

**Meeting of the Governing Body of Barby C of E Primary School  
held on Monday, 6th March 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) (via Skype) Sarah Stainton (SS) Clerk

**Absent:** Tracey Morris (TM), Karen Holman

Meeting started at 6.34pm, meeting deemed to be quorate, 9 Full Governors.

1	<b>Welcome and apologies</b> EA (Chair for this meeting) welcomed everyone, apologies were received and accepted from Tracey Morris (TM,) and Karen Holman (Kho).	
2	<b>Declarations of Interest</b> No declarations of interest were declared for this meeting.	
3	<b>Approval of minutes from meeting held on 23<sup>rd</sup> January 2017</b> P77 alteration of 'parents' to 'responses'. No other matters of accuracy were identified.	SS
4	<b>Matters Arising</b> <i>Walking Bus</i> – This has not moved forward, the PTA still need to look into it and it wasn't mentioned at the last meeting. It was mentioned that Welton school children have a reward system for walking to school e.g. house points. <i>Raise online</i> – has changed. JT can re-set passwords if there are any issues with access. Gov comment: Governors need to understand the Raise online site. Review of curriculum on website has been completed by JT Further review of questionnaire data by JE – parents attitudes to behaviour by year group. Reception had more responses, while Yr1 & Yr2 were the most positive of responses. Feedback from yrs3/4 and 5/6 was split, however this was only a review of feedback from parents who had identified their child's year group. It was agreed to undertake the questionnaire again this summer. <i>Website</i> – CCo has done lots of work on the website, it looks much more modern, all governors to look at it <i>Policies</i> – we are still working on ensuring that they are in order. The store of policies on plumsum is not set up yet. <i>Plumsum</i> is working much better. The governors had a discussion on its useability. All documents for governors are now filed under 'governor audit'. SR will circulate the guide to plumsum again to ensure that all governors are placing files in the correct location. The governors are under PDET Scheme B of delegation. SR will do an evaluation and check that all is ok with this. SR to email JT and CCo scheme B for the website. <i>Safer Recruitment Training</i> – JT is attending a full day of training in May, online training is available. A discussion took place around the responsibility of the safer recruitment trained governor. It was established that this person needs to ensure that recruitment procedures follow safer recruitment procedures. This person needs to be available during the day	<p style="text-align: center;">JT</p> <p style="text-align: center;">All Governors</p> <p style="text-align: center;">All governors</p> <p style="text-align: center;">SR</p> <p style="text-align: center;">SR JT, CI</p>

	to provide advice. DM offered to undertake the online training. EA / SR to email DM the link.	DM EA/SR
5	<p><b>Succession Planning</b></p> <p>EA and CI have decided to 'Co-Chair' when SR stands down. Helen Buckley (PDET) is happy with this as long as roles are defined. EA is to deal with the activities of the full governing group whilst CI will deal with all issues where Chair has to support the school. EA is concerned that EA and CI can't support JT on crises with other parents due to their conflict of interest as parents. It was resolved that either a committee of governors can review situations or KHU offered to be available as long as notice was given.</p>	KHU
6	<p><b>Head Teacher's Report</b></p> <p>Roll Call – This is still the same, the school has lost 4 children and gained 4 children. (There is a special needs child in year 1 who chronologically would be in year2 which accounts for a difference in the number of children / pupils in class difference)).</p> <p><i>Attendance and Punctuality</i></p> <p><b>Qs. Are there any pupils who are persistently absent, if so, what strategies are in place to address this?</b></p> <p>2 of the lowest attenders have left school to be home educated. 1 family are often late, they are a PP family and a case study is to be written on them. A letter is to be sent to children who are often late.</p> <p><b>Qs. Do illnesses figure on the statistics? Is this fair?</b></p> <p>Our children shouldn't be more sickly than children down the road. JT does look at patterns – eg. Friday / Monday sickness and there isn't any evidence of this at the moment. Exclusions – A child with special needs was excluded for 5 days today. There will be a panel on 16th March where the expected outcome is special provision.</p> <p><b>Qs. Has this child's behaviour impacted on other children?</b> When he comes back he will be attending from 9-10.30am so that he doesn't have any impact in the playground.</p> <p>No SEN TA has been recruited. The child with high end special needs is being reviewed again and may be moved to a special school. JT would like to retain the 1:1 TA for this child in the school and redeploy them elsewhere.</p> <p><i>Building:</i></p> <p>Boiler – the fuses are blowing several times per week, there was also a water leak earlier in the year. Often heating doesn't come on in the morning.</p> <p>Squirrels roof leaks – CCo has had issues getting a tradesperson to come and quote to fix it. Barby roofing (village contractor) was suggested.</p> <p><b>Qs. Are numbers of PP children changing?</b></p> <p>Two of the pupils who have left the school were PP.</p> <p><i>Staffing</i></p> <p>TM as of tomorrow will be back full-time (following phased return). Talk for writing – all staff members have received the training, they need</p>	CCo

	<p>to do more of this and staff will be visiting another school to see this technique in action.</p> <p><b>Qs How are you promoting fundamental British Values?</b> We have our statement on the website to show how it links with school life. TM leads the school council which does a lot of work to link with these. Academy Self Evaluation grades:</p> <p><b>Qs. What areas of personal development and welfare need to be improved in order to achieve a grade 2?</b> Very challenging behaviour from children hinders grade 2.</p>	
7	<p><b>Issues raised from Committee meetings</b> <b>Performance and Standards</b> – had a presentation from Kim Cresswell (KC) and on SEN and TM on Pupil Premium. EA apologised to CC and KHU for not inviting them.</p> <p><b>Gov comment – there needs to be more committee crossover.</b> KC gave the P&amp;S committee lots of information, which governors felt that they would need some time to work through and to ask KC any questions. The Fisher family trust is more understandable than Raiseonline in order to have an overview. Can Governors have this? JT to save to PDF and put instructions on Plumsum.</p> <p>Raiseonline is good for analysing overall data and looking at groupings But we must be aware of our small cohorts – for example the percentage shift 1 person can make due to Barby being a small school. Raise online makes trends and exceptions clear.</p> <p>CI to go on Raise online training with JT.</p> <p>SEN – In the implementation plan KC identified a lack of SEN budget – CCo addressed this last week.</p> <p><b>Resources</b> There is a small carry-forward in the budget. The build is to start on 24/3 when trial holes will be dug. The full build will be starting from May half term.</p> <p>The before and after school club ‘Kids Club’ finishes on 30/3/17. The provision is to be taken in-house and so staff will need to be recruited. Another company would take too long to register with Ofsted. JT will get all the information from Loddington. The proposal is to run the club to 17.30 and offer a snack. Everyday attendance figures currently stand at between 4 and 14 for breakfast club which starts at 07.45 and between 1 and 6 for after school club. 2 staff are required, 1 is to move to direct employment from Kids Club.</p> <p>CCo left the meeting <b>A confidential addendum is available to these minutes.</b> <b>CCo returned after confidential discussion</b></p>	<p>JT</p> <p>CCo</p>

8	<p><b>Staffing and Recruitment</b></p> <p>The final admission figure for September 2017 will be received on 13<sup>th</sup> April. We have one definite teaching space to recruit to next year due to rising pupil numbers.</p> <p><i>Cleaning</i></p> <p>The cleaning company the school uses has put up its charges by £1 per hour from next week, this will cost the school £500 extra per year. With extra classrooms next year, there will be a greater cleaning need. The school currently pays for 12 weekly hours at £168 per week. Paying on a monthly basis would be preferable, with the hall floor cleaned weekly. JT would prefer a premises person and a cleaner, however we need to prove we have the budget for this. The idea would be to pay someone for 20 hours per week and tie cleaning into the role. Whoever does this role, JT wants to have a written contract, (not currently in place in current arrangement) a job role and an agreement for pay reviews to be conducted at the end of the budget year.</p>	
9	<p><b>Capital Projects</b></p> <p>StoneKing – A legal company used by PDET offer 45 minutes of free advice on contracts before they charge. It is planned to get them to look over the contract with the builders so that we can get it signed following planning approval.</p>	JT / CCo
10	<p><b>Academy Improvement Plan (AIP) – Governor Actions</b></p> <p>All governors to review what JE has sent.</p> <p><b>Gov Comment. It is important to ask questions about strategic issues not day to day issues</b></p> <p>Good resources can be found on the web – ‘The key’, the governors Facebook site. All governors need to be able to question as much as possible.</p> <p>Plumsum – JE is happy to upload visit data if you have problems, this information must also go into the folder at the front of school.</p>	JE / All governors
11	<p><b>Issues raised from Governor Visits.</b></p> <p>SR highlighted that there is no evidence that there is a structured approach for challenging high ability children. Raise online showed mediocre at greater depth (for the cohort that has now left).</p> <p>CI stated that when JT showed her planning she could see that a structured approach for challenging high ability children was evidenced in work she saw. CI needs to write this visit up.</p>	CI
12	<p><b>Issues raised by PDET</b></p> <p>GB is booked to come in soon. SR can’t see any change in her issues since the last FGB.</p>	
13	<p><b>Chairs Items</b></p> <p><b>Skills, audit and training</b></p> <p>We need the audits back from ALL governors. SP offered to collate them all, SP suggested that we need to share courses we are attending. Is SP</p>	All governors

	<p>recording all the training? All governors to let SP know what they need to do.</p> <p>Safeguarding training – governors need to either attend the course on the 31<sup>st</sup> or undertake the online NCC training which takes approximately 40 minutes.</p> <p>SP will create a skills map of what we have and show gaps in knowledge.</p> <p>There was a discussion over CS’s sabbatical and whether realistically she would be coming back in 3 months. Would it be more suitable for her to take more time out and return at a later stage? SR to talk with CS.</p> <p>Are there any other vacancies? No-one is due to retire until the end of 2018.</p> <p><b>Gov. comment – We need to keep our minds open to other people joining.</b></p> <p>Helen Buckley is a chair of Governors, it worthwhile going to watch her and look at types of questions that are asked.</p>	<p>SP</p> <p>SP</p> <p>SR</p>
14	<p><b>AOB</b></p> <p>There was a discussion around the handout distributed by CI entitled “Questions Ofsted might ask”. (CI to email SS for distribution via email)</p> <p>The general consensus was that it is a good document.</p> <p><b>Gov comment – a meeting needs to be scheduled where we can look at these questions.</b></p> <p>Ofsted will review their last inspection and look at where the school is now and ask questions of why have you not improved?</p> <p><b>Gov comment – We need to be strong to ensure we’re not intimidated. They will have no time for the fact that governors are volunteers.</b></p> <p>The Key now has a section on compliance. It has a check for statutory compliance and check to use on finance. JT is to start using it</p> <p>JT has had her performance review and has shown good progress with the targets set and more. JT received a round of applause from the governors.</p> <p>Have digital parenting magazines arrived? No – KHU ordered 100 – one for each family.</p> <p>Performance and Standards – Please can you ensure that Mark, Amanda, JE and SR to be invited to next meeting.</p>	<p>P&amp;S committee</p>
	<p>The date of the next FGB was agreed for 22/5/17. There been no further business, the meeting closed at 8.41pm</p>	