

**Minutes of the Meeting of the Governing Body of Barby C of E Primary School
held on Thursday, 28th June 2018 at 18.30**

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

Absent: Sarah Hedley (SH)

Meeting started at 6.30pm, and was deemed to be quorate with 8 Full Governors.

1	<p>Welcome and apologies EA welcomed everyone to the meeting and congratulated SB and NK in their new roles as Co-opted Governors. Apologies were accepted from SH.</p>	
2	<p>Declarations of Interest There were no declarations of interest made.</p>	
3	<p>Approval of minutes from meeting held on 26th April 2018 The minutes were approved and no matters of accuracy were identified.</p>	
4	<p>Matters Arising KH is meeting with Mrs Morris next Thursday Leafleting has happened in Monksmoor, Pre-School, the Church Fete, Daventry playgroups. The new development in Kilsby also has Barby leaflets. Fire Evacuation – undertaken effectively during assembly on 7/6/18 – 2 minutes 28 seconds from the hall. Plumsum – this is an ongoing challenge for governors.</p>	KM
5	<p>Headteacher’s Report <i>Staff Absence</i> Qs. How is Mrs Hedley? She is now back but tired. Qs Do we need any more admin support? Nicola Clift (NC) worked overtime hours, month end reports are delayed. Qs. How are we covering her responsibilities? PDET made a couple of payments and a few things have waited or were dealt with by JT or NC. Qs. Does our insurance cover any staff cover? SH will check that we are covered, JT is fairly sure we are covered and that the policy will pay something back for NC’s overtime.</p> <p><i>Attendance</i> Qs. Has there been any improvement at all in the attendance of those children below 90%? What reasons are given by parents? There is a sound reason for most of them so most are authorised. One is the aforementioned reluctant to attend year 5 pupil , one an ongoing medical issue, one a week unauthorised holiday at the beginning of the year followed by some absence, another random days ill.</p> <p>Qs. I see we have a higher attendance rate than nationally, Is this an improvement on this time last year? So far yes, however there are a number of unauthorised absences still to come this term. There are a significant number</p>	

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of children taking time off in the final two weeks for holidays. It is expected that we will end the year about in line with National

Qs. Are the persistent absence children spread throughout the school or in one year group? There are now 5 children persistently absent who are from years 3, 4, 5 and 6. **Qs. Are they from 5 different families?** Yes

Qs. Have we thought of any measures to improve attendance? Reward afternoons? The school offers 100% attendance certificates at the end of the year which is a positive encouragement to pupils, however mostly, not attending school is usually a parental not a child issue.

Qs. How does Ofsted review absence statistics? They will review our statistics and they did do at our recent inspection as there is quite a bit absence. The National Average is 96% attendance however we are supposed to aim for 98%.

Exclusions / Incidents

Qs. What does an appeal involve? This is a huge disappointment. The child doesn't have a clear diagnosis of anything and so it is not clear cut. There are a huge number of professionals involved who have given evidence.

Qs. What reason did they give for refusal? That needs could be met by mainstream schooling.

Qs. What long-term options are there? We are paying for supportive provision for the child to be in another setting (Greenacres in Staverton), equine therapy and a 1:1 TA and have more specialist workers coming in on Friday morning to do work with the pupil to give more reports. Things stop over the summer so then we will be getting into another panel.

Qs. What are the timescales involved? The school has to support the parents to appeal, it is ready to go in however we've only had 2 weeks at the alternative provision so they need a bit more evidence for that report.

Qs. Is there another ECHP application in process? Yes, this was initially refused for assessment, this was appealed by the family and school and has been successful and they are now assessing.

Qs. Which authority was this? Northamptonshire. It does seem that the first action by the authority is to refuse an application and then see how far you will dispute the decision. The special needs funding budget for Northamptonshire is very overspent.

Qs. How does this situation impact on staffing? It is the impact on the budget not the staffing.

Safeguarding

Qs. Are these families getting the required help? 2 families are only monitoring and checking in. 1 family was registered for a EHA as JT was trying to access the CAMHS service. The family is leaving the school in 3 weeks.

Qs. Do you think there are any families that rely on free school meals whose children will suffer during the summer holiday without access to them? There is a report that found it took children 3-4 weeks to catch-up in September due to the lack of decent quality food over the summer. **Qs. Would any of our families fall into this group?** We don't currently. We have referred families to the Daventry foodbank previously and are aware of their services.

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Building / Site issues

Qs. Have we had our site survey from PDET yet? The PDET site survey has been cancelled 2 times. The Duncan Mills (DM) PDET CEO visited this morning and has promised JT he will look into this.

Qs Is the condition of the school a big issue? Are there plans to make repairs?

There are a number of areas that need addressing. It is quite bad but also is a big job. The slabs will need to be done around the whole school. We need to obtain quotes to gain costings, it won't be cheap.

Standards and target setting

The governors discussed the LA positive moderation of year 6 writing. Strengths in writing and presentation were noted and in working across the curriculum.

