

Newtown Primary School
Full Governors Meeting
Thursday 19th September 2013 at 17:30
Venue: Newtown Primary School

| | | | | |
|-------------------|--|--|--|--|
| Present | Steve Fearn (SF) Richard Westlake (RW) Simon Belshaw (SB) Jessica Bengler (JB) (Clerk) | Vicky Darios (VD) Jenny Lloyd (JML) Chair James Lyon (JL) | Frances Everson (FE) Sandra Dalglish (SD) | Ruth Jones (RJ) Penny Burnside (PB) |
| Apologies: | Louise Mason (LM) | Jane Morris (JM) | Hayley Back (HB) | |
| Quorum: | 7. 10 in attendance, meeting quorate | | | |

Action / Resolution

1. **Apologies for Absence**
Louise Mason – Work Commitments, Jane Morris – Family Commitments, Hayley Back – Family Commitments. **Apologies for absence sanctioned**

2. **Declaration of Pecuniary Interests**
Steve Fearn – School Website **Noted**

3. **Welcome to the New Academic Year – introduction by the Chair**
The Chair gave the Annual Report. **Action: Chair's Annual Report to be uploaded to the school website**
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 The Governing Body (GB) how good the new staff room looks.
Action: Chair to write a letter of thanks to Keith (the caretaker)

 GB also extended their thanks to the staff for coming in a day early at the start of term to move furniture around and organise rooms.

 Steve Fearn was welcomed as the new Parent Governor. Su Aves has now resigned as a Community Governor, it was noted that a thank you present would be purchased from the Governing Body. **Action: Chair to write a letter of thanks to Keith (the caretaker)**
Action: JML to purchase a vase, wine and a card as a gift for Su for all her years of service to the school, on behalf of the GB. **Action: JML to purchase a vase, wine and a card as a gift for Su for all her years of service to the school, on behalf of the GB.**

 JML noted that the focus this term must be in preparation for an Ofsted inspection which will be due in the near future.

 JML gave an update on the School Funding Formula Consultation, attended by Su Aves. She will respond to the consultation on behalf of the GB, having discussed this governors.

4. **Housekeeping Tasks**
 - 4.1 **Election of Chair and Vice Chair**
 - 4.1.1 **Agreement of length of term of office for Chair and Vice Chair**
Four years will be the Term of Office for the Chair and Vice Chair Agreed by all present **Four years will be the Term of Office for the Chair and Vice Chair**

 - 4.1.2 **Nominations received for Chair and Vice Chair and election if required**
No nominations were received by the Clerk prior to the meeting. No Governor stood for nomination at the meeting. JML and FE agreed to remain in office. **JML– Chair of the Governing Body**
Ms Jenny Lloyd – Chair of the Governing Body **FE – Vice Chair of the Governing Body**
Mrs Frances Everson – Vice Chair of the Governing Body
Agreed by all present

