



Newtown Primary School Governing Body

Full Governing Body Meeting Thursday 3rd April 2014 at 17:30 Venue: Newtown Primary School

Present	Hayley Back (HB) Jane Morris (JM)	Ruth Jones (RJ) Sandra Dalgleish (SD)	James Lyon (JL) Jenny Lloyd (JML)	Ruth Jones (RJ) Richard Westlake (RW) Saxon Spence (SS)
In Attendance:	Frances Everson (FE) Jessica Bengier (JB) (Clerk)	Penny Burnside (PB)	Louise Mason (LM)	
Apologies:	Steven Fearn (SF)	Simon Belshaw (SB)		
Quorum:	7. 11 in attendance, meeting quorate			

- | | <u>Action/ Resolution</u> |
|---|--|
| 1. Apologies for Absence
Steven Fearn - Ill Health. Simon Belshaw - Work Commitments. Absences Sanctioned | Absences Sanctioned |
| 2. Declaration of Interests invited and declared
None noted | Noted |
| 3. Approval of meeting minutes from FGM 16th January 2014
FGM Minutes from the 16 th January 2014 agreed by all present and signed by the Chair. | Minutes of the FGM 16.01.2014 approved and signed |
| 4. Matters Arising from the minutes of the FGM | |
| 4.1 Monitoring the impact of Pupil Premium Expenditure
It was noted that the Teaching and Learning Committee are regularly reviewing the data on progress with a specific focus on closing the gap on attainment for Pupil Premium (PP) funded pupils

Action: The Pupil Premium Self Assessment questions will be reviewed in each committee next term. | Action: The Pupil Premium Self Assessment questions will be reviewed in each committee next term |
| 4.2 Fischer Family Trust Data Dashboard Service
It was noted that the school is now buying into the Fischer Family Trust Data Dashboard Service as it is more detailed, informative and user-friendly than the RAISEonline. | Noted |
| 4.3 Breakfast & After School Club
These plans are all now in place to start after Easter. | Noted |
| 4.4 Repairs to New Classroom
These repairs have all been completed satisfactorily and at no cost to the school. | Noted |
| 5. Chair's Focus and Update
The Governing Body (GB) extended its congratulations to all the staff for the amazing work done for and during the OFSTED inspection. JML highlighted that the OFSTED inspectors had noted the positive involvement of all staff within the school, including the cleaning staff. | |

The GB discussed and fed-back on the inspection process and it was noted

that the lead Inspector felt that our targets should be more detailed.

A press release announcing the outcome of the Ofsted Inspection will be released in the near future.

JML gave an introduction to a paper she has written about the role of governors in monitoring and evaluation. This will be discussed at the May FGM.

The GB extended its thanks to JML for all the work she has done as the Chair of Governors, especially in the lead up to the OFSTED inspection.

Discussion focused on succession planning within the Governing Body. JML is willing to remain as Chair for another year but asked if other governors were interested in taking on the role.

6. Written Report by Headteacher

The first part of the HT report had been circulated prior to the meeting. The Teaching & Learning data report was circulated at the meeting and RJ gave further information.

It was noted that the data within the first table of the report is based on Assessing Pupil Progress (APP) by teachers. These results may change slightly after a moderation review. It was highlighted that the pupils are 'on track' to reach their targets by the end of the year, but this does not mean it will happen.

English as an Additional Language (EAL) does have an impact on progress and RJ and VD gave further information on this impact and how the school supports pupils with this.

SS highlighted the disparity in gender numbers in some years, this does have an impact on how the progress data presents.

JM noted that the floor targets are set at Year 4 and despite progress and attainment achieved at the school we could still be below floor standards.

It was noted that the Gifted and Talented (G&T) and the SEN Register are constantly changing as pupils develop their learning.

JM highlighted that progress in Maths is really good.

Action: Teaching and Learning Committee Agenda Item: Discussion on points progress within the school with specific focus on Year 3 and 6

JML noted that the excellent level of attendance is being maintained by the school and asked how this was being sustained. RJ attributed this to following the absence monitoring procedures and the EWO issuing penalty notices.

