



# Newtown Primary School Governing Body

## Full Governing Body Meeting Thursday 7<sup>th</sup> July 2016 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)  
Steven Fearn (SF) Mike Cox (MC) Laëtitia Brochon-Harmsworth (LBH) Richard Westlake (RW)

**In Attendance:** Philippa Danvers (PD)  
Jessica Benger (JB) Alex Dolphin (AD)  
(Clerk)

**Apologies:**

**Absent:**

**Quorum:** 7. 13 in attendance, meeting quorate

### Action/ Resolution

#### 1. **Progress Data Report - Alex Dolphin**

Report on attainment distributed at the meeting. Time was given to review the document and AD explained how the data was compiled.

JML asked for further benchmarking information in comparison to levels in previous years. AD gave further information on the objectives statements within the new curriculum by which progress is measured.

JM noted the impact of pupil mobility on Year 5 results. VD reported that intervention in Year 5 reading have started this term in preparation for their progression to Year 6.

RJ reported that progress has been good this year but attainment is low due to low starting points when joining the school.

It was noted that there are more boys than girls in all years apart from Year 6 and this does impact on group reporting.

Report on progress distributed at the meeting. There was an example data sheet for Year 3 and the complete report held three sheets of data for each class.

**Action: AD to send on electronic version of progress reports to all governors who would like a copy. PB and MC requested copies**

AD highlighted an error in the data for Children in Care.

JML noted that English as an Additional Language (EAL) pupils have made good progress as shown in the data.

AD explained that we need to be cautious with data and unpick it as data can be misleading and not show the full picture/ circumstances.

JML asked whether this progress data would be reviewed with the class teachers. AD confirmed that this would be carried out and that she would also be looking back over several years of data in some individual cases.

**Action: AD to send on electronic version of progress reports to all governors who would like a copy. PB and MC requested copies**

***RW and SS left the meeting at 17:50***

FGM Minutes approved 07072016

Page 1 of 5

Signed by the Chair \_\_\_\_\_ Date \_\_\_\_\_

Governors noted that Year 3 EAL pupils have made really good progress this year and JML asked if the class teacher could share good practise within the staff team.

JML highlighted that Year 6 out-performed on the SATs, well above national average but also noted that progress was not great. VD stated that the school is currently using two assessments systems, in-house School Pupil Tracker Online (SPTO) and the National Curriculum Interim Assessment Framework.

The governors noted their great admiration that staff have worked well with an unknown assessment framework and done really well.

PB felt that the new assessment framework was a massive distraction away from time that should be focused on teaching & learning.

The GB thanked AD for all her work this year

End of Year Data report distributed at the meeting. RJ gave supplemental information. RJ noted the high level of pupil mobility in Year 1 and this has impacted on the Phonics results. RJ felt that all in all this was a good result.

The Governing Body thanks VD and Rachel Barnes for all their hard work preparing for SATs and congratulations on the results.

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

None noted

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

None noted

Noted

**4. Approval of meeting minutes from FGM 26<sup>th</sup> May 2016**

Minutes circulated prior to the meeting.

Minutes of the AGM  
14.04.2016  
approved and signed

**FGM Minutes from the 26<sup>th</sup> May 2016 agreed by all present and signed by the Chair.**

**5. Matters Arising from the minutes of the FGM**

**5.1 School Website**

Clerk's Update training has highlighted area of non-compliance on the school website due to changes in the statutory requirements. MC also noted that he found it took a lot of hunting and scrolling to in documents on the website. It was agreed that the format of some pages needed to changes. Clerk is willing to carry out the work over the summer holidays and it was discussed whether this was the clerk's role.

**Action: Clerk to make changes and move to statutory compliance over the summer holidays**

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**5.2 Clinical Supervision**

RJ has received prices for clinical supervision

**Action: Agenda item for the Resources Committee**

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**5.3 Partnership Working**

**Action: JML to contact Exeter Diocese Liaison**

Action: JML to contact Exeter

6. **Governor Vacancies: Discussion of possible co-option of J Morris**

Jane Morris Pen Portrait circulated prior to the meeting.

**Proposal: to co-opt Mrs Jane Morris to the Newtown Governing Body Agreed by all present**

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7. **Questions arising from Headteacher's Verbal Report**

Report distributed at the meeting. RJ gave supplemental information.

VD asked how we as a Governing Board are going to show impact of Pupil Premium Grant (PPG) expenditure, with regard to music lessons. RJ noted that there is a lot of soft targets achieved by these lessons including building confidence and learning skills but acknowledged that this is qualitative rather than quantitative data. VD suggested that it may be beneficial to build case studies for these pupils.

