

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 12th July 2018 at 4pm

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



Barton Primary School

Minutes of the Meeting of the Full Governing Board of Barton Primary School
Held at the school on Thursday 12th July 2018 at 4pm

Governors Present

Mr M Snow (MS)	Staff, Headteacher
Mr G Booth (GB)	Co-opted, Vice Chair (Chair for this meeting)
Mr T Jefferies (TJ)	Parent
Cllr M Price (MP)	Co-opted
Mrs K Pye (KP)	Staff
Mrs N Smy (NS)	Parent
Mr P Whiteman (PW)	Co-opted

Apologies

Mrs Hutchinson 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 above this number for the whole meeting.

Start & Finish Times

The meeting convened at 4pm and finished at 5.40pm having considered all the items on the agenda.

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

1. Present & Apologies

GB welcomed everyone to the meeting; apologies were received and accepted from Mrs Hutchinson and Mr Radford. MS told governors that KP was meeting with a parent and would join the meeting shortly.

2. Order of Business

GB drew governors' attention to item 7a which is an amendment to the original agenda.

3. Declaration of Interests

MS told governors that he would withdraw for item 7a until requested to return.

There were no other interests declared.

4. Minutes and Matters Arising 14th June 2018

GB asked governors for agreement that the minutes were accurate; PW proposed the minutes accurate for signing, MP seconded and the Board agreed unanimously.

GB took governors through the action points:

AP1. MS has emailed the SEN department and visited to meet with Kate Symes.

AP2. MP has emailed Cllr Brading on SEN. A reply is not expected yet.

AP3. MP included a section in the email to Cllr Brading on Federation.

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AP4.

- GB and UH will meet with MS to discuss the SIP for 2018/19
- MR will check the SCR and any effect GDPR has on references for long term staff in September 2018.
- PW will monitor building works when they commence.
- TJ/MP will meet with KW to discuss Devolved Capital in September 2018
- TJ report on Early Years is on this agenda

AP5. UH and GB met with MS to discuss the SEF

AP6. MP included a section in his email to Cllr Brading on the deterioration of the referral services.

Action Point 1: MP will report back in September 2018 on the reply from Cllr Barding.

Governors discussed the possibility of using Section 106 money to improve the outside facilities on the school site, particularly the MUGA which is in a bad state of repair and regularly used by the community.

Action Point 2: UH will write to the LA Head of Place, Wendy Perera, and ask about the use of Section 106 funding for renovating the MUGA.

5. Governor Reports

NS: School Council: NS reported that the School Council meeting was fun, the children come together and share ideas and there were good conversations between all the year groups. The general feel was that the children are content; they were struggling to come up with any new ideas. Mrs Wade who facilitated this meeting was good at relaxing the children. NS thought it was good that the children work with different members of staff. One agreed item of feedback was that the children all liked extra PE.

NS: Sports Day: The overall impression was that Sports Day was great fun with all children participating in lots of activities. The older children had age appropriate activities and there was an element of competition.

GB noted that there is always a good variety of reports from governors which is a good balance.

UH/GB: Self Evaluation Form: GB reported that they had been pleased with the detail in the SEF although staff training could be more explicit. They also looked at a range of extra-curricular activities that children participate in, Venn diagrams on progress and the latest performance data figures.

Action Point 3: Governors will become better acquainted with the ASP data reporting system over the next academic year.

TJ: Early Years and Foundation Stage: TJ reported that he had met with Mrs Saunders to look at the end of year figures for the early learning goals and the figures are in the report. There were some exceeding the goals in some areas, even those who did not attain the goals are still learning and progressing. The moderation process was well received by staff in the EYFS area who felt it was supportive. He reported that transition was discussed and the care and time allocated to ensure that children moved well into new areas. Year 2 children were noted as particularly supportive of younger pupils. Literacy achievement is noted as low and should be monitored by governors. Home visits were undertaken for new intake children.

Governors discussed the issue of the poor language skills of many children entering the school.

TJ: Sports Day: TJ reported that he had also visited sports day; he found it to be inclusive, varied, praised and rewarded. There was no poor behaviour. TJ asked MS whether more fundraising opportunities could be brought to this event. MS explained that usually Friends of Barton are at Sports Day for fundraising activities but this year it was the day after the IW Festival and this is probably why.

KP arrived at 4.25pm

GB thanked governors for their reports. CB said that the tracker has been updated and will go up on the school website

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6. Staff Well-being

MS tabled the graphs and data from the staff survey; 29 out of 45 staff responded. MS reported that most staff are happy, there may need to be some conversations via lines of responsibility but 100% enjoy being at the school. The figure of 10% not knowing what was expected of them is puzzling as all staff have job descriptions, it may be a new staff member. Most staff would like more resources but the school has to be realistic with the budget restrictions. All staff members receive performance management so hopefully any questions staff members may have will be raised during these sessions.

