

**Meeting of the Governing Body of Barby C of E Primary School  
held on Monday, 22nd May 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), Christine Close (CC); Kath Huggett (KHu); Catherine Cope (CCo), Sarah Pallett (SP) Tracey Morris (TM) Sarah Stainton (SS) Clerk

**Absent:** Karen Holman

Meeting started at 6.34pm, meeting deemed to be quorate, 10 Full Governors.

1	<p><b>Welcome and apologies</b> EA (Chair for this meeting) welcomed everyone, apologies were received and accepted from Karen Holman (Kho) (sick).</p>	
2	<p><b>Declarations of Interest</b> EA declared that she knows Tracey Fisher one of the new teachers recruited.</p>	
3	<p><b>Approval of minutes from meeting held on 6th March 2017</b> The minutes were approved and no matters of accuracy were identified.</p>	
4	<p><b>Matters Arising</b> In a bid to ensure the meeting is kept to time, EA will cover Governor skills later in the meeting (under point 7).</p>	
5	<p><b>Head Teacher's Report</b> <i>Roll</i> <b>Qs. Will the year 2 child educated in year 1 continue at this level?</b> This child will continue to move with his current year group that he is being tutored with but will leave after year 5.</p> <p><i>Personnel Changes</i> 4 new teaching staff have been appointed – 2 NQTs, 2 experienced staff. <b>Qs. In relation to the staff that are leaving the school, does the school have exit surveys? Is that something the Governors could devise and run?</b> JT has no objections but they need to be undertaken sensitively. The Safer Recruitment trained Governor (SR) should be the person to do them if they were held. It was agreed that JE would create a written questionnaire instead that staff leaving can complete as an optional thing.</p> <p>SP arrived at 18.40</p> <p><i>Attendance</i> <b>Qs. Is 95% an improvement on previous absence figures?</b> 95% is good, in September the attendance was 97.91%, January 96.2%, figures have been affected by a significant absence in year 2. There are 8 children who are persistently absent and below 90% who have had a letter. There is one family where the children are persistently late and early help support is being raised.</p> <p><b>Q. Are any of the parents taking children on holiday during term time? Where do we stand on this at the moment?</b> Yes a number of parents are taking children out for term time holidays. PDET</p>	JE

