

**Meeting of the Governing Body of Barby C of E Primary School
held on Monday, 23rd January 2017 at 18.30**

Present: Jody Toone (JT) Head Teacher; Sue Roberts (SR) Chair; Emily Archer (EA); Vice Chair; Doug Macmahon (DM); Claire Iveson (CI); Julie Elliott (JE), Karen Holman (KH), Christine Close (CC); Kath Huggett (KHu); Catherine Cope (CCo), Gill Broughton (GB) PDET School Improvement Officer, Sarah Stainton (SS) Clerk

Absent: Tracey Morris (TM) Sarah Pallett (SP)

Meeting started at 6.35pm, meeting deemed to be quorate, 10 Full Governors.

1	Welcome and apologies Apologies received and accepted from Tracey Morris (TM) and Sarah Pallett (SP).	
2	Signing of Code of Conduct – the code of conduct was passed around and signed by all Governors and Clerk.	
3	Declarations of Interest No declarations of interest were declared for this meeting.	
4	Approval of minutes from meeting held on 14th November. No matters of accuracy were identified. Once they have been approved, FGB Minutes can then be uploaded on to the school website.	SP
5	<p>Matters Arising</p> <p>Walking bus – Has there been any feedback from the PTA? The PTA are going to trial it internally first with their own children. They are looking at having their children dropped off at the village hall first.</p> <p>Raise online – everyone now has log ins</p> <p>Send SP updates on policies.</p> <p>JE presented a review of results of Parent Survey undertaken in December 2016. 35 out of 120 parents returned the questionnaire – a 29% return rate, 9 from Acorns, 4 from Woodpeckers, 4 from Squirrels, 9 from Squirrels and 9 were anonymous. Within this 35 there was also at least 1 parent that had completed 3 surveys.</p> <p>Qs. Does the survey reflect this years teaching or last years? Some parents have commented that their experience was much improved this year.</p> <p>The information given to parents about the curriculum the children are following was highlighted as an issue. JT is going to look at changing where the curriculum details are on the website. All class teachers are to send out information sheets on what children are doing termly.</p> <p>Gov. Comment: Expectations need to be managed on how teachers feedback to parents.</p> <p>JT commented that managing expectations is important particularly in the transition into Reception.</p> <p>Owls class had specific feedback.</p> <p>Qs.What does children's problems should be discussed with all staff mean? JE to look further into this comment.</p> <p>Discussion took place around the 14% of parents that don't know their child is taught well in Barby.</p>	<p>SP all governors</p> <p>JT</p> <p>JE</p>

	<p>Gov. Comment – This is a response to the fact that parents may not have an understanding of what is good teaching or be able to compare it to other schools.</p> <p>Behaviour – JE is going to break the results down into class responses. JT is not surprised about some of the negative comments in the responses due to issues with key children.</p> <p>Bullying – A leaflet regarding the school’s policy will be put into the new starter pack.</p> <p>After school clubs – JT feels it is tricky to get the balance with clubs.</p> <p>Qs: How many after school clubs are paying? – 4, Spanish had to stop due to a lack of volunteers.</p> <p>School leadership – excellent feedback and a reflection on JT’s management.</p> <p>Whether parents would recommend Barby to other parents – 5 responses said no, JE will further breakdown the make-up of the ‘no’ responses – some parents answered yes this year and no last year.</p> <p>Gov. comment: The questionnaire shows that there is a lack of understanding of what we do. Can we re-engage with parents using the website? Often as a parent you are very involved with your child’s learning until year 3/4 when you tend to take a step back from things.</p> <p>Qs. Are parents intimidated due to their own experience of school?</p> <p>4 respondees had historic difficulties with their child at school.</p> <p>Gov. comment: We need to repeat the exercise in the summer.</p> <p>December is not a great time to undertake a questionnaire.</p> <p>3 key areas that appear to require attention are home communication, behaviour and pupil progress.</p> <p>GB confirmed that the website is a key method of engaging parents in what is happening in school.</p> <p>Qs. What is the plan regarding the website?</p> <p>JT confirmed that the website is going to be updated using the software as it stands. CCo will be doing this. CCo emphasised the need for consistency in the website presentation and that it was easier to have one design co-ordinator.</p> <p>Qs. Could we use Survey Monkey next time to collect responses?</p> <p>In the last questionnaire there was the complaint that children who were always good were not being rewarded. The Friday celebration assembly was well attended by parents.</p> <p>The questionnaire has given us useful feedback, thank you to JE for reviewing it.</p> <p>JT discussed Open and Closed minutes – Open minutes are uploaded to the website but without any information deemed confidential.</p> <p>GB confirmed she was awaiting confirmation from the New Deputy CEO (Catherine Davies) her record and verbal feedback is to be confidential.</p>	<p>JE</p> <p>CCo</p> <p>JE</p> <p>All governors</p> <p>CCo</p> <p>GB</p>
6	Head Teacher’s Report	