- 4.2 Membership of Committees:**
- 4.2.1 Resources Committee**
Membership:
 Steve Fearn James Lyon Louise Mason Richard Westlake
 Sandra Dalglish Jenny Lloyd Hayley Back Ruth Jones
Membership of the Resources Committee agreed
- 4.2.2 Teaching & Learning Committee**
Membership:
 Jane Morris Frances Everson Penny Burnside Simon Belshaw
 Victoria Darius Ruth Jones Vacancy
Membership of the Teaching & Learning Committee agreed
- 4.2.3 Headteacher Performance Management Committee (x3 succession planning)**
 The Headteachers Performance Management Committee is currently composed of PB and JML. There is a need for succession planning, and it is not ideal to have the Chair as one of the HT PM governors. SF is willing to be involved
Action: To be discussed further as to which governors will be on this committee.
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- 4.2.4 First Appeals Committee**
 Frances Everson Jane Morris James Lyon Sandra Dalglish
 Penny Burnside
Membership of the First Appeals Committee agreed
- 4.2.5 Second Appeals Committee**
 Steve Fearn Louise Mason Richard Westlake Simon Belshaw
 Vacancy
Membership of the Second Appeals Committee agreed
- 4.2.6 Pay Committee**
 Frances Everson Simon Belshaw James Lyon
Membership of the Pay Committee agreed
- 4.2.7 Discipline Committee**
 Penny Burnside Frances Everson Sandra Dalglish
Membership of the Discipline Committee agreed
- 4.3 Decision as to whether FGB meetings are open or closed to the public**
All FGM meeting are open to the public
Agreed by all present
All FGM meeting are open to the public
- 4.4 Confirm meeting dates as circulated prior to meeting**
Meeting dates for the year agreed by all present
Meeting dates for the year agreed by all present
- 4.5 Adoption of New Annual Cycle of Business**
 This was circulated prior to the meeting
Action: Clerk to add in GB consultation on the SDP at the first committee meeting of the Summer term.
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Annual Cycle of Business agreed as working document for the year
Agreed by all present.
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- 5. Approval of minutes of FGM 18th July 2013**
 Agreed as a true record by all present. Chair signed the minutes.
FGM Meeting minutes approved by all present
FGM Minutes 18/07/13 approved

- 6. Matters Arising**
- 6.1 School Meals Working Party**
 It was noted that the government has announced that there will be Free School Meals for all Keystage 1 pupils. No further information on how this scheme will work has been announced at this time. This could mean 120 pupils having a school meal each day.
Agreed: School Meals Working Party will consult with pupils, parents, and staff on current provision of school meals and await further guidance from DCC on the new scheme.
- 6.2 Pupil Premium Report**
 It was agreed that RJ would take this to the Resources Committee for discussion. It was noted that the report for last year is available on the school website.
Agenda item for Resources Committee
- 6.3 Musical Instruments**
 Five Pupil Premium pupils (PPP) have already signed up for lessons. RJ noted that not all the instruments have arrived yet and feels that more pupils will sign up when they do.
 PB asked how the governors will be able to measure the impact of this intervention and evidence progress for the pupils. RJ noted that self confidence and cognitive development improve with such interventions but these are soft targets and can be hard to measure
Action: PB to look into ways of measuring the progress of pupils. This could involve psychometric test style questionnaires.
- FE noted that records need to be kept of PPP attending workshops and lessons and RJ confirmed this was already in place.
- 6.4 Playground Equipment (additional agenda item)**
 There has been an issue around pupils being unable to use the Monkey Bars in the playground.
Action: This will be an agenda item for the Resources Committee
Action: RW to visit and look into solutions.
- 7. Verbal Report from Headteacher**
 Reports distributed at the meeting. RJ gave further information to supplement the reports. RJ gave further information on the Bug Club reading interventions
Action: Add link to the school website so that parents can view Bug-Club and wording from school newsletter to promote parents using Bug Club at home with their children
- With the PE funding grant some of the funding will be used so that each pupil will have swimming lessons for a term. JML highlighted that the GB had to be aware of how this funding was being spent and the impact it was having.
- JML asked whether the staff's skills would be increased by the sports lessons and RJ stated that there would be a strong element of CPD (continuing professional development) in the programme.
- All improvements and changes to the Pre-school area have now been completed. Feedback from the changes has been positive and good use is being made of the space. Keystage 1 are regularly using the garden and any class can book time in the

garden. It was noted that a new Pre-School has opened locally and this may impact on numbers of admissions as the other Pre-school opens for longer hours.

8. School Development Plan (SDP) 2013-14

A brief overview report of the SDP was distributed at the meeting. This will be discussed in greater detail at the committee meetings. VD gave an update on literacy interventions and discussion focused on the contributing factors to boys handwriting being at a low level of progress.

It was noted that one-to-one teaching classes with Pupil Premium are having a very positive impact.

RJ has consulted with all Upper Pay Range (UPR) teachers to agree what levels of UPR progression look like. RJ noted that current guidance from central government on UPR progression is very vague.

