

**Meeting of the Governing Body of Barby C of E Primary School  
held on Monday, 13<sup>th</sup> November 2017 at 18.30**

**Present:** Jody Toone (JT) Head Teacher; Emily Archer (EA) Chair; Claire Iveson (CI) (Co-Chair); Doug Macmahon (DM); Julie Elliott (JE), Kath Huggett (KHu); Charlotte Saunders (CS), Sarah Stainton (SS) Clerk

Meeting started at 6.30pm, meeting deemed to be quorate, 6 Full Governors.

1	<p><b>Welcome and apologies</b> EA (Chair for this meeting) welcomed everyone and everyone introduced themselves to CS who is the new staff governor.</p>	
2	<p><b>Declarations of Interest</b> There were no declarations of interest at this meeting. CS signed a declaration of interest form to be held on file in the office.</p>	
3	<p><b>Approval of minutes from meeting held on 25<sup>th</sup> September 2017</b> The minutes were approved and no matters of accuracy were identified.</p> <p>In future, EA and CI will wet-sign and scan the minutes so they can be online. There was a discussion over whether we need to keep hard copies on file as well as on the website and also on Plumsum. EA will wetsign the September minutes and file them for now while we wait for clarification from PDET on this matter.</p>	EA
4	<p><b>Matters Arising</b> Issues with committees being quorate – this will get easier once we have recruited more Governors, in the meantime we need to send an email round if we are struggling. Governor presence – the website needs to be updated with pictures and profiles. <i>Gov comment: Many schools have boards in their foyers with Governor photographs on. This would make Governors more visible to stakeholders</i> EA offered to obtain good pictures of everyone. Everyone needs to review their individual profile on the school website and email to EA School email addresses for Governors – this is vital and EA has approached the IT technician to set these up. Following new data protection laws, PDET are going to be giving training on data protection. <i>Gov. comment: There is a good online training video on data protection.</i> JT confirmed that she has shown this to the staff team.</p> <p>The 2019 Admissions policy was agreed by all present to be signed off.</p>	All governors EA
5	<p><b>Headteacher's Report</b> <i>Personnel Changes</i> JT added that she is also interviewing for a playworker for 2 ¾ hours per week.</p> <p><i>Attendance</i> <i>Qs. Is it possible to see how this data compares to the same term last year?</i> The whole school last November attendance was 96.83% compared with</p>	

	<p>96.5% now. We aim for 98% attendance ideally, however anything over 95% is deemed acceptable.</p> <p>Unauthorised absence has increased from the 0.45% of last year, this absence is when parents don't give an acceptable reason for absence.</p> <p><b>Qs. Should we look at measures to decrease this absence, fining for example?</b></p> <p>JT will be discussing this at PDET. This data is on a par with other local schools. You can also see national data on the DFE site.</p> <p><i>Children Looked After (CLA) and PP children</i></p> <p><b>Qs. Are the interventions being effective?</b> Yes we are monitoring over 6 weeks using intervention sheets to ensure the effectiveness of this.</p> <p><b>Qs. Has the PEP (Personal Education Plan) for the CLA been arranged or taken place this term?</b> It is organised for 29<sup>th</sup> November.</p> <p><i>Standards and Target Setting</i></p> <p><b>Qs. When do you have to decide if children sit the SAT or not? How is that decision made?</b> We decide in January, the decision is made from assessment data, there is no parental input on this decision. Children won't sit their SATs if they are working below the test however if they are borderline they will. It is also important that children get to experience the test if they can as it is an integral part of being in year 6.</p> <p><b>Qs. How can we support the very focussed quality first teaching? Are there any resources or training required?</b> These needs are covered by the whole school plan.</p> <p><b>Qs. The year group numbers stated in the figures in the Headteacher's report don't tally with the cohort figures in the target section?</b> Almost all tally with a slight fluctuation being due to children leaving other children starting.</p> <p><i>Performance Management</i></p> <p><b>Qs. Have any issues risen from the lesson observations? Is the standard of teaching good in all classes?</b> JT is now happy with the standard of teaching in all classes. The NQTs have been allocated and are working with their mentors.</p> <p><i>Academy Self Evaluation grades</i></p> <p><b>Qs. You have allocated a level 2 at this stage, where in this are we?</b> We are currently a lower level 2 with room for improvement.</p>	
6	<p><b>Governor recruitment</b></p> <p>As one Foundation Governor has now left, we now have the correct number of Foundation Governors. CI is going to approach Catherine Cope to hopefully come back as a co-opted Governor, possibly from the next FGB. We are now looking for another 1 or 2 Governors. The Governing body has sufficient parent members and needs a business person or member of the community.</p> <p>JE will put an advert on the parent governor website and also has the Job Description to be able to approach businesses. JE will write to Cummins,</p>	<p>CI</p> <p>JE</p>

