

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 8<sup>th</sup> March 2018 at 4pm

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



Minutes of the Meeting of the Full Governing Board of Barton Primary School  
Thursday 8<sup>th</sup> March 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
Mr P Whiteman (PW)	Co-opted

### Apologies

Mrs Redrup, Mrs Smy and Mr Radford

### 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 at or above this number for the whole meeting.

### Start & Finish Times

The meeting convened at 4pm and finished at 5.32pm 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 Mrs Redrup, Mrs Smy and Mr Radford.

### 2. Order of Business

No other items have been received; the meeting will proceed in the agenda order.

### 3. Declaration of Interests

No interests were declared.

### 4. Minutes and Matters arising from 25<sup>th</sup> January 2018

AP1. GB has checked and is satisfied with the SEND information on the website.

AP2. UH and GB will **attend the visit** of Cllr Brading and Brian Pope on Thursday 15<sup>th</sup> March 2018.

AP3. UH and GB will arrange access to ASP on their next visit.

AP4. UH and GB have reviewed the SIP and SEF with MS; report under item 5.

AP5. Next actions for monitoring were carried out and reports from TJ, UH, GB, NS, PW, MR and MP are reported under item 5 on this agenda.

AP6. Governors are covering aspects of the three strengths and the broad and balanced curriculum in their reports. UH made the Board aware of time constraints one governor is experiencing and it was agreed that work

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commitments can make monitoring and meeting attendance difficult. The Board did not want to lose the governor and agreed that if meeting times were difficult then the priority for this governor would be to visit when possible at a time to suit them and provide reports.

**Action Point 1: UH will email the governor and assure him of the Board's support and the need to prioritise reports.**

AP7. GB will make an appointment to look at the Year 3 challenges and the needs of the cohort.

AP8. Lesson observations have been taking place today and in the next few days.

**Action Point 2: UH will meet with MS before the Easter break to discuss the lesson observations.**

AP9. SIP report is on this agenda.

AP10. Edumove is on this agenda.

AP11. The Pay Committee meeting was held.

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

## **5. Governor Reports**

UH thanked governors for their reports.

**UH Literacy:** UH met with the literacy leads and said that she was completely satisfied that everything was in place. The Year 6 books viewed were good, new resources have been purchased, writing skills were being practised with pupils encouraged to apply their skills independently.

**UH/GB SIP and SEF:** GB and UH met with MS to go through the SIP and SEF; UH advised governors that they need to be familiar with both documents. Governors discussed with CB producing a plan to demonstrate the governors monitoring and visits tied in to the SIP.

**Action Point 3: CB will produce a draft form to demonstrate the links between monitoring and the SIP for the FGB meeting on 26<sup>th</sup> April 2018.**

**TJ EYFS:** TJ said that he had met with Petra Saunders (PS) once (current report) and will come in again after Easter. He is hoping that the governors will have time for an Early Years presentation at an FGB meeting. He now sees the EYFS area from a governor's point of view and looked at aspects of the provision with PS including how the unit is run, encouraging parents to use the Parent Portal and engage with the learning process, and ECERS. (Link included for governors benefit. <http://www.ecersuk.org/4.html>) Next time he will look at the differences in assessment and moderation.

**MR Single Central Record:** MR used a checklist for looking at a single central record and one element was highlighted and improved as a result of the visit. Otherwise all was in order.

**TJ Friends of Barton:** The finance position has been agreed as an entirely external, no school staff have anything to do with the raised funds now. The next step is to advise on the summary to present to governors.

**TJ SMSC in the SIP:** TJ went through the document and presented his favourable findings, Key point 3 is based around SMSC with independent learning and 'real life' experiences. The only element not specifically mentioned is spiritual but this is covered by the newly reviewed RE policy.

**TJ Finance Training:** TJ attended the finance training which has been very useful and will help in the next meetings with the SBM.

**PW Attendance:** PW reported that he has continued his very informative meetings with office staff regarding attendance. Illness has caused a drop which is expected at this time of year. Governors discussed the increase in exclusions and clarified a session as being half a day not a whole day.