**Action: JML to talk to pupils in Year 6 about sports and music**

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PB gave idea on how to evidence impact from Pupil Talk.

MC queried PPG funding which was being used to fund interventions but is now being allocated to funding Teaching Assistant (TA) hours. RJ reported that this post has not yet been allocated. The meeting discussed the findings of the Sutton Trust report on the impact of the TAs in Teaching & Learning.

8. **Annual update of Health & Safety procedures for all staff & governors**

**ACB**

**Action: This will be an agenda item for the AGM meeting in the Autumn term**

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9. **Questions arising from the minutes of the Teaching & Learning Committee**

Minutes distributed prior to the meeting. No questions arising

SS has carried out a Safeguarding monitoring visit and reviewed the single Central Record at the school.

It was noted that the Child Protection Policy needs to be updated to show that Alex Dolphin can carry out the role of Designated Safeguarding Officer (DSO) when RJ is not in school as she has completed the appropriate training

**Action: Clerk to update Safeguarding Policy and bring to the AGM meeting.**

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It was agreed that the school will continue to use the Home School Agreement as it was felt that this was a useful way of setting out expectations to parents.

**Action: Approval of the Home School Agreement will be an agenda item for the AGM meeting.**

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10. **Verbal Update from Pay Committee**

JM gave verbal update from Pay Committee, who met this morning. The committee has reviewed the recommended salary increases, for staff who have achieved their appraisal targets, and have agreed with some of these recommendations and have made one discretionary payment. The committee has approved the Staff and Headteacher Appraisal Policy.

The Pay committee recommends to the FGB to approved the Pay Policy

**Proposal: to approve the Pay Policy for 2016-17**  
**Agreed by all present**

It was noted that in September JM will be stepping down from the Pay Committee and we will need another governor to join, preferably from the Resources Committee.

**11. Resources Committee Matters**

Due to staff sickness there was no Resources Committee this half term. Outstanding items were brought forward to the FGM meeting.

Noted

**Budget Update**

Report distributed prior to the meeting. Governors reported that they found the CFR report very confusing to read. HB reported that there has been no major changes in the budget since May but due to technical issues HB and the bursar have not had a great deal of time available to drill down into the reports.

**Action: MC to email budget questions to HB.**

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**Broadband**

HB reported that we are having to move broadband suppliers and so currently we have had to pay two invoices, resulting in an overspend on this cost code. A credit will be issued once the transfer is complete.

The governors noted that they did not like or accept the Bursar moving £5000 into the repairs and maintenance cost code, with no instruction to do so by RJ and the Resources Committee.

**Summer Works**

Quotes have been received for the summer works planned on the lower site. Ranging from £9000 to £14000

**Proposal: to approve the quote from Fifields for £9000**  
**Agreed by all present**

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**Bus Station**

The relocation of the Bus Station has now been agreed to move to Matford Park and therefore will not impact on the school.

Noted

**Staffing Changes from September - Teaching Assistants**  
*The meeting moved to Part Two*

**12. Part Two**

**13. Governance and Leadership:**  
**13.1 Succession Planning - Vice Chair**

JML reminded the GB that she will be stepping down as Chair of Governors in September and JM is willing to stand as Chair. We need to succession plan for a Vice Chair and nominations will be asked for at the AGM meeting in September

Noted

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|---|--|
| <p><b>13.2 Draft meeting dates for next academic year</b><br/>Draft meeting dates circulated prior to the meeting..</p> <p><b>Agreed: AGM meeting will be 22<sup>nd</sup> September at 5:30pm</b></p> <p><b>Action: All other meeting dates will be confirmed at the AGM in September.</b></p>                          | <p>Agreed: AGM meeting will be 22<sup>nd</sup> September at 5:30pm</p> <p>Action: All other meeting dates will be confirmed at the AGM in September.</p> |
| <p><b>13.3 Proposal to write to the DfE regarding our concerns about the uncertainty of the new assessment arrangements</b><br/><b>Agreed: JML to write to the DfE and local MP expressing the GB concerns about the uncertainty of the new assessment arrangements.</b></p>  | <p>Agreed: JML to write to the DfE expressing the GB concerns about the uncertainty of the new assessment arrangements.</p>                              |
| <p><b>13.4 How to communicate with our stakeholders - initial thoughts</b><br/>Due to time constraints on the agenