

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 26th April 2018 at 4pm

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



Minutes of the Meeting of the Full Governing Board of Barton Primary School
Thursday 26th April 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 |
| Mrs N Smy (NS) | Parent |
| Mr P Whiteman (PW) | Co-opted |

Apologies

Mrs Redrup, Mr Radford, Mr Jefferies

Absence

None

Non-Governors in Attendance

| | |
|---------------------|------------------------------|
| Miss C Bailey (CB) | Clerk to the Governing Board |
| Mrs P Saunders (PS) | Early Years Lead |
| Mr K Whiting (KW) | School Business Manager |

Vacancies

1x Co-opted Governor

Quorum

The meeting achieved the minimum number to be considered quorate (5) and remained at this number until 5.15pm; no decisions were taken after this point.

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; apologies were received and accepted from HR, MR, and TJ. PW said he would have to leave at 5.15pm.

2. Order of Business

The EYFS presentation is the first item, the Finance item was discussed and the SBM, Mr Whiting, is here to talk governors through the report. It was agreed to move item 9 to after the EYFS presentation.

3. Declaration of Interests

No interests were declared

4. Early Years Presentation

UH welcomed PS to the meeting and invited her to give her presentation.

PS gave governors an overview of the current Year R; there were 45 in September, now 44 with turbulence of 2 out and 1 in. 14 of the pupils came from other settings, 11 of whom are classed as vulnerable for various reasons. The nursery unit currently has 29 children.

NS arrived at 4.05pm

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The children in the nursery unit usually all come to Barton Reception class. The Pupil Admission Number (PAN) for the school is 45 and September 2018 Year R is currently about 41 children. PS showed governors the anonymised breakdown of groups of pupils including looked after children, those involved in TAFs, or on a child protection plan. There are several with personal and social needs.

Q. How do you define disadvantaged children?

A. All of the above groups plus some 'unofficial' disadvantaged children who need help for specific, sometimes temporary problems, or have particular personal needs.

PS told governors that Reception class will be moderated this year and it can be very useful to explain the needs of the children. The school needs to provide stability for children with a diverse range of needs. Work is done with the speech and language service on a targeted speech project to boost communication skills; open afternoons are held for parents to come in and make things with their children. This helps to open communication lines and encourages parents to interact with the opportunities offered, make links with help services, and make friends with other parents.

PS showed governors the plan for assessment with a baseline after the first 6 weeks and then a live tracker with windows 1, 2 and 3 assessment points. In summary so far this year literacy and numeracy are showing good upward movement, boys show smaller movement than girls, many are in the younger end of the class but they are picking up. The SEND pupils are lower in the prime areas, in particular numbers. The teachers have identified that the children show little risk taking and are critical of themselves; in response to this more problem solving activities will be planned. Some **Pupil Premium** children do not have high resilience.

PS tabled an anonymised data table by whole cohort and groups.

Q. What is the boy/girl divide in this class?

A. The numbers are even and there is one EAL child.

Q. This is a high social housing area; do you get the chance to compare the data with other schools?

A. Yes we do, at the end of the year we can see our position within the LA results.

Action Point 1: MS will make the comparison data for Early Years available to governors when it is issued.

Q. Baseline shows as quite high, is this because these children have come through our nursery?

A. Not necessarily, as it is age related so if the children are older coming in (bands of months in age) then it can skew the figures.

PS told governors that the aim this year is for 59% of the children to achieve Good Levels of Development (GLD), previously it was 55%, currently it stands at 57% but there are children on the cusp of achieving. Moderation day is 8th June.

Q. Do all Early Years settings get moderated?

A. No. MS told governors that he requested moderation because there are two new teachers in the area and it's a good chance to ask advice and share best practice.

PS told governors that planning for transition is underway. Nursery to Reception is quite easy as it's a shared area and children are used to the staff and play areas. Noted from last year was the uncertainty caused for some pupils in going to the hall for PE, this will be addressed this year. Year R to Year 1 is more difficult as the area is at the other end of school and the building work this summer makes it more uncertain as to which rooms will be in use. However, there will be visits and story sessions, photo transition books will be used for vulnerable pupils.