Action: Add to SDP that consultation with the teaching staff has formed part of the process in "how do we get there".

Action: JML will lead on monitoring the SDP. The monitoring of the SDP needs to be organised at each of the first committee meetings of the term to ensure visits are carried out and recorded, evidencing the GB monitoring and involvement in this document.

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End of Summer Term Standards report was distributed at the meeting, showing results for Year 2, Year 6 and EYFS. RJ gave further information to supplement this report. It was noted that the school did very well in SPAG test. This will not be included in the results for English but will form part of the Raise Online data.

FE asked how the results compared to the previous year. RJ and VD agreed that this was a particularly good year of results and encouraged governors to look at the Ofsted Data Dashboard for comparison.

JML asked for confirmation that all pupils made at least two levels of progress. VD responded that there are a couple of students who have not achieved this.

FE noted that the presentation of the data was clear and easy to read and thanks RJ. It was agreed that data would continue to be presented in this format.

End of Keystage 1 data 2012-13 report was distributed at the meeting. RJ highlighted that the Speech and Language Centre always impacts upon the data. RJ drilled-back through the data and highlighted pupils who are struggling to achieve progress and explaining the contributing factors to this lack of progress.

RJ plans to present these reports at the end of every year but explained that it does take time to draw all the information together. She informed the GB that teaching staff are drawing up a 'Provision Map' to allow all SEN, 'statemented' and Gifted & Talented' pupils to be placed with the right support and interventions.

End of EYFSP 2013 report distributed at the meeting. It was noted that 30% of pupils were English as an Additional Language (EAL) and spoke no English at the start of their schooling.

JML congratulated VD on the Keystage 2 results.

9. Report back from Pay Committee

The minutes of this committee were distributed prior to the meeting. It was noted that Ofsted will be scrutinising the Pay Policy and the rewarding of excellent teaching.

Action: the Pay Policy will be distributed to all staff who will have

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FE recommended a review of the Appraisal Policy and Teaching Standards used as measure but acknowledged this could not happen in this appraisal cycle.

- 9.1 Adoption of Terms of Reference for Pay Committee**
Terms of Reference for the Pay Committee agreed by all present
- 9.2 Confirmation of Appraisal Process and Appraisers**
Teaching Standards 2012, Appraisers Document and Process agreed for current appraisal cycle.
Agreed by all present
- Action: FE to update GB at March FGM on any changes in Pay and Appraisal Policies.**
- 10. Policies to be reviewed**
- 10.1 Equalities Policy**
Deferred to next meeting to allow action plan to be completed
- 10.2 Pay Policy**
Pay Policy 2013 approved for adoption by the GB
Agreed by all present
- 10.3 Appraisal Policy for Teachers and Headteachers in Schools**
Appraisal Policy for Teachers and Headteachers in Schools approved for adoption by the GB
Agreed by all present
- 11. Part Two**
- 12. Items brought forward by the chair**
School Funding Formula Consultation
JML presented the information from the Consultation meeting which Su Aves attended. Discussion focused on what impact de-delegated funding would have on services to the school.
- It was agreed by all present that the governors would choose to remain with centrally provided services from DCC**
- 12.1 Coffee and Cake Dates**
RJ to inform governors of the dates of these meetings. Please can governors attend if available.
- 12.2 Sandford Walk Pond**
RW to talk to RJ about wildflower planting on the site, the pond has now been drained.
- 13. Time and date of next meeting.**
Thursday 5th December at 17:30
Agreed by all present

Terms of Reference for the Pay Committee agreed

Teaching Standards 2012, Appraisers Document and Process agreed for current appraisal cycle.

Action: FE to update GB at March FGM on any changes in Pay and Appraisal Policies.

Agenda item for next meeting

Pay Policy 2013 adopted

Appraisal Policy for Teachers and Headteachers in Schools adopted

Noted

Noted

Noted

Next FGM
05/12/2013 at
17:30

Meeting ended at 19:45