

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 25th January 2018 at 4pm

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



Minutes of the Meeting of the Full Governing Board of Barton Primary School
On Thursday 25th January 2018 at 4pm

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 N Smy (NS)	Parent
Mr P Whiteman (PW)	Co-opted

Apologies

Mr Radford and Mrs Redrup

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) at remained 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. Present & Apologies

UH welcomed everyone to the meeting and apologies were received and accepted from Mr Radford. Mrs Redrup is on maternity leave.

2. Order of Business

The English policy is added to the list under item 14. The LLP report will be added to item 6.

3. Declaration of Interests

No interests were declared.

4. Minutes & Matters Arising 7th December 2017

AP1. SMSC is in UH's report.

AP3 (19-10-17) NS and TJ will complete reports on assemblies attended.

AP2. Updated curriculum maps are on the website.

AP3. GB has looked at the information updated by the SENCo but it has not yet been uploaded to the website.

Action Point 1: GB will check the website for the SEND offer later in the Spring Term.

AP4. UH tabled copies of the letter sent to Cllr Brading on 12th January 2018 regarding SEN admissions. Governors discussed the problem of referrals for admission to Barton that take class numbers over PAN (Pupil Admission

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Number) and overload school staff who are already working to capacity with pupils from the area. The school does not have a specialist unit for SEN. UH told governors that she has received a reply and Cllr Brading would like to visit the school and bring Brian Pope from Hants with him. Governors agreed that it would be good to have governor representation at the visit. MS said he would be happy to arrange the visit but needed availability for dates.

Action Point 2: UH and GB will supply MS with dates that they could attend a school visit by Cllr Brading and Brian Pope.

AP5. Fischer Family Trust data is on the draft FGB agenda for 8th March 2018.

AP6. Report writing guidelines are on this agenda but will roll over to the FGB 8th March 2018 to ensure all governors can discuss.

AP7. UH and GB have not yet fixed a date to look at the data sources which need a password.

Action Point 3: UH and GB will arrange a date with the SBM to gain access to the data sources.

AP8. CW is on secondment to another school so a SEF summary has not been completed. MS told governors that the SEF will shortly be updated and that governors need to review it during this process.

Action Point 4: UH and GB will fix a date to review the SEF changes with MS.

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

5. Governor Reports

UH & GB. Meeting with LLP, MS and Acting Deputy Head: UH told governors that she had sat in on the LLP meeting and apart from observations in the report there are recommendations for governors. Safeguarding and provision of SMSC are the points picked out by Jane Wilson (LLP).

Action Point 5: Next actions:

MR will ensure he checks and signs the single central register half termly.

PW will meet with KW to check risk assessments are up to date, and the accident book entries to look for any patterns emerging.

NS will meet with pupils from the School Council to gauge how they feel about the school values, assembly visitors, and what they are taught about cultural respect, to inform governors with regard to SMSC.

TJ will check the SIP to see if there are mentions of any SMSC threads within subjects.

MS will check the SIP for SMSC references.

6. Headteacher's Report

MS gave a verbal report on the school's three main strengths. These have been validated by Jane Wilson.

1. Safeguarding & Child Protection: Staff in school deal with complex and difficult needs on a daily basis. Some office protocols need addressing but most are good. The priority of the safeguarding team is to ensure the children are safe and settled in school. One of the judgements is that children can make their own individual choices; this is very difficult for many of the children who have suffered neglect or challenging circumstances in their home life. Barton school is respected throughout the professional safeguarding community on the Island for its child protection practice, and for providing outstanding evidence in legal cases.

2. Well-being and development: The Family Liaison Officer, SENCo and Headteacher know all the children well and the SENCo also does a great job as behaviour manager. The well-being and development of children is good, most children are focused on their work and ready to learn. Some of the more needy children may be academically challenged but the support is there.

3. Leadership & Succession Planning: MS said that he felt the Board were very good at challenging the school. The core group that came from the IEB provided continuity and have encouraged newer governors in the role. The school has 'grown' new leaders from within its teaching staff who have been able to help other schools. Governors asked if there are keen staff members still coming through the school who want career progression to leadership.

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MS said that there were, and the school develops staff. Governors said that they would like to know more details of staff training for leadership roles so that as governors they can recognise what is being done.

Broad & Balanced Curriculum: MS told governors that if they wanted to see evidence of a broad and balanced curriculum a learning walk around school would show a wide variety of topics being covered in a variety of ways from clay modelling to musical instruments. Year 1 & 2 are using the Lighthouse Keeper's Lunch as a base to explore local landmarks, visits to school by the RNLI, and total immersion across all other curriculum areas. Year 3's topic, Polar Explorer, is looking at Antarctica and they have had a visit from a civil engineer. Year 4 are examining the Romans and their culture with villas, mosaics and making shields. Year 5 are looking at Greece, ancient and modern, with geographical comparisons. Year 6 is studying Mexico from the Aztecs to earthquakes and even 'The Wall' which has prompted class discussions. The school also has the Gold kite mark for science; the STEM team from the college has worked with pupils on a remote vehicle project; there has been an IT resource audit; and PHSE and RE days are held. Art is led by one of the teachers; a specialist science teacher has been in to work with Years 4, 5, and 6 and has provided a delivery of the subject at greater depth; Early Years is child-led and often covers recent events such as stormy weather. TJ, as governor with monitoring responsibility for broad and balanced curriculum, told the Board that on his last visit, and the subsequent report, he was very impressed with what the school is doing. MS will produce a written summary of the Head's Report.

Action Point 6: Governors to make an appointment to visit school to verify any of the above strengths.