**Q.** Why have exclusions gone up significantly?

A. The school has been asked to take pupils with difficult behavioural needs without having the financial input to support those needs. Two pupils are now mostly at specialised provisions (Medina House, ILC) although still on the Barton roll.

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MS praised office staff for their efficient collation of figures. Lates are a problem still with PP and FSM pupils causing concern as above the average.

**PW Health & Safety:** PW attended the H&S consultant's visit which he found useful. Accident reporting and risk assessments are all in place. The final audit report has not come through yet. PW reported that he had found no trends in accident reporting to cause any concern. He recommended that governors receive a short presentation from the consultant, Tony Wright, to bring them up to date on legislation. He recommended that the school consider the use of hand gel dispensers to help prevent the spread of winter illness.

PW told governors that he would be monitoring the works on site including having sight of relevant documents on the fire retardant properties of the cladding to be used. He hoped that the contractors would interact with the pupils to explain what they are doing.

**MP Finance:** MP met with the SBM Karl Whiting. MP discussed with KW the national funding formula and the uncertainty of what will happen. MP said that governors need to be aware that the school had experienced its most expensive month on payroll due to increased costs to support pupils with high needs. SEN funding does not cover the cost of an LSA. Governors discussed recruitment and staffing costs; why NQTs move to the mainland; and the lack of stability in secondary schools which affects recruitment of senior staff. The lack of general funding on the Island does have a knock on effect on the aspirations of pupils; there is a lack of decent facilities for sport and other leisure activities. Governors agreed that a written résumé of the figures involved in supporting pupils with extra needs should be available for the visit by Cllr Brading next week.

**NS Assembly:** NS attended an assembly to look at presentation and the report also gives insight into behaviour and well-being of pupils.

UH thanked governors again for their work in presenting these reports.

#### Action Point 4: Next actions

- UH/GB: Meeting to discuss observations and data; have a walkround school to look at the broader curriculum; attend the visit of Cllr Brading and Brian Pope.
- UH: Literacy meeting
- GB: Meet MS to discuss Year 3
- MR: Safeguarding visit
- TJ: Broad & Balanced curriculum visit; Early Years visit
- NS: School Council visit
- PW: Monitoring of building works and the impact on school.
- MP/TJ: Finance monitoring visit

#### 6. Head's Report

**Edumove:** MS reported to governors that the health monitoring has shown an above average percentage of children in the school, particularly Year 6, who are overweight or obese. The school has taken advantage of funding from the sugar levy and sports funding to engage with Edumove. This scheme involves coaches working with the school and providing resources to get children moving during the school day, including whilst in class with activities and games that are part of the learning of curriculum subjects. MS showed governors a log of what is done in each year group and videos of the children engaging in the activities. They also do the mile a day challenge around the school. The impact will be difficult to measure but it will help the children to build lifestyle choices.

**Supporting Children with Medical Conditions:** MS presented a verbal, anonymised case study to demonstrate how the school adapts to fit around the needs of a child. A LAC child with diabetes and complex needs has a network of support from 3 or 4 people who have all been trained to test and administer medication. Trips out are arranged to have a member of the trained team with them and everything needed in a small rucksack. It is a huge responsibility

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for staff who manage the situation well. Children who take medication have every administration recorded; children with physical mobility or other needs will have a risk assessment completed, resources purchased for them to use, and one to one help where appropriate.

**Mental Health & Behaviour:** MS told governors that there are significant needs in this school for emotional and mental health support. The Family Liaison Officer and others are skilled at dealing with issues and Bridges for Learning are used for support. The Child and Adolescent Mental Health Service (CAMHS) have not been able to support in recent cases.

**Q.** Do you receive extra funding?

A. Not for undiagnosed specific needs and Barton has taken in eight or nine children with these problems. The paperwork for referrals etc. is very time consuming for himself and the SENCo. The LA has placed children in classes that are already full despite representations from the Head and Chair. This is placing more pressure on an already stretched system in school. It has led to an increase in exclusions, but the school would rather have timely support than wait for a crisis.