<p>headteachers have requested that PDET adopt an academy wide policy on term time absences.</p> <p><b>Qs. Regarding the year 2 pupil who is currently being kept at home by his parents, were tailored provisions offered to assist in keeping the child within the school setting? And has work been sent home so that disruption to learning is minimalised?</b></p> <p>A reduced timetable has been offered, 1:1 support, home tuition, funded equine therapy, specialist educational psychologist input, supervised lunch and break times, work has been sent home however none was returned. The family have applied for the child to transfer to another school, however, we will need to re-engage with the family if the transfer doesn't happen.</p> <p><i>Safeguarding training</i></p> <p><b>Qs. Will the new staff receive similar training?</b> New staff will receive this as part of joining the school.</p> <p><b>Qs. Will the NQTs receive advice on use of Facebook?</b> NQTs will receive a Code of Conduct which has very clear rules.</p> <p><i>Building site:</i></p> <p>All work is on time. In the area outside the new classrooms the raised beds have now gone.</p> <p><i>Children Looked After (CLA) and PP children</i></p> <p><b>Qs. What evidence is there that Mrs Morris' time is having an impact on the pupils progress?</b> We always measure interventions.</p> <p><b>Qs. How often do you measure this?</b> Every half term.</p> <p><i>Standards and Target setting</i></p> <p>Currently teaching isn't consistently good across all areas of school. We need to work on assessment for learning, and ensuring deeper learning, and greater mastery of subjects. Lessons should now ask questions in greater depth as well as cover the curriculum. We need a clearer homework policy. The goalposts have moved significantly in the new curriculum.</p> <p><b>Qs. Do teaching staff require new resources?</b> Money has been spent on resources for 'talk for writing' which is getting results. We have 3 companies coming out to look at assessments and resources have been bought in for testing.</p> <p><b>Qs. Will the Fairfield Alliance resources be available for NQTs in September?</b></p> <p>Yes but not all courses are free, the two NQTs are registered on the same NQT programme that we used this year.</p> <p>If you have NQTs it is expected that their teaching will end the year as 'requires improvement'. Schools employ them in the first year to do a good job in the classroom and then to work on all other aspects of their job as they gain more experience.</p>	<p>CCo</p>
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6.	<p><b>Policy approval – review of British Values and the Prevention of Radicalisation and Extremism Policy</b></p> <p>Gov Comment: it is a very long and detailed policy, there is quite a bit of repetition in it.</p> <p>Grammar errors have been found. DM to track changes and email to CCo to review.</p> <p>This policy raised a lot of questions:</p> <p><b>Qs. Do we have an Equality and PSHE policy?</b> Equality yes, we don't have a current PSHE policy. SR did have the previous one, she will look for it, but warned it may not be fit for purpose without update.</p> <p>SMSC (Spiritual, Moral, Social and Cultural) policy is in place.</p> <p>It would be easier to rename our policies to be the same as PDETs, EA to contact PDET obtain a list of their policies and make a list of differences.</p> <p><i>Online protection (E-safety)</i></p> <p>We have had Healthy school week, and TM undertakes activities which focus on children's 'emotional wellbeing' as well as their educational needs. TM delivers relax kids intervention and 'protective behaviours' is taught across the school. The school is aware of children with youtube accounts, the class teacher does extra E Safety lessons.</p> <p>Mental health awareness is covered at school.</p> <p>Physical well-being, the staff aim to encourage physical exercise, everyone is walking a mile one day next week.</p> <p><i>British Values</i></p> <p><b>Qs. Is there an awareness of the General Election?</b> This is covered in assembly in a very neutral way.</p> <p>The children have magistrates visits in year 5&amp;6.</p> <p>Prevent training – a pamphlet is to be created for the staff room. Half the governors have undertaken it, SP to send the link to everyone.</p> <p><i>Safer recruitment:</i></p> <p><b>Qs. Do we check all qualifications?</b> Yes .</p> <p><b>Qs. Are we checking subcontractors?</b> We aim to use reputable companies and check individual contractors that work inside the school.</p> <p><i>Disciplinary policy</i> – PDET is working on a new version that is agreed with the Unions.</p> <p><i>School support of charities</i></p> <p><b>Qs Are we supporting the right charities?</b></p> <p>There is a question over the shoebox appeal at Christmas. The original company is right-wing, and has links to the US Evangelical church. Literature is put in shoeboxes before being sent to the overseas needy. JT is going to speak to Rev. Nigel about it, although it is nice to have a global perspective on a charity we support, however Red Nose is global.</p> <p>Our SIAMs report is positive about our links to the community. We had an article in the Advertiser recently about our gardening activities.</p>	<p>DM, CCo</p> <p>SR</p> <p>EA</p> <p>SP</p> <p>JT</p>
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	<p><i>Pastoral system:</i> We have lessons in PSHE and we are a 'telling school'. Teachers build strong links with children and their families and can, therefore, pick up on any changes. TM is around, and children are encouraged to tell adults anything no matter how small. All children have a network of people to speak to.</p> <p><b>All agreed to approve this policy.</b></p>	
7.	<p><b>Skills Audit</b> The new skills audit is now in line with our Governor requirements. SP found trends that identified:</p> <ol style="list-style-type: none"> <li>1. We have a weak understanding of our local economy and links with local businesses. It was suggested that local firms are approached to recruit new governors. <b>Gov Comment: We do have business skills and a knowledge of our local environment and how we fit in. We need to share knowledge from parents and build links.</b> <b>Qs. Should our next new governor be someone from industry?</b> A discussion took place around what skills are currently needed for Barbby Governors, although it was identified that we are well spread in terms of background and industry. <b>Qs. Do we need to advertise differently for governors?</b> We can also advertise with the NGA and Fairfield alliance.</li> <li>2. Understanding of SEN - people rated themselves lowly in this area. <b>Qs. Should we get training from Kim on this area?</b> There is a lot out there we can find. CC to look for links and forward them to everyone. CC to feedback what she's found when working with SEN.</li> </ol> <p>Overall we're generally all ok. Individual responses have been loaded up to Plumsum. We need to make a note of these identified trends. Website – everyone has looked at the website and agreed that it is much better, SP has audited it.</p>	<p>CC</p> <p>CC</p>
6.	<p><b>Issues raised from Committee meetings</b> <b>Resources:</b> We are currently carrying forward £100k in the budget. A projection to 2021 has been undertaken and it is going to be difficult as central funding is barely covering salaries however finances are very healthy this year.</p> <p><b>Performance and Standards:</b> Mark and Amanda came in and talked about what they'd done as Literacy and Maths leads. EA to email JT and upload handouts from this meeting on to Plumsum.</p>	EA