Qs. Would it be possible for you to share some of the books with us to show governors what good presentation and good writing look like? JT bought a selection of books from year 6 that met the target ranging from 'working towards' to 'greater depth', the governors looked through these at the end of the meeting.

Governor Comment: Well done to Mrs Fisher. Such a shame that she is leaving Barby Primary.

Qs. Can you put the results in the newsletter? It will be put in the letter in the reports.

Qs. When will we find out the phonics pass rate? The pass rate is now 32 and we therefore have 100%. The staff and governors were delighted with these results.

Academy Improvement Plan

Qs. When will PDET tell us the objectives? They are listed in the HT report. They write the objectives we then fill the rest of it in. PDET will be bringing in the School Partnership Programme across all schools. They will provide all the core training, we will work in our cluster. They are trying to standardise more things across the trust. JT raised with DM that where something is already working it seems unfair to charge a school to change it without significant notice— such as changing the standardised testing (currently Headstart) to PUMA, when it is not budgeted for.

Qs. If we refuse to do somethings what can we do? There is no option and there is good reason for consistency from a HQ perspective.

Qs. Can we stage payments for things like this? We have our Headteacher group where we can voice suggestions like this and PDET will listen. The problem with PDET is that their members are all small schools with small budgets and therefore no big pot of money. The heads have reviewed how we spend our 5% contribution and suggested what we would like it spent on and some things are being changed.

Qs. How do you cover staff training? We cover it internally usually. We buy no supply. We will have increased capacity with our new Deputy Head next year.

Performance Management

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	<p>Currently JE and Cl. 3 meetings with 3 interim meetings NK agreed to be part of this.</p> <p><i>Academy Improvement Officer/Diocesan School Support consultants visits</i> Qs. Is everyone aware of the expectations for presentation? What is in place to enable this to happen? JT distributed to the governors a sheet given to staff with general feedback on that highlighted the issues. It is easy to set standards in September. CS explained the difference between hot and cold tasks a system of highlighting learning progression.</p> <p>Qs. How often will Martin Adamson visit? He comes termly. He provides all the Diocese reminders and is a good support.</p> <p>Support to / from other schools Qs. Will we continue to buy into Northampton School for Boys NQT training next year? No our NQTs will pass, their final end of year NQT reports are being submitted and they will be fine.</p> <p>Qs. Have you been able to use any of Liz Youngman's suggestions so far? The expected practical ideas were more of a background.</p> <p><i>Notable events</i> Qs. How many reading volunteers do we have? Are there enough? We have 11 which is good, they come at different times and across the year groups.</p> <p>Qs. What was the turn-out for the parent reading session? Was it well received? 8 came to the parent reading session, 3 came to the coffee morning, 6 parents came to the Year 1 phonics session. The governors discussed different ways of engaging parents in school related meetings. JT confirmed that it is a continuing experiment trying different times.</p> <p>Qs. Do you keep a note of who is attending and how many? Yes but we haven't run enough sessions to find a pattern. CS confirmed that she had uploaded the Reading powerpoint to the website which has received many positive comments.</p> <p>Qs. How did the residential go? It was fantastic, we had a really jam packed activity week. Qs. Did all the children go? We took 26, we left behind 5 children, the reasons they stayed were for choice rather than financial reasons.</p>	
6	<p>Governor recruitment Really positive outcome, there are now 2 candidates for the parent governor role and 1 further community governor who was formerly a Chair of Governors in Rugby with experience of educational change. EA is meeting them next week.</p> <p>There is only 1 parent vacancy, EA would like to co-opt one and have one as a parent governor, she is seeking advice from Helen Buckley as to whether this is possible.</p> <p>EA would like to provide information to the Governors - is the Governor Handbook on the website? EA to look and see to prepare the candidates as to</p>	

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	<p>what is involved in being a governor.</p> <p>It was agreed that Governor responsibilities and staff links will be allocated in the September meeting.</p>	
7.	<p>Policies</p> <p>There are a number Combined Data Protection & freedom of information (FOI) policy Photograph policy</p> <p>They are PDET policies that we have adapted certain bits of. Concerns were raised about the photography policy. Early Years use photographs as evidence of learning which isn't mentioned. JT is planning to send all the books home this year which also contain some photographs. Luckily this is covered by another annually signed consent form. Electronic record is photographs. This area is tricky. The use of the word 'prefer' was questioned which JT confirmed this is covered legally. The policy will be sent out in September, JT awaits feedback from parents then.</p> <p>Qs. Will PDET monitor your issuing of the policy and gaining of parents consent? That will be our responsibility.</p> <p>ICT policy – square brackets will be removed Privacy notice for staff – no concerns raised Privacy notice for pupils – no concerns raised</p> <p>It was felt that as the policies are from PDET it made them quite impersonal. All policies have been through PDET legal It was agreed to adopt the policies.</p>	JT
8.	<p>Staffing Structure and Recruitment</p> <p>Cara Bolton the new Deputy Head came in this week. She will be attending the Transition Day on 11th July. She is currently SENCO at Great Creaton (a school under threat of closure) and was SENCO at Kibworth prior to this.. JT proposed formalising Charlotte Dickenson's casual employment status to a term's contract to ensure her continuing service. She works very well on a 1:1 basis with a child being assessed for a EHCP. All governors were in favour of this proposal.</p>	
9	<p>Resources and Finance</p> <p>Governors read through a management accounts report and a report from Sarah Hedley. Financially things are fine, and the school is well below the agreed deficit. Qs. What is GAG funding? The main government funding to the school. Mr Chillingsworth will be internally painting the school throughout during the summer break and a deep clean will also be undertaken.</p>	
10.	<p>Academy Improvement Plan</p> <p>This will be finished off in September and will be discussed then.</p>	
11	<p>General Data Protection Regulations (GDPR)</p> <p>Qs. Do you have a defined escalation person and time? The data controller is</p>	

