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 25th May 2017 at 4pm

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



Minutes of the Meeting of the Full Governing Board of Barton Primary School
Thursday 25th May 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
Cllr M Price (MP)	Co-opted
Mrs H Redrup (HR)	Staff

Apologies

Mr Radford and Mrs Smy

Absent

Mr Whiteman (Apologies received post meeting)

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) at remained at or above this number for the whole meeting.

Start & Finish Times

The meeting convened at 4pm and finished at 5.30pm 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 MR and NS. Governors discussed the absence of PW from the previous meeting and this meeting, which is unusual. Email coverage was discussed (post meeting note: Email coverage was found to be working as normal); it was agreed that MP would check with PW personally to ensure he had the meeting dates.

2. Order of Business

No extra items have been received, agenda will proceed as listed.

3. Declaration of Interests

No interests were declared.

4. Minutes and Matters Arising 23rd March 2017 and 11th May 2017

FGB 23rd March 2017:

AP1. Figures for authorised and unauthorised absence have been provided.

AP2. A basic template was re-done for MR's report on this agenda; finance has its own specific reporting structure.

Action Point 1: CB will look at other models of governor reporting forms to see what prompt questions can be incorporated.

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AP3. CB emailed MP with the questions raised by governors around fundraising and lettings income, and charging and remissions.

AP4. TJ has contacted the Friends of Barton group to request the accounts for their fundraising and expenditure. Communication has been difficult. Providing a school email address was discussed but agreed as not appropriate. TJ has offered advice on what the Board need to see. CB reminded the Board that as the funds are raised in the name of the school the Board are legally obliged to view the accounts annually. UH asked if TJ could compile a report on what has happened so far so that the Board has a record of the request.

Action Point 2: TJ will maintain contact with the Friends of Barton and write a report on the contact made so far for the FGB meeting on 13th July 2017.

AP5. MS has asked the Facebook site to remove Barton's name from their site title and this has been done. As parents they have been reminded of the photographic rules.

AP6. CB amended and resent the Safeguarding and Child Protection Policies which were approved FGB 11th May 2017:

AP1. UH has signed the budget for submission to the LA. The SBM will provide more detailed reports for each FGB meeting so that governors are kept up to date with the finance situation.

TJ proposed both sets of minutes correct for signing, HR seconded and the Board agreed unanimously.

5. Governor Reports

The following reports have been received:

- Governors SIP meeting 6th April 2017: UH & GB
- Training Record (Disadvantaged Pupils) April 2017: UH & TJ
- Visit Report (All Day familiarisation and Stay Safe) 25th May 2017: MR

UH and GB met with MS and Mr Wake to discuss the new system for monitoring data. They also discussed book scrutiny monitoring by the Head and Deputy Head. There was discussion on what governors should call looking at pupil's work during their monitoring to avoid slipping into operational areas; pupil's work review or book look were suggested. Pupil premium questions were also asked and answered concerning the provision of information, use of TAs, and evaluation of PP spending.

TJ and UH attended a governor training session on Pupil Premium and disadvantaged children and produced a set of questions for the school to answer. Governors asked if the school website currently displays the information on Pupil Premium; this is being updated.

Action Point 3: MS will provide answers to the questions on the training report at the FGB meeting on 13th July 2017, and provide the anonymised performance management targets that match PP objectives.

UH told the Board that she **questioned the trainer** over the use of TAs as support for pupils covered by PP funding; their opinion was that it may not be good value for money which UH disagreed with. Governors discussed how skilled TAs can enable a pupil to access the curriculum or even facilitate them being able to stay in a mainstream school at all. It is difficult to measure how effective a TA is in these circumstances, especially in cases of emotional need. MS agreed that TAs are valuable in this role and it's the responsibility of the Headteacher to allocate the support staff in the best way. Statistical evidence from the Sutton Trust has shown that a lot of PP funding is spent on teaching support staff which is not what the government intended.

Action Point 4: UH will pass on the PP training information booklet to GB.

MR visited the school for a whole day and combined talking to the pupils about his role as a policeman with familiarising himself with the school. MS said that his visit had a positive impact on pupils. TJ reported that feedback he'd heard from parents and pupils was excellent.

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Next Actions:

UH and GB will visit after SATs to talk to children about their books and view a selection of books with MS and Mr Wake.

GB will visit the Year3/4 project group to look at its impact.

MP will meet with the SBM to discuss the finance issues raised.

TJ will report on the meetings with the Friends of Barton.

Other governors will arrange visits as per their monitoring areas.

6. Data

MS reported that there is no new data until the July meeting however the NFER tests are due for Years 3, 4 & 5. EYFS has had moderation of their assessments for pupils which was positive, and 56-59% of the EYFS pupils are expected to achieve Age Related Expectations (ARE). Reception class gained 4 pupils over the course of this year. HR gave feedback on the moderation; the information gathered was described as good but some elements need more evidence; it was agreed that the school knew the children well.

MS said that the school will not be moderated for KS1 or KS2 this year. Results for the phonics testing should be available for the July meeting. KS2 papers appear to be more accessible to pupils this year but results will depend on where the benchmark is set. KS1 papers should be a good result this year. SLT will validate the papers after half term.

Action Point 5: UH will meet with MS after validation of the papers to talk through the test results in detail.

MS told governors that the school's data expert will be helping the school to access other ways of showing data such as Venn diagrams. Tracking will be taken to another level with a digitised, costed provision map.

7. School Improvement Plan

The LLP, Jane Wilson, is in school on 8th June to look at writing and plan next year. She will make another visit in July and UH hopes to meet her at that visit.

Action Point 6: MS will let UH know when the next LLP visit is arranged.

8. Pupil Premium

Discussion has taken place under item 5 and MS will provide answers to the questions in UH/TJ's report at the FGB on 13th July 2017.

9. Finance

Governors discussed the possible changes to staffing with advertising for maternity cover, some part time arrangements, and adjustments to support staff deployment. The possible removal of free school meals under the next government was discussed; contacting ASDA for sponsorship of projects in school; and the visit to the school by Council leader Cllr Dave Stewart.

A report from the SBM will be available at the 13th July FGB.

10. Safeguarding

Foundation training for all staff will take place again (2 year cycle) at the start of the academic year in 2017. FGM training will be redone but targeted for specific staff.

MS reported that governors need to be aware of the problems the school is encountering with Social Services and escalating referrals to CAMHS (Child and Adolescent Mental Health Services). The school feels it is not getting the support needed for pupils referred.

11. Staffing

Covered under item 9

12. Site

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The works to the exterior walls and windows has been delayed until the autumn for logistical reasons. There may be problems finding spare classrooms to move pupils to whilst individual classrooms are being up upgraded. MS is liaising with the LA on the site works.

Next year 35 pupils are registered for Reception class.

13. Policies

Twenty policies have been reviewed by the school are have been circulated for comment. The English Policy will be held over until the Autumn Term for additional content and is removed from the approval list. Some amendments have been made to the Smoke Free School Policy to reference particular school items, where possible the policies now refer to 'pupils' rather than 'children' or 'students' but this does not always directly translate so some references are still to children. Governors discussed any possible challenge that may arise to walk home alone rules; and technical responsibilities of school staff to IT security and firewalls.

GB proposed the 19 listed policies for approval subject to the above amendments, MP seconded and the Board agreed unanimously.

CB wished to thank Lisa Williams in the school office for organising and then collating all the policies going to and from staff for review. MS added thanks to all the school office staff for their great support.

14. Date of Next Meeting

Full Governing Board 13th July 2017 at 4pm

Mrs Hutchinson thanked everyone for their time and closed the meeting at 5.30pm

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