

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 14th June 2018 at 4pm

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



Minutes of the Meeting of the Full Governing Board of Barton Primary School
Held at the school on Thursday 14th June 2018

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 M Radford (MR)	Co-opted
Mrs K Pye (KP)	Staff
Mr P Whiteman (PW)	Co-opted

Apologies

Mrs N Smy

Absence

None

Non-Governors in Attendance

Miss C Bailey (CB)	Clerk to the Governing Board
Mrs G Eager (GE)	SENCo
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 above this number for the whole meeting.

Start & Finish Times

The meeting convened at 4pm and finished at 5.27pm having considered all the items on the agenda.

Key: **Red:** Action Points, **Blue:** Challenge, **Green:** Support, **Purple:** Ring-fenced funding.

1. Welcome & Apologies

UH welcomed everyone to the meeting; especially the new staff governor.

2. Order of Business

It was agreed to swap items 4 and 5.

3. Declaration of Interests

No interests were declared.

5. Special Educational Needs & Disabilities

GE introduced herself to governors and explained her role in looking after the pupils grouped as SEND, LAC (Looked after Children) or previously LAC, and EAL (English as an Additional Language) across the four SEN areas of Communication and Interaction (C&I), Cognition & Learning (C&L), Social, Emotional & Mental Health (SEMH), and Physical Development (PD). GE took governors through the figures of the school SEN pupils with 23% of all pupils

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having extra needs within the scope of SEN. EHCP's are applied for where relevant, there are currently 9 in place with 3 more just approved by the SEN panel.

GE explained that she likes to work with online information so that the detail can be accessible to the Headteacher and other relevant staff if she is not here. Each class has a context list so that teachers and supply staff can see the needs of the pupils they are teaching. Each pupil has a pupil passport which list their challenges, attainment, the pupil's own views and the parents' views.

Q. Who fills in the passport?

A. The class teacher, SENCo, parents and pupils. The parents receive a paper copy of the passport.

A 'one year on' review is done for all pupils with an EHCP. The 10 page document that is produced was not understood by parents so GE has devised a summary sheet with simplified information which is more accessible. Case studies and analysis of attainment and progress are done, Year 5 has been looked at in detail due to teacher changes.

Last year's Year 6 achieved 19% ARE, this year should be 63%, and the NFER tests have shown rapid progress.

Data is problematic when trying to assess SEN pupils and those working below expected. There needs to be small steps to show and record progress which the national curriculum does not facilitate. GE told governors that she investigates what the barriers to learning are for each child, what visuals and resources are used, and what can be done to help them achieve the best they can. Each child has a progress tracker and they look at different ways to demonstrate progress such as work in the child's books and progression with reading. Interventions are now entered on the SIMS so that she can see what works and what doesn't. GE explained the progress chart on the screen.

31% of the SEN pupils have SEMH needs. There is some support from other agencies but the school cannot put in place the amount of 1:1 support that is sometimes suggested, the school tries to build up resilience in the children as well. MS told governors that support for LAC children from the LA is poor. The school uses the Boxall online profile tool to give targets. The outreach support worker has said that the school does a good job. Some staff, including LSAs, are on SEMH training. The 6 strand behaviour support program is being implemented and teaches pupils about the consequences of types of behaviour.

Meetings are held for parents, engagement is not always good, 17 attended the first meeting but the last one held had one parent attend.

Q. Why do you think the numbers dropped?

A. Parents may have found all the information they needed early on in the sessions. SENDIAS was invited to the second meeting which 8 people attended and parents found their information useful. GE will be looking at engagement of parents, some things work well such as the email system and a feedback form is being introduced. Barton's transition process is robust, not all secondary schools offer the level of support some of the children need, booklets to help their transition are produced. GE has meetings with SENCo's in secondary schools and notes down what is agreed to be done.

UH thanked GE for her presentation, the systems in place and the detail is very impressive. There has been huge progress over the last few years in how SEN pupils are helped. MS said that GE is new to the role and there are still more things to be done. There is a need to be realistic about how far some of the pupils will progress but the aim is to ensure they achieve the best they are capable of.

GE left the meeting at 4.30pm

4. Finance

KW joined the meeting at 4.30pm

MP gave an overview of his meeting with KW and the LA finance team which is covered by his report. KW told the governors that it will be a difficult budget to set. Pupil numbers for September 2018 are not as high as the school

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needs, currently 39 are registered out of a possible 45; there may be one or two more to come. Governors discussed with KW the staffing structure, services for children that are being let go because the school cannot afford them, the cost and effectiveness of the bought in staff training, and the potential restructure of the support staff. Fees the school charges for clubs and services will be examined and there will be increases, EHCP's bring in some money to support the pupils with needs, and there is some Devolved Capital to spend. The school needs to be out of deficit by 2020.

Governors discussed the possibility of making savings by federating with another school and how to progress finding a willing partner school. The financial advantages of economy of scale and staff role sharing were discussed and UH told the governors that she had met with the Summerfields Chair of Governors and although very pleasant he did not really respond to the suggestion of federating.

On the plus side KW said that the school is still growing in general. The amount of SEN in the school does take a toll on the budget and staff pay rises will be coming which there is no extra money for.

Action Point 1: MS will write to the LA SEN department explaining the school's predicament with regard to the amount of SEN pupils who come to this school and the budget cuts.

Action Point 2: MP will write to Cllr Brading with regard to the school's funding, the number of SEN pupils the school has on roll, and need to cut staff to fit the budget.

