

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 27<sup>th</sup> September 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 27<sup>th</sup> September 2018 at 4pm

## Barton Primary School

### Governors Present

Mr M Snow (MS)	Staff, Headteacher	
Mrs U Hutchinson	Local Authority Governor, Chair	
Mr G Booth (GB)	Co-opted, Vice Chair	
Mr T Jefferies (TJ)	Parent	<u>Joined meeting 4.01pm (item 1)</u>
Mr M Radford (MR)	Co-opted	
Mrs K Pye (KP)	Staff	
Mrs N Smy (NS)	Parent	<u>Joined meeting 4.06pm (item 5), left meeting 5.51pm</u>
Mr P Whiteman (PW)	Co-opted	

### Apologies

Cllr Price (MP)      Due to work commitments

### Absence

None

### Non-Governors in Attendance

Mrs A Starnes (AS)	Clerk to the Governing Board
Mrs S Meredith (SM)	Acting Headteacher, Barton Primary
Mr K Whiting (KW)	SBM, Barton Primary – <u>for item 6 only</u>

### 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 5.55pm, having considered all the items on the agenda.

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

### 1. Elect Chair of Governors

UH welcomed everyone to the meeting and welcomed the new Clerk, AS, who then briefly took the chair. **The Chair of Governors term of office has to be decided first and Governors agreed to set this at one year.** As no nominations had been received, the Clerk asked UH whether she wished to seek re-election. UH indicated she did. **PW proposed and MR seconded UH's nomination and all Governors eligible to vote agreed.** UH is therefore re-elected as Chair. The Clerk handed the meeting back to UH.

### 2. Elect Vice Chair of Governors

**The term of office for Vice Chair was also agreed for one year.** The Clerk asked GB whether he wished to stand again and GB indicated he did. **TJ proposed and UH seconded GB's nomination and all Governors eligible to vote agreed.** GB is therefore re-elected as Vice Chair.

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### 3. Present & Apologies

All Governors were present, except MP due to work commitments. **MP's apologies were accepted by the meeting.**

### 4. Order of Business

As published. Confidential item at end of meeting, which had been already notified.

### 5. Declaration of Interest

**Yearly declaration:** The Clerk asked Governors individually whether their declarations had changed. MS is currently Interim EHT at Stenbury Federation. No other declarations changed. KP had no interests to declare.

**For the meeting:** No declarations given.

**Action Point 1:** Clerk to update Declaration of Interest and forward for inclusion on school website.

### 6. Finance

KW had not joined the meeting, so MS briefed Governors. We are still working to the budget set, but due to significant child-centred issues some adjustments have had to be made to investment in supporting children.

[What about the £40k owing to us from your secondment? This isn't clear from the information.](#)

MS said that Stenbury are paying four-fifths of his salary, plus transport costs, as one-fifth of his time is at Barton.

[£40k is coming back; however, it cost us £9.4k to backfill and there are costs of £18k, and £12k for normal cover.](#)

UH agreed that the wording was ambiguous. TJ said that he and MP have agreed to meet regarding finance, and will then meet with KW and submit a report to FGB.

KW joined the meeting (4.09pm), and UH asked him about the wording around the money owed for MS's secondment. KW said that MS is seconded for two terms in the first instance and the cost of this is around £40k. The costs in school are additional salary uplift and supply. LMH is being employed for an additional three days per week, which will cost £18k over the two terms. KW will put in an additional budget to boost the original supply budget from April; this is nothing to do with the secondment, but is due to some children needing more support. This cost was unforeseeable in April. KW left the meeting (4.11pm).

### 7. Review and agree Governing Board arrangements

UH ran through the meeting arrangements and the responsibilities of Governors between meetings to meet with staff and bring reports to FGB. The Clerk was asked, and explained, the function of Standing Orders. UH drew attention to the amendment from July 2018 (on page 3). The Clerk was asked, and explained, what the Scheme of Delegation is about, and also answered regarding the complaints process. Governors should refer the complainant to the school policy in the first instance, with Governors only becoming involved from stage two. The Clerk explained the rationale of the GB collaboration agreement and how it works in practice. **Governors agreed the Standing Orders, Scheme of Delegation and Collaboration Agreement** and UH signed a copy of each.

**Action Point 2:** Clerk to update Governor file with 2018-19 documents and email scanned signed copy of collaboration agreement to Diane Hiscock (Governor Services).

