

**Meeting of the Governing Body of Barby C of E Primary School
held on Monday, 22nd January 2018 at 18.30**

Present: Jody Toone (JT) Head Teacher; Emily Archer (EA) Chair; (Co-Chair); Doug Macmahon (DM); Kath Huggett (KHu); Charlotte Saunders (CS), Sarah Hedley (SH), Sarah Stainton (SS) Clerk

Absent: Claire Iveson (CI), Julie Elliott (JE),

Meeting started early at 6.25pm, and was deemed to be quorate with 6 Full Governors.

1	<p>Welcome and apologies Apologies were received from Claire Iveson (CI) and Julie Elliott (JE). EA (Chair for this meeting) welcomed everyone and everyone introduced themselves to Sarah Hedley (SH) who is the new School Business Manager and who will be a staff governor.</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 13th November 2017 The minutes were approved and no matters of accuracy were identified.</p> <p>EA will wetsign the November minutes, upload them to Plumsum to store them. She will check with Helen Buckley (HB) that this is ok to do as Barby office does not have much storage room to keep hard copies.</p>	EA
4	<p>Matters Arising Covered elsewhere in the meeting</p>	
5	<p>Headteacher's Report</p> <p><i>Attendance</i> Qs. Is there anything that can be done to work with the children whose attendance is currently below 90%? This is mainly due to term time holidays. 1 child had 6 days off which were unauthorised. JT had a meeting with Mum and also wrote to them. The school is lucky that attendance figures haven't been hit by any significant illness yet this year.</p> <p><i>Safeguarding</i> Qs. When is the e-safety policy anticipated to be ready? Do we need any help writing it? The e-safety policy has been discussed with staff. We need to match the e-safety policy with the 'acceptable use policy' which is also in development. We need to think through implications of what it states. It will be ready for the next FGB.</p> <p><i>Building / site issues</i> Qs. What stage are the jobs listed on the report at? Do we have quotes? Holes in hedge – Mr Chillingsworth is going to bring a sample of the fencing in to show us what he suggests can be used. Door sticking – someone will be coming to quote on Thursday Tree survey – we have had a quote to remove the fallen branch and are</p>	

	<p>hoping for the tree survey to be completed at half term. There are also a couple of other trees that need attention. CCTV – this has been sorted, it was just a wire in the end.</p> <p><i>Children Looked After (CLA) and PP children:</i> Qs. Are we happy with the progress being made by the PP children? They are not making as much progress as their peers. JT distributed the School's Progress Breakdown sheets that are now recorded by staff on 'Target Tracker'. JT stated that 6 steps are expected in a year, or 2 per term. The occurrence of 'no steps' progress is far more frequent with PP children. 1 child who is PP and has had 6 days off has made no steps progress. Teaching staff need to ensure that monitoring progress is undertaken carefully. The data shown was between October and December assessment points. There really is some good progress happening with children although some children do plateau sometimes but then they do progress. The data from target tracker will become more accurate and useful as time goes on.</p> <p><i>Support to and from other schools</i> Qs. Are there any other areas that we should be looking for training in, through Fairfield alliance or otherwise? We are continuously looking for Pupil Premium related training. Kim Cresswell (KC) did speech and language training last year. We need someone else to do this in future.</p> <p><i>Notable events:</i> Qs. Were there any issues with the procedures to close the school? We could do with a village key holder. We closed on the 2nd day due to the lack of site staff. The staff cleared the site along with a governor and a parent. It might be useful to engage with a village 'team' who could support clearing in future. Qs. Were there any issues around disseminating the news of the closure? We made everyone aware using the Barby School App, text messages, twitter and NCC website. There were no complaints around closing, everyone seemed to be aware.</p> <p>It was agreed that in future EA would become the emergency contact with the police rather than SH as she is in the village.</p>	EA
6	<p>Governor recruitment JE has contacted a number of organisations to try and recruit volunteers however this has been unsuccessful. Catherine Cope has asked for a few weeks before deciding if she would like to return as a governor. The low number of governors has meant that committee meetings have been difficult and EA has been stepping in as 3 members are needed to be quorate, other governors emphasised that everyone can help with this. This recruitment issue is a problem in other schools. HB has suggested sharing a governing body with another school – linking the committees and the FGB? It was questioned whether the governors would be comfortable going to another school.</p>	All governors

