

**Meeting of the Governing Body of Barby C of E Primary School
held on Monday, 10th July 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), Tracey Morris (TM) Sarah Stainton (SS) Clerk

Absent: Karen Holman (KHo), Sarah Pallett (SP)

Meeting started at 6.31pm, meeting deemed to be quorate, 10 Full Governors.

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| 1 | <p>Welcome and apologies EA (Chair for this meeting) welcomed everyone, apologies were received from Sarah Pallett (SP) and Karen Holman (Kho) (sick).</p> | |
| 2 | <p>Declarations of Interest There were no declarations of interest at this meeting.</p> | |
| 3 | <p>Approval of minutes from meeting held on 22nd May 2017 The minutes were approved and no matters of accuracy were identified.</p> | |
| 4 | <p>Matters Arising SR has completed the skills audit and sent it to PDET. There has been no acknowledgement or receipt received from them. The attendance policy has been signed and is ok. The year 2 child tutored at home has now transferred school.</p> | |
| 5 | <p>Head Teacher's Report <i>Personnel Changes</i> Qs. Is there a contingency plan in place to manage Mrs Perrin's workload in the last few weeks of term? Will this impact on the summer holidays at all? The responsibilities within this admin role have been temporarily shared out with existing educational support staff. For example, TM helps out taking telephone calls early in the morning. C.Bale is covering First Aid, C. Tomlinson is filing, all staff are helping out. Mrs Perrin didn't work during the school holidays so this will have no effects. The Interviews are taking place on Monday 17th July for the new secretary. Gov. Comment: The appointment of the Deputy Headteacher is excellent news! Qs. Will the appointment of the Deputy Headteacher impact on the headteacher's performance review process or indeed the leadership strategy for the school as a whole? The Deputy job description is almost the same as the one that Mrs Cresswell applied for. The new role won't have an impact on JT's performance report. Qs. When will this be communicated to parents? It will be communicated in September. <i>Attendance</i> Qs. Has the new attendance policy been circulated to parents? This is planned for September. Qs. Why are attendance statistics down for this period? Mainly due to</p> | |

