



Newtown Primary School Governing Body

Full Governing Body Meeting

Thursday 1st May 2014 at 17:30

Venue: Newtown Primary School

Present	Steven Fearn (SF) Jane Morris (JM)	Ruth Jones (RJ) Sandra Dalglish (SD)	James Lyons (JL) Jenny Lloyd (JML)	Ruth Jones (RJ) Richard Westlake (RW) Saxon Spence (SS)
In Attendance:	Simon Belshaw (SB) Jessica Benger (JB) (Clerk)	Penny Burnside (PB) Sarah Miller (SM) left at 18:35	Louise Mason (LM) Alex Dolphin (AD) left at 18:35	
Apologies:	Hayley Back (HB)	Frances Everson (FE)		
Quorum:	7. 12 in attendance, meeting quorate			

Action/ Resolution

1. **Presentation on new SEND Policy and Implementation within the school - Sarah Miller and Alex Dolphin**

Powerpoint presentation given by SM and AD. It was noted that the school has higher than national average levels of SEN pupils and that numbers of SEN pupils can change on a weekly basis as needs of pupils change.

A SEN provision map, previously circulated to the Governing Body (GB), allows for transparency and accountability and allows teaching staff to review of interventions. The SENCo and Speech & Language Lead meet and share resources and time management to best meet the needs of the pupils.

JML noted that the OFSTED Inspector was full of praise for the SEN provision within the school. Governors noted how cohesive and well-organised Chestnut class runs, the class contains 50% SEN pupils

SM and AD outlined the changes in National Changes in SEN. SEND duty now extends from 0 - 25 years of age. Funding provision has now changed and this will impact on the role of the SENCO. JM queried how the funding formula would work. It was noted that the funding system will be very complicated and will require a large amount of prediction of needs within the school.

There will no longer be any 'statements' for pupils and School Action and School Action Plus will no longer be terms of reference for pupil needs.

JML noted that Governors need to be kept informed about the time taken and resources used, especially in regard of SENCo time as these changes are rolled out.

Information on the Devon Assessment Framework (DAF) and differing parts of the paperwork. It was noted that parts of this paperwork are still being finalised by different statutory agencies i.e. Health Visitors but in the future pupils joining the school will be accompanied by a DAF with history of SEN needs, support and development.

2. **Speech and Language Centre Review**

Inspector's report circulated prior to the meeting. It was a fantastic report from the Local Authority. The Governing Body extended their gratitude and congratulations to all the staff.

Action: RJ to check whether the report can be published on the school website.

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3. **Apologies for Absence**
Hayley Back - Family Commitments, Frances Everson - Work Commitments.
Absences Sanctioned
4. **Declaration of Interests invited and declared**
SF - School Website. Noted
5. **Approval of meeting minutes from FGM 3rd April 2014**
FGM Minutes from the 3rd April 2014 agreed by all present and signed by the Chair. Minutes of the FGM 03.04.2014 approved and signed
6. **Matters Arising from the minutes of the FGM**
It was noted that at the previous FGM full GB approval of the budget for 2014-15 had not been minuted
Approved: school budget 2014-15 from FGM 3rd April 2014 Agreed by all present

Proposal: to approve the budget for 2014-15 as detailed in FGM minutes from the 3rd April 2014.
Agreed by all present

Letter received from Sue Clark of the LA congratulating the school on the result of the OFSTED inspection was circulated at the meeting.

7. **Verbal Update by Headteacher**
7.1 **Planning for growth in numbers including update on structural changes to hall / classrooms.**

The meeting moved to Part Two

It was noted that the timeline for works will be that the top block classrooms will be refurbished during the summer holidays 2014 and the school hall will be remodelled during the Summer term of 2016.

- 7.2 **Update on Recruitment of new FT Teacher**
The teacher is settling in very well. A new Administrative Assistant is now in post and working well. Noted

- 7.3 **Update on School Meals Provision**
The meeting moved to Part Two Noted

Notice has been issued to end the Devon Norse Contract. Fresha will be providing school meals from September 2014.

- 7.4 **Admissions**
RJ and SM attended meeting with DCC Admissions yesterday. Currently there are no planned admissions to the Speech & Language Centre for September. Admission allocations have not left spaces for new pupils at the centre and allocated 30 pupils to the school. The impact of this will be that when the S&L Centre take admissions, class sizes could end up at 32 pupils, which parents could be unhappy with.

It was noted that most S&L pupils join mid-year when their support needs have been identified. RJ explained the options:

- Make no changes, and the school will be over Pupil Admissions Numbers (PAN) and class sizes potentially increase

- Governors reduce the school PAN to 28. When new pupils arrive at S&L centre the school would go over PAN but class sizes would not exceed 30.

SF asked about the funding implications of reducing the PAN to 28. RJ explained that in planning a budget you would see a reduction in funding but if the school went over PAN funding would be received for the additional pupils, albeit the receipt of the funding would be delayed.

RJ and VD gave further information on how referrals and admissions to the S&L centre are managed. It was noted that even if the PAN were to be reduced, parents could appeal to Admissions and succeed, pushing class sizes up to 30 or above.

It was noted during the discussion that due to the changes in National SEND provision, as highlighted in earlier presentation, referrals to the S&L centre may change, and the loss of 'statements' for SEN pupils will also impact on provision and funding.

Action: Chair to write to Sue Clark at DCC to highlight the situation regarding admissions at the school.

Action: School PAN to be Agenda item for first FGM Spring 2015.

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8. **Parents Questionnaire**

Due to OFSTED questionnaire, and Equalities Questionnaire sent out in the last two terms the Parent Questionnaire, to inform the SDP will be carried out next half term.

Noted

9. **Review Freedom of Information Scheme**

Clerk circulated a new model policy from another school prior to the meeting. It was noted that some editorial changes need to be made.

Proposal: to adopt the Freedom of Information Scheme subject to agreed changes.

Agreed by all present

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Agreed by all present

10. **Governor Action Planning and a systematic approach to monitoring and evaluation**

A discussion document and draft framework were circulated prior to the meeting. Governors divided into groups to discuss strengths and priorities for improvement including how to engage with parents and the community as it was acknowledged that governors are not well known within the school. RJ suggested that the newsletter could feature brief sketches of each governor.

Action: Governors to email good quality photos of themselves to HB & the Clerk for the School Noticeboard and the Website.

Action: Governors to email good quality photos of themselves to HB & the Clerk for the School Noticeboard and the Website. Governors to write brief account each starting with Chair and Vice Chair.

Action: Agenda item for committees - to review the checklists and action plan at next meeting.

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11. **Vision for Newtown Primary School**

Final draft versions have been circulated prior to the meeting.

Action: Send out vision document to all staff, parents, carers and

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The GB thanked JML for all the hard work she has done drafting the Governor Action Planning.

The meeting moved to Part Two

13. **Time and date of next meeting.**
Thursday 3rd July 2014 at 5:30pm.
Agreed by all present

Next FGM
03/07/2014 at 17:30

Meeting ended at 20:20