	<p>Staff Absence JT emphasised the need for cover while TM is away. The school is missing help for special needs children and the PP children are not being supported enough. Her absence leaves school staffing stretched. A TA contract for the summer term will cost £5,600, ideally this will be a SEN experienced TA. JT is still hoping to have TM back if possible, but this will be a phased return. ST confirmed that there is budget for this. Gov. comment: It is false economy not recruiting a cover TA for this role, we will get burn out of other staff if we don't, GB also strongly recommended that staff absence be covered.</p> <p>Attendance Qs: What is happening with attendance letters? We only sent letters to a small proportion of children. There was a bad instance of bugs this year. 96% was the average attendance last year.</p> <p>Exclusions / Incidents Qs. Are we going to get more PP money than expected now that there are 3 children that were previously looked after? JT stated that it was a long time before the paperwork was sorted for one child. All the paperwork has to be done by the parent online and the parent didn't understand what they had to do. Qs. Has the work with Liz Mynott been successful in helping to raise standards? JT stated that Writing is now planned and taught differently with a focus on 'talk for writing'. LM's input has been paid for until Easter however the school would have to pay for her input thereon. Gov Comment: We have never had a single report from school subject leads. It was originally agreed that we would have some reports and were told they had been drafted but we never received anything. JT stated that the subject leads will attend the P&S committee, and that Maths and English subject leads will both produce a report. GB stated that the school needs consistency. Mark has had a lot of support and has an action plan. He should be showing impact.</p>	
7	<p>Policy Approvals SEN Qs. What is the difference between the SEN policy and the SEN information report? It was commented that the SEN information report has good content however the policy seemed to have lots of quotes taken from elsewhere. JT stated that the policy does have to cover a lot of information to meet legal requirements and that it is better to have more information contained within it and slim it down at a later stage. The SEN information report is meant as a guide for parents.</p> <p>Behaviour This needs careful proof-reading, there were typos. KHu to review and track changes on document and send back to C.Co. It was agreed that this policy would be adopted subject to the typos being remedied.</p>	KHu, C.Co

	<p>Marking and Feedback The governors agreed to adopt this policy</p> <p>Positive Handling CCo has updated the moving and handling policy – this policy was adopted.</p> <p>Safeguarding The PDET policy with Barby elements has been adopted previously. KHu is happy with the policy itself but the policy lists other policies, do we have all bits it refers to? Are the policies still called the same names? It was suggested this policy was adopted, no objections were raised.</p> <p>SEN The PDET version has previously been adopted, it isn't a PDET maintained policy. JT doesn't think it is on the website. GB to speak to another head in PDET for advice.</p> <p>Gov. comment: The policy needs to reflect every day teaching challenges. The current policy refers to vulnerable learners in respect of SEN, is it an SEN or an Inclusion policy? Should it be an inclusion policy and SEN? Should we rename it as such? The policy doesn't say what we will do to address what is on the SEN plan. . Further discussion took place and it was agreed that the policy was ok to be accepted, following it being renamed and tweaked by KHu in a couple of areas.</p> <p>Gov. comment: We need to be consistent about how we name the school. 'Barby CE Primary School' is now being used on documents.</p> <p>Plumsum has a policy tab, the policies are viewable, a store will be created there of all the policies.</p> <p>Qs. Are we happy we have all policies and what we need to look for now? Yes SR to give list of which policy is allocated to which committee to JT to review, advise and reallocate.</p>	<p>GB</p> <p>KHu</p> <p>CCo</p> <p>SR, JT</p>
8	<p>Issues raised from Committee meetings</p> <p>Performance & Standards Progress charts to be shared with all governors. Qs. Are we happy with all of the assessments and Tidd grids? Reading and writing assessments need to be updated. Qs. Do we have a policy on when to inform a child's parents that they are falling behind? - This depends on their capacity and their age.</p> <p>Resources Committee SR is happy that we now have clear reports for this committee.</p>	<p>JT</p>
9	<p>Staffing and Recruitment See 'HT report for discussion over SEN TA role.</p> <p>With the growth of the school next year, JT would like to recruit a premises person. There is a gap in the support of Health and Safety. It would be good to bring the cleaning of the school in-house instead of using an agency. This would mean a saving of £1,500 per year. Qs. Should we DBS check cleaners? – yes.</p>	

