

**Meeting of the Governing Body of Barby C of E Primary School
held on Thursday, 26th April 2018 at 18.30**

Present: Jody Toone (JT) Head Teacher; Emily Archer (EA) (Chair); Claire Iveson (CI) (Co-Chair); Doug Macmahon (DM); Kath Huggett (KHu); Julie Elliott (JE), Charlotte Saunders (CS), Sarah Hedley (SH), Natalie Kimberley (NK) (observing), Steven Benson (SB) (observing), Sarah Stainton (SS) Clerk

Absent:

Meeting started at 6.25pm, and was deemed to be quorate with 9 Full Governors.

1	<p>Welcome and apologies EA welcomed everyone to the meeting. The Governing Board introduced themselves to NK (who has applied and is pending PDET paperwork approval to be a newly co-opted Governor) and to SB who was observing the meeting.</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 The minutes were approved and no matters of accuracy were identified.</p>	
4	<p>Matters Arising No matters were identified in this meeting.</p>	
5	<p>Headteacher's Report <i>Personnel Changes</i> Qs. Please can we ask if both members of staff will complete the exit questionnaire? The staff members will be given either the PDET form or the one used last year. It is optional for them to fill it in. Qs. Staff turnover seems quite high. Are there any underlying issues the governors need to be aware of? I wouldn't see it as high. Kim Cresswell announced that she would be retiring in September so we just have the one resignation. There are a combination of reasons for Tracey Fisher leaving which governors do not need to be aware of. Other resignations are possible as support staff only have to give one months' notice. Qs. Were any issues raised in mid-term reviews? No, everyone is working well towards their targets. Qs. Given the low numbers in reception and the opening of a new Warwickshire primary can we still justify the additional cost of a Deputy Head? Yes, we discussed this at length at the P&S meeting. We are going to reduce by a class next year. It is important we keep the pace going, we have a lot of school improvement to do. The roles of SENCO and Maths are essential and it is important we increase our leadership capacity. Qs. Does the role necessarily need to be a Deputy Head? Financially there</p>	

