



Newtown Primary School Governing Body

Full Governing Body Meeting Thursday 3rd December 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) James Lyons (JL) Laëtitia Brochon-Harmsworth (LBH)

In Attendance: Jessica Bengier (JB) Alex Dolphin (AD) (Clerk) (SENDCo)

Apologies: Steven Fearn (SF)

Absent:

Quorum: 7. 12 in attendance, meeting quorate

Action/ Resolution

1. **Raise Online Presentation**

Raise Online reports distributed prior to the meeting. Printed copies distributed at the meeting. AD reviewed the 'G' reports, giving supplemental information. It was noted that the school results are based on small cohorts and higher than average percentages of SEND pupils. The report showed no surprises and reflected the data being reported to the GB.

PB asked, with reference to the Phonics results, for further information on disadvantages pupils within this year group. AD reported on the cohort and gave a breakdown on the needs of this group.

PB asked what was the predicted attainment for 2015-16 for Key Stage 2 and was the results for 2014-15 seen as a trend. AD responded that it was very hard to assess due to changes in curriculum and assessment. RJ felt the cohort was getting better and that the current data would be reported at the January Teaching & Learning Committee.

Action: Governors to email any further questions re RAISE Online report to Alex Dolphin.

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2. **Welcome to new governor**

JML welcomed Laëtitia Brochon-Harmsworth to the governing body as our new parent governor. LBH will join the Teaching & Learning Committee. All governors introduced themselves.

3. **Apologies for Absence/ Absences Sanctioned**

SF - Family Commitments

Absence sanctioned

Agreed by all present

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Agreed by all present

4. **Declaration of Interests invited and declared**

None noted

5. **Election of Vice Chair of the Governing Body**

JML has been confirmed as Local Authority (LA) governor for another term of four years.

JM is willing to stand as Vice Chair

Proposal: Mrs Jill Mather to be Vice Chair of the Governing Body
Agreed by all present

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6. Approval of the Terms of Reference for Committees

Terms of Reference for the committees reviewed at committee meetings and circulated prior to meeting.

Proposal: to ratify the Terms of Reference for Teaching & Learning, Resources and Pay Committee
Agreed by all present

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7. Chair's Update

7.1 Focus for the Spring Term

The Essentials of Effective Governance was distributed at the meeting. JML highlighted the issues arising from the changes in the Governance Handbook November 2015. The responsibilities on the GB are increasing and we must evidence partnership and strategic working. This will be discussed in greater depth at the Future Partnerships meeting 19th January 2016 at 3:45. Please can all governors attend if possible

Noted

JML encouraged governors to regularly access the National Governors Association (NGA) for the latest news, updates and resources.

Governance costs are going to be shown more clearly in next financial year budget reports for greater transparency, rather than the school absorbing the cost of governance.

JML reported that the Resources Committee will be looking at the leadership structure for the school for the future.

7.2 Recruitment of new Governors

JL is stepping down as a Co-opted Governor. The GB thanked him for all his hard work over the years. There are currently two vacancies for Co-opted Governor on the GB.

Action: Advert for Co-opted Governors to be placed on school website and newsletter, community newsletter, SGOSS website and Exeter Constortium.

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8. Approval of meeting minutes from AGM 17th September 2015

AGM Minutes from the 17th September 2015 agreed by all present and signed by the Chair.

Minutes of the AGM 17.09.2015 approved and signed

9. Matters Arising from the minutes of the FGM

9.1 Speech & Language Centre

The Service Level Agreement (SLA) has still not been signed off and questions from the GB have not yet been satisfactorily answered.

Action: RW to investigate how to resolve the outstanding issues

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9.2 School Website

This work has not yet been completed.

Action: Clerk to complete the uploading of information by the end of term

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10. **Questions arising from the Headteacher's Written Report**
Report distributed prior to the meeting. SS asked about what provision has been made for two pupils with hearing impairment, as some areas of the school are not a conducive environment for this disability. RJ reported that a new loop system has been installed in the pupil's classroom. Noted

SS queried why the Preventing Radicalisation Policy would be reviewed by the Resources Committee. This is an error, the policy will be reviewed by the Teaching & Learning Committee.