7. Data

MS told governors that one focus of Jane Wilson's visit was **Pupil Premium** children and their attainment. If SEN pupils are removed from the figures then PP children do as well as their peers. There are however not many PP who are not SEN as well.

Q. What are the percentage figures for PP with SEN?

A. MS gave governors a class by class breakdown of the figures. Many of the pupils are in Voyagers and are making progress but will not achieve ARE.

MS discussed with governors the latest attainment figures and expected progress.

Q. Year 3 is significantly lower than where they should be, why is this?

A. Phonic results were good in this class but there has been 42% turbulence; out of 29 pupils 13 did not start at Barton. There are currently 8 **PP** children in Year 3. There are challenging and complex needs in this class which require intensive management.

Q. Data shows only 3 new pupils this year, did they arrive in Year 2?

A. Yes, and several tipped into ARE under the KS1 curriculum but the challenge of the KS2 curriculum is more difficult for them. Support is in place and data should improve.

Governors discussed what factors Ofsted would look at to drill down into this data, they will make judgements that governors can't, but strategic barriers to learning could be examined and there is a significant proportion of PP children in this class.

Action Point 7: GB will arrange a focus visit to look at barriers to learning for Year 3.

Q. Why has Year 1 been picked up by the LLP as a cause for concern?

A. They dipped below 53% GLD in Reception class, probably because the teachers were being more cautious in judgements. Governors discussed phonics and changes in delivery of the scheme that are cohort dependant. MS told governors that there needs to be professional debates on schemes used in school, and on some of the CPD sessions delivered.

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MS discussed with governors points arising around data and progress from the LLP report including meeting the FFT50 target, the aim of achieving national average, the problems with encouraging children to write, the reading club, and the high FSM factor in the school.

Q. How are you addressing the development of writing skills?

A. The Hants consultant will be back in school to work with the English leads under the medium level support arrangements.

Q. How do you check implementation of the recommendations on improving writing?

A. With work scrutiny and observations, both maths and English observations will take place next week; NQTs need a breadth of observations.

Action Point 8: UH will meet with MS to discuss his findings from the lesson observations.

Governors discussed recent Ofsted inspections at other schools and the part that 2016 data has played in those judgements.

8. School Improvement Plan (SIP)

MS told governors that the school is working with a charitable trust called Achievement for All. It is paid for by Sovereign Housing as part of a scheme to invest in the community. Only one section has been looked at so far. The English and maths teams have adapted the 'six strands of learning' for the SIP. There have been some changes to judgements shown by different colours.

Action Point 9: UH and GB will check the criteria with MS for the SIP judgements. (Week starting 26th Feb)

Governors said they would find it useful if alterations to the SIP working document could be shown as crossings out rather than completely removed.

Governors need to be aware that the school will be involved with a project called Edumove, an ongoing survey has revealed that many children in this school are overweight or obese, 50% of year 6 are overweight. Andy Day will work with Edumove to support children to be more active and offer help with their eating habits. There will be activity booster sessions in normal lessons.

Action Point 10: CB will place Edumove on the FGB agenda for 8th March 2018.

9. Finance

MP has been in school today looking at the deficit, the budget is on track but much depends on what happens with staffing. The fairer funding formula improvements are likely to be top-sliced by Schools Forum to ensure schools getting less from the funding don't have a too large a drop. Numbers for Reception in September 2018 are 45 so far.

10. Attendance

PW has not had the figures yet. There has been an impact from general winter illness. The school will be looking at 'lates' in more depth.

PW asked for the school term consultation to be included as he is the Chair of the IW Local Councils and would like a view from schools. The Local Councils feed into the ultimate decision. Governors discussed the overlong Autumn Term and the impact on staff and pupils; the 'summer dip' effect on attainment; and fitting in development days for staff. Impact on holiday absences was discussed. A non-flexible Easter would be better for secondary students and KS2 SATs so that the date remains fixed, even if Easter Friday and Monday fall outside the school break they would still be public holidays. It was generally agreed that a two week autumn half term and a 5 week summer holiday with a fixed spring term to summer term break would work. It would need all schools to sign up to any changes or attendance will fall. PW thanked governors for their opinions.

11. Safeguarding

Safeguarding items have been covered under discussions in item 5.

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12. Staffing

An advert for a KS2 teacher to lead either maths or English has been placed. There will be some changes as NQTs and teachers on temporary contracts decide their next career moves. MS told governors that he has succession planning in hand with options available for circumstances that may arise. MS asked for a Pay Committee to be held for consideration of 'acting' roles.

Action Point 11: A Pay Committee meeting will be held on Wednesday 31st January 2018 at 2pm.

13. Site

There has been no further news on the planned works.

14. Policies

- Able, Gifted & Talented
- Attendance
- Assessment
- Data Protection
- English
- Lettings
- Freedom of Information
- Fol Scheme
- Health & Safety
- Religious Education
- Pay Policy (Non-teacher)
- Teachers Pay
- Transition to Early Years
- Use of Reasonable Force

TJ had some queries on the Lettings Policy and small changes were agreed on kitchen use and therapy dogs, and reassurance was given on insurances in place. The H&S policy appendix A is a working document dependant on training, all first aiders complete paediatric training and KW will bring the appendix up to date and have available in the office. There were no other queries. TJ proposed the policies for adoption, PW seconded and the Board agreed unanimously.

15. Date of next meeting

Full Governing Board Thursday 8th March 2018 at 4pm

MS and UH asked governors to ensure all visit reports are written up promptly for submission to the meeting on 8th March 2018.

UH will contact MR regarding the single central record

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

Miss C Bailey: Clerk to the Governing Board

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