



Newtown Primary School Governing Body

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

Present	Steven Fearn (SF)	Ruth Jones (RJ)	James Lyons (JL) (<i>left at 18:50</i>)	Ruth Jones (RJ)
	Jane Morris (JM)	Sandra Dalglish (SD)	Jenny Lloyd (JML)	Richard Westlake (RW)
	Simon Belshaw (SB)	Penny Burnside (PB)	Louise Mason (LM) (<i>left at 18:30</i>)	Saxon Spence (SS)
	Frances Everson (FE) (<i>left at 19:15</i>)			
In Attendance:	Jessica Benger (JB) (Clerk)			
Apologies:	Hayley Back (HB)			
Quorum:	7. 13 in attendance, meeting quorate			

Action/ Resolution

1. **Apologies for Absence**
Hayley Back - School residential trip. Absences Sanctioned Absences Sanctioned
2. **Declaration of Interests invited and declared**
SF - School Website. Noted
3. **Approval of meeting minutes from FGM 1st May 2014**
FGM Minutes from the 1st May 2014 agreed by all present and signed by the Chair. Minutes of the FGM 01.05.2014 approved and signed
4. **Matters Arising from the minutes of the FGM**
- 4.1 **Correspondence with Sue Clarke**
Letters circulated prior to the meeting. The governors felt the tone of the letter received was very abrupt.

SS recommended that a meeting be arranged between the admissions team and the Headteacher (HT) Chair and LA councillor to discuss admissions/ the use of the funded provision.

Action: meeting with the admissions team to be organised for early in the Autumn term.

Action: meeting with the admissions team to be organised for early in the Autumn term. RJ/JML

- 4.2 **Governors' action plan and approach to monitoring and evaluation**
JML, FE, SF & JM featured in newsletter so far. SD to be featured next.

FE led discussion on governor monitoring visits and distributed proposed recording form at the meeting. Governors to decide what monitoring visit they will carry out guided by their committee and give an approximate date of the visit. It was noted that monitoring carried out would be appropriate to the School Development Plan (SPD).

Visits will be planned at the AGM and then reviewed at the last FGM of each term. Visit reports will still need to be completed and filed as evidence. It was

noted that governors who plan to attend a school meal need to book food a week in advance.

Action: Agenda item for September AGM - Clerk

4.3 Vision update

JML reported back on feedback received from a parent. Work on the design of Vision will start in September followed by dissemination to the whole school community.

Noted

4.4 Visibility of governors

It was agreed that the governors will have a stall at the parents evening to increase visibility to parents. LM, JM and RW will be attending.

Noted

VD left the meeting.

The meeting moved to Part Two

VD returned to the meeting.

5. Headteacher's Report

This report was distributed prior to the meeting.

Lesson Observations

SS noted that of six lesson observations undertaken, one was found to not be good/ outstanding and asked RJ for clarification on what was being put into place to improve this. RJ gave further information on the cycle of review that have been ongoing throughout the year and the support that has been put in place to address this issue very rigorously. There is an action plan and the LA is giving support.

EAL Families

It was noted that the school should be increasing their focus on engaging with EAL families, who form a significant percentage of families at the school. RJ clarified progress in engagement with musical instrument lessons and gaining progress in 'soft targets'. It was noted that EAL pupils in the upper classes are making excellent progress.

JML asked RJ how the impact of these interventions is measured to evidence improvements in these soft targets.

SS queried whether the Pupil Premium was funding access to clubs and activities for lower-achieving pupils and this was confirmed. Pupil Premium is also used to fund these pupils being able to attend residential etc.

RJ fed-back from the pupil reports/ parents evening comments which evidence the positive impact of both the swimming lessons and musical instrument lessons. It was noted that the new Reception Class teacher has experience in EAL and Phonics. The school website has the functionality to translate into other languages.

Action: Governor monitoring to carry out a 'Pupil Talk' session in the autumn term on music lessons and swimming

Action: Governor monitoring to carry out a 'Pupil Talk' session in the autumn term on music lessons and swimming to establish impact.

The committee discussed the sports opportunities and partnerships being put

in place for pupils.

LM left the meeting at 18:30

6.1 What governors want in the Headteacher's report - discussion

VD commented that she liked the list of school events as it was very clear. Consensus was that governors want to retain the information contained within the current report.

Noted

Discussion focused on how to find the balance between holding the Headteacher to account whilst not discussing information in such detail as would reveal identifiable pupil or staff information.

