

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 21<sup>st</sup> November 2019 at 4.00pm

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



Minutes of the Meeting of the Full Governing Board of Barton Primary School  
Held at the school on Thursday 21<sup>st</sup> November 2019

## Barton Primary School

### Governors Present

Mrs U Hutchinson (UH)	LA Governor, Chair
Clr M Price (MP)	Co-opted, Vice Chair
Mrs N Smy (NS)	Parent
Mr P Whiteman (PW)	Co-opted
Mrs K Pye (KP)	Staff

### Apologies

Mr T Jefferies (TJ)	Parent	<u>Prior commitment</u>
Mr M Snow (MS)	Staff, Headteacher	<u>Medical reasons</u>
Mrs V Bird (VB)	Co-opted	

### Absence

None.

### Non-Governors in Attendance

Mrs S Meredith	Deputy Headteacher	
Mrs A Starnes	Clerk to the Governing Board	
Mr K Whiting	School Business Manager	<u>Item 5 only</u>

### 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

MS and TJ sent apologies. **These were accepted by the meeting.**

VB was not present and UH is to enquire into this after the meeting.

**Action Point: UH to enquire into reasons for VB absence**

### 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 and signed by UH after the meeting.**

**Matters Arising:** CA is to be invited to present to January's FGB. Educational Visits policy has been forwarded. Ofsted slides are on GovernorHub. GE will present to the December FGB meeting. UH has discussed SIP/SEF with SM.

UH is to visit before the end of term to discuss the monitoring of Teaching & Learning, and has visited the Maths Lead (BG) this week. UH will also meet with JW (LLP) next week.

The next part of this item is recorded as a confidential minute.

#### **5. Finance**

KW joined the meeting (4.30pm).

KW said the restructure that took place earlier this year has been effectively reversed. 2 LSAs and 1 teacher left the school at the end of last term, and a TA and part-time ELSA (Emotional & Literacy Support Assistant) have since been recruited. MS's secondment to Stenbury Federation (SF) will continue until the end of August 2020. The salary budget has increased by 4%. Other income adjustments and staff salary adjustments will result in a decreased in-year surplus of £20k and a subsequent negative CF of £52k.

**2020/21 financial year:** A draft budget share statement has been received from the LA and is due to be ratified today by the Schools Forum. There is a potential 3-4% increase in funding. Teacher pension grant details are still to be confirmed, as is the national cost of living pay award for support staff. KW is hopeful that the school can recover its deficit by the end of 2020/21, which is the final year of our licensed deficit agreement.

**Capital expenditure:** The majority of the balance (£17.5k) has been spent on play equipment. A capital grant of £21k has been received for the installation of an outdoor classroom in the field near the horticulture area. This will take place in February 2020. We are looking to move the rainbow room to the mobile classroom and are exploring funding options for this.

**PW proposed, seconded by MP, that the 3-year budget be accepted, and all Governors agreed.**

KW left the meeting (4.38pm).

#### **6. Governor Reports**

**SEND provision:** UH and VB met with GE recently. VB has agreed to take on all of GBo's former link roles – SEN, LAC and PP. GE gave the background to issues here and at SF. There was a large backlog of work here, including paperwork for EHC plans, when GE returned from her time assisting SF.

They also spoke about the new tracking system, which is linked to the six strands of behaviour. This appears to be working well. The importance of whole class teaching was also discussed, as well as the science project that GE is helping with. GE has undertaken a staff wellbeing survey and feels this is a very happy school because of the teamwork and support.

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**Youth Mental Health training:** KP attended this with CA. The school has signed a charter to implement mental health in the curriculum. SM and KP are to write a Mental Health policy. We are hoping to raise awareness in the school and wider community.

[Will the Youth Trust give support?](#)

Yes. They will help with putting mental health into policies, assemblies and lessons.

It is difficult getting the balance between empathy and having a firm hand. The key is early intervention.

[Will the terminology be “mental health”?](#)

We feel that a lot of children have issues; therefore, the wording we use is very important.

There are two key points – mental health has a stigma and we need to use a positive, wellbeing approach.

**Attendance:** PW spoke with LW (office) via telephone. Attendance is up to 95.53% and will fluctuate. PW is meeting LW again next week. SM said there were 3 children on a part-time timetable, although this is now down to just 1 child. There were a high number of exclusions in the past half-term. All SAMs (school attendance meetings) are in place and the EWO (Education Welfare Officer) will do a “late gate” this term.

[Are there many cases of children being taken out for holidays in term time?](#)

Some families have children with special needs and the LA has allowed them to be taken on holiday for 2-3 days in term time.

[Do you fine parents?](#)

We fine if it's necessary but judge each case individually. If the absence is 4 days or longer, we take attendance and reasons given into account. We have to be very clear about criteria.

### **Pay Committee**

This item is recorded as a confidential minute.

**Skills audit:** The clerk explained this to Governors. The audit will be re-sent and Governors asked to complete by the next meeting.

**Action Point: Clerk to re-send skills audit; Governors to complete by 19<sup>th</sup> December**

NS reported that she is attending safeguarding training next week.

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

SM reported that MS phoned today and his recovery is going well. He will now be off for a shorter time than anticipated. There will be a HT report at the next meeting.

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

The SIP has been changed in line with the new curriculum. EYFS has been kept on. We are working on developing the wider curriculum. All teachers have been allocated a subject to lead and are writing a document to show key stage progression across the school. Training has been delivered by JW and Ross Irving (RoI) on learning and the curriculum. SM and TL have been on a course with RoI. The student teachers that visit every year have been in to observe phonics. English and Maths Leads have both carried out monitoring this week, involving observations and book scrutiny. BG is continuing the implementation of software for maths lessons. Problem solving training has been delivered by the HIAS maths team and all teachers are working on this. There is a new tracking system in place.

[Has EY not been included in the Speech & Language initiatives this year?](#)

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This is correct and significant. We will have to see how things work out.  
Leadership and management is a big focus for all staff, as well as peer to peer work and supporting each other.  
Governors said the overview document was very clear.

#### **9. Attendance**

Already covered.

#### **10. Safeguarding**

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

The annual LLPR visit is due next week. We have to fill in a safeguarding self-assessment every year and CA/SM have gone through this today. All actions have been completed.

#### **11. Staffing**

2 new LSAs have been appointed, one of whom is short-term till Christmas and the other on a 1-year contract.

#### **12. Site**

SM met with contractors yesterday and they are about 10 days behind; however, they anticipate being off-site by 20<sup>th</sup> December, although this could extend into early January.

#### **13. Policies**

No policies were brought before this meeting.

The clerk brought an email to Governors' attention regarding selection and interviewing training.

#### **14. Date of next meeting**

Thursday 19<sup>th</sup> December 2019 - 4.00pm, FGB.

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

- Finance report received and 3-year budget approved
- Pay Committee recommendations ratified
- Governor reports received
- Attendance remains positive
- Governors reassured that school is running well in MS's absence
- SM role acknowledged – demonstrates strength in leadership capacity
- GE now back at school full-time

Mrs Hutchinson thanked everyone for their time and closed the meeting at 5.30pm.

#### **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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Mrs A Starnes: Clerk to the Governing Board  
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Or in writing to the School Office