**Q.** Does the EWO get involved in exclusions?

A. The school does liaise with the EWO depending on the level of need.

UH thanked MS for his reports.

## **7. Data**

MS displayed the FFT ASPIRE data on the screen and explained to governors the method used to work out targets to be set for achievement based on the previous data for each cohort. The school has been steadily improving on the percentile reached. The percentile is a comparison of like for like schools with similar characteristics. FFT Aspire has predicted a drop in attainment this year based on the previous data. MS explained that there is also a score where 100 is the score of meeting ARE and the score is plus or minus from this point dependant on results. MS showed governors various graphs. The school does have an up and down trend as it is cohort dependant. Progress in this school is better than achievement. MS demonstrated how the tool can be used to look at gender, SEN and **Pupil Premium** (PP) pupils; it can also go down to individual pupil level. In Barton the boys are performing better than the girls, this is also the case with PP children, but PP children are improving in line with non-PP. There are not many higher achievers but there is a slow increase in these. Term of birth appears to have a significant impact on attainment.

There are also filters to look at classes without including SEN or PP.

Target setting for this year was placed at FFT50 but as current performance figures are showing improvement.

UH thanked MS for the demonstration.

## **8. School Improvement Plan and Self-Evaluation Form (SIP & SEF)**

Both of the updated documents have been distributed. UH and GB have discussed both in detail with MS (see report Item 5). Governors were advised to make themselves familiar with the documents.

## **9. Ofsted**

Governors were advised to look at the recommendations from the previous Ofsted report and to satisfy themselves that progress has been made on the actions at the bottom of page 1. Attendance is improving and close monitoring takes place. Data is now consistent and well analysed. Progress has been made on how to track SEN pupils but the new ARE system does not lend itself to recording SEN pupils progress.

## **10. Finance**

Finance was discussed under item 5 and the report from MP.

The SFVS form has been prepared for the 31<sup>st</sup> March 2018 submission date. One question was raised about the IT asset register and the section amended. The action points have been entered based on the answers in the form.

MP proposed the form for signing and submission to the Local Authority, TJ seconded and the Board agreed unanimously.

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**11. Attendance**

Attendance has been discussed under item 5 with reports from PW and MS.

**12. Safeguarding**

MS made governors aware that the school now has 10 Looked after Children (LAC). Needs are high for some of these children which increases the cost of support. The LA has changed the funding for support. However, the school is having a positive impact on the well-being of these children.

**13. Staffing**

MS told governors that appointments have taken place to replace two LSAs who are leaving; two teachers have been recruited to lead subject areas; and interviews will be taking place to recruit two more teachers. The vacancies have arisen due to teachers moving on in their careers, stepping down to part time, and Teach First students finishing their training. The Deputy Head is currently seconded to another school. Mrs Wilde has decided that she would like to stay at Barton which is welcomed and she will be stepping up responsibilities. The teacher who was on maternity leave will be returning in June to cover transition in Early Years and home visits, appropriate support will be in place for this teacher. MS assured the Board that there will be a full and good staffing complement in place for September 2018.

*GB raised one issue with a policy for Item 15 and left the meeting with apologies at 5.29pm.*

**14. Site**

MS told governors that he is waiting for a meeting date with Jade Kennet and the contractors who will be working on the school site. PW will attend if possible.

**15. Policies**

Computing, Child Protection, Safeguarding and SEND policies have been distributed. GB had noticed the name of the previous SENCo is still in the Child Protection and Safeguarding Policies. There were no other queries.

MP proposed adoption of the policies subject to the change of SENCo name, PW seconded and the Board agreed unanimously.

**16. Date of Next Meeting**

**Full Governing Board Thursday 26<sup>th</sup> April 2018 4pm**

MP gave advance apologies for this meeting as he will be away.

Mrs Hutchinson thanked everyone for their time and closed the meeting at 5.32pm

**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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Or in writing to the School Office