### 8. Agree Governing Board responsibilities for 2018-19

Governors ran through their present roles. GB is SEND Governor, also with responsibility for PP and LAC (now CIC – Children in Care), and is on the SIP/SEF monitoring review with UH. MR is responsible for safeguarding. The Clerk reminded Governors that the SCR (single central record) should be checked termly. PW deals with attendance,

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health and safety, and site supervision. KP is awaiting her induction training as a Governor and asked whether roles are chosen. UH explained that they are usually matched up with a Governor's expertise or knowledge, although some roles can be shadowed. TJ works as understudy to MP on Finance, and also has responsibility for Broad and Balanced Curriculum and is the contact for the Friends of Barton and Parent Voice. UH noted that TJ had several roles. KP said she has an interest in mental health, so could act as understudy to GB on SEND once she has had her training. **This was agreed.** UH is responsible for Literacy and Numeracy, and the SIP/SEF monitoring with GB. NS is link for the School Council and is on HTPM with UH, and Pupil Voice. MP looks after Finance. NS offered to take on Broad and Balanced Curriculum from TJ and **this was agreed.** TJ will take on the link role for Early Years (EY). **All other roles will remain as before.**

**Pay Committee:** GB, MP, MR and PW will sit on this committee.

**Code of Conduct:** UH reminded all Governors regarding confidentiality, and the Clerk advised Governors that they must not publicly talk against a majority decision that they vote against in a meeting. **All Governors present signed the 2018-19 declaration to abide by the Code of Conduct, which was formally re-adopted.**

**Vacancy:** This remains at one co-opted Governor. The Board will not appoint unless they identify the right person.

## 9. Minutes & Matters Arising, 12<sup>th</sup> July 2018

**These were accepted as a true and accurate record of proceedings and signed by GB,** who chaired the meeting. The confidential minutes were also accepted as a true and accurate record of proceedings and signed by GB.

**AP1 – Cllr Brading** - MP's reply is awaited.

**AP2 – Section 106** - not actioned yet. PW said that he believed the lady named in the minutes is no longer in the role, and MS said he will check.

**AP3 – ASP** – UH said she and GB can deal with this when they meet with MS/SM. Governors are happy that they receive sufficient information in meetings, but wished to know whether the Governor page on ASP was pitched at Governor level. MS said it wasn't; however, ASP doesn't update again until November 2018. GB suggested that Governors try to get into ASP and UH said they will do this when visiting MS/SM. TJ said he is also happy to come in as he has recently been on training on understanding data. Governors will receive all this data in meetings anyway.

**AP4 – Monitoring sheet/report** – both received.

**AP5 – Safeguarding, Child Protection policies** – on agenda for later.

**AP1 is carried forward to November 1<sup>st</sup> meeting.**

**Action Point 3: MS to check regarding Section 106 and who we need to apply to.**

## 10. Request from Stenbury Federation

UH has received a formal request from Stenbury for the Clerk's secondment. It is not a secondment, as the Clerk will still be working for Barton; it would therefore be in addition to her contractual duties. MS said he had told the Stenbury Chair that it would be etiquette to ask. Governors raised no objections to the request as explained.

## 11. Governor Reports

**GB (SEND):** GB met with Gail Eagar (GE, SENCo) and reviewed the SEND information for the website. GE has now been in post for one year. GB said they had a very good meeting and the SEND document is now parent friendly.

**UH (Literacy/Numeracy):** UH met with BG/HM and found it really useful. She was particularly impressed with the work around identifying children at ARE. Some children need a lot of support to achieve ARE, but gaps in learning are identified and appropriate support chosen. She is very satisfied that leaders ensure staff are doing their tasks. A lot

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of charts were shown. It was made clear that all leaders, not just BG/HM, are working together and this is designed to make staff very effective without overloading them. SATs data wasn't available at the time but UH felt she was showed enough. The leaders are focusing on the year groups that Ofsted would focus on.

MS said the next step will be around impact. There may not be enough evidence yet, so areas will need to be revisited over the year. We are very lucky to have a leadership team that is driven and who can be trusted to get things done. Leadership and management is key, and the school has contingency plans in place. UH said that BG/HM requested to be asked difficult questions at her next meeting with them.

## **12. Headteacher's Report (verbal)**

FFT data was circulated, which also forms part of the SEF. This is a snapshot of where we are. The first page shows we are not far from the national average points score. The next cohort will score lower than this year's. Combined is at 57%. There has been a slight dip in average scaled score, but RWM is now at expected standard after improving by 7%. Girls are not achieving as well as they could and FSM reading is an issue. SEN pupils are not making as much progress, but boys are doing really well. KS2 performance summary shows a three-year trend of improvement.

### [Why is there such an improvement in autumn term pupil progress?](#)

This is due to autumn births. MS explained that Ofsted look at three-year performance trends and ours is upward. Our FFT rank is 78 for average scaled score. Much better progress shows we are closing the gap. These figures are good for Barton. When children leave the school, we have got them to a much better place than when they arrived.

The pupil groups SEN/FSM, girls, and spring term births are issues and are being addressed via the SIP. These issues are cohort specific and there is a clear boy/girl difference. All subjects are improving, apart from Maths which has plateaued; however, Maths was above average last year. Writing has improved.

### [Writing is really encouraging.](#)

Ms feels that things will be different this year, as there is a boy heavy cohort. UH said that HM was disappointed with reading, but MS said that the gap is still being closed.