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| <p>parents taking their children on term time holidays.</p> <p><i>Exclusions / Incidents</i> Qs. Have any more behaviour letters been sent out to parents? Just 1 letter, a repeat letter which has received a good response. Standards of behaviour in school are currently really good.</p> <p><i>Building/ site issues</i> Qs. What is the process for signing off the new building as fit for purpose and ready for children, e.g. a building inspection? The new classrooms have been approved by the building inspectorate and transferred into the school's care. There is a 'settling in' period for the build and a guarantee period for the portacabins. some things like the doors will be adjusted after a period of time. Portacabin have been very good so far in responding to issues. JT has been very happy with the build.</p> <p>Qs. When was the last time the boiler was serviced? In November, but has been subsequently attended to by an expert for issues that have arisen.</p> <p>Qs. What are the Fire Marshall training issues that we will be incorporated into the Health and Safety Governor role, so that we can plan to mitigate against them appropriately going forward? CCo, TM and JT undertook the Fire Marshall Training. The school's last Fire Risk Assessment was in 2015. Plumsun have undertaken a new fire risk assessment that will be put onto Plumsun, this will provide more details of things that are needed. The Governor Health and Safety role needs to be broadened. JT has also forwarded some information to Sarah Pallet with regards to the trees which need to be assessed and managed.</p> <p><i>Children looked after (CLA) and PP children</i> Qs. When will the PP be assessed? We need to review them next week.</p> <p><i>Standards and Target Setting</i> The statistical evidence showing pupil outcomes of 2017 was discussed. EYFS – The September cohort have achieved in line with target. Year 1 phonics – 81% this outcome is one pupil below the target of 89%. Year 2 results – The results are above those predicted however the children are not so good at working at greater depth within the expected standard in RWM. Year 6 results Qs. If we have 6 YR6 children achieving standard or above in reading and maths and all 8 achieving standard or above in writing how have we got only 5 achieving standard in RWM combined? Is there an extra layer that goes down to individual child level that we don't see that explains it all? In this cohort of 8 children, only 5 children out of 8 got a pass in all RWM. There were individual reasons for this including one child with a broken arm, and one returning from a two week holiday, both of these had their SATs moved.</p> | <p>SP</p> <p>JT</p> |
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| <p>Qs. When you look at those who aren't achieving, they're not SEN or PP children. Why? The individual story can be provided however there does not seem to be a collective reason as we are talking about such small numbers.</p> <p>Qs. When are we looking to get a new assessment package? We haven't chosen the package yet. It should also be noted that a package will not give useful information for some time after buying as data will need to be input over time.</p> <p><i>Academy Improvement Plan</i> Qs. Do we have plans on how we will enhance coverage and teaching of subjects outside of the core subjects such as French, history, geography, art? We will continue to use 'focus curriculum', we have paid for online use of this. We mapped the whole year in our latest staff meeting focussing on how we are going to enhance our teaching. Topics will be changing next year to refresh the curriculum and because there is a different mix of classes next year.</p> <p><i>Performance Management</i> Qs. Did the performance data play a part in these reviews? For example we identified a couple of anomalies that were due in part to poor reporting in the first term and lack of training on definitions for the semi-circles. Were these picked up in the reviews? Reviews were held with JT and class teachers. Anomalies were corrected. JT was unsure what was referred to in the question as lack of training – question was from SP who was not present so could not be elaborated upon.</p> <p><i>Academy Improvement Officer / Diocesan School Support Consultant visits.</i> Qs. Was Gill Broughton's visit on the 5th July a formal visit? Will there be a report? Gill was happy, particularly with the outcome of the Ofsted inspection. Gill provides an ongoing record which is sent to JT and chair of governors. There was discussion about whether this should be shared among the whole governing body as Gill had requested that it be removed from Plumsun in Autumn. CI will speak to chair of Braunston to see what they do.</p> <p><i>Support to / from other schools</i> Barby School has a partnership with the Fairfield's Teaching Alliance. Qs. Have these CPD courses been beneficial? Will the partnership continue? The partnership will continue as part of PDET's offering. Some courses are paid for, some are free, they are mainly good courses. The Headteacher development day was a really good course. Qs. Are the learning outcomes of the CPD courses disseminated to staff? Yes in staff meetings. The Fairfield Teaching alliance also has a Chairs group. This tends to be an exchange of news rather than training however.</p> | <p>CI</p> |
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| | <p><i>Notable events</i></p> <p>Gov comment: There have been some brilliant events going on which are really expanding our children.</p> <p>The fair was very successful. Following issues with the PA system a new one is going to be purchased by the Parents Association.</p> | |
| 6 | <p>Ofsted report</p> <p>JT thanked both staff and governors on their response to the recent Ofsted visit and its outcome.</p> | |
| 7. | <p>SAT results</p> <p>Covered within the Head teachers report</p> | |
| 8. | <p>Policy approvals</p> <p><i>EYFS policy</i></p> <p>This is a really good policy however it needs to be consistent throughout in its reference to either parents or parents and carers throughout. JT will correct this. JT will also add a footnote on 'development matters'.</p> <p>All agreed to approve this policy.</p> <p><i>PSHE policy</i></p> <p>SR can only find a draft that she has emailed to EA however it seems to have never been adapted. SR is not convinced that this is the case. EA still needs to obtain a list of PDET's policies.</p> <p>Prevent training - SP still needs to email a link to everyone for the Prevent training</p> <p>School support of charities</p> <p>JT has discussed the shoe box charity with Rev. Nigel and it has been decided to support the Trussle Trust (foodbank) moving forwards.</p> | <p>JT</p> <p>EA</p> <p>SP</p> |
| 9. | <p>Issues raised from Committee Meetings</p> <p>Resources Committee</p> <p>Capital project – this is all now signed off. The classrooms were officially opened at the School fete. Budget-wise the £100k we thought we had to carry forward is now re-estimated at £80k. The school had an unexpected bill from the County Council for the kitchen pod lease, the County Council forgot to bill the school for this last year. The new classrooms also still need Smart Boards.</p> <p>Health and Safety – a builder has assessed the roof and provided a quote, it is not detailed enough.</p> <p>Western Power also needs to come in as the Willow fencing is too high for powerlines.</p> <p>Staffing – the lunchtime supervisor role is now paid additional time for Teaching Assistants.</p> <p>There are 2 good applicants to interview on the 17th July for the administration role.</p> | |

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| | <p><i>Performance and Standards</i></p> <p>EA has been creating a policy list to be able to prioritise which to review first.</p> <p>The attendance policy has been signed off.</p> <p>DM undertook a very positive reading report which he is just waiting for Mark to sign off.</p> <p>Governor attendance – SS to update this and email to SP to upload to the website.</p> <p>Projections for attainment – the current recording system will be maintained for the moment.</p> | EA SS, SP |
| 10 | <p>Staffing Structure</p> <p>The Lunchtime supervisor – covered by TAs</p> <p>HLTA – A very good candidate has been recruited who has a business background and who will do PPA cover for the 0.8 year 6 and extra work needed with SEN children.</p> <p>The administration role is being interviewed on the 17th July.</p> | |
| 11. | <p>Capital Projects</p> <p>The fencing still needs to be finished.</p> <p>CCo has gone back to Barkers and left the boiler issues with them – the new classrooms have electric heating so this issue will not affect them.</p> | |
| 12. | <p>Academy Improvement Plan</p> <p>EA emphasised the importance of focussing actions as Governor around the AIP. That governors need to align visits to the AIP and work out how to balance issues. ‘Strategy lead visits’ and ‘ Compliance visits’ need to be undertaken but governors need to ensure that there is a mix of both types of visits. JE to assist with Strategy lead visits.</p> <p>Training – Governors need to ensure they are up to date with this</p> <p>Qs. How much will the AIP change? It will be focussing on the curriculum, phonics and maths.</p> | JE, All governors All governors |
| 13. | <p>Issues raised from Governor Meetings</p> <p>Pupil Year 6 exit interviews are planned for Friday.</p> <p>Parent Surveys – these were undertaken during the Ofsted inspection – there were 42 responses. There were some pupil responses however this information was not given by Ofsted. Parents also had the opportunity to feedback on the school report ‘parents voice’ sheets. It was, therefore, felt that it would not be appropriate to do an additional parents survey.</p> | |
| 14. | <p>Issues raised by PDET.</p> <p>PDET has not had enough suitable candidates to go forward with the planned interview day for Miranda's role of Diocesan Director of Education / Chief Executive of PDET.</p> <p>PDET is closing a small school that is no longer viable to run.</p> <p>PDET's capacity seems to be affected by their growth and taking in new schools. It can be difficult to get timely responses from them. Miranda retires in December.</p> <p>CCo has reluctantly transferred Barby School's banking from Lloyds (with</p> | |

