

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 19th September 2019 at 4.00pm

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



Barton Primary School

Minutes of the Meeting of the Full Governing Board of Barton Primary School
Held at the school on Thursday 19th September 2019

Governors Present

Mrs U Hutchinson (UH)	LA Governor, Chair	
Mr T Jefferies (TJ)	Parent	
CLlr M Price (MP)	Co-opted	<u>Joined during item 9</u>
Mrs K Pye (KP)	Staff	
Mrs N Smy (NS)	Parent	
Mr M Snow (MS)	Staff, Headteacher	
Mr P Whiteman (PW)	Co-opted	

Apologies

None. Meeting fully attended after item 9.

Absence

None.

Non-Governors in Attendance

Mr G Booth (GB)	Former Vice Chair of Governors	<u>Beginning of meeting only</u>
Mrs S Meredith	Deputy Headteacher	
Mrs A Starnes	Clerk to the Governing Board	

Vacancies

3x Co-opted Governor

Quorum

The meeting achieved the minimum number to be considered quorate (4) at remained at or above this number for the whole meeting.

Start & Finish Times

The meeting convened at 4.00pm and finished at 5.37pm having considered all the items on the agenda.

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

GBo has resigned as a Governor, due to governance commitments at St Helens where he has just been elected Chair. UH thanked GBo for all that he has done as a Governor, and presented him with a card and gift. GBo spoke of the journey he and others from the original IEB have been on with the school. It has been a pleasure to be part of the GB. The school had a very successful Ofsted and governance is growing and developing. GBo will stay in touch with the school. MS thanked GBo on behalf of staff including for his mentoring role when MS was appointed as Headteacher. GBo left the meeting (4.05pm).

1. Elect Chair of Governors

The Clerk welcomed all present to the meeting. **Governors agreed the Chair's term of office would remain at one year. UH indicated she was happy to be nominated. MS proposed, PW seconded and all Governors agreed. UH is therefore elected as Chair.** The Clerk handed over the meeting to UH.

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2. Elect Vice Chair of Governors

This role needs to be filled after GBo's resignation. It was agreed to defer discussion until MP arrives. **Governors agreed that the Vice Chair's term of office would remain at one year.**

3. Present & Apologies

Meeting fully attended. CLlr Price joined the meeting during item 9.

4. Order of Business

As agenda.

5. Declaration of Interest

None for this meeting.

Business interests: PW is no longer a Parish Councillor for Newport, but has taken up a similar post with Chillerton & Gatcombe Parish Council. No other amendments were noted.

Action Point 1: Clerk to amend entry on business register for PW

6. Finance

MS reported that the annual half-year report will be presented at the next meeting. Teacher pay settlements are higher than expected; however, these will be funded, as will increases in pension funding. The school is expecting guidance from the IWC once they have received this from the Government. KW is optimistic that we will balance the books this year. There was a meeting with Barry Downer (IW Council, Finance) and SEN before the summer break to discuss the additional SEN children the school has been requested to admit. PW expressed concern regarding the current political situation and how this might affect the school.

7. Review and agree Governing Board arrangements

All GB documents tabled for the meeting were agreed by Governors. Proposed UH, seconded PW.

8. Agree Governing Board responsibilities for 2019-20

UH: Literacy, Numeracy, Performance Data, SIP, HTPM, SEN (temporary)

TJ: Pay Committee, Early Years, Parent Voice, Finance (shadow), PP/Sports Premium, Website Checking

MP: Pay Committee, Finance, PP/Sports Premium

KP: School Council, Mental Health and Wellbeing (new post)

NS: Safeguarding, HTPM, Broad & Balanced Curriculum

PW: Pay Committee, Health and Safety, Pupil Attendance

TJ suggested a formal PTA be formed. This will be deferred to October's FGB.

Action Point 2: Clerk to table PTA item for next meeting

It was agreed that TJ/MP would split GBo's PP and Sports Premium roles as part of their finance oversight. Another Governor will need to cover SEN. UH agreed to cover this for the time being. NS will assist UH with curriculum.