It was noted that a local resident has written to the school regarding the tree roots at the top of the playground. This issue will be managed by school leadership team.

JM noted that there was an impressive list of training undertaken by staff and asked RJ how she balanced teaching time and training. RJ noted that most training is twilight sessions or training sessions lasting 2-3 hours. Training needs are identified by appraisal process and development needs.

JML noted that the school's strengths are Pupil Premium and Closing the Gap but we do not seem to be doing so well with more-able pupils and asked whether this was due to the time and resources being taken up by vulnerable groups and driven by the government focus on closing the gap. VD noted that the new curriculum is very challenging and absorbing for the more-able pupils. RJ acknowledged that we are not doing enough for Gifted & Talented (G&T) pupils and this is partially due to the huge workload for teachers.

PB asked whether it would be a good idea for governors to come and meet with teachers and discuss the assessment process further and the challenge of meeting Age Related Expectations (ARE) in all aspects of a subject. It was agreed this would be a good aim for a governor monitoring visit.

- 10.1 **School Meals Update**
RJ gave update on questionnaire/ survey feedback from parents of desserts provided with school meals. SS expressed concern that the school would not be refunding cost of school meals when a child is away and hoped that the school and Fresha could be more flexible. The policy will be reviewed again in a year. Noted

- 10.2 **Governor Monitoring of the School Development Plan**
This is now a standing item on both committee agendas. JML highlighted the need for governors to carry out monitoring and complete reports to be circulated to all governors. JML acknowledged that whilst much of the SDP is directly linked to the Teaching & Learning Committee all governors need to be aware of current school improvement priorities and progress. Action: LBH to be given copies of SDP and Curriculum Action Plans (CAP)
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RW left the meeting at 6:30pm

11. **Questions Arising from the minutes of the Resources Committee**
Minutes distributed prior to the meeting. No questions arising. Noted

12. **Questions Arising from the minutes of the Teaching & Learning Committee**
SS highlighted corrections to minutes, these will be reflected in final version for committee to approve. No other questions arising.

Verbal Update from the Pay Committee

The Pay Committee met before the FGM meeting and approved the salary increase for the Headteacher. There is a vacancy on this committee as JL has stepped down.

The Pay Committee will meet in the Spring term to review the latest versions of the Pay and Appraisal Policies.

Agreed: Jill Mather to join Pay Committee

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13. Part Two

Meeting moved to Part Two

Noted

14. Governing Body Correspondence

Copies circulated prior to the meeting. The GB congratulated the staff running the library on continuing to do an excellent job.

Noted

English as an Additional Language (EAL)

The school has received a grant of £3000 from Hele's Educational Trust to purchase resources for EAL pupils. The trust is sending on RJ's letter as part of a bank of evidence to the local MP on the challenges facing schools. RJ reported on the resources being purchased by the school. These can be found in the staff room.

Noted

SS reported on the work being done by to highlight the urgency of this issue at Devon County Council (DCC)

15. Governor Visit Reports and Feedback

Reports distributed prior to the meeting. No questions arising.

Noted

16. Policies to approve

16.1 Whole School Safeguarding Policy 2015

Due to time constraints this policy was not available for this meeting

Action: Agenda item for February FGM

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Keeping Children Safe in Education - Statutory Guidance July 2015

Governors signed to say they had read and would follow the guidance

Noted

17. Governance and Leadership

17.1 Approval of Roles of the Governing Body document

Document distributed prior to the meeting.

Approved: Roles of the Governing Body Agreed by all present

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17.2 Looking Ahead - *Group Exercise*

The meeting broke into small groups to discuss aspirations for the future of the school and within their role as governors and how these could be achieved.

18. Other matters brought forward by the chair

None noted

19. Time and date of next meeting.

Future Planning Meeting - Tuesday 19th January 3:45pm

11.02.2016 agreed by all present

FGM - Thursday 11th February 5:30pm
Agreed by all present

Meeting ended at 19:45