

**Meeting of the Governing Body of Barby C of E Primary School
held on Monday, 25th September 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); Catherine Cope (CCo), Sarah Stainton (SS)
Clerk

Apologies: Karen Holman (KHo),

Meeting started at 6.33pm, meeting deemed to be quorate, 6 Full Governors.

1	<p>Welcome and apologies EA (Chair for this meeting) welcomed everyone. Apologies were received from Karen Holman (Kho) (sick). Resignations have been received from Sarah Pallett (SP), Christine Close (CC), Tracey Morris (TM) Cat Sabine (CS) and of course Sue Roberts (SR), cards were signed to thank them for their work for the governing body.</p>	
2	<p>Declarations of Interest and signing of declaration of Interest forms. There were no declarations of interest at this meeting, all present signed declaration of interest forms which will be held on file in the office.</p>	
3	<p>Approval of minutes from meeting held on 10th July 2017 The minutes were approved and no matters of accuracy were identified.</p>	
4	<p>Matters Arising PDET have advised that discussions around other governors' are not to be minuted so that governors are able to be open in their discussion. It was decided that discussions around performance will be recorded as a file note and held with the Headteacher. Any items that need resolving within the file note will be undertaken by the Chair. All other matters arising will be covered in greater depth during the course of the meeting.</p>	
5	<p>Election of Chair and Vice-Chair EA and CI were proposed and confirmed as Chair and Co-Chair. EA will be 'Inward Chair' – dealing with Governors, policies, and Charing meetings and CI 'Outward Chair' - dealing with parents, staff and PDET.. This split of the Chair's role has been approved by Helen Buckley (HB). EA and CI to work closely to make sure that all aspects of the role are covered and that they are aware of each other's actions. EA and CI need to work with JT to discuss plans for the year. DM stood and was confirmed as Vice Chair.</p>	EA, CI, JT
6	<p>Committee Structure , membership and ToR, identification of link governors. Gov. comment: We need to look at how to increase numbers on our governing body. CI raised that the governing body currently has one too many foundation governors. (foundation governors should not make up more than 25% of the total governors). Once recruitment has been undertaken the GB need to address if a Foundation Governor needs to become Co-Opted . CI will talk to PDET for advice on this It was raised that in recruitment of new governors, the skills we have lost need to be considered, for example, SR was good at financial matters and</p>	CI

	<p>data analysis and SP at Health and Safety. CI is going to approach commercial organisations such as Lloyds Bank and Cummins while EA agreed to place an advertisement in the Barby Village magazine and a Villages circular to try and recruit non parent governors and specialists with these skills. The aim will be to recruit at least 3 new governors, even more if possible. CI will create a job description for the Governor role, and the wording for an advert.</p> <p><i>Committees</i> A discussion took place around how many people should be in committees. EA will investigate. KHu offered to sit on extra committees to ensure that all meetings are quorate if needed while new recruitments to the governors are found. Performance and Standards: EA to stay as Chair Resources: CI to stay as Chair Headteacher Committee: CI to join in addition to DM and JE Admissions: DM and EA to join.</p> <p><i>Link Governors</i> Gov Comment: We need to be guided by the needs of the school. Subjects were allocated for individual governors to focus on as follows: Collective Worship: JE; Maths: DM; Phonics: JE; Handwriting: EA; Most able: CI; SEN, safeguarding, PP: KHu; Behaviour: DM, EA; Curriculum (to ensure broad and balanced elements): EA; Health and Safety: CI. Qs. Is Health and Safety a necessary element for a governor to monitor as Health and Safety is really operational? JT confirmed that Governors need to monitor and check that all steps are being taken to ensure the safety of the school. The recent safeguarding audit also questioned how Governors monitor Health and Safety</p> <p>EA stressed the importance of governor attendance to meetings. SS to forward attendance sheet to CCo to upload to the website.</p>	<p>CI EA</p> <p>CI</p> <p>EA KHu</p> <p>SS, CCo</p>
7.	<p>Setting of objectives for the governing body for the year Gov comment: We need to be strategic rather than operational. We need to gain a good overview of the school. In asking questions we need to ensure they link to the AIP. JT emphasised that the AIP should be used as a tool by governors to help in questioning and recording.</p> <p>Each governor needs to aim for 3 visits per year (1 per term) which should then be written up to keep on file. This was agreed by JT to be reasonable. Governors need to ensure that any questions are aligned to the AIP. Qs. The last 2 boxes on the visit form can be a struggle to complete. Would it be possible for HB to provide an example of a really well completed form?</p> <p>EA emphasised the need for governors to expand and keep their knowledge current using the training available to them. Governors should also train in their area of responsibility. Training is available on the PDET</p>	<p>All governors</p> <p>EA</p> <p>All governors</p>