The Clerk has identified some possible new Governors and will follow this up and report back.

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9. Minutes and Matters Arising

The minutes, including confidential minutes, were agreed as a true and accurate record (proposed NS, seconded PW), and were signed by UH after the meeting.

Matters Arising: School Council budget – to be deferred to next meeting. Inclusion Policy – will be included within Safeguarding or Child Protection Policy when reviewed. Mission statement – still being reviewed.

MP joined the meeting (4.40pm).

Vice Chair role

After a brief discussion, **MP agreed to fill this role. PW proposed, seconded by KP and all Governors agreed. MP is therefore elected as Vice Chair.** MP also informed the Clerk that he is now a Parish Councillor for Whippingham. This is in addition to his duties for Newport Parish Council and the IW Council.

Action Point 3: Clerk to amend entry on business register for MP

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

10. Governor Reports

UH circulated a brief report prior to the meeting, and attended an Ofsted briefing with MS last Friday. There will be less focus on English and Maths, and more emphasis on the wider curriculum. Governors, however, feel that children need to read and write well and have a reasonable level of maths in order to access the wider curriculum. Science is an important part of the curriculum. MS said that staff members are working with a colleague to develop their area of the curriculum. GE, who has a background in Science, will mentor a teacher in Science and MS will mentor a NQT in Geography. SM will help with delivery. UH said she will specifically look at reading. SM reported that Jo Kenyon (HIAS English advisor) is in next Thursday to work with K (Y6) at leading the subject.

11. Headteacher's Report

All results over the past three years have been moderated. EY has hit a peak. Phonics shows a dip in the last cohort, but we are confident that outcomes will be stronger going forward. We are part of the IW Phonics Group put together by Hampshire. KS1 shows a big dip last year, but this was a challenging cohort. In KS2, despite having a very challenging cohort, they did well and our combined score is in the top half on the IW. Looking at progress scores, 0 is the national average and we are in line with statistical norms. Our average scaled score has risen over the past two years. The school's dip in attendance is significant at 94% and a strategy is needed. We are data rich and it is reasonable going forward to only have three data points during the year.

12. Data

See previous item.

13. School Improvement Plan/SEF

SM has shared the SIP with UH. We have three 'I's – intentions, implementation and impact. It is about lessening the workload for subject leaders. Action plans are large and need to be reduced. SM is attending a course alongside the LLP regarding the new curriculum and the LLP has suggested a format for action plans that will feed into the SIP with the same headings. This will be looked at next week.

NS left the meeting (5.20pm).

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14. Attendance

PW will carry out a visit and speak to SE (office), CA (FLO) and the EWS about strategies, as well as observe the EWS actions with the school attendance team.

Visits (other): UH will come in to see SM and attend a curriculum planning session with staff on 4th October. NS will be invited to attend. KP will undertake a staff wellbeing survey. MP/TJ will visit to speak with KW and also cover PP/sports premium. SM agreed to notify UH if any SEN issues arise. NS will visit to carry out a SCR check.

Action Point 4: Governors to carry out visits as detailed above

15. Safeguarding

Already covered.

16. Staffing

New staff have settled well. Part of the KS1 project has been instigated by MS. Two TAs are absent at the moment.

17. Site

Liaison with the builders is good and work should finish on time. The hall will soon be out of action for a short period.

[What about the work at the back of the school?](#)

The wasteland has a mobile changing unit, which is separate to the school. We have received £6k for a climbing frame, via Geoff Brodie.

18. Policies

No policies to bring forward, due to being reviewed. These will come before the next meeting.

19. Date of next meeting

Thursday 17th October 2019 - 3.30pm Pay Committee, 4.30pm FGB.

20. Impact of Meeting

- Chair and Vice Chair elected
- GB documents approved
- Financial position of school clearer
- Governor recruitment in process
- Data results encouraging, especially for KS2

Mrs Hutchinson thanked everyone for their time and closed the meeting at 5.37pm.

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

Minutes FGB 19th September 2019