8	<p><b>Staffing and Recruitment</b></p> <p>We are very pleased to have recruited 4 new staff. An NQT for year 1 and years 3 and 4, experienced teachers for year 4/5 and the year 6 role. The year 6 teacher is a 0.8 contract.</p> <p>Kim's post is until the summer and needs renewing.</p> <p>We need to look at the budget. We still need to recruit to 3 posts: an internal Deputy/SEN lead (Kim's post), a HLTA (this could be put out as a temp role for a year, but this would impact on the quality of applicants) and a Lunchtime supervisor. These roles were in our budget but PDET have turned down all 3 staff until they see more budget details</p> <p><b>Gov Comment: We need at least the lunchtime supervisor and Year 2 class teacher.</b></p>	
9	<p><b>Capital Projects</b></p> <p>All is going well, we have a great team on site. A crane is coming next week to put the building on site. JT is coming in on Wednesday 31<sup>st</sup> May when this takes place to ensure all goes well. SP is coming in on Monday 5<sup>th</sup> June to undertake a Health and Safety check. Generally everything seems to be on schedule.</p> <p><b>Qs. How are you managing site security?</b> The contractors are totally separate to the school.</p>	JT SP
10	<p><b>Academy Improvement Plan (AIP) – Governor Actions</b></p> <p>This is based on the PDET form but is not a very intuitive document. It doesn't cover Health and Safety, Pupil Premium or SEN aspects as clearly as we would like. PP and SEN should be in the AIP.</p> <p>EA to look on the Key for more learning.</p> <p><b>Gov comment: We need to explicitly link our strategy visits to the AIP.</b></p> <p>JE is happy to look at the AIP and help Governors link visits to it.</p> <p><b>Qs. Will we receive a new AIP in September?</b> Yes.</p> <p>JT to review AIP with EA in the September 2017 governors meeting.</p>	EA JE JT, EA
11	<p><b>Issues raised from Governor Visits.</b></p> <p>SR undertook a positive SATs visit. She was amazed by how many checklists, times, bags etc. there were. It is a very secure, rigorous process.</p> <p>JE has reviewed new staff records recently. Not everyone had a date for their induction. It was all very organised.</p> <p>EA and JE reviewed 'collective worship' recently and found excellent behaviour from the children on 'fruity Friday'.</p> <p>JE and DM will be looking at exit interviews with children leaving the school.</p> <p>Parent surveys will be sent out again in June. JE will analyse them again.</p> <p>KHU reviewed the administration of PP and found that it is all very organised. It is colour coded and clearly shows which child is receiving what resource.</p> <p>EA commented that behaviour has made good improvements and that the letter sent out to parents has made an impact</p> <p>SEN – CC stated that the improvements in this area since September have been amazing.</p>	JE, DM JE

12	<p><b>Issues raised by PDET</b></p> <p>The CEO (Miranda) has resigned and is phasing into retirement. Her role is being replaced with 2 posts, these haven't been advertised yet.</p> <p><b>Gov Comment: Dealing with PDET means filling in forms, it seems that resources are more stretched as they take on more schools.</b></p> <p>PDET is continuing to increase in size, additional schools joining include Guilsborough locally and 5 others. Their back office function is not increasing in size to meet demand however.</p>	
13	<p><b>Chairs Items</b></p> <p><i>PDET self evaluation:</i></p> <p><i>The completed document was discussed and there were areas of training we are missing – Section 48 and Performance Management Training. SP and JE to book the latter.</i></p> <p>Foundation Governor Training covers performance management. JE has undertaken this and will send SP details.</p> <p><b>Gov. comment: We do really well on everything else.</b></p> <p><b>Qs. What have we done to improve the school?</b> We have recruited a new Headteacher, executed a strategy to expand the school, the governors have stronger named links with the school by subject and area.</p> <p>We have made progress with PP. Tasks have also been focussed on children's emotional well being to then be able to improve children's academic performance.</p> <p><b>Qs. How often is this self evaluation undertaken?</b> It should be completed annually with the new form.</p> <p><b>Comment: we can use this document to help us plan for September.</b></p>	<p>SP, JE</p> <p>JE</p>
14	<p><b>AOB</b></p> <p>Raiseonline is now obsolete. We are now registered for a new system – ASP (Analysis School Performance) that goes via the DFE.</p> <p>A parent of a year 2 child wants to have him reclassified as a year 1. He is an August born child. KHU advised that it is detrimental to a child to repeat a year of schooling. JT is currently waiting for legal advice on this. Year re-classification of a pupil can cause funding problems. A decision might be made with a healthcare, education plan but as this pupil has no Education, health care plan this is not a consideration.</p> <p>The school is expecting an imminent Ofsted visit. The website has had a lot of hits on the website in the last 24 hours which is a tell-tale sign.</p> <p>Update on new admissions: there are currently 16 children registered with potentially 4 more children coming from Daventry. Only 5 of this cohort are from the village.</p>	
	<p>The date of the next FGB was agreed for 10/7/17. All meetings for the next academic year to be set at this meeting. There been no further business, the meeting closed at 8.51pm</p>	