	<p>There is an ad going in the village magazine and EA is hoping that someone might come forward from that. Potential recruits are welcome to come and sit in on a FGB meeting prior to signing up as a Governor as long as they sign a confidentiality agreement. A concern was expressed that low numbers was also holding up governor training with HB. It was felt it would be beneficial for new governors to undergo this too KH confirmed that she is going on SEN training on 6th March (via Fairfield).</p>	
7.	<p>Policies <i>Safeguarding policy</i> There are not many changes in it. Lesley Pollard writes it on behalf of PDET, it is a good policy. A concern was raised that lots of staff were named which could be an issue if staff left. JT confirmed that the policy is reviewed annually. Gov comment: You have to read through a lot of website links and information before you reach the policy itself. It was agreed that the information is all there however. A change was agreed in the wording of 2.3 to “support to pupils and academy staff as needed”.</p> <p><i>Forest Schools policy</i> Qs. Can there be an explanation on the cover as to what a forest school is? The policy also needs to state who holds the food hygiene certificate. JT confirmed that no food has yet been prepared and a member of staff is due to take an online food hygiene course. Qs. Should the policy state adult supervision ratios? This would be according to the activity. Pre-School have requested to use the area, JT has approved this but said they need to have their own policies in place and would need to staff Forest School activities themselves.</p> <p>Both policies were approved.</p> <p>An appendix has been added to the Admissions Policy to give clarity to summer born admissions. The link to Northamptonshire County Council has been removed.</p>	CI, EA
8.	<p>Staffing Structure and Recruitment</p> <p>We will need to make a decision in March on what is happening for next year on based on numbers and applications. Qs. Do we know how many children have applied to Barby? Not yet, and we won't know exact numbers for a while. We have a number of siblings and children from Pre-School coming through. Year 2 is a small class, we will be losing a further 2 children by the end of the month. The structure of mixed age classes will, therefore, need to be looked at for next year.</p>	
9.	<p>Academy Improvement Plan The governors reviewed this years AIP. Gov comment: There is currently a large number of red grading to targets. JT explained that the aim is for most targets to be green (achieved) by the</p>	

	<p>end of the year. The school can't expect to do everything straight away. Teaching Phonics is an area for improvement. Groups have been readjusted and Lucy is leading phonics. Another key area for focus is handwriting. CS has held staff meetings on this.</p> <p>Qs. Do you still have resources to purchase? CS has put a box together however there are still things to purchase. This will be discussed at next week's staff meeting.</p> <p>A phonics meeting was held for parents by Lucy and was very well attended. Pre-School also now use our phonics system and many parents have purchased the cards.</p> <p>Qs. Can we highlight phonics resource information on the website and also include the video clips? These are available on the website and parents are referred to them.</p> <p>Qs. Are you happy with the level of progress against your targets? Yes we are getting there but we must be aware of targets and keep focussed.</p> <p>Qs. What are your plans for teaching and learning in Maths? Weaker Maths results is a trend across PDET schools and there was particularly poor for progress last year in Barby, because of that it forms a key area of our AIP. PDET is looking at what they can provide in terms of support. It has previously been found that children's reasoning skills haven't been strong enough for Maths papers.</p> <p>Gov comment: You can't focus on everything at once.</p> <p>Collective worship – JE has sent in Governor questions to JT. She used 'The Key' as a resource and the questions were very comprehensive.</p>	
10	<p>Issues raised from committee meetings</p> <p><i>Resources</i> Not much to raise, SH now has access to all systems and so is now very busy. She will now be able to put December's salaries on to the system.</p> <p><i>Performance and Standards</i> Target Tracker – is a new system introduced to track children's progress. Governors will be able to access this system to look at particular groups. It will become a more useful analysis tool over time. KC was able to show KH SEN progress recently. Governors were encouraged to ask for target tracker information when they complete any school visits.</p>	
11.	<p>Governor Visits</p> <p>Handwriting visit (EA) – a whole school policy is now going in (illustrated in AIP)</p> <p>Behaviour visit (EA) – one incident has been dealt with however that family has now left the school. There are low level issues although we need to</p>	

	<p>start planning the future now in terms of space as we need to have an increased hard standing space for the children to play in outside. SEN visit (KH) – no issues were raised. Most of the children had made progress. The 1 or 2 that haven't need to be followed up.</p> <p>KC is to set up a system to record conversations with parents. KC had made notes on a recent conversation with a parent. There is a system in place for discussions with all parents. A recording sheet was given to teachers in September. JT uses day books which are her own.</p> <p>Data protection laws are changing in May 2018 and there are a number of documents coming through from the DFE. JT has sought advice from PDET for leadership in this area.</p> <p>Maths visit (DM) this was very useful and a positive review. DM will be recording the visit and commented that children often struggle to concentrate for a whole hour of Maths. He will raise this question on his visit form.</p> <p>Tracey Fisher has agreed to put the calculation policy on to the website. DM agreed to use the new visit form to record the visit. EA will upload a blank to Plumsum for all Governors to access.</p>	DM, EA
12.	<p>Issues raised by PDET.</p> <p>Duncan Mills, the new PDET CEO visited the school last week and spent time with JT. JT did ask about policies. Duncan has a suggestion for their simplification which he is raising with the other Directors. He is also open to hearing about finance issues.</p> <p>The Governors were saddened to hear of the death of Frances Le Pla from PDET before Christmas.</p>	
13.	<p>Chair's Items</p> <p>EA likes Cosgrove School's Governor Information panel that they have on their website. She is hoping to put something similar together on Barby's website.</p>	EA
14	<p>AOB</p> <p>All governors now have their own email addresses. SH to ask the IT Technician to set SS up with a Barby School email address. SS is currently using personal email addresses to correspond. EA agreed to send SS an email with all the addresses.</p> <p>A Stage 3 Complaint Hearing is set for 01/02/2018</p>	SH EA, SS
	<p>The date of the next FGB was agreed for 12th March 2018. There been no further business, the meeting closed at 7.35pm</p>	