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| | <p>whom the school had a good relationship) to Barclays. There is an advantage that the school will now receive instantaneous transfer of funding. PDET can now view all activity in the account.</p> <p>Qs. Does PP get given to PDET or us first? PDET's 5% is taken at source before being transferred to us. Funding between the DfE and PDET and then is transferred to us.</p> <p>Qs. Strategically what does the school receive for their 5%? We receive the support of people like Gill Broughton and Liz Mynott, a proportion of employers liability insurance paid and audit services.</p> <p>Gov. Comment: When the school needs support you do receive it, for example the lead SENCO.</p> <p>In a secure, really well run school you get less for your 5% than a struggling school. Some governing bodies have actually priced up what they receive for their 5%. Barby pays approximately £24,000 per year to PDET.</p> <p>PDET is taking on sponsored academies which may change things, it is important to be aware of what is happening.</p> <p>CCo has a crib sheet of what the service level agreement includes.</p> | |
| <p>15</p> <p>15a</p> <p>15b</p> <p>15c</p> | <p>Chair's Items</p> <p>Catherine Sabine has resigned due to taking on the role of Pre-School Chair.</p> <p>A confidential addendum is available to these minutes.</p> <p><i>Clerking to committees</i> – Next academic year a trial rota will be created for Governors to rotate the role clerking a committee. The Chair of that committee will send the agenda out and minutes should be agreed within 2 weeks of the meeting happening.</p> <p><i>PDET Governor forum</i> SR confirmed that 2 meetings have been booked at schools within PDET. There was a PDET Governors reference group meeting in May 2016 which was supposed to be a regular event a couple of times a year but there were not any more actually held. There was also a PDET Governors conference in October 2015 which was suggested might become annual. Peter Gorringer ran both and Catherine may not have the same remit.</p> <p><i>Phonics Link Governor</i> This needs to be reviewed next academic year. DM and JE are not comfortable with reviewing phonics due to a conflict of interest. Charlotte Saunders will be leading English and Lucy Sanders will be Phonics Lead.</p> <p>A discussion took place around recruitment of new governors. It was agreed that new co-opted governors need to be people with particular skills. It was agreed that it would be inadvisable to have any more governors who are also parents. Advertising for governors is available on a national governor site.</p> | <p>All governors</p> |

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| <p>15d</p> <p>15e</p> | <p>Gov. Comment: Senior governors could mentor new governors to ensure that people quickly understand their role and expectations.</p> <p>There are county council meetings for new governors, the Warwickshire CC offering has been more helpful than the Northants CC offering in the past.</p> <p><i>Record keeping</i></p> <p>SR has been trying to locate the black lever-arch file with signed FGB minutes. Does PDET want the master copy on Plumsum or for the school to continue holding a signed hard copy? EA to ask Braunston what they do.</p> <p><i>Governor training requirements</i></p> <p>Online training opportunities – each governor to take responsibility for their own training.</p> <p>Head Teacher Appraisal Training – JE to do this.</p> <p>‘The Key’ – this has been renewed, at £786 it is expensive but very useful. Committees will be reviewed next academic year.</p> | <p>EA</p> |
| <p>16.</p> | <p>FGB meeting dates for next academic year</p> <p>EA to circulate meeting dates for next year. There are 2 Mondays that JT is struggling to attend, Tuesday was suggested as an alternative day, EA to find which is the best alternative day for everyone.</p> | <p>EA</p> |
| <p>17</p> | <p>AOB</p> <p>A confidential addendum is available to these minutes</p> <p>Leavers gifts – Kho has previously presented to the children on behalf of the school, JT is happy for the class teacher to do this going forward. The children will have dictionaries, pens, book plates and hoodies from the PTA.</p> <p>TM has applied to Townlands Charity for £1000 for a bike and scooter shelter for the school.</p> <p>EA thanked SR for her amazing service to the Governors since 2009. She has got school through major changes – a new Head Teacher, new classrooms and a good Ofsted visit outcome. SR is happy to leave now that the school is on a good footing. She will still come in to see the children with her chicks and lambs.</p> <p>SR will hold on to her files for a few months before she confidentially shreds anything.</p> <p>SR tips for the governing body: “keep asking and trying things, be open to discussion.”</p> | <p>All governors</p> |
| | <p>The date of the next FGB was agreed for 25th September 2017. All meetings for the next academic year to be set at this meeting. There been no further business, the meeting closed at 9.25pm</p> | |