Agreed: No substantive changes to Headteacher's Written Report at this time.

7. Questions arising from Teaching and Learning Committee Minutes

These minutes were distributed prior to the meeting. It was noted that JM had been unable to attend the last committee meeting where it was agreed that the HT would provide half-termly data on progress for the next year, as a trial. JM felt that this was a large workload, collating the data and may not always show progress at such short intervals. This will be reviewed by the committee over the next academic year.

Noted

SS asked whether provision for additional in-class musical instruments had been made and it was confirmed that a budget has been provided for the purchase of these instruments.

JML commented that the minutes for the committee contained lots of challenge and thanked the committee for their excellent work.

8. Questions arising from Resources Committee Minutes

These minutes were distributed prior to the meeting. RW gave an update on meeting he has had with Fire, Ambulance department and Road Safety Officer regarding road layout at the bottom of school drive.

Noted

9. Questions arising from the Pay Committee Minutes

Due to recommendations from the LA the annual cycle has been changed and approval of incremental pay rises for staff will be agreed at the end of the summer term. JML noted that governors can be confident in the robustness of the appraisal process and the measuring of achievement.

Noted

10. Feedback from the Chairs Meeting 2nd July 2014

Chairs of Committee along with the Headteacher, Chair and Vice Chair of Governors met and reviewed the Annual Cycle of Business in order to plan business for meetings better.

Action: Annual Cycle of Business will be brought to September AGM for GB approval.

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JL left meeting at 18:50

Reconstitution of the Governing Body

Due to changes in legislation by government, the governing body of needs to reconstitute before 31st August 2105. JML and LM terms of office come to end

in October 2014 and it is recommended by the Chairs that the process for reconstitution begin in the Autumn term 2014.

Documents regarding reconstitution were distributed at the meeting and Clerk gave guidance from latest training by LA.

The GB discussed the pros and cons of co-opted governors versus elected parent governors and the number of governors required to carry out the business of the Governing Body.

Proposal: The reconstitution of the Newtown Primary School Governing Body will take place 1st January 2015 and be formed of fourteen (14) governors.

Agreed:
Reconstitution of GB
as of 1st January
2015 with 14
governors.

**Proposed: Mr Richard Westlake
Seconded: Mr Steven Fearn
Agreed by all present**

Proposal: The reconstituted Newtown Primary School Governing Body will be formed of:

Agreed: The
structure of the GB
under
reconstitution.

**1 x Elected Staff Governor
2 x Elected Parent Governors
1 x Local Authority Governor
1 x Headteacher
9 x Co-opted Governors**

**Proposed: Mrs Frances Everson
Seconded: Mrs Jane Morris**

**Yes Vote: Nine
No Vote: No
Proposal agreed by majority.**

FE left the meeting 19:15

- 11. Policies to Approve:
- 11.1 Terms of Reference for the Teaching and Learning Committee 2014-15
- 11.2 Terms of Reference for the Resources Committee 2014 - 15
- 11.3 Terms of Reference for the Pay Committee 2014-15
- 11.4 Annual Cycle of Business 2014-15

Agreed: No changes to Committee Terms of Reference for the Autumn term. These will be reviewed after reconstitution.

Agreed: No changes
to Committee TORs
for the Autumn
term. These will be
reviewed after
reconstitution.

Action: Committee Terms of Reference and Annual Cycle of Business will be reviewed and approved at the September AGM meeting.

Action: TORs and
Annual Cycle of
Business will be
reviewed and
approved at the
September AGM.

12. Dates for meetings next year 2014 - 15

Draft dates for next years meeting distributed prior to the meeting. It was commented that committees may not always require two meetings each term VD stated the preference for two committee meetings a term as it allows governors to remain updated and in touch. It was agreed that committee meetings could be cancelled if agreed by the committee.

Agreed: Meeting dates for 2014 as circulated
Agreed by all present

Agreed: Meeting dates for 2014 as circulated

13. Any other business brought forward by the Chair
Partnership Working

JML fed-back from training on Partnership Working and Sharing Best Practise training. It was noted that Exeter Consortium is providing quality supply teachers, a training school and training for staff and governors.

It was noted that the school is already and an active part of the Local Learning Community and there is much partnership working from within the Speech and Language Centre.

Action: Partnership Working to be a standing item on the agenda for the last FGM of each term.

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14. Time and date of next meeting.

Thursday 18th September 2014 at 5:30pm

Agreed by all present

Next FGM
18/09/2014 at 17:30

Meeting ended at 19:40