Q. Was there a space for comments on this survey?

A. Not on this form.

Q. Will you run this annually?

A. It will be run twice a year, the next one around December/January.

MS told governors that a member of the school admin team is running the survey as part of a business qualification which is why the same form will be used for the second survey. Staff members had two weeks to complete and return.

7. Data

MS tabled the un-validated results for the Key Stage assessments and Early Years Learning Goals. Governors looked at the Fischer Family Trust (FFT) overview first. MS told the Board that the KS2 scores are between FFT50 and FFT20; the best result is in writing with 76% at FFT20. The combined figure of Reading, Writing and Maths (RWM) is 57% which falls between the benchmark for FFT20 and FFT50; next year the target will be FFT20. A marking error means another mark should go on. There was some confusion with the initial results as the first figures had not taken account of disapplied pupils. MS reported that he was very happy with the predictions applied and praised Mrs Wade the Year 6 teacher for her hard work; she also communicates very well with parents. Governors asked MS to pass on their thanks to Mrs Wade.

MS drew governors' attention to the second set of tables which puts the data into context. It shows the high level of SEN pupils in the school compared to Local Authority and national figures; the SEN figure for Year 6 has not been entered. MS was pleased to report that the RWM score is 56.7%, this is over the LA average and only 7% below national. Barton will always aspire to reach national average. There are no high achievers in RWM and reading is the weakest subject, both of these will be a priority for next year. This cohort also achieved positive progress figures in all three areas which places progress above the LA average.

Q. Given writing is a strong area is there not a correlation between this and reading?

A. Comprehension is the issue, many pupils don't have a deeper understanding of concepts in a piece of writing, and they need to increase speed in order to answer all the questions.

Q. We know many pupils come in with poor communication skills, has home reading improved?

A. It is getting better.

MS told governors that expectations have been accurate and evidence of any teacher assessments has been gathered, however, it is likely that KS2 will be moderated next year.

MS asked governors to examine the Early Years data; this has been discussed during TJ's report and the figures do clearly demonstrate that progress has been made and 57.1% made good levels of progress. Governors discussed the differences in cohorts and how the school adapts to ensure progress is made. Governors said that although many pupils come in with low levels of achievement the school is clearly demonstrating that it adds significant value throughout the school to achieve better than LA average at KS2. MS told governors that the KS1 phonics results are low and this cohort will be a target group for next year; a third of the children in KS1 are SEN.

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Governors discussed the validation of initial assessments in school and the EYFS moderation process. Only 9% of pupils came into reception year in the average age bracket for ability. The moderation of EYFS was reported as a positive process. MS told governors that an LA representative was hired to ensure validation of the Year 6 judgements.

Governors asked MS to pass on their congratulations to all school staff for the excellent results this year.

7a. Governor/School Communication

MS withdrew from the meeting at 4.50pm

A confidential matter was discussed.

MS was invited to return to the meeting at 5.20pm

A confidential matter was discussed.

8. School Improvement Plan (SIP)

MS told governors that now the data is in he can start to formulate the SIP; initial thoughts are that focus will be on reading, achievement of girls, and KS1.

9. Finance

A detailed finance discussion was held at the last meeting, now it's a matter of keeping a tight rein on spending and to recoup spending where the school can. Governors requested a monitor sheet for the September meeting.

Action Point 4: KW will provide a monitor sheet and report for the first FGB meeting in September 2018.

10. Attendance

The attendance figure to date is 95.48%, the target is 96%. There have been 18 fixed term exclusion sessions (half a day is one exclusion session) which has influenced the figure.

11. Safeguarding

Safeguarding is ongoing, all staff members are receiving regular updates, questions are placed on the staffroom wall for staff to discuss and to keep safeguarding talked about.

12. Staffing

MS tabled the staffing allocation for the classes. He told governors that Year 6 is heavy on support staff, two of whom have teaching qualifications, to ensure maximum support for these pupils. Other year groups variously share two to three TAs to give support where appropriate.

13. Site

MS told governors that Stoneham, who had quoted and been accepted for the work on this site, have withdrawn from the contract. This means that the tender process will have to start again because of the time that has elapsed.

14. Policies

The new Keeping Children safe in Education guidance comes into effect on 3rd September 2018. MS told governors that the Safeguarding and Child Protection Policies will need to be reviewed in line with the new Guidance in September.

PW proposed adoption of the guidance from 3rd September 2018, MP seconded and the Board agreed unanimously.

Action Point 5: MS will ensure the Safeguarding and Child Protection policies are reviewed in September 2018 and brought back to governors for approval.

15. Meeting dates 2018/19

Governors looked at the draft dates for 2018/19 and agreed that they would meet requirements.

16. Date of Next Meeting

Thursday 27th September 2018 4pm

GB thanked the clerk for her work for the Governing Board over the last 9 years and wished her well for the future.

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Mr Booth thanked everyone for their time and closed the meeting at 5.40pm

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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