

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 6th December 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 6th December 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	<u>Absent through illness</u>
Mrs N Smy (NS)	Parent	<u>Absent due to another appointment</u>
Mr P Whiteman (PW)	Co-opted	

Apologies

As above for Governors

Mrs S Meredith (Acting Headteacher) - unwell

Absence

None.

Non-Governors in Attendance

Mrs A Starnes Clerk to the Governing Board

Vacancies

2x Co-opted Governors

Quorum

The meeting achieved the minimum number to be considered quorate (5) at remained at or above this number for the whole meeting.

Start & Finish Times

The meeting convened at 4.05pm and finished at 5.42pm having considered all the items on the agenda.

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

1. Present & Apologies

Mrs Hutchinson welcomed everyone to the meeting. Apologies received and accepted from Mrs Pye and Mrs Smy.

2. Order of Business

As per agenda.

3. Declaration of Interests

None for this meeting.

4. Minutes and Matters Arising

Minutes were agreed as a true record (proposed GB, seconded MP) and signed by UH.

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AP1: MP confirmed the person in charge of Section 106 funding is Wendy Perera. Parent feedback is regarding their views on the MUGA. MS confirmed that this is safe and managed. Geoff Brodie asked for more feedback, which has been given.

(to MP) When are the rules being changed on Section 106 funding? I understand it is to be used for housing and nothing else.

MP wasn't sure it said this and will clarify the parameters.

Action Point 1: MP to clarify parameters on Section 106 funding

AP2: UH and MP are still to reply to Cllr Brading, and will liaise regarding their responses.

Action Point 2: UH/MP to liaise regarding responses to Cllr Brading, and both to respond

AP3: Completed.

AP4: Completed. The Clerk confirmed that NS has agreed in principle, but will need to complete training first.

AP5: Completed.

AP6: Completed.

AP7: Completed.

AP8: Behaviour Policy to be discussed later. Admissions to Barton Nursery still awaiting revision.

AP9: TJ has not heard back regarding his interest. MP will speak to his contacts there.

5. Finance

This was deferred until later in the meeting, as KW was not currently on the site.

6. Governors' Reports

Budget review: MP and TJ had a get-together yesterday, to plan how they can keep a closer eye on the budget whilst things are not so good. This ties in with TJ's report from yesterday's meeting. MP said he has an issue with a deficit being carried forward every year.

Maths: UH said that the Maths Lead has everything at his fingertips, and a keen eye for the curriculum and how teachers deliver it. He answered all her questions and had a very detailed leader file. He should be encouraged with his growth as a leader.

E-safety: TJ attended a staff meeting to discuss the new system 360° safe that the school is enrolling in. This has input from staff, pupils, parents and Governors. Andy Fessey is the staff member leading on this. TJ will continue to attend these meetings.

Finance: Referred to under Budget review.

Attendance: PW spoke to SE in the office. Figures are being kept up to date, and attendance last term was 95.9%, which is around where it should be. This is the season for flu and colds, and PW asked for hand gel to be provided in the reception area. MS said there is a hand pump in every classroom, but will ensure one is provided for reception. MS said he will get SE to take out the exclusion data and see what the figures look like. Barton is currently being used as a beacon of good practice around attendance.

Action Point 3: MS to ensure hand gel is provided in reception area

SCR: GB is happy to continue in the safeguarding role for now. KW has scheduled a termly date for SCR checks, as has the school safeguarding lead. GB will continue to monitor this area.

Exclusion report: The Clerk had not received this, so GB will re-send. Processes are being reviewed around exclusions, and UH/GB met with SM. This was a very thorough meeting and SM gave very good accounts of the four children currently causing concern, which demonstrates the school is still on top of this issue. The school doesn't want funding to be used as an excuse for any decline in behaviour. All schools should be expected to meet their

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community's needs. MS reported that two children are about to return from the ILC, and this will impact on attendance; however, the school has been successful in re-integrating children in the past.

PW was concerned about the emotional impact on staff.

GB said that he and PW had sat on two exclusion panels and the evidence produced for these was very extensive. Governors will continue to monitor this area.

7. Pay Committee Report

MP (Chair, Pay) reported that MS has met all his targets and the committee voted unanimously to award him a one-point incremental rise.

What is the situation with the secondment regarding what Stenbury pay for MS?

MS explained that Stenbury was aware of the possibility of performance management and had put him up an extra point initially to pre-empt any raise that might be awarded. He gets two extra points for taking on Stenbury and they have given him three. We have to ensure something is coming in to backfill and to support SM in her role.

