



Newtown Primary School Governing Body

Full Governing Body Meeting Thursday 14th April 2015 at 17:30 Venue: Newtown Primary School

Present Jenny Lloyd (JML) Penny Burnside (PB) Jill Mather (JM) Saxon Spence (SS)
Hayley Back (HB) Sandra Dagleish (SD) Victoria Darios (VD) Ruth Jones (RJ)
Richard Westlake (RW) Mike Cox (MC) Laëtitia Brochon-Harmsworth (LBH)

In Attendance: Jessica Bengier (JB) (Clerk)

Apologies: Steven Fearn (SF)

Absent:

Quorum: 7. 11 in attendance, meeting quorate

- | | <u>Action/ Resolution</u> |
|--|---|
| <p>1. Apologies for Absence/ Absences Sanctioned
SF - Family Commitments
Absence sanctioned
Agreed by all present</p> | <p>Absence sanctioned
Agreed by all
present</p> |
| <p>2. Declaration of Interests invited and declared
None noted</p> | |
| <p>3. Approval of meeting minutes from FGM 11th February 2016
FGM Minutes from the 11th February 2016 agreed by all present and signed by the Chair.</p> | <p>Minutes of the AGM
11.02.2016
approved and signed</p> |
| <p>4. Matters Arising from the minutes of the FGM</p> | |
| <p>4.1 School Website
This is still outstanding due to Clerk's ill health. The work will be completed by next week.</p> | <p>Noted</p> |
| <p>4.2 Advert for New Governors
This has gone out in the School newsletter and will be added to school website. We need to pass on to Community Newsletter</p> | <p>Noted</p> |
| <p>Clinical Supervision for Headteacher/ Safeguarding
It is possible that the School Counsellor could take on this role when she returns from sick leave.</p> | <p>Agreed: this will be
an agenda item for
Resources
Committee</p> |
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| <p>5. Questions arising from Headteacher's Written Report
Report distributed at the meeting.</p> | |
| <p>JM noted how impressed she was by the number and range of clubs the school is facilitating, especially for Key Stage 1, which is great.</p> | |
| <p>JM highlighted that the OFSTED Data Dashboard and monitoring is showing weakness in Key Stage 2 girls Maths and boys Writing.</p> | <p>Action: RJ will
review the data for
these cohorts and
report back to the
Teaching & Learning
Committee</p> |
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SS noted that this is not a new issue and is replicated throughout all levels.

VD queried how we as a school evidence 'Closing the Gap'. The Headteacher report contains a great deal of data on progress but does not define whether this progress is accelerated vulnerable groups. RJ agreed that the data could be presented in a more accessible way for governors.

JML queried whether 'Closing the Gap' will still be a relevant tool of measurement for how progress is now reported, due to assessment of progress being changed in line with the new curriculum. There is no answer to this currently as we are still awaiting confirmation from the DfE on how assessment will be carried out and floor standards.

JML noted that the Resources Committee have approved a Five Year Action Plan for development and improvement of school premises for the committee to monitor and review.

Action: Clerk to circulate the Five Year Action Plan to all governors.

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SS asked for reassurance that the planned works would be able to be carried out over the summer holidays, so that a class can move down to use this space in the Autumn term. RJ confirmed that the works would be being carried out in the summer holidays.

6. Review approval of spending in excess of set limits

There has been no spending in excess of set limits this financial year

Noted

7. Approve the final budget for 2016-17 and Three Year Forecast

JML reminded governors that the budget we are setting is how we drive school improvement, although school improvement is agreed on an academic year cycle. As a GB we will be benchmarking against this budget throughout the year.

It was noted that the budget only just balances over three years by using our surplus/ carry-forward budget. Each year is running an income deficit.

PB queried the reduction in SEND funding for 2016-17. RJ explained that this was due to SEND/ Statemented Pupils leaving after Year 6 and taking their funding for their statement with them. The school budget share also missed out on some High Needs Block funding due to having just under 12 pupils with SEND this academic year.

The meeting moved to Part Two

The GB noted that the budget for 2016-17 will be agreed in line with all information on funding streams currently available to the GB.

SS noted that the GB would have to carefully consider recruiting any vacancies to ensure financial stability over three years.

JM asked RJ whether she would be able to achieve the goals identified for the School Improvement Plan within the constraints of the budget for 2016-17. RJ responded that she was having to cut the cloth accordingly but that it has been a better year and we have not had to reduce expenditure as much as in previous years. RJ noted that the biggest limitation is on Capital Works/ funding building development.

SS queried whether the school was accessing all available funding streams including 2gether funding for Reception stage children. RJ confirmed that DCC had visited the school and the Asset Management Plan (AMP) has been reviewed.

Action: Resources Committee will continue to monitor available funding streams for the school.

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SS queried whether we had explored options for reducing income/ increasing revenue by installing solar panels.