Q. Are we looking at 2 classes in Year 1 for September 2018?

A. Yes, Year 2 was the last two form entry the school had. MS told governors that at some stage the LA may request the school to increase the PAN; it is currently at 45. The LA may want 60 but the size of some of the classrooms may make that difficult, MS would prefer 50 if it has to increase.

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Governors had no further questions and UH thanked PS for her informative presentation.

PS left the meeting at 4.22pm.

9. Finance

KW joined the meeting at 4.23pm

UH invited KW to talk through the previously distributed finance report

KW told governors that it has been a challenging year, the school is growing, there have been staff changes, more one-to-one support has been needed, and every service from the LA now has to be paid for. The November revised budget predicted a £90k deficit and the school has finished slightly ahead with a £57k deficit, however this figure is not a true indication as there is some money in the school account which is for other purposes such as NAHT funds for distribution to other schools and a donation of £5k to the School Council. The school is actually better off by about £15k from the November deficit prediction.

The new National Funding formula will be taking effect this year and the school should be gaining from this compared to most Island Schools but it will still be a difficult year. MS has been trying to set a staff structure but it is difficult to balance the pupil needs against the finances available. The school's wages bill has just topped £100k a month. The DSG funding does not cover the wages bill; the budget is reliant on SEN, Early Years and other funding streams to cover the extra.

The variant from the original budget is less than 1%. There have been historic electricity charges to pay and a bill from the LA for the refuse charges from 3 years ago which were entirely down to an LA admin error. Governors asked if it could be appealed but MS said that it had been paid already as the LA has bigger problems. Resources (non-ICT) are overspent; there is a lot within this heading including the mini-bus. Extra income has been generated by hiring out staff to other schools but on a like for like basis; Nursery funding is better; and there has been some extra SEN funding.

Action Point 2: MP and TJ will arrange to meet with KW to discuss the year end budget sheet and the draft budget for 2018/2019 before the next FGB on 26th May 2018.

KW is working on the new budget and the staffing structure with MS. There will need to be additional support staff this year. The GDPR (General Data Protection Regulations) will be coming in during May and the school is buying in to the LA Data Protection Officer Service at a cost of £900. Mrs Williams from the school office has completed training. On-line training packages will be made available for some staff. CB told governors that she would need advice on storing governor information under the new regulations. The Medina House outreach service will now cost the school £1k a year. Support staff have received a 2% pay rise and KW feels that the teachers will follow suit. There is no additional funding provided to cover these increases. The building maintenance will again be bought in from Hants.

UH thanked KW for his explanations and wanted him to know that the Board fully supports and thanks him for the hard work he puts into the budget.

KW left the meeting at 4.40pm

5. Minutes and Matters Arising 8th March 2018

AP1. UH emailed MR regarding reports

AP2. Report on Teaching & Learning is on this agenda.

AP3. CB has produced a draft form to track governor monitoring. It will be discussed under Item 6.

AP4. UH has met with literacy leads, met MS and conducted a display walkround, all of which are reported back to this meeting. GB has submitted a SEND monitoring report and also met with MS. NS has submitted an assembly report. Other actions are rolling forwards; see item 6.

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

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6. Governor Reports

GB: SEND: GB reported that he is impressed with the way the new SENCo is adapting to the role and can answer all his questions at their termly meetings. MS told governors that the SENCo deserves credit for the way she has approached the role.

UH: Walkround: UH reported that the displays around the school are very dynamic and current providing a rich and diverse stimulus to learning. She saw an interesting example of an individual behaviour management strategy which obviously worked well for the child and which could, to a large extent, be 'self-managed'. A good singing lesson was seen.

UH: Literacy: UH reported a catch-up meeting with the literacy leads who are working closely with MS to support the teaching of Literacy. The Marking Policy is being updated.