PB asked about pupils with persistent absence, this number seems to have halved since last year. RJ responded that some families with persistent absence issues have now left the school or not returned home (abroad) for extended periods

The GB discussed benchmarking.

Action: Teaching and Learning Committee Agenda Item: Discussion on points progress within the school with specific focus on Year 3 and 6

Action: Resources Committee Agenda Item: Benchmarking of Performance and Curriculum Expenditure.

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SS asked for clarification regarding pupils using in the Speech and Language Centre. RJ gave further information on how the Centre was run.

7. **Questions arising from the Teaching and Learning Committee Minutes**
These were circulated prior to the meeting. No questions arising. It was noted that the focus of next term for the committee will be a thorough drill-back into the data for the year and the changes to SEN in policy, funding and resources.
8. **Questions arising from the Resources Committee**
None noted.

Noted

The meeting moved to Part Two

10. **Vision for Newtown Primary School**
Draft versions have been circulated prior to the meeting.
- Action: Governors to send any recommended changes and feedback to JML by 23rd April**
- Action: Send out Vision to all parents and stakeholders**
11. **Governors Skills Audit**
NGA Governor Skills Audit circulated for completion at the meeting.
- Action: Clerk to compile results to be presented the next FGM**

Action: Governors to send any recommended changes and feedback to JML by 23rd April

Action: Send out Vision to all parents and stakeholders

Action: Clerk to compile results to be presented the next FGM

12. **Publication of Governors meeting documentation on School Website.**
Clerk reported to the committee on the recommendation from Governor Services that all GB meetings, including the committees, and the supplemental paperwork should be on the school website.

There are concerns that in doing this, a greater percentage of the meetings would have to fall into Part Two due to the risk of breach of confidentiality/ identification of individual pupils/ cohorts or classes through scrutiny of pupil progress data.

Another way of managing this would be to produce two sets of minutes, one for the GB and one for the public domain, but it was agreed this could be counterproductive and did not increase transparency or accountability.

Proposal: School Website to host FGM minutes and any supporting documentation that cannot be used to identify pupils/ staff. The website will state that anyone wishing to read the minutes of the committee meetings can do so by coming in to school and requesting to review them Agreed by all present.

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13. **Online file storage for Governors**
Clerk reported to the GB on creating an online (cloud storage) facility for all governors documentation. This will allow ready access for Governors and School of all current paperwork. Clerk has compared different services available and highlighted the benefits and concerns in each case.

The largest concern in security. Unless the school buy-in to a service there is limited security that can be put in place to ensure that only governors/ school has access to the files. Due to the popularity of services such as Dropbox, which would share the documents with anyone logged on to the computer, this service could not be used.

It was confirmed that whilst all meeting paperwork and policies would still be emailed out prior to every meeting, it would also be available from online storage.

Proposal: To use Microsoft One Drive to trial online file storage for Newtown Governors
Agreed by all present

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Action: Clerk to start up this service and report back to GB end of summer term.

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Any Other Business brought forward by the Chair
School Meals

RJ & HB reported that Fresha have offered the school meal provision at £2.30 a meal, matching that of Devon Norse, with no additional management fees. It was noted that if the school moves from Devon Norse to Fresha for School Meals provision then need to give Devon Norse a terms notice of contract ending and TUPE any relevant staff across.

Approved: Anti-Bullying Policy

Proposal: to agree Fresha as the new school meals provider from September 2014.

Proposed: Mrs Victoria Darios

Seconded: Mrs Jane Morris

Agreed by all present

Pay Committee

FE informed the GB that the Pay Committee will be meeting on 8th May to review pay and performance policies and arising issues.

Noted

14. **Time and date of next meeting.**
Thursday 1st May 2014 at 5:30pm.
Agreed by all present

Next FGM
01/05/2014 at 17:30

Meeting ended at 19:35