

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 1st November 2018 at 4.25pm

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



Minutes of the Meeting of the Full Governing Board of Barton Primary School
Held at the school on Thursday 1st November 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
Mrs K Pye (KP)	Staff
Mrs N Smy (NS)	Parent
Mr P Whiteman (PW)	Co-opted

Apologies

Mrs N Smy Due to work commitments
Mr Radford submitted his resignation prior to the meeting.

Absence

None.

Non-Governors in Attendance

Mrs A Starnes	Clerk to the Governing Board	
Mrs S Meredith	Acting Headteacher, Barton Primary School	
Mrs G Eagar	SENCo, Barton Primary School	<u>during item 5 only</u>

Vacancies

2x 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 4.25pm 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. Present & Apologies

UH welcomed everyone to the meeting. The Clerk explained to Governors that Mr Radford has resigned as a Governor. This is due to work commitments that will take him off the Island. All Governors were present except for NS, due to work commitments. **NS's apologies were accepted by the meeting.**

2. Order of Business

There is one extra item, requested by MS via KW, which concerns the community centre.

3. Declaration of Interests

None.

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4. Minutes and Matters Arising – 27th September 2018

These were accepted as a true record (proposed GB, seconded PW) **and signed by UH**. Confidential minutes were also accepted and signed.

AP1 – Declaration of Interest – the Clerk is to forward the updated document for the website.

AP2 – Governor documents – file updated and collaboration agreement forwarded to Diane Hiscock.

AP3 – Section 106 – MS explained what this is about, which is redeveloping the MUGA (multi-use games area). MP believes that Paul Barton controls the money, but will check. MS said that Cllr Geoff Brodie is trying to get the money spent on the MUGA. Governors wondered what the community thinks they can use this money for and MS said that this is why parents are being surveyed. MS will continue getting feedback.

Action Point 1: MP to check who is responsible for Section 106 funding; MS to continue getting parent feedback

AP4 – Safeguarding questions – Clerk to forward these for Governors.

AP5 – Appendix on child criminal exploitation – Mr Radford was to have actioned this, so this item will be deferred for the present. The Clerk will look for a template.

There was **one AP on the confidential minutes**, which UH has completed. The matter is in hand. Jo Pryce-Jones (JPJ, Hants Governor Services) is aware of the situation.

5. Governors' Reports

Governors discussed first the **reply to MP from Cllr Paul Brading**. MS explained that he has a meeting next Monday with Natalie Smith (NSm, School Improvement Manager IW) and Jane Wilson (JW, LLP) regarding the **high needs budget**. It is really difficult to get this funding because of the level of additional needs in the school and the correlation between this and rising numbers of exclusions. MS has listed all the children who are SEMH and JW asked whether they should have a statement. MS said there are a significant number.

GB commented that the figures are based around using EHCP as a measure and Barton's needs are much more complex. We have been saving the LA money by using EHCPs. UH wondered whether Cllr Brading understood this. The statement in the letter "we didn't receive a reply" is disingenuous as the school didn't receive an invitation. We should take Cllr Brading up on his offer. MS said that he is seeing NSm tomorrow, and it is best to wait until Monday's high needs meeting. MS received data at the Primary Heads meeting but this didn't come from Cllr Brading. **It was agreed that MP would write back to Cllr Brading to query the paragraph referred to.**

Action Point 2: MP to reply to Cllr Brading's letter; UH also to write to Cllr Brading on this matter

MS reported that one child is about to return who had been withdrawn by their parent to be home educated. This happened whilst an EHCP process was ongoing and the process consequently stopped. The child now cannot come back into school without a strategic plan of action. MS feels that home education services are not supporting this family, although the school is.

Visits

Ofsted workshop: GB and TJ attended and found this a useful workshop for staff. The conclusions of their report are the things that Governors need to ensure they are doing. **Governors believe they are effective in this regard.**

SM left the meeting to fetch GE, who is due to give a report to Governors.

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SIP meeting: UH and GB met with SM to discuss the SIP. There was to be another meeting on 7th November, but UH reported that this will not now be necessary as she has had an interim meeting with MS, SM and JW. The SIP has been restructured and updated, and MS wished to thank SM and LW for their work on this.

TJ reported that he has arranged a meeting with Petra in EY.

SM rejoined the meeting. UH conveyed MS's and the thanks of all Governors to SM for her work on the SIP.