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	<p>at PDET and data breaches must be escalated to them in 72 hours.</p> <p>Use of Plumsum - It was agreed to keep emailing out minutes until everyone is happy with the use of the Plumsum programme. The minutes will then be only posted on Plumsum. Policies will also be posted on Plumsum and Governors can make their comments there.</p> <p>New Governors need to be registered to use it.</p> <p>It was agreed that arranging a Plumsum training session would be a good idea.</p> <p>SB also agreed to email out tips for using the Barby email system.</p>	<p>JT</p> <p>CI</p> <p>SB</p>
12.	<p>Issues raised from committee meetings</p> <p>Tracey Fisher gave an excellent Maths presentation to the Performance and Standards Committee with tips on what to look out for.</p> <p>The Performance and Standards committee will be meeting to discuss KS2 SATs results (available 10/7/18) on 12th July.</p>	
13.	<p>Issues raised by Governor Visits</p> <p>SENCO visit by KH – KH met with TM informally but will be rescheduling for September.</p> <p>EA undertook a writing visit – ‘Talk for Writing’ with CS.</p> <p>EA stated that she is planning to set up a year planner for next year to start in September with planned monitoring and Committee meeting / FGB agenda items. SS promised to forward some examples. Year 6 leavers exit interviews – JE will review questions and email JT</p>	<p>SS</p> <p>JE</p>
14	<p>Issues raised with PDET</p> <p>Duncan will come to the next FGB meeting on September 24th. Staverton and Braunston Governors to be invited (EA to co-ordinate) and they then can hold their FGBs in school if they wish. There will be no HT report at that meeting.</p>	<p>EA</p>
15.	<p>Chair’s Items</p> <p>Circulation of skills audit to return to September’s meeting – EA to circulate skills audit. Previous skills gaps have been IT, Health & Safety, Finance and SEND. JE to forward to EA and then circulate.</p> <p><i>Parent Questionnaires</i></p> <p>CI handed out results of the recent questionnaire to the Governors and talked through the results which were very positive overall. 34 questionnaires were returned which covered 41 pupils, this was confirmed to be same level of response as last year.</p> <p>Forest School and Relaxed Kids received lots of praise as an excellent resource.</p> <p>Issues identified: Homework - JT confirmed that she would be reviewing this for consistency and progress through the school.</p> <p>Bullying – Governors raised a concern that 7 parents had commenting on bullying. This is only 7 out of all the parents in the school, the point was also made that parents are more likely to complete the questionnaire if they had an issue. There were also a lot of ‘Don’t knows’ as parents had never experienced it. JT confirmed that there are friendship issues in the year 3/4 class with a group of children that don’t gel. Work in PSHE has been adapted to these</p>	<p>EA</p> <p>JE</p> <p>JT</p>

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	<p>issues and have been effective in improving this situation.</p> <p>Qs. Have parents raised the bullying issue with school? JT confirmed she has had discussions with parents. Often this is 'meanness between children rather than bullying'. The school teaches what bullying is and what it isn't. The Behaviour Governor will monitor this next year.</p> <p>It was suggested that a definition of what bullying is be added to the next questionnaire.</p> <p>The Questionnaire will be added to the Yearly planner for discussion about the questions wording prior to the its distribution.</p> <p>Overall 100% of parents responded that they believed their children were receiving an excellent or good education at Barby CE Primary, this was not the case in the questionnaire 12 months ago.</p>	EA EA
16	<p>AOB</p> <p>Clerks attendance at 'Clerking Panel Hearings' course (via WES) – SS confirmed that she had attended the course and found it informative and useful should these skills be needed in future.</p> <p>SB attended an Induction course at the Diocese on being a Governor at a church school.</p> <p>The Governors reviewed some year 6 exercise books to see the quality of work and presentation and differences in standards between the levels of working towards, low met, high met and greater depth. JT confirmed that the books demonstrated how carefully the lessons have to be planned to ensure that children are able to achieve at all levels.</p>	
17	<p>Items excluded from the minutes to be made public</p> <p>There were no items identified.</p>	
18	<p>Dates and times of future meetings:</p> <p>P&S: 12/7/18</p> <p>FGB: 24th September 2018 – 6.30pm</p>	

The meeting finished at 20:12

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