UH & GB: Teaching & Learning: MS discussed with UH and GB the anonymised lesson observations and the strategies being put in place to help maximise learning. MS invited UH and GB to meet again before the next meeting for an update.

Action Point 3: Next Actions

UH & GB to meet MS to discuss data before 22nd May 2018

GB to meet MS to discuss Year 3 and sign SCR if MR unavailable

MP and TJ to meet KW to discuss finance year end and new budget

TJ to make a broad and balanced curriculum visit and Early Years visit

NS to arrange a School Council visit

PW to monitoring building works and any disruption to school when the works start

8. Data

MS tabled the latest FFT data. MS told governors that the last Ofsted report had said that data systems needed to be brought in line and he believes that the school has now done this. He took governors through the presented data and explained the needs of each cohort with regards to groups and performance. A target to achieve FFT50 has been set and in some cases this could be exceeded. The data shows that the current Year 6 pupils are likely to achieve ahead of last year's cohort. The aggregated combined achievement for Reading, Writing and Maths should be FFT50. Pupil Progress meetings take place for each child and MS told governors that he is confident that he and the teachers can talk about every child and their individual interventions. MS showed governors the tracker used and the colour system for Pupil Premium children to make them easily identifiable within the data.

Q. Why is there a spelling focus on the sheet you've showed us?

A. That just happens to be the needs of those particular pupils; each target is individual to the child and relates to the focus for that particular time.

MS explained the checks in place to ensure the performance data triangulates with other sources of information including lesson observations and planning.

Year 3 is highlighted as a cohort with significant needs and GB will be meeting with MS to discuss what is in place for this cohort. The phonics achievement is predicted at between 71-74%; last year was 60%.

The Board was very impressed with the detailed systems in place for recording, tracking and allocating interventions down to individual pupil level and thanked MS for his presentation.

10. School Improvement Plan

An update on the SIP will come to the next meeting as the document is updated termly; there have been some changes.

Action Point 4: UH and GB will meet with MS during the summer term to discuss next year's SIP.

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Governors looked at the tracker for their visits and agreed it should go up on the governor page of the school website.

Action Point 5: CB will update the tracker up to the end of April and send to the school office to go on the website.

11. Attendance

The current attendance rate is 95.55%, this time last year was 95.12%. A full report came to the last meeting.

12. Safeguarding

MS informed governors that there are some significant problems around supporting looked after children with emotional issues. There is no therapy support in place and he has asked the Local Authority, which stands as parent to these children, for help but none is so far forthcoming. The departments involved are struggling to function with the workload, continuity of knowledge, and changes to structure. It would seem that they wait for a crisis to happen and have to be pushed into action. MS will continue to push for the support these children need.

15. Policies

Governors agreed to move the policy approval to this point as PW had to leave and the meeting would not be quorate.

PW proposed the previously distributed SMSC policy for approval, MS seconded and the Board agreed unanimously.

PW left the meeting at 5.15pm

The meeting was not quorate from this point.

13. Staffing

MS told the Board that he is still working on the staffing structure for next year; he is trying to add teaching capacity but it is proving difficult on a restricted budget. Two support staff are leaving and will be replaced. MS told governors that he is aiming to have two additional adults in each class to support learning; there will be some one-to-one but mostly support across the class. Four new teachers will be starting in September including 2 NQTs.

14. Site

MS told the Board that the contractor appointed for the building works has pulled out; he has yet to hear from Jade Kennet what is happening and presumes another contractor who tendered will be offered the work. The work was due to start after half term.

16. Date of Next Meeting

FGB Thursday 24th May 2018 at 4pm

Governors discussed the possibility of a visit from Ofsted in this term and informed MS of any dates they may be unavailable.

GB tendered apologies for the meeting on 24th May 2018.

Mrs Hutchinson thanked everyone for their time and closed the meeting at 5.25pm

Contacts:

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