

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 4<sup>th</sup> April 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 4<sup>th</sup> April 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
Mrs N Smy (NS)	Parent
Mr P Whiteman (PW)	Co-opted
Cllr M Price (MP)	Co-opted
Mrs K Pye (KP)	Staff

### Apologies

Mr T Jefferies (TJ)	Parent	<u>Work commitments</u>
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### 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) and remained at or above this number for the whole meeting.

### Start & Finish Times

The meeting convened at 4.15pm and finished at 5.45pm 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.

**7<sup>th</sup> March:** There was one minor amendment on page 3 – item 6.

**AP1:** Completed.

**AP2:** Completed – to be considered later.

**AP3:** Completed – report to be considered later.

**AP4:** Not completed – carried forward.

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**AP5:** Completed.

There were no action points from the confidential minutes.

**21<sup>st</sup> March:** The action point from this meeting was completed.

## **5. Finance**

MS reported that next month will be the end of year sign-off for the budget. Staffing matters related to the budget will be dealt with later.

## **6. Governors' Reports**

**Early Years questions:** Answers were received from SM and Governors felt these were good answers. SM was thanked.

**Letter to Education Secretary:** UH has had a reply from the MP, Bob Seely and a response from a junior official in the DfE on behalf of Damien Hinds. A copy will be tabled at the next meeting. Geoff Brodie has also replied.

**NS report (safeguarding):** NS said she has covered a lot in her report, but it is more about understanding and not just to do with pupils. She will meet with SM in May. There was a question around the use of online software and whether this should be bought into. CPOMS was suggested. MS said that Stenbury use My Concern and it is a system we will look to implement here. Training is due in June.

**Safeguarding Policy:** GBo reported that this has been reviewed and he is impressed at how GE runs her department. The reduction in personnel will have an impact on children.

**Numeracy:** UH reported that the focus of her visit was on Year 2. BG and his team are doing all they can to address issues. MS carried out an observation today and noted improvement. They also talked about the SIP and are hoping to introduce a new feedback system next year. The maths team are happy with the SIP summary provided by SM. Girls are underperforming in maths and strategies are being used. There is also work on times tables and BG wants teachers to use smart boards to incorporate planning. More observations are due after Easter.

**Pupil Voice:** KP reported that children like the MUGA route into school, and feel very positive about their safety in school. There are also bullying ambassadors in school. A question was asked about school trips and MS said the extra cost is a factor. More chromebooks are needed for IT, but again cost is a factor.

MP temporarily left the meeting.

MS said the school is quite well resourced but there will be an issue around renewing some equipment. Governors suggested questions for next time – what do children see in the future for them in school and how can we help them? Governors agreed that KS3 is crucial, when children move into secondary education.

MP returned to the meeting.

## **7. Headteacher's Report**

KP temporarily left the meeting.

This item is recorded as a confidential minute.

## **8. Data**

KP rejoined the meeting.

New data is just going in.

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### 9. School Improvement Plan/SEF

A summary has been produced. There are key areas to improve, and we will look in the first week back to see whether we are matching up. SM said actions are being worked on this half-term and for the first half of the summer term.

#### Action Point 1: SM to send out copy of SIP summary to Governors

Phase 1 phonics score is up to 60 and we hope for 70.

GBo asked for dates to be put into the SEF. Governors were concerned that there wasn't a section for Governors and what they will be focusing on. UH will liaise with SM on this.

#### Action Point 2: UH to liaise with SM regarding Governor section of SEF

GBo and UH will conduct a monitoring visit in first week of May.

#### Action Point 3: UH/GBo to conduct monitoring visit around SEF

### 10. Attendance

MS reported an improvement in this half-term. PW will table a report in due course.

### 11. Safeguarding

MS and SM have delivered LADO and RAP training (Prevent).

[Who is the LADO?](#)

This is a lady.

Godshill also attended the training and feedback was positive.

### 12. Staffing

Already covered.

### 13. Site

MS showed Governors around the school to view the building works being undertaken. The impact of the work was clear. Governors noted that the new staff room is not ready.

[When will work finish?](#)

By Christmas.

### 14. Policies

**SEND and Toilet Training Guidance:** Governors received these policies in advance.

[What about an Inclusion policy?](#)

This is within the Behaviour Policy, but MS will check.

#### Action Point 4: MS to check regarding Inclusion policy

**GBo proposed, seconded by PW, that both policies tabled be adopted and all Governors agreed.**

### 15. Confidential item

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### 16. Date of next meeting

Thursday 23<sup>rd</sup> May 2019, 4pm, preceded by Pay Committee at 3pm.

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The Clerk reported that she had received an email from Governors for Schools. **Governors agreed that the current GB vacancies could be advertised using this service.**

**Action Point 5: Clerk to advertise GB vacancies via Governors for Schools**

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

- SEND Policy and Toilet Training guidance approved
- Governors viewed building works and noted progress being made
- Replies received to education funding letters
- SEF summary received positively by staff
- Improvement in attendance during current half-term
- Governors impressed with work of Safeguarding Lead
- Lots of work being done to improve numeracy across school
- Positive responses from Pupil Voice conversations

Mrs Hutchinson thanked everyone for their time and closed the meeting at 5.45pm.

#### **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 Alison Starnes: Clerk to the Governing Board

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Or in writing to the School Office