Governors agreed that it is all money led and although the finance team listens they can't do anything, and it's the children who are suffering.

Q. Are there any savings to be made within items such as ground and buildings maintenance?

A. Currently the school receives value for money on its building maintenance but the grounds contract will need to be looked at when the alterations are finished.

KW told governors that although the budget currently comes via the LA in two years' time it will be paid direct to the school from central government.

MP proposed the 3 year budget for signing, PW seconded and the Board agreed unanimously.

Governors discussed how to progress with federating and it was agreed that UH, GB and MP should approach the new head of teaching and learning on the Island, Natalie Smith and the LA.

Action Point 3: MP will draft a letter to Cllr Brading and UH will draft a section to go within that email concerning federation.

KW left the meeting at 4.55pm

6. Minutes and Matters Arising 24th May 2018

AP1. UH contacted the Chair of Summerfields Primary

AP2. Contact with Cllr Brading is ongoing

AP3. Governors have completed their next action monitoring; NS attended the School Council today.

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

7. Governor Reports

Literacy: UH: UH reported that she had met with Su Meredith to discuss literacy progress. Gaps are still being worked on and they discussed planning for next year, the impact of strategies this year, training, resources, and the marking policy. The behaviour strategy has to tie in with the work because of the disruption it can cause to learning. More analysis can be done when the KS2 SATs results are in. MS said that the results should be available for the next meeting on 12th July 2018.

World Music Day: GB: GB told governors that the children enjoyed the music and had an enthusiastic and spontaneous response to it; some children had no cultural expectation of how they should respond.

Single Central Record: MR: MR told governors that he found all to be in order with the record.

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Health & Safety: PW: PW told governors that he is pleased that the Fire Service now completes the fire inspection. He has been through the report and although there are some actions for the school to complete he is satisfied that the SBM and the Site Manager have all these in hand. One concern is that some suspended ceilings may not have the fire wall breaks going through into the space above; these will be checked.

Attendance: PW: PW noted that attendance is currently at 95.7% which is the best for 4 years, he is confident that the office staff monitor and address problems. He told governors that he had also looked at the increase in exclusions, these increase the workload on staff which has to be dealt with and there are concerns that they will continue to increase as there are less resources to cope in class with disruptive behaviour. PW recommended that governors continue to be aware of the potential problem.

Q. What happens with exclusions?

A. MS told governors about the process for fixed term and permanent exclusions, and working with the LA Inclusion Team. The school can only cope with a certain amount of disruptive behaviour and sometimes external support is only there when a crisis point is reached.

Finance: MP: MP said that his report is mostly covered under the Finance item on the agenda but he found it interesting to attend the meeting with the LA finance team; he felt that the school was listened to but requests were ignored. They will almost certainly approve the budget submitted as it shows recovery within the timescale.

Action Point 4: Governors next actions:

UH/GB: meet with MS to look at the draft SIP for 18/19

MR: Check references are in place for long term staff and any impact the GDPR will have on them; follow up of SCR entries for new staff in September.

PW: Monitor progress of building works.

TJ/MP: meet with KW to look at Devolved Capital and the plans for its use.

TJ: Early Years visit to look at end of year achievement.

8. Data

Data will be brought to the FGB meeting on 12th July 2018.

9. School Improvement Plan

MS told governors that he is working on the 18/19 SIP. The SEF is updated and ready for UH and GB to discuss.

Action Point 5: UH and GB will meet MS on 27th June 2018 to discuss the SEF.

10. Attendance

Attendance has been discussed under Item 7, Governor Reports.

11. Safeguarding

MS told the Board that as previously discussed exclusion numbers are up.

He is attending a Local Safeguarding Children's Board (LSCB) meeting tomorrow (Friday 15th June 2018).

MS told governors that he is seriously concerned with the deterioration of the service provided by the Multi-Agency Hub (MASH). When trying to report a serious concern recently he was on put on hold on the phone for 45 minutes and 35 minutes, he received no answer so emailed them and there was no response. He tried again and was on hold for 40 minutes with no answer. Two days later the family involved received a home visit without the school being informed that it was happening which resulted in an altercation in school. The MASH appears to have limited capacity to cope with the demand. Governors discussed the safeguarding implications and referrals to Social Services or, if the child is at immediate risk, the police. Governors agreed that this is a serious situation and decided to add their concerns to the letter to Cllr Brading.

Action Point 6: The letter to Cllr Brading will have a section on the deterioration of the referral services.

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MS raised the issue of lack of therapeutic support for Looked after Children (LAC). Children who have been removed from their families for whatever reason are traumatised, even though they may be with excellent foster families, and need professional support. There is a risk of self-harm with these children.

Q. Which area do most of the LAC pupils come from? Have the families moved here or been directed here?

A. MS told governors that most are from the local community, but there is a lot of temporary housing here. Even though there has been a considerable increase in domestic dwellings built here there has been no community infrastructure to support families and their social life. There has been a failure to address the problem. There is a knock on effect for these children who just can't cope with secondary school and end up being excluded.

12. Staffing

MS told governors that appointments have been made to the teaching staff; there is a good mix of experience and quality which is positive for the school. There is an NQT starting in September. The Clerk to Governors has resigned with effect from 31st July 2018 and an advert has been placed to recruit a replacement.

MR gave his apologies for the FGB meeting on 12th July 2018 and left the meeting at 5.27pm.

13. Site

There is nothing new to report.

14. Date of next meeting

Thursday 12th July 2018 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

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Or in writing to the School Office