

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 7<sup>th</sup> March 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 7<sup>th</sup> March 2019

## Barton Primary School

### Governors Present

Mrs U Hutchinson (UH)	LA Governor, Chair	
Mr M Snow (MS)	Staff, Headteacher	
Mr G Booth (GBo)	Co-opted, Vice Chair	
Mr T Jefferies (TJ)	Parent	
Mrs N Smy (NS)	Parent	<u>Joined during item 4, left 5.10pm (after item 13)</u>
Mr P Whiteman (PW)	Co-opted	

### Apologies

Cllr M Price (MP)	Co-opted	<u>Due to work commitments</u>
Mrs K Pye (KP)	Staff	<u>Due to illness</u>

### Absence

### Non-Governors in Attendance

Mrs A Starnes	Clerk to the Governing Board
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### Vacancies

2x Co-opted Governor

### 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 4pm and finished at 5,20pm 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 as given above were accepted.

### 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 PW) and signed by UH after the meeting.

#### 17<sup>th</sup> January:

**AP1:** Children's writing is still to go on the website. SM will scan some in from the portfolio.

**AP2:** SIMS training had to be cancelled due to cost – we are now looking at other things.

**AP3:** Completed.

**AP4:** This is ongoing.

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**AP5:** TJ has checked the website – one thing needs to go on, which is swimming proficiency for Y6.

**AP6:** Training was cancelled.

The next part of the discussion is recorded as a confidential minute.

**14<sup>th</sup> February (EFGB): Agreed and signed by UH after the meeting.** UH has written a letter on behalf of the GB and will send it now that she has received statistics from MS.

## 5. Finance

TJ was invited to share the report of his and MP's meeting with KW when they went through the monitoring statement. Staffing is right on budget for this year and there will be a small saving. Everything else is pretty much in line; however, there is a cashflow issue because of the deficit and the school has to borrow short-term in order to see it through the next payroll. This loan will be paid back when LA funding comes through at the beginning of April.

[Is the borrowing against payroll done on a regular basis?](#)

Towards the end of the financial year.

TJ also carried out benchmarking after attending strategic finance training (*see later*) - there is a SLA covering building maintenance and this is a guaranteed sum. There is a "very good case for a one-off injection of cash".

UH thanked TJ/MP.

The Clerk had brought the Governor Services SLA for a decision. It will cost £1,305 for the coming year. GBo asked that a close eye be kept on what we gain from the SLA over the next year so that Governors can assess whether it represents value for money. **Governors approved the SLA for Governor Services.**

**Action Point 1: Clerk to let KW know regarding Governor Services SLA**

## 6. Governors' Reports

**Early Years training (UH/TJ):** The trainer didn't get to the end of her agenda and so they didn't look at data comparisons; however, Governors are usually given these in meetings, which MS confirmed. Some questions were asked at the bottom of the report, which UH would like SM/MS to give written answers to. MS said that things would be different in September. The current cohort is stronger and more cohesive than last year.

**Action Point 2: SM/MS to give written answers to EY training report questions**

**Early Years visit (TJ):** TJ spent time in the nursery and Reception. It was good to see things in place and good practice clearly evident. Staff spoke about evidence gathering and capturing "wow" moments. These are uploaded every half-term, or shown to parents at the end of the day. Staff communication is good, especially for EHC plan children if anything needs documenting. The key person system is well deployed and there is personalisation for children. Four-step routines are in evidence, for instance helping children in saying goodbye to their parents.

**Finance training (TJ/clerk):** This was very good and the key learning was around benchmarking and evaluation tools, also the efficiency metric. The training also gave TJ questions to ask at the finance meeting with KW.

The next part of the discussion is recorded as a confidential minute.

**SIP (GBo/UH):** Y2 is a worry, although they were at a lower stage of development when they joined the school. The NQT in Y2 is being supported. MS is to observe them the week after next and give colleagues a chance to carry out mentoring.

[Will it be difficult for Ofsted?](#)

It is a starting point; however, paperwork is extensive and it is about what is done. Maths will go up a bit, but we are mindful.