<p>is not much between the cost of a Senior Leadership Teacher or a Deputy however the benefits of having a Deputy are significant. Qs. What benefits does a Deputy offer above a Senior Leadership Teacher? A Deputy can lead the school when I'm not in, a Senior Leader doesn't hold the responsibility in the same way.</p> <p>Qs. Are Deputies entitled to more free periods? No, they do the same amount of teaching.</p> <p>Qs. Does recruiting a Deputy with SENCO responsibility have additional budgetary implications? Additional responsibility payments can only be awarded to mainscale teachers, you can't award an additional payment to a leadership scale. We have had 3 people round to look at the job with 4 more people arranged for tomorrow.</p> <p><i>Attendance</i></p> <p>Qs. What steps have been taken to improve the poor attendance of the 7 children below 90% (assuming their absence is not related to illness)? We are gaining back the children who are counted as being persistently absent. 3 of whom have had a term-time holiday. The number has decreased from 15 children in term 1 to 6 this term. If the child has a term-time holiday in the autumn term and then some sickness it takes them a while to increase the attendance percentage again. The lowest child is 87.5% (related to moving abroad and illness), while there are also 2 relating to illness, 2 to holidays and 1 is a persistent absent who doesn't like attending school. I have had meetings with the parents and they are on board and all attendance is now good. Once attendance is dipped to 85% it is hard to win that back.</p> <p>Qs. How do you define persistent absence? 90% absence or below.</p> <p>Qs. Do parents who take children out of school during term-time get fined? No, governors haven't decided to fine, there is some PDET guidance. We may need to re-visit this as PDET have now produced some guidance on matters around term time absence.</p> <p>Qs. Do the fines go to the school or the Local Authority (LA)? The LA.</p> <p>Qs. Would it be worthwhile writing a letter to all parents, or just those whose children have been absent explaining the rationale of why children should attend? We send parents the absence policy which includes this information. There are other reasons why children are absent for example a Rugby event after half-term will require an extra day off which is a very positive experience for those children and some families require certain holidays due to work restrictions.</p> <p><i>Exclusions / Incidents</i></p> <p>Qs. What stage is the EHCP process at? When is the draft likely to be issued? It is at stage 2 at the moment. We don't know when it is going to be issued as we don't know whether they're definitely going to be giving one yet. They take 20 weeks, which will be in the summer holiday. It is a Northamptonshire pupil. JT identified what the 20 week assessment involved.</p> <p>Qs. You expect the child to start back in September? The chances are that when we receive the EHCP we will say that we can't meet the needs of the child.</p>	
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<p>Qs. Are there any other funds that can be tapped into for further resources? Not really, there is high needs block funding (the £3000) and that is it.</p> <p>Qs. Does the £3000 cover the expenditure for the bespoke curriculum? No, the expectation is that school meets the first £6,000, which we have to prove before we can apply for high needs block funding. JT used the example of the child from Warwickshire that has an EHCP, the funding received doesn't cover the 1:1 TA. It is quite a strain on finances.</p> <p>Qs. Are the interventions effective for the year 2 pupil? The Equine therapy is a lovely thing to do, and encourages the child to understand feelings, the parent takes them and so it also gives school a break. Other additional support is provided in school with a teaching assistant.</p> <p>Qs. Is the parent co-operating with the school? The parent is excellent. The parent is aware that their child is at risk of exclusion and is very supportive.</p> <p><i>Safeguarding</i></p> <p>Qs. Are the families getting the support they need? We have 2 families with early help assessments. One is still under threat of eviction. There is not much early help support available. We are getting a lot of referrals returned by health services when we know that the best people to support would be the CAMHS service. Everything from health now comes back asking if an early health assessment has been made (another layer of paperwork). When we send them in there won't be much back. There is too much call on these services.</p> <p><i>Children Looked After (CLA) and PP Children</i></p> <p>Qs. Has the impact of Mrs Morris's work with the PP children been assessed?</p> <p>Mrs Morris has regular meetings with the class teachers and her work is often academically based and so it looks at the target tracker (TT) statements that those children are working on and then she fills in the gaps identified.</p> <p>Progress is often slower for PP than other children. Progress is monitored every 6 weeks. <i>JT distributed a copy of the school TT progress breakdown for this academic year so far to all present.</i> This identified all progress for the school and identified progress made by the 14 PP pupils.</p> <p>Qs. Are these children making the required progress? Are the interventions working? All the children have made progress, teachers can identify individual children who have made less progress using TT and it allows teachers to analyse results further.</p> <p>KH discussed the possibility of undertaking a visit with Mrs Morris and JT confirmed that she would be able to show KH an example of the statements she might work on.</p> <p>Mrs Morris still does 'relaxed kids' and yoga and all the things for social and emotional well being as well but a lot of her PP time is about academic focus.</p> <p>Qs. Does the TT reflect the teacher's views of what is actually happening? Yes, we are pleased with the system, it ties into the statements that we are using. It gets better and better the more years that we add data into it.</p> <p>Qs. How many steps would you expect for a child to make in a year?</p>	<p>KH</p>
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<p>There will be shorter steps this year due to the way that Autumn1 data was input, you would expect 6 steps progress in a year, 1 per short term.</p> <p>Qs. Are there any more resources needed? We need to get some Looked After Child training which we may access via Coventry CC due to having a Coventry Looked After child and so it would be free.</p> <p><i>Standards and Target setting</i> Qs. Could you outline the additional support being given in year 2 and year 6? Year 2 are taught in a small class of 14 children with additional TA support for the pupil with additional needs. We have a trained teacher that supports there on Friday afternoons and who also works on Friday mornings with year 6s focussing on skills that fill their gaps and preparing them for SATs.</p> <p>Qs. Are particular pupils being targeted? Yes they are – target children are those children who are just below Mrs Madigan supports the children that are very low, while the class teacher will support those that are higher up.</p> <p><i>Academy Improvement Officer/Diocesan School Support consultants visits:</i> Qs. Congratulations on all the progress made so far, have governors had a presentation about phonics yet? No they haven't. It might be worthwhile inviting Lucy for a phonics presentation as well as Tracey Fisher for Maths to the next P&S meeting.</p> <p>Qs. Do we feel that Barby Pre-school understand the school's phonics systems? Yes, they have now bought in our phonics system and are doing it too. Lucy has offered to go and run a Pre-School parents session. They are also doing the 'funky fingers'. There are regular sessions when the Pre-Schoolers come up and spend time in school. There is more and more liaison.</p> <p>Qs. Have adequate purchases been made to fill gaps in resources? If not, are there any grants or funds that can be applied for? We have spent quite a lot of money on phonics freezes, cards and resources. Due to phonics being taught in ability groups, which are in a number of locations teachers have to have portable resources.</p> <p>Qs. Have you achieved consistency across the school in terms of handwriting? There is consistency in teaching, it is ongoing work in progress.</p> <p><i>Performance Management</i> Qs. Have any issues been raised at the mid-year reviews that the governors need to be aware of? Everyone is working hard on their targets.</p> <p><i>Support to / from other schools</i> Qs. Are Miss Wilby and Miss Hynd on track to successfully complete their NQT year? Yes they are both strong NQTs and will be absolutely fine.</p> <p><i>Academy Self- evaluation grades</i> Qs. What steps need to be taken to take teaching and Learning to the next grade? JT distributed the Ofsted criteria to the governors. It is about</p>	<p>EA</p>
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	<p>embedding lots of things. Our teaching is now good to outstanding, we have to visit our homework policy for consistency. We have organised the parent workshops on phonics, and worked on engaging parents in reading but this needs further development. We know we have a data issue for the next few years so know it will be difficult to grade outcomes highly when our data is low.</p> <p>Qs. Will we organise a parents workshop on Maths like the one for English? We may wait until next year now and the new recruited leader can lead this.</p> <p>Qs. What are the numbers for reception for 2018/19? We are looking at 15 children coming in, this time last year we had 12 children. The difference between this year and last year is that very few local schools are full this year in Daventry. The additional 4 last year came from children who had not been awarded any of their choices. This year those children aren't out there as there are very few schools that are full. It is a known dip year, the impact of Monksmoor is also unclear. We will do continue to advertise on social media and with Lucy taking leaflets to the pre schools that she visits.</p> <p>Qs. Is there any benefit in reducing our intake for future years? The difficulty is that we have the space for the pupils and our PAN is already 20 in some year groups and 30 in others. You would have a funny pattern with some larger higher years. The process would take a few years, you would have to go back out to consultation.</p> <p><i>Academy Self –evaluation grades S48</i></p> <p>Qs. How is the Effectiveness of leadership and management being measured? This is evaluated under the church school rather than Ofsted criteria. JT distributed copies of 'Leadership and Management Church School criteria' with details of the self-evaluation grades. The focus has been on leadership of the school as a whole, JT leads RE and in certain areas the school is very good however the priority has had to be a focus on Maths and English. Martin Adamson (Head of Geddington Primary School) is our Diocese link person.</p>	JT
6	<p>Governor recruitment</p> <p>EA is going to continue to try and recruit governors and will write a proposal for the village newsletter, it is already in Barby's FB feed.</p> <p>DM confirmed that he would like to stand down at the end of his term (12/5/18). It was agreed to advertise his seat for another parent governor in the newsletter, EA to write the advertisement and email to the office.</p> <p>A discussion took place over what number of governors was a 'good number' to have. EA outlined PDETs minimum requirements. It was suggested that 12 governors was a good number to have to share the workload.</p> <p>EA and CI emphasised the large workload of being Chair and the issues of balancing this with the supervision of young children. If the Chairs weren't also linked to subjects this would release time which justifies the need for more governors. There is a lot to the role and when you have a young family it is difficult to balance.</p> <p>Qs. Can we invite people? Reverend Nigel was suggested, however he has been invited previously and has declined as he has too many other</p>	EA EA