	<p>website, Fairfield Alliance, The Key, Virtual college. HB has offered to attend the next governors meeting or another date to talk about what it means to be a governor as part of PDET, and also dealing with the conflict of being a governor and a parent. The governors agreed that this was a positive opportunity however that the date should be separate to the FGB. October 16th at 6pm was agreed as the school is already open for parents evening. CI to confirm with HB</p> <p>It was also agreed that each member of sub committees would alternate to minute sub-committee meetings.</p>	<p>CI</p> <p>All governors</p>
<p>8.</p>	<p>Head Teacher report</p> <p>Qs, When do we think the Reception child who hasn't taken her place will start ? The school has been liaising with Social Care, the child is not living in her new home yet. Once she does move she will spend a period of time at home with her adoptive parents before she starts attending school. JT is not aware how long this will be yet.</p> <p><i>Personnel Changes</i> Qs. Has the new TA been appointed and when does she start? Anna Sutton has been appointed. She has recently been made redundant from a childcare centre in Daventry. She started in school today on a voluntary basis and formally takes post on 11th October.</p> <p><i>Attendance</i> Qs, Are we making clear to parents what is and what is not authorised? JT has emailed the policy out to a number of people and it is available on the website. There have been a number of requests for absence for holidays, these are all unauthorised.</p> <p><i>Safeguarding</i> Qs. As it is the beginning of the school year, have all the staff members read the relevant safeguarding documents and confirmed that they have done so? Eg. Keeping children safe in education. Lesley Pollard asked the question: ' How do we know that staff have understood what they have read and what is the impact of training on how things are managed in school?' All staff have read the documentation, received an induction and will complete the online safeguarding training.</p> <p><i>Building / Site issues</i> Qs. Has the dog mess on the field been cleared? Yes, by JT Qs. Are systems in place to ensure good communication between the main school and the new classrooms? eg. Fire alarm. What are the arrangements? The new classrooms have a mobile phone. In the case of a fire alarm, the new classrooms will hear and see the alarm being sounded. If there is need for assistance the teacher would send a red card out with a child. Qs. Given that a nearby school in Rugby had a bomb scare last academic</p>	

	<p>year, what policy does our school have in place? We have a crisis management policy although not a specific bomb scare policy.</p> <p>Qs. Should we have a lock down policy for example dealing with the situation of an intruder with a weapon? The governing body agreed to review the Crisis Management policy so that it has a 'lock down element'.</p> <p><i>Children looked after (CLA) and PP children</i> Qs. Are the arrangements for interventions for the PP and PP+ children being continued as last year with TM taking the lead? Yes they are. Other vulnerable children are often included in the same groups and monitored.</p> <p><i>Standards and Target setting</i> Qs. Could you explain a little more about how the progress score is calculated? A measure is taken from the end of year 2 to the end of year 6. The maths attainment result at year 6 is good but progress is poor. It is believed that the children weren't assessed correctly in year 2 which has affected these results. It is likely that there will be the same issue with 2018's results. Maths has been made a key focus for school and we have a new maths lead. Grammar, punctuation and spelling was not done in year 2 for last year. Year 6, it remains an optional test.</p> <p>Qs. Have the SATs been analysed for gaps in learning? The government does this for us and provide analysis on Analyse School Performance (ASP).</p> <p><i>Academy Improvement Plan</i> Qs. Lesley Pollard identified several aspects of safeguarding that need focus. Should these be included in the AIP or will they be part of a separate safeguarding action plan? There will be separate safeguarding action plan.</p> <p><i>Support to / from other schools</i> Qs. Have we decided on a tracking system? We've bought in target tracker which is the biggest system and responsive to change. It is pricey but a useful analytical tool. It pulls through data from SIMs so that groups such as PP can be analysed.</p> <p>Qs. How was the safeguarding audit? It was positive, we have lots of work to do though. Lesley Pollard was very thorough. She was pleased with progress, action points are on E Safety, monitoring the site and noticeboards.</p>	CI
9.	<p>Policy – Admissions policy Qs. Does this need to be reviewed yearly? It was confirmed that it has been reviewed in the last few years. EA will reread it and check that it includes that children from Barby Pre-School are also given preference.</p>	EA

	<p>Qs. In the case of a child born after May, if a parent wants to defer their child's application where would this application stand? EA to check that this is legally possible with PDET.</p>	EA
10	<p>Staffing Structure The full staff team is recruited and almost in place!</p>	
11.	<p>Capital Projects It has all gone really well, there is no more money at present to undertake any further projects. Looking into the future the school will have to expand the school communal areas to accommodate potentially 210 children (30 children per year group). Qs. Do we have a wish-list of capital projects? Would it be worthwhile approaching CIF for funding for the boiler? PDET employed a company to put together CIF bids last year, it might be possible to use then to look at a project such as the boiler.</p>	
12.	<p>Academy Improvement Plan The Teachers have worked together to create the AIP. Gov. comment: The AIP is very succinct, we can make good use of it. There are implications for resources. The budget allows for some resource spending. The PTA has also given money for new books in each class. JT has had a letter from Chris Heaton-Harris saying that next years' funding will be increased by 0.8%, this will be a real terms loss and the budget will be tight</p>	
13.	<p>Issues raised by PDET. There are currently no issues raised.</p>	
14	<p>Chair's Items Raise Online – is now called 'Analyse School Performance'. JT will organise a session with the governors to increase understanding of the programme. Shoe box appeal – JT has spoken with Reverend Nigel and confirmed that the shoeboxes are dispatched without discrimination to the needy. Everyone agreed that they are happy for the school to support this charity. CI said the Parents Association (PA) discussed the possibility of the school supporting 'Shelter box' a charity that Rotary donate to where all survival tents and equipment are sent to families displaced by natural disasters such as the recent hurricanes. It was suggested that the Rotary come in to show the children what is included within the Shelter Boxes to be discussed separately as a PA item.</p>	<p>JT All governors</p> <p>CI</p>
15	<p>AOB Dates for Christmas events are at the back of the Headteacher report. Apart from the Christmas Fair – 15th December. Exit interviews for year 6– DM to upload them to Plumsum.</p>	<p>DM</p>