LAC visit: GB had a very good meeting with GE. We seem to be doing all the work and nine child protection cases have been converted into nine LAC placements in eight months. This has taken a huge amount of work. The meeting was well handled and managed. GE joined the meeting (4.50pm).

LAC (Looked after Children) presentation – GE

This report was given here, but can be found under item 6.

Meeting with JW/SM: UH met with JW/SM when JW made her recent LLP visit. JW feels that the school is thriving and has two strands of rigour in literacy and numeracy. Children have enjoyment around school. Curriculum priorities from the Government are changing, and will focus on intentions, implementations and impact. **Our school does this really well, but doesn't lose sight of literacy and numeracy.** UH asked TJ what he felt the best form of communication to parents is and TJ said social media and especially text messaging. MS said that we have to be responsive to our parents. The next step is to monitor and review exclusion processes.

Action Point 3: UH/GB to meet with MS/SM regarding exclusion processes

MS said he had to give a judgement value in each area and the inspector agreed with the Good gradings. MS believes he has evidence to show the school is at Good. He can ask every middle leader to talk at length regarding their responsibilities and monitoring, and be able to do so with confidence. **UH said that Governors can also do this.** GB commented that Ofsted will talk to the LA before their visit and UH said that the school has a very constructive working relationship with JW.

Safeguarding Governor: This position is vacant following Mr Radford's resignation. **GB agreed to step up for an interim period.** The Clerk agreed to email NS to gauge her interest in the role. KP cannot fill the role as she is also a member of staff. MS said that it is prudent to get another Governor trained to level 3 as well as GB, and that NS would be a good choice.

Action Point 4: Clerk to check with NS regarding availability/willingness to undertake safeguarding role

Pay Committee: All pay recommendations were approved by the committee, which met earlier. A new Governor is needed for this committee. **TJ offered to join the committee and this was accepted by the meeting.**

6. Headteacher's Report

LAC (Looked after Children) presentation – GE

GE handed around a printed version of her presentation. She explained what the virtual school is, which involves a corporate person looking after LAC for the IW and Hants. GE is obliged in her role to present to Governors at least once a year. LAC at Barton currently take up 3% of the roll (seven children) and two out of seven are at age expected standards. There are four SEN children and this includes one with an EHCP.

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Three LAC are on the register as needing help with English and Maths, and reading/writing. One is on the register as needing support with SEMH (need of nurturing). The progress of four out of the seven LAC is good and one LAC has made considerable progress, even though they are operating at a level below Year 1. There are reasons behind the lack of progress, but progress is improving.

GE explained that tailored interventions are used, including precision teaching (new key words) and NESSY (online tool for reading/spelling). Some children are still not doing work at home, but small steps progress is being made. [Children in foster care shouldn't be not doing work at home.](#)

GE cannot give a reason why, although some children are with another family member. We are doing extra work in school to support these children.

Children are able to discuss things using play therapy, as the therapists are more highly qualified than the ELSA. Of the children receiving 1:1 interventions, one is making small steps progress whilst the other is beginning to make progress. The child using Challenge and Adventure could have been excluded without it, and this intervention will continue until Christmas.

[Does the school pay?](#) We have applied for top-up funding, as we are currently spending a lot more than we receive.

GE has completed training for Storylinks and a parent has reported seeing a difference at home with their child after using this intervention. Children are able to access the Rainbow room, which is a safe place to go at playtimes or if a child is emotionally wound up and needs a space to work. There is calming music, a settee and soft cushions. Feedback from children has been really positive and they want the Rainbow room to continue. Each child has a key person assigned to them.

Six PEPs (Personal Education Plans) have been moderated by the virtual school and feedback was very positive. There have been three meetings. Michelle Cain (MC, virtual school) is due to visit on 29th November. All paperwork has been moderated and every penny is accounted for. UH said there has been a huge advance in terms of systems and procedures for assisting these children. UH thanked GE for her presentation. [GE left the meeting \(5.05pm\).](#)

7. Data

MS reported that data analysis is still fluid. This goes to the data officer at Southampton and is due back any day now. Some FFT data was available for Years 6, 5 and 2. MS explained that FFT is an analysis tool that compares like for like schools, taking into account relative context and deprivation factors. The school overall is FFT46, which is better than last year. We are aiming at FFT50, although the LA wants FFT20; however, we have to be realistic.