### [SPAG and writing is doing consistently well, and reading is a focus.](#)

UH said that she believed KS2 SATs reading texts to be biased in favour of pupils who have been exposed to advanced vocabulary and to a wide range of cultural experiences.

Disadvantaged progress is in line with or above the national, and is even better when SEN children are taken out. The trends show we are doing what should be done and progress is where it should be. SLT is aware that the SEN support group is an issue, and is robust in seeing IEPs implemented in the classroom. It is about embedding phonetic sounds. Context shows PP (FSM) at 60% against a national of 30%. UH felt the data was very clear and easy for Governors to understand. MS said that the next actions are to look specifically at unpicking gaps using the FFT predictive tools. FFT20 is being used in order to raise aspirations and this is part of the SIP. SM/LW are working tomorrow on the SIP.

## **13. Data**

Covered under item 12.

## **14. School Improvement Plan/SEF**

Covered under item 12.

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### 15. Attendance

This is below the national average; however, last year attendance was the highest it has been for four years which is an improvement. MS is concerned about the number of exclusions, as these have risen significantly in the last two years. He can talk confidently why every exclusion has happened and documentation/forms are extensive. UH said this is partly what the letter to Cllr Brading is about. SM mentioned about an additional adult working with one particular child, with many different strategies used. MS said that he has been asking for support in this area for an extended period. Other children have to be considered as it is not fair to have their learning disrupted. MS said that he dislikes exclusions but feels the school has hit a wall. UH felt it was now up to the LA to respond. Resource wise, MS feels the children need more than is available and this could lead to issues when they reach secondary school.

#### What are your next actions?

To get the powers to be to acknowledge that there is a significant issue. MS met in May with SEN and LA heads to discuss individuals with significant need and the fallout and they agreed in principle, resulting in funding being given and part-time timetables being introduced. However, an assessment for SEN was turned down at the time and the situation has not improved.

#### Who is responsible in the LA?

Cllr Brading. MS said the Island has the highest number of IEPs per capita in the country and he will keep voicing his support for this group of learners.

Seven of the exclusions referred to earlier were for significant things. There has been a slight increase in lateness, and this is because the school is honest and rigorous. The office carries out a deeper analysis. We are very clear on impact and interventions are in place.

### 16. Safeguarding

KCSIE guidance updated earlier this month. The Clerk is to forward safeguarding questions to be used with staff.

**Action Point 4: Clerk to forward safeguarding questions for use with staff.**

### 17. Staffing

This is stable, although there is one advertisement out; however, this is paused at present due to a child possibly coming off the roll.

### 18. Site

Building work has gone out to tender and should happen from December. There is to be a meeting with Geoff Brodie (IW Council) to discuss the future of the MUGA. The issue concerning fencing around the MUGA remains confidential. Progress is hoped for over half-term.

### 19. Policies

**Educational visits:** There is a mistake on page 4 in the table. The ratios in the first row are in the wrong box and the age range that should be there is missing. The flow chart at the bottom of page 6 is missing. (This was not the case on everyone's copies and agreed as a printing anomaly.)

**Charging and Remissions:** TJ/MP are to come in and monitor, but MP will check with KW first.

**Smoke Free School:** TJ feels sure there is more up-to-date information around cancer research. Some of the references are quite old. He also felt that the review date should be one year, due to legislation changing around e-cigarettes. **Governors agreed this change.**

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**Safeguarding:** MR could not find any reference in the policy to child criminal exploitation. This is now outweighing child sexual exploitation. MS asked MR if he could provide guidance notes and MR agreed. **Governors agreed this document would be an appendix to the policy and will be approved at the next FGB meeting.** MR also offered to give training to staff in this area, and this was accepted. MS invited Governors to attend this training.

**Action Point 5: MR to write appendix on child criminal exploitation, to be added to Safeguarding Policy, and arrange training session with staff via MS.**

MS also drew Governors' attention to gender-based violence, which will change to being violence against anyone. **TJ proposed, seconded by PW, that all policies be approved subject to the changes agreed, and Governors agreed unanimously.**

## **20. Discuss confidential item from HT**

This is recorded as a confidential minute.

## **21. Date of next meeting**

1<sup>st</sup> November 2018 - Pay Committee at 3.30pm and FGB at 4.30pm.

## **22. Impact of meeting**

- Safeguarding, Child Protection, Healthy Eating, Smoke Free School, Finance, Charging and Remissions and Educational Visits policies approved.
- FFT data analysed in detail and Governors happy with clear and easily understandable format.
- Trend of improvement in progress data over the past three years.
- Governor visit reports received on SEND and Literacy/Numeracy.
- Parent friendly SEND document now on website.
- Gaps in learning being clearly identified and staff working effectively together.
- Governor documents re-adopted and GB roles reaffirmed.

### **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

Mrs A Starnes: Clerk to the Governing Board

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