	<p>responsibilities to attend both Barby and Kilsby Governors, and feels that he could not agree to sit on one board without sitting on both. NK occasionally attends Barby church and agreed to mention the opportunity to churchgoers if there is anyone suitable.</p> <p>It was agreed that the skills audit would be circulated at the end of the summer to be brought to the September meeting.</p> <p>JE confirmed that she will have more time in September to support the Governing Board.</p>	<p>NK</p> <p>CI / EA</p>
7.	<p>Policies <i>E-Safety</i></p> <p>Wording – online gaming and gambling, it is important that this is included as the children do use many online games where you can earn online ‘virtual currency’. It was agreed to add in the additional wording ‘age appropriate’.</p> <p>Qs. Is the wording GDPR compliant? Yes, we may need to add an extra section once PDET have produced a policy.</p> <p>The sharing of images publicly was discussed, and what ‘publicly’ meant. JT confirmed that no-one has disagreed when she has asked to people to take down images.</p> <p>It was agreed that E-Safety would come under the umbrella of Safeguarding and that KH would take on this responsibility.</p> <p>Qs. Would it be better to make the policy relate to the staff post rather than the individual, especially as KC is retiring? We could do however we will still have to name KC so that people are aware who is responsible. A contents sheet was suggested and agreed upon.</p> <p>The E-Safety policy was agreed by all governors.</p>	<p>KH</p>
8.	<p>Staffing Structure and Recruitment</p> <p>Following the reduction in numbers in KS2 (8 children definitely leaving) there will be mixed year 3 /4 and 5/6 classes and so one less class for the school</p> <p>Next year the 2 NQTs will be able to take on whole school leadership of an area of the curriculum.</p> <p>Qs. Have you discussed staff preference on what year they would like to work with? As part of mid-term reviews preferred year groups have been discussed but not subject leadership.</p> <p>A parent has approached a governor regarding the advertisement for the Deputy Head role questioning what is happening. Can something be put in the newsletter about KC’s retirement? JT was hoping to be further on in the process and be able to make an announcement on a new appointment but will let parents know.</p>	<p>JT</p>
	<p>Business Manager’s Report <i>End of period 7</i></p> <p>The area of concern is Education Supplies -overspent partly as school has bought more needed resources plus there have been coding issues which have taken forever to solve.</p>	