Reading: FFT50 67%, FFT20 73%, FFT5 79%, Aggregated target 66% - we might get to FFT20 for reading

Writing: FFT50 69%, FFT20 75%, FFT5 81%, Aggregated target 66%

Maths: as Writing

SPAG: FFT50 72%, FFT20 78%, FFT5 84%, Aggregated target 63%

RWM combined: FFT50 54%, FFT20 62%, FFT5 69%, Aggregated target 63%

Reading/Maths combined: FFT50 59%, FFT20 66%, FFT5 73%, Aggregated target 63%

Year 6 is a weaker cohort but there are more higher achievers (seven). Six out of these probably meet FFT50 targets.

[What about the 100% column?](#) Every child has been assessed and all have a target.

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We can add filters to the data. PP children are doing pretty well but there is an issue with PP children also SEN, who are not doing as well as they could do. Three-year trends show girls currently not performing as well as boys. In Year 5, targets are matching what FFT is saying, although writing is a slight concern.

[It will be good to focus on our most vulnerable areas, such as Year 2 and 4.](#)

Year 2 shows FFT50 for reading saying 66% with an aggregated target of 56%. Writing says 57% (aggregated 66%) and maths 66% (aggregated 56%). We can go into data at an individual level from EY upwards.

Action Point 5: MS/SM to provide Years 3 and 4 data to next meeting

MP left the meeting (5.33pm).

8. School Improvement Plan/SEF

SIP was covered under item 5. **SEF:** JW was very pleased with this document, but advised SM to reduce in some areas. The SEF is evidence of where the school is and is a fluid document.

Action Point 6: SM to ensure sifting of SEF is done to make document OFSTED ready

9. Finance

KW is in another meeting and was therefore unable to attend. There is little change from last time.

10. Attendance

JW has looked at attendance and will cover this in her LLP report.

11. Safeguarding

This was covered under item 5.

12. Staffing

Two new support staff members have started, to help facilitate children with additional needs and to assist in processing EHCP forms.

13. Site

We are waiting on a procurement. There is a plan for replacement fencing around part of the MUGA and an accessible gate.

14. Policies

Teachers' Pay: MS feels that the school should adopt the LA progression and pay rise recommendations. **It was agreed that KW be asked to amend the policy** and this will come back to Governors at the next meeting.

Action Point 7: Clerk to email copy of Teachers' Pay Policy to KW

[GB said it would be useful when policies are amended to have a sheet explaining what has been altered, as sometimes policies hardly change at all.](#) This was felt to be a good idea.

Governors agreed all policies brought forward (proposed GB, seconded PW).

Behaviour and Admissions to Barton Nursery are deferred to the next meeting, as these were not yet ready.

Action Point 8: Clerk to bring Behaviour and Admissions to Barton Nursery policies to next meeting

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Additional item – Trustee for community centre

KW has received a request from the community centre for one of the Governors to possibly become a Trustee. TJ said that he may be interested but will need more information. MS asked TJ to let KW know if he decides to go ahead with this.

Action Point 9: TJ to follow up interest in becoming Trustee for community centre

Additional item - Exclusion panel

The Clerk reported that a panel of Governors, including one external member, had recently met and agreed to uphold MS's decision to permanently exclude a child. The process has now been completed and the child is being educated at the ILC.

15. Date of next meeting

Thursday 29th November, 3.30pm Pay Committee (HTPM), 4pm FGB.

PW will give a report on Attendance, and Health & Safety.

GB will carry out a SCR check for safeguarding, and report on the virtual school inspection.

UH will visit and report on literacy/numeracy.

TJ will make an EY visit, and report on Finance (with MP).

16. Impact of meeting

- Comprehensive presentation on LAC
- Visit reports received, showing Governor engagement with several areas of the school
- Positive LLP visit recently
- **Policies approved** – Attendance, Data Protection, Disciplinary Procedure (LA), Early Years & Foundation Stage, First Aid, PE, Restructuring Redundancy Redeployment (LA)
- Interim Safeguarding Governor appointed
- New Governor appointed to Pay Committee
- FFT data presented for Years 6, 5 & 2

Mrs Hutchinson thanked everyone for their time and closed the meeting at 5.55pm.

Contacts:

Mrs U Hutchinson: Chair of the Governing Board

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