	<p>Asda and suggested the Tractor company in Barby although it was felt that respondents from this would be most likely parents.</p> <p>A parent has approached DM about joining the Governing Body, DM will let this individual know that there are no vacancies for parents at this time.</p>	DM
7.	<p><b>Policies</b></p> <p><b>Qs. Should we have set dates for checks to be done?</b> First Aid Policy – KHu questioned the mention of the EPI pen and asthma inhaler, saying that you need to be clear on who can use it and on whom. The school hold an inhaler as a spare for children with asthma, you can just approach the surgery for those. JT stated that parents have to sign a form to say that the medication can be used on their child. 80% of staff have had training and 2 EPI pens are held for 1 child.</p> <p><b>Qs. Whose responsibility is it to check the date of the pen?</b> The parents.</p> <p><b>Qs. What is the policy when Supply Teachers are covering classes?</b> Supply Teachers are made aware of the medical box in each classroom. All governors agreed that they were happy with the content of the policy.</p> <p>JT confirmed that the school currently has staff trained at different First Aid levels. 3 with Paediatric First Aid and others have received the 1 day First Aid course. Ms Bale is going to do the Forest School First Aid course.</p> <p><b>Qs. Should we undertake a training record review of staff?</b> EA and CI to look at what they can manage short-term. CI is going to review emergency procedures with EA.</p> <p><b>Qs. Do we have a separate First aid policy for staff?</b> No</p> <p><b>Qs. Around liability and indemnity, should governors check record keeping?</b> Governors should fulfil the required record checks as outlined in the policies</p> <p><b>Qs. Do we have any insulin diabetics?</b> No</p> <p>The Asthma policy, First Aid and Medical conditions policy was agreed to be signed off.</p>	CI, EA
8.	<p><b>Staffing Structure and Recruitment</b></p> <p>All recruitment (The Playworker) is covered under the Headteacher's report</p>	
9.	<p><b>Capital Projects</b></p> <p>There are no Capital Projects being undertaken at this time.</p>	
10	<p><b>Academy Improvement Plan</b></p> <p><b>Qs. Is everyone happy with what they are linked with?</b> No-one raised any issues.</p> <p>JE questioned anyone had used the PDET Governors visit form, and whether there was a sample completed form available? No-one has completed the form yet, CI to speak to Helen Buckley (HB) to see if she has an example of the governor visit form filled in effectively.</p>	CI
11.	<p><b>Issues raised from committee meetings</b></p> <p><i>Performance and Standards:</i></p>	

	<p>No issues have been raised. The data from the Fischer Family Trust was shared. EA and JT met and are prioritising statutory policies.</p> <p><i>Resources:</i> This was a short meeting where the budget and the teachers pay increase was approved. It was noted that PDET owes a large amount of VAT. The new Bursar is starting in January. The before and after school club is doing well.</p>	EA, JT
12.	<p><b>Issues raised from Governor Visits</b> DM has arranged a 'learning walk' with Tracey Fisher.</p> <p>A discussion took place around the importance of preparing questions before going into see your teacher. The point was made that preparing all questions can be difficult as questions often arise once you are talking through your subject with the teacher. <b>Gov comment: It is important to have focus in your visit.</b></p> <p>KHu has had a meeting with Kim Cresswell around SEN and is hoping to attend training with her in January.</p>	KHu
13.	<p><b>Issues raised by PDET.</b> HB and EA met with Helen Buckley (HB). HB said that the governing body is doing the right things and 'making the right noises'. HB said that the key is to know that there is an established vision (endorsed by both the Headteacher and the Governors) for the school, with an awareness of its strengths and weaknesses, the SEF and AIP are key documents in this. Governors discussed what their vision for the school is. Currently it is to grow to single form entry. The governors emphasised that in doing this it is important to sustain growth and capacity in other areas of the school. It was suggested that the vision shouldn't be just academic. It should be about the pupil as a whole, about preparing well-rounded resilient children that are prepared for Secondary school that are prepared for the fact that they will often be going in different directions. (8 children left to 5 different secondary schools from year 6 last year). We need to encourage the children to do a range of things and give them confidence in public speaking, We need to create a culture that celebrates success so that children don't feel embarrassed by this success, and where progress made is as important as the effort put in. Providing an enriched curriculum is not just about exam results. We offer a village school environment which is part of a wider local community, we offer a 'villageness'. It is about the 'Whole Pupil' and 'Christian Values' <b>Gov comment: All stakeholders need to be involved in agreeing this vision including staff and children.</b></p> <p>Training by HB – HB is happy to come out and do this. It is probably better once we have new recruits which will probably be in the new year.</p>	

	<p>This training will cover general expectations of governing from a PDET stance and from a National Governing stance as expectations have changed so much.</p> <p>Overall HB was very positive about what we are doing and the fact we are aware of our shortfalls.</p> <p>CI agreed to make a date in the diary for the training for an evening in the spring term.</p>	CI
14	<p><b>Chair's Items</b></p> <p>For parent governors when dealing with complaints from parents we need to use either KHu or PDET. If needs be we can create a panel of governors from other PDET schools to deal with complaints. There is a fine line between playground gossip and governing. As parent governors we need to ask if people are talking to us as a parent or as a governor. JT stated that there has been a complaint from a parent whose children have left school. This is being dealt with as per the procedure. The next level is the Board of Governors so no more information will be given at this stage.</p>	
15	<p><b>AOB</b></p> <p>The Safeguarding Audit recommended that point 8 of JT's Job Description be altered so that she now performs the role of 'Safeguarding Lead'. JT has training Educational Visits Coordinator training booked for January.</p>	
	<p>The date of the next FGB was agreed for 22nd January 2018. There been no further business, the meeting closed at 7.41pm</p>	