	<p>Currently a slight deficit is predicted however SH believes that the school will reach year end with a slight surplus.</p> <p>Facilities – No major issues apart from the water heaters. We should have hot water across school by tomorrow.</p> <p>Qs. Why does a door stopper for a new classroom cost £560? We are having a door stopper installed to stop the door swinging back on the portacabins. Under health and safety this needs to be done properly with work that is guaranteed.</p> <p>Qs. What is wrong with the electronic gate? It is mended now, it is under service plan though.</p> <p>A date needs to be set for a fire evacuation this half term.</p> <p>The upgraded budget is feeding into plans from September. Staff changes have helped us in terms of cashflow. Things will be tight. We will need to use reserves from last year.</p> <p>A deep clean and painting is needed.</p> <p>The office will be rearranged in the summer, to make the area more useable for a staff member to spend their PPA</p> <p>Qs. Are there areas we need to look to cut back on financially? We receive the same amount of funding per pupil as all other schools however we don't get deprivation funding, we receive a small amount of PP funding and sports funding and that is it. All schools are suffering.</p> <p>We are well managed, JT confirmed that in some schools in Northants there are classes of 35-40 children. Our children receive a good offer for teaching.</p> <p>Qs. Do we receive more funding if there is low attainment? We do receive some money for this.</p> <p>Qs. Do we receive EAL funding? We have a couple of children, is based on how the parent completed the census.</p> <p>Qs. Where is the money for the Look After Child? We will receive money for this. This is based on the spring census, it take a while for the funding to catch up.</p> <p>SH will be presenting and discussing the budget for 2018-19 at the next Resources and Finance meeting in June.</p> <p>EA commended SH for her detailed report.</p> <p>SH requested that Governors use Plumsun more. SS mentioned that at her meeting with PDET, Helen Buckley was also going to investigate Office 365 as an option. JT stated that she uses Plumsun and it very useful. JT attended a Plumsun conference yesterday. JT outlined how the policies can be voted for on Plumsun. This would provide a log of information and reduce time for policy approval in governor meetings.</p> <p>It is used in-school for uploading Educational Visit Risk Assessments and health and safety incidents.</p> <p>All governors agreed that despite the system not being that intuitive that the system should be used more as it does have definite benefits.</p> <p>SH to sort out user name / password for NK for Plumsun.</p>	<p>SH</p> <p>All governors SH</p>
9.	Academy Improvement Plan	

