

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 17<sup>th</sup> January 2019 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 17<sup>th</sup> January 2019

## 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

None – meeting fully attended.

### Absence

None.

### Non-Governors in Attendance

Mrs S Meredith	Acting Headteacher	<u>Joined during item 5</u>
Mrs A Starnes	Clerk to the Governing Board	
Mr K Whiting	School Business Manager	<u>For item 9 only</u>

### 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 4.04pm and finished at 5.15pm 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. There were no apologies.

### 2. Order of Business

Finance to move to item 5.

### 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 is still waiting to hear regarding this; however, it is due to be discussed at IW Council soon. PW asked about an email identifying different amounts of funding for each ward/town, and MP confirmed there are different types of funding.

**AP2:** This has not been actioned. It was felt, given the time elapsed since Cllr Brading's letter was received, that we should let the matter drop.

**AP3:** MS confirmed that a temporary tub of hand gel is in the reception area. A permanent one will be provided once the building work is completed.

**AP4:** This has been done and will be covered in the data report later.

## 9. Finance

KW joined the meeting for this item (4.10pm), which is recorded as a confidential minute.

## 5. Governors' Reports

**Literacy:** UH met with SM and LM-H. She is confident about the leaders' knowledge and actions taken. Leaders have been on several training sessions. UH was told of changes at KS1, with everything being simplified to build on children's confidence in reading and not bombarding them with multiple concepts. The monitoring and training schedule was shown to UH. Staff have to arrive at an assessment that isn't easy, so leaders have put samples of children's work onto large sheets of paper and annotated them, for staff to match against children they teach.

SM joined the meeting (4.23pm).

The same children will be followed through the academic year. SM said that she had used the Nottingham Council exemplification. PPMs are looking at data and the whole child, not just raw test results. UH said she was very impressed with what she was told.

**Do we send examples of good writing home to parents?**

The teaching of writing is difficult, due to the number of variables. Reading is sent home. SM said that parents are shown their children's work at parents' evenings.

MS suggested putting exemplars on the school website, which will be looked into. SM said she has visited two other schools today and they have workshops on writing. Governors also look at children's books. UH said that an important element of this area is the training of teachers.

**Action Point 1: MS/SM to look at putting examples of children's writing on the school website**

## 6. Headteacher's Report

MS said that data has been completed and Venn diagrams went live this week. Teachers are using data analysis tools, which helps drive performance management conversations. Year 6 is currently at 61% combined, although there are some anomalies. We can identify children with specific needs and this enables us to have specific conversations.

**What are the colours?**

These are saying whether children are on or below the targets. Red denotes below, and orange denotes they are where they should be.

MS said that a member of teaching staff is creating a provision map and trying to link systems together. MS has organised SIMS training for staff and said that Governors are welcome to come.

**Action Point 2: MS to communicate SIMS training date to Governors**

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SM said that they have tried NFER baseline tests in Autumn 2 with Year 2, but teacher assessments were done in Autumn 1. We have taken parts of the SATs tests and are gradually modelling how to look at a question. SM said the tests have been done so that she and MS can look at the accuracy of assessments.

[Whilst the information is interesting, we need to focus on areas the school is working on and what is being done to address these.](#)

This is where the programme of study will help us. The front of the FFT document has identified target groups and we can refine this further.

## **7. Data**

See previous item.

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

[Is there anything on the SEF?](#)

Not yet. Jane Wilson's (JW) LLP report backed up what has been said. We will look at the SEF again after February half-term. UH reminded Governors that they all need to carry out visits before the next meeting on 7<sup>th</sup> March. PW will carry out a site visit and TJ will visit to look at EY and meet with MP to discuss finance. MS asked Governors to monitor the website and TJ said he went through the website after the Ofsted training – a report will be submitted. MP was asked to carry out a visit to look at Broad & Balanced Curriculum – this is NS's role. NS needs to go on safeguarding training as part of her new role as Safeguarding Governor, and she will accompany MS/SM on their training on 4<sup>th</sup> March. SM asked Governors to ask staff safeguarding questions when they visit the school.

[What questions should we ask?](#)

Who is the Safeguarding Lead? What do you know about Prevent? etc. GB said he will ask staff questions when he comes in for a SEN visit with GE.

NS hasn't visited the School Council and KP agreed to take this on. She asked what she could take to the council and ask questions around - the Anti-Bullying, E-Safety and Behaviour policies were suggested.

UH will undertake another Maths visit.

**Action Point 3: Governors to undertake monitoring visits before next FGB meeting (7<sup>th</sup> March)**

**Action Point 4: Governors to ask safeguarding questions when they visit school**

**Action Point 5: TJ to submit website report**

## **10. Attendance**

This has improved slightly. Autumn 2 has been good compared to the last two years and cumulative attendance is improving. There are some issues around exclusions in the last half-term, but these have reduced due to interventions in place for certain pupils. Some children tend to be late and this is being addressed.

## **11. Safeguarding**

MS/SM have undertaken training and JW spoke on the subject when she last visited. We are revisiting the subject and ensuring it is at the fore of all we do. MS is delivering staff training on 19<sup>th</sup> March after school on Prevent and LADO. MS and SM are both now trained to deliver training.

**Action Point 6: Governor to attend staff training on 19<sup>th</sup> March**

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## **12. Staffing**

We have gone back out to advert and there are some good candidates; however, we may need to wait until September before they can start. MS has received CVs from five teachers looking for work on the Island.

## **13. Site**

MCM have been appointed as contractors for the building works and a contractors' meeting will take place on 29<sup>th</sup> January. Hampshire have been in to look at the designs and we have adjusted the cycle to reduce impact on the curriculum. The dining area will be closed during half-term and two classrooms will be out of sync for each part of the process. The MUGA fencing will go up at the end of January. Access to the playground will be difficult, so the MUGA will become the playground. A new footpath will go in and the staffroom will be relocated. The current staffroom will become a rainbow (nurture) room. The car park won't be in use whilst the works are ongoing.

## **14. Policies**

**TJ proposed, seconded by PW, that the Collective Worship policy be approved, and all Governors agreed.**

## **15. Confidential item**

This is recorded as a confidential minute.

## **16. Date of next meeting**

Thursday 7<sup>th</sup> March 2019, 4pm.

## **17. Impact of Meeting**

- Collective Worship policy approved
- Building works under way
- Attendance shows improvement
- SLT now trained to deliver training
- Positive literacy visit – KS1 curriculum being simplified
- Several Governor visits agreed before next meeting
- New Safeguarding Governor to undertake training

Mrs Hutchinson thanked everyone for their time and closed the meeting at 5.15pm.

### **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

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