

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

### Governors Present

Mrs U Hutchinson (UH)	LA Governor, Chair	
Mr T Jefferies (TJ)	Parent	
Cllr M Price (MP)	Co-opted, Vice Chair	
Mrs N Smy (NS)	Parent	
Mr M Snow (MS)	Staff, Headteacher	
Mr P Whiteman (PW)	Co-opted	
Mrs V Bird (VB)	Co-opted	<u>Appointed during meeting</u>

### Apologies

Mrs K Pye (KP)	Staff	<u>Due to illness</u>
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### Absence

None.

### Non-Governors in Attendance

Mrs S Meredith	Deputy Headteacher
Mrs A Starnes	Clerk to the Governing Board

### Vacancies

2x 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 5.23pm having considered all the items on the agenda.

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

### 1. Present & Apologies

KP sent apologies, due to illness. These were accepted by the meeting.

VB was introduced, who has been proposed as a new Co-opted Governor. The clerk identified her via Inspiring Governance. VB is a qualified architect and has worked as a senior lecturer in Architecture and Interior Design. She has previous experience as a Governor and has lived on the Island since 2002. She now works in property.

**Governors agreed to appoint VB as a Co-opted Governor.**

### 2. Order of Business

As agenda.

### 3. Declaration of Interest

None for this meeting.

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#### 4. 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:** UH visit delayed as SM has been busy – to be rearranged. Staff wellbeing survey completed, and KP will report on this at next meeting. MP/TJ to arrange meeting with KW re finance. NS will visit to carry out a SCR check. PW met with SE (office) about attendance prior to today's meetings. The Friends at Barton have been quite active recently, and a Christmas event is planned.

#### 5. Policies

**Safeguarding, Child Protection:** References to liaison with parents in various contexts. Governors asked for a report on timings and what is being done about informing parents. MS will ask CA (FLO) to give feedback to Governors on her role as she does the majority of the consultation with parents.

**Action Point: Clerk to table CA presentation to January FGB**

**Educational Visits:** TJ mentioned that the reference to the RoSPA guide is no longer practical and this source of advice should be replaced by a weblink.

**Charging & Remissions: Are debt levels sufficiently managed?**

Parent Pay has reduced debts significantly; however, families are sometimes in crisis and each case should be treated individually.

**Action Point: Clerk to forward Educational Visits policy to KW for amendment**

**PW proposed, seconded by TJ, that all policies brought forward be adopted, subject to amendments mentioned above. All Governors agreed.**

#### 6. Governor Reports

**Pay Committee:** MP reported that the committee had considered pay appraisals, and agreed three teachers to be moved up on their respective payscales. One teacher is moving from M6 to UPR. MP is to carry out an audit of the performance management process before the next meeting, which will discuss MS's performance appraisal.

**Governors agreed to ratify the Pay Committee decisions.**

MP left the meeting (4.22pm).

**Collaboration agreement:** The clerk explained that there were no changes to this document.

**Governors approved the collaboration agreement for the coming year.**

**Training:** The Clerk reported on Ofsted training she attended on 1<sup>st</sup> October. This was extremely useful in explaining the changes to the inspection framework for the coming year. The slides from the presentation will be circulated.

**Action Point: Clerk to circulate Ofsted presentation slides to Governors**

The LLP process was also covered, and changes explained. MS said he has already attended a meeting with other schools to share best practice. The LLP visited the school last week and we are looking at strategies to move the school forward. We have a very strong relationship with our LLP. All of the school's CPD has been around subject development and giving staff time to carry out research. It is about things being done at the right time and having an impact. Children need to know they are "doing" History, Geography etc. It is about progression rather than stand-alone topics. NS said that, as part of her role at Medina College, she will be using our school as a pilot from January, looking at careers education. SM mentioned a lady from the CITB who has organised safety days in schools.

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**VB's role:** UH has spoken to VB about taking on GBo's role as link for disadvantaged/looked after children. VB is happy to undertake this, and will initially be supported by UH. VB/UH will meet with GE after half-term.

**Action Point: VB/UH to arrange visit with GE after half-term**

## 7. Headteacher's Report

The first part of this item is recorded as a confidential item.

Staff have been on training this week, which took out some capacity. This was for MAYBO (conflict resolution training), as a result of which two staff members will now be able to train other staff.

**Will we be able to sell this to other schools?** Yes.

## 8. Data

The data trawl has shifted and will now be a termly item in September, January and after Easter/at end of summer term. GE is to present a SEN overview to the GB.

**Action Point: Clerk to table item for GE to present SEN overview to Governors**

## 9. School Improvement Plan/SEF

SM is still working on this and UH will arrange a date to come in and discuss with her.

**Action Point: UH to arrange date with SM to discuss SIP/SEF**

## 10. Finance

MS reported that KW is confident the school is on track to balance the books this year. MS commented that whilst Heads don't like making permanent exclusions, they are sometimes the only way of getting help.

## 11. Attendance

PW met with SE prior to today's meetings. Attendance is up to 95.7%, with exclusions up slightly. Attendance had fallen because of illness, but is now looking better.

**Some parents are unable to afford breakfast club (£1.50/week).** We get the food for this club for free.

## 12. Safeguarding

Rigour and processes around this area are very strong and were praised by Ofsted in the inspection this year.

## 13. Staffing

Already covered.

## 14. Site

The work will be completed by Christmas. There has been impact from the disruption, particularly when there have been wet breaks/lunchtimes. There is concern about the heating system.

**Do you get regular updates?** MS has a fortnightly meeting with the site manager.

## 15. Date of next meeting

Thursday 21<sup>st</sup> November 2019 - 3.30pm Pay Committee, 4.00pm FGB.

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The clerk reminded Governors of the latest training update (circulated recently).  
MS said Barton will hold an open morning on Friday 29<sup>th</sup> November, beginning at 9.00am.

#### **16. Impact of Meeting**

- New Co-opted Governor appointed
- Pay Committee recommendations ratified
- Policies approved – Charging & Remissions, Child Protection, Education Visits, Finance, Healthy Food in Schools, Safeguarding, Smoke Free School
- Attendance risen slightly
- Rigour and processes around safeguarding very strong
- Budget is on track to balance at end of financial year
- Ofsted training very useful in explaining changes to inspection framework
- Collaboration agreement approved
- SENCo and FLO to present to future FGB meetings

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