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UH/GBo made suggestions about reference points on the SIP, including highlighting of impact and a summary for staff. The six-strands behaviour initiative is being personalised. There is also a curriculum intentions initiative, which focuses on broad outcomes for the welfare of children. Governors have been asked to contribute towards a vision statement.

**Building work/safety (PW):** PW spoke on the phone to KW about the fire routes in the school. PW attended a pre-contract meeting where this was discussed. There was concern at how anyone in the meeting room would get out if an emergency arose. MS/SM both know the code to get out and the window in the meeting room can be used.

**NS training:** NS has undertaken a visit and will submit a report for the next meeting.

**Action Point 3: NS to speak to MS/SM and complete visit report for next FGB**

KP is now the Governor responsible for liaising with the School Council. UH will email her.

GBo is to meet with GE next week for a SEN visit. UH will complete a numeracy visit. MS asked UH to mention the standardisation meeting.

SM informed Governors that she has started an overview of the SIP. MS agrees that a concise version is needed. This document is a testament to all that we are doing in school.

## 7. Headteacher's Report

MS confirmed that staff have completed data. It is anticipated this will be done four times a year, at the end of June (end of year), October (baseline), February (half-term) and between February and Easter. Staff will be updated on this next week.

## 8. Data

The Venn diagram for Y6 shows that this cohort has improved through the year; however, there are some issues regarding areas such as SEMH (social and emotional health). If we achieve 64% with this cohort, we will be very pleased. Y5 should be okay (currently at 56% combined). There is a core group who will struggle to meet academic levels. Our combined scores are close together.

Y4 has a long way to go, but is improving. Y3 is low at the moment. SM pointed out that they have come from Y2 and a completely different curriculum.

Y2 needs to shift, and we will focus on children who haven't met expectations in all three core subjects.

Y1 is a weaker cohort.

## 9. School Improvement Plan/SEF

UH/GBo have seen this document and MS will re-send it to Governors. Overall effectiveness is still good, as is leadership and management. Quality of teaching is good and teachers are supported/challenged as appropriate.

Personal development/welfare is good and a lot of work has been put in with children. There have been some exclusions. The three-year trend is rising in KS2 and improvement has taken place for three years in a row.

**Action Point 4: MS to send SEF to Governors**

## 10. Attendance

This fell to 89% last term, when there was a lot of chicken pox affecting pupils. Lateness has reduced due to the office moving (whilst building work goes on) and attendance has improved after half-term.

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### **11. Safeguarding**

The FLO has given a detailed report of safeguarding training delivered to staff and staff are aware of issues. Regarding safeguarding of the site, MS judges the site to be safe and he/SM will continue to be vigilant. We need to check that there is enough rigour when both MS/SM are away from the site.

[Who would be in charge?](#)

L and GE.

### **12. Staffing**

A new teacher has been appointed who will start in Y3 after Easter.

The next part of the discussion is recorded as a confidential minute.

### **13. Site**

This is going well. The builders are very accommodating to the needs of staff and pupils and are carrying out some extra works.

NS left the meeting (5.10pm).

### **14. Policies**

**Admissions to Barton Nursery – proposed GBo, seconded PW – all voted in favour. Approved.**

**Photography in School – proposed UH, seconded PW – all voted in favour. Approved.**

### **15. Confidential item**

This is recorded as a confidential minute.

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

Thursday 4<sup>th</sup> April 2019, 4pm.

SFVS needs to be agreed and this will need a short meeting. Thursday 21<sup>st</sup> March, 10am, was agreed.

**Action Point 5: Clerk to notify Governors of additional meeting; TJ/MP to liaise with KW re SFVS**

### **17. Impact of Meeting**

- Admissions to Barton Nursery, and Photography in School policies approved
- Several Governor visits undertaken
- Finance understanding of Governors enhanced by excellent training session
- SIP document seen and discussed by Governors
- SEF updated and Governors to receive latest copy
- New class teacher appointed
- Attendance improving after dip last term
- Building work progressing well

Mrs Hutchinson thanked everyone for their time and closed the meeting at 5.20pm.

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**Contacts:**

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