Action: Solar panels will be an agenda item for the Resources Committee

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PB queried the number of parents who pay for residential trips. All children currently go on residential trips, if the parents cannot afford it the school will apply to Heel's Trust for funding (£2000 has been awarded this year).

Action: Funding of residential trips to be an agenda item for Teaching & Learning Committee.

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Proposal: To approve the budget for 2016-17 and three year forecast subject to all current available information.

Proposed: Saxon Spence

Seconded: Richard Westlake

Agreed by all present

Proposal: To approve the budget for 2016-17 and three year forecast subject to all current available information. Agreed by all present

Proposal: To approve Service Level Buy-in for 2016-17

Agreed by all present

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Agreed: The purpose of the carry-forward budget is to balance the forecasted budget over the next three years

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8. Ratify proposed staffing structure for the following year

JML reported on the recruitment process for a Deputy Headteacher, as agreed by the Resources Committee.

Proposal: to approve the staffing structure for 2016-17

Agreed by all present

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9. Brief Update on External Partnerships

Report distributed at the meeting. RJ reported on visit to the Otter Valley Federation.

SS queried why these conversations were taking place when the GB had not yet decided on partners with who the GB would like to federate. It was felt that the role of the working party was to discover and explore the options available for future partnerships in order to inform decisions made by the GB.

PB highlighted question 8, being asked by the working party, regarding independence of the schools to develop their own teaching & learning and noted that this was a vital part of any discussion with other schools.

The meeting discussed different types of Multi Academy Trusts and it was agreed that we have to form collaborative partnerships and not stand alone

- in the current climate of increasing academisation.
- 9.1 **Communicating with parents re working party update**
 JML to write a brief letter to parents on behalf of the GB explaining that governors are 'future-planning' and are exploring our options and taking time to decide the best option for the school and pupils
 Action: JML to write letter to parents
- Action: JML to write letter to parents**
10. **Questions Arising from the minutes of the Resources Committee**
 Minutes distributed prior to the meeting. No questions arising.
 Action: Clerk to sort a date for the Pay Committee to meet
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11. **Questions Arising from the minutes of the Teaching & Learning Committee**
 Minutes distributed prior to the meeting. No questions arising.
 Noted
12. **Leadership and Governance**
- 12.1 **Follow up on action plan from Governance Review**
 Report distributed prior to the meeting. JML reviewed the progress the GB has made since the review was carried out and noted how we have tightened up on strategic monitoring, activities by working parties and governor training.
 Action: JML to send Assessment of Impact and Actions to Governor Services to Governor Services
 Action: Governor to carry out self-evaluation in May FGM meeting
- Action: JML to send Assessment of Impact and Actions to Governor Services following May FGM after the self-evaluation exercise.**
- Action: Governor to carry out self-evaluation in May FGM meeting**
13. **Part Two**
Meeting moved to Part Two
14. **Governing Body Correspondence**
- 14.1 **Speech & Language Centre - Letter from Sue Clark**
 This was discussed earlier in the meeting as part of Budget setting agenda item.
 Noted
- 14.2 **EAL Pupils - Letter from Alan Betts**
 Letter distributed prior to the meeting. JML asked how the bank of resources for EAL pupils was developing. RJ reported that this is building over time. RJ reported that the bilingual workers are very helpful but there are limited amounts of sessions available (2-3), sometimes there are slightly more sessions for Year 2 and Year 6 pupils or where assessment highlights barriers to learning.
- LBH queried whether it would be worthwhile for the EAL advisor to attend the New Parent Workshop.
- The meeting discussed producing simple and visual guides to aid parents with school requirements, for when English is an additional language.
- Action: RJ to work with Teaching Staff and Years 5 & 6 on developing guides.**
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15. Policies to approve

15.1 Finance Policy

This policy has been reviewed by the Resources Committee and is recommended for adoption

Proposal: To adopt the Finance Policy 2016
Agreed by all present

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Agreed by all present

16. Feedback from Governor Monitoring and Training Reports

Reports circulated prior to the meeting.

The meeting broke into small groups to discuss things they had learnt this year via governor monitoring. The meeting then reconvened and governors fed-back answers.

Governor monitoring cycle for Summer term circulated at the meeting and governors signed up to different monitoring events.

Action: Each committee to discuss developing a bank of challenge questions for governors

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VD fed-back from the Refresher for Experienced Governors training that it was brilliant at refocusing governors on their role.

SS fed-back on monitoring visit with SENDCo and review of policy and provision. SS highlighted the need to review the accessibility plan as we are suggesting that we can accept and support all types of disability and due to the layout of the school, this is not the case.

Action: Accessibility plan to be an agenda item for the Resources Committee

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Action: MC to attend Options for Change Training session.

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13. Time and date of next meeting.

FGM - Thursday 26th May 5:30pm

Agreed by all present

26.05.2016 agreed by all present

Meeting ended at 19:45