Regarding the HT pay, Stenbury pay Barton. Do you get paid the difference via Barton?

Stenbury pay four-fifths (80%) of everything.

MP reported that he will undertake another performance management audit in March, after the mid-year reviews.

8. Headteacher's Report

Covered under items 9-14.

9. Data

The analysis for Years 3 & 4 for the first half-term has now been completed. SM has validated the data with Lisa. We can compare where the children are with where they should be, and can identify all children individually and their issues. The data is being updated every half-term, but MS said he would like to do this termly; however, he will continue half-termly until staff are comfortable with the process.

Year 3 show 50% at ARE, and if 5% convert this would take us to 65%. The children in red are PP. Overall RWM percentages are 60R, 54W, 59M.

The Venn diagram is very pictorial. It will be useful to see how the position changes. Would it be possible to show progress by creating a graph for percentage shifts in each year group?

Action Point 4: MS to create graph for percentage shifts in data analysis

Year 4 is at 36.67% ARE. There are significant issues and this is also a smaller cohort.

Are children not in the Venn diagram not hitting targets in all three core subjects?

These children are shown in the bottom left-hand box.

Year 6 is at 62% ARE. RWM is 65 across the board, which suggests the same children are passing the same things. This has proved a really useful tool for staff.

IDSR: Ofsted judge their visits on this data. The three-year average includes the 2016 year, which was poor in comparison to 2017 and 2018. We are roughly where we should be with exclusions. Three-year trends show progress for disadvantaged scores, but no high attainers at KS1. Children who are low at KS1 are struggling to

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convert. Disadvantaged results are in line with national expectations, and scaled scores are following the national pattern. Starting points at KS1 are lower, but start to accelerate after conversion. Phonics is okay.

[Can you highlight objectives and targets in the SIP that reflect what is shown in the data?](#)

Target setting is the key thing. We make sure targets are as robust as they can be and this is under Key Priority 1 in the SIP. These include KS2 reading and GD, and KS1 writing, as well as Year 4 at ARE.

TJ has discussed this with the EY Lead and has been emailed the EY Action Plan.

MS said that SM is continually reviewing the SIP.

5. Finance

Deferred from earlier. MS spoke on KW's behalf.

The money generated by the two permanent exclusions has been recouped by the LA. Medina House invoice us for their input. MS's secondment has led to additional teacher salary costs and teacher payscales have risen to come into line with the LA. There have been staff changes and both children at the ILC now have an EHC plan. The budget is £19k in deficit. Intake is slightly below the forecast for 18/19. Numbers for the nursery for next year will be similar to this (40). MS and KW have been going through the SLAs, including training packages. We may need a year off from Hampshire due to cost and value for money.

Next part is recorded as a confidential minute.

MP and TJ are to come in two weeks before each FGB to look at finances. Rental income and holiday club are two areas worth looking at.

Budget: First part is confidential. The budget can be balanced in three years.

MP proposed, seconded by TJ, that the budget be approved, and all Governors agreed.

10. School Improvement Plan/SEF

Already covered under item 9.

11. Attendance

Already dealt with under item 6.

12. Safeguarding

Staff are going through safeguarding training. Team leaders are renewing level 3 and new staff completing level 2.

13. Staffing

We have lost a member of teaching staff and are recruiting a replacement. Interviews are tomorrow. SM has appointed an interim teacher to Year 3. Teaching staff have moderated colleagues' class work.

14. Site

There was a meeting last week regarding Phase 2 and some changes have been made. The contractor has been appointed. The nurture suite will move to the current staff room and the rainbow room to a classroom. The library area outside MS's office to the library area will become the new staff room.

15. Policies

Teachers' Pay: This has already been agreed by the Pay Committee and is presented for ratification.

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Behaviour: TJ asked about appendix 4, regarding stages of intervention. MS explained that this gives us the ability to be flexible. If we were rigid, some children would never go outside.

GB proposed, seconded by PW, that all policies be ratified, and all Governors agreed.

16. Confidential items

These are recorded as a confidential minute.

17. Date of next meeting

Thursday 17th January 2019, 4pm (following Pay Committee at 3.30pm).

18. Impact of Meeting

- Behaviour and Teachers' Pay policies approved
- HTPM progress reported
- Mid-year budget review approved
- Scrutiny of IDSR data for Years 3 & 4
- Governor reports received on budget, maths, e-safety, attendance, SCR and exclusion
- Confidential items approved

Mrs Hutchinson thanked everyone for their time and closed the meeting at 5.42pm.

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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Or in writing to the School Office