	<p>JT confirmed that this has been updated with the Easter information and uploaded to Plumsun for governors.</p> <p>EA suggested that she would benefit from training on this so that she can understand it enough to provide the sufficient amount of challenge. JT confirmed that governors are monitoring whether the plan is happening with their visits. The governor visit questions relate directly to areas of the Academy Improvement Plan.</p> <p>JT confirmed that the new Deputy role was advertised with either SENCO or Maths leadership so one area will be needed to be covered by the existing staff team. She will have to analyse their existing skills within the staffing team, Maths is currently a large part of the AIP.</p>	
10	<p>General Data Protection Regulations (GDPR)</p> <p>SH and JT completed an audit at Easter on GDPR and have sent it to PDET, other Heads in PDET have done the same. Other guidance is expected from PDET. PDET is the school's data controller.</p> <p>We will have to wait for PDET to put out a policy on GDPR.</p> <p>It is fine to have information on children as long as you keep it securely and destroy it at the appropriate point.</p> <p>JT confirmed that all areas that children's records are stored need to be safe and that these areas need to be visited and ensured that the information is secure and relevant. JT confirmed that the school doesn't use memory sticks for children's data and that a shared server is used rather than the C drive in individual computers.</p> <p>Qs. How long do you have to keep a child's record for? We're not allowed to keep their record, as a child moves on all we keep is the front sheet on the safeguarding file. The pupil file goes to the child's new school.</p> <p>JT confirmed that the school is still waiting for PDET to give them more information in relation to GDPR. She has a headteacher meeting on the 21st May where there will be an update.</p>	
11.	<p>Issues raised from committee meetings</p> <p><i>Performance and Standards</i></p> <p>The biggest issue was in relation to staff resignations / pupil numbers which has already been covered.</p> <p>CS had given input on English, and reading. Tracey Fisher gave input in the form of a learning walk log on monitoring of maths and displays in classrooms.</p> <p><i>Resources and Finances</i></p> <p>Covered earlier in this meeting.</p>	
12.	<p>Issues raised by Governor Visits</p> <p>All governors are due to undertake a visit this term</p> <p>KH clarified what a visit is for NK and SB</p>	

13	<p>Issues raised with PDET</p> <p>No issues, Gill Broughton is scheduled to visit next week. Duncan Mills CEO is coming back round on 11th May 2018.</p> <p>EA identified that the websites of other local schools in IMATs were standardised and looked like they were part of a trust.</p> <p>Qs. Does PDET have any plans to do this for their schools? JT stated that she is on PDETs communications committee. They had a man from 'tapiochra' an independent website designer, however he didn't offer an 'app' as part of his package. Barby signed up for a 3 year contract with Web Anywhere last September. It was agreed to have standardised tabs but that schools would not have to move to one provider while they are committed to contracts. The front page of all PDET schools do need to look more like they 'belong' to PDET, we will modify ours to display this more prominently.</p>	
14.	<p>Chair's Items</p> <p>SEN training – KH fed back on her training</p> <p>SENCOs need to attend training on the outcomes of the Rochford review – assessing the attainment of children who are below SAT standards.</p> <p>KH raised the issue that often special needs children have the least contact with qualified teachers. JT stated that Barby school is very aware of this issue and the lowest ability phonics groups are taught by qualified teachers. KH stated that it was very reassuring that compliant points in teaching practice and on the website that were raised have already been covered at Barby.</p> <p>SH to check that the school hasn't been charged for the training as if you are part of the Fairfield alliance it is free.</p> <p>JT confirmed that PDET are no longer going to pay for membership of Fairfield Alliance. It finishes in the summer – governors should attend any courses they want to before then. JT is awaiting confirmation of PDETs plans in relation to training.</p> <p>The governors discussed undertaking another parents survey this term, with a view to using quotes from parents on promotional literature.</p> <p>JT suggested that the website can be used to load a survey up which would then also analyse itself.</p> <p>Qs. Is it possible to do a survey on the app? You could have a link on it. 120 have downloaded it however they're not all necessarily parents, some we know are grandparents. A question could identify what is the relationship to the child.</p> <p>Qs. Does the website refer to the app? The parents received a letter about it which was then be downloaded from the app store.</p> <p>Qs. Are there any improvements to the website that can be made to recruit new children to the school? The option of adding parents' comments to the site was agreed as a possibility.</p> <p>CI agreed to organise the parent survey, JE to forward CI the last survey as a starting point for questions. JT emphasised that the sooner this happens the better so that there is a gap between this and reports. CI confirmed that she intended to do them this term.</p> <p>JT agreed that Barby leaflets should be re-printed again for promotional</p>	<p>JT</p> <p>SH</p> <p>All governors</p> <p>CI, JE</p> <p>JT</p>

	purposes.	
14	<p>AOB</p> <p>HB has sent through a suite of HR policies, JT suggested that they are adopted verbatim. The Pay and HR policies have been through the unions. All present agreed that they will be adopted.</p> <p>The Performance Management Committee will meet in October.</p> <p>EA thanked DM for his support as this is his last meeting as a governor. DM commended JT and her staffing team for their steps forward in improving practice and standards at Barby School.</p> <p>The School Fayre is on 30/6/18</p>	
15	<p>Items excluded from the minutes to be made public</p> <p>There were no items identified that needed to be excluded</p>	
16	<p>Dates and times of future meetings:</p> <p>The date of the next FGB was agreed for Thursday 28th June – 6.30pm. There being no further business, the meeting closed at 20:28.</p>	