	<p>A discussion took place over the structure of the classes and therefore staffing for next year.</p> <p>JT's vision: Classes would be – Reception, Year 1, Year 2, mixed 3/4, mixed 4/5 and Year 6..JT will be looking to advertise after Easter, she is undecided which year group she will be recruiting the new teacher to.</p> <p>Budgets will be put to PDET in May.</p> <p>The costing of new roles is dependent on Capital Projects.</p>	
10	<p>Capital projects</p> <p>Planning has been submitted. Mike Cowland is aware of where we are at in the process.</p> <p>CCo and CI have had a useful discussion with DDC planning department, the process now takes 8 weeks.</p> <p>Overall the planner was more concerned about how we use the extra parking spaces than anything else. We're still awaiting Highways' comments. There were no legal objections on the placement of the buildings themselves.</p> <p>If PDET legal people want the contract changed with Foremans (contractor) this may delay the project.</p> <p>The contractor is to start at Easter with the preliminary grounds-work. How long does this take? CI to investigate</p> <p>Funding – It now looks like we have enough money to pay for the project in the budget. The only slight unknown is the cost of fitting out, eg. furniture, whiteboards, plus phone-line and security measures.</p> <p>It is estimated that we have enough money to meet a reasonable expectation of costs.</p> <p>A CIF Bid is going to be submitted for a disabled toilet near to JT's office.</p>	<p>CI</p> <p>CCo</p>
11	<p>Academy Improvement Plan (AIP)</p> <p>GB fed back her findings:</p> <p>Good behaviour for learning is to be highlighted.</p> <p>There are 3 challenging children and low level behaviour issues in class. – this is addressed by working on teaching and learning in class.</p> <p>Qs. Is there anything more that can be done?</p> <p>CCo left the room.</p> <p>See confidential addendum to minutes</p> <p>CCo came back into the room.</p> <p>Governor visits – JE hasn't drawn up schedule yet.</p> <p>Ofsted Ready Document – CI has only collated the responses of a couple of people so far. It is a document to help governors find the answer to questions.</p> <p>Gov comment: we need to make our best effort to find information.</p> <p>GB We need to know key priorities and key children. What have we put online, what is current. Rehearse questions – what are strengths and</p>	<p>EA, CI</p>

	<p>areas for improvements? EA and CI have been working together to find this information but it is hard.</p> <p>It was agreed that it would be useful to organise another mocksted for governors. Questions can be tapered towards key groups of children. Gov Comment: We need to know our school and practise talking about it more.</p> <p>Qs. Could we be asked more about data? There are some anomalies between the data and raise online. An example was cited of one Ofsted inspection where all the inspectors questions were based on what she heard and saw in the playground. It was agreed that questions and scenarios / role play would be useful for a mocksted. Everyone to send their suggestions to CI. SR to investigate the undertaking of a role play mocksted.</p>	<p>All governors</p> <p>All governors / CI/SR</p>
12	<p>Issues raised at Governor Visits JE verified what visits had been undertaken in 2016. CC – Marking, Kho written RE report, KHu – review of safeguarding records and compliance, DM – reading visit SR emphasised need to put these in the folder on Plumsum. CCo to chase up disqualification record completion with Governors. JT thanked the Governors for asking challenging questions as it does make a difference. CI agreed to look at ‘Most able’ children and will chat to JT beforehand on how to do this..</p>	<p>All governors, CCo</p> <p>CI</p>
13	<p>Issues raised by PDET PDET questionnaire – SR questioned who she sends it to – GB confirmed Liz Youngman Qs. Are there were any more opportunities for Performance Management Training? Fairfield training is a possibility. SR is to review the scheme of delegation question.</p>	<p>SR</p>
13	<p>Chairs Items Succession planning – We need to discuss this and it needs to be top of the agenda next time. . Someone needs to be following a Chair of Governors development programme. SR to speak to Helen Buckley.</p> <p>EA re-emphasised that she is unable to fulfil the Chair's role due to her numerous childcare commitments.</p> <p>Safeguarding Training 31/3/17 – Khu to do her best to attend</p> <p>Safer Recruitment training - only SR has this, should other governors be trained? The staff are all doing PREVENT. JT to send a link for Northants CC Safeguarding training which SR will circulate ‘The Key’ has a Governors section.</p> <p>Foundation Governors – PDET are running a number of courses. CCo to check if these cost. SP has made a list of training courses attended.</p>	<p>SR</p> <p>KHu</p> <p>JT, SR</p> <p>CCo</p>

	The governors were questioned whether they had any training needs. JE – Performance Management	
14	<p>AOB</p> <p>GB emphasised the positive comments about JT she received when she stood outside and talked to parents “a breath of fresh air”. That there is a feeling of openness and that she is compassionate with the children. That the SEN children are well supported. Staff are happy and are fully behind JT. They are working well in partnership with early years, GB had really positive feedback about Reception and Year 1. There is now a sense of momentum, Governors are getting a better understanding and increasing their knowledge.</p> <p>Raise online access – does everyone understand it Gov comment: it is daunting, is it possible to have training on it? GB emphasised need to use Raise online.</p> <p>Qs. Does FFT (Fisher Family Trust) reports help to understand Raise online? We need separate training.</p> <p>JT to take CI to her Raise online training – Wednesday 8th March</p> <p>Timetables need to be more specific, we need to look at a broader balanced curriculum. JT to work on this in September with staff members. Qs. Would a Governor visit on timetables help? Perhaps after Easter.</p> <p>Website: Policy progress (updates / ratifications) need to be put on website.</p> <p>Assessment system – GB to raise again with PDET. If you change this it takes a while to show useful data. It is about a starting point and seeing change.</p> <p>School values are very good, relationships are good. The NQT has presence. Reading – the higher attainers need to be challenged more and the learning of the most able moved on.</p> <p>The Year 6 data is looking great (apart from child due to be on holiday during SATs) Middle leadership is work in progress.</p>	<p>JT</p> <p>CI, JT</p>
	The date of the next FGB was agreed for 6/3/17 other meetings 22/5/17 and 10/7/17. There been no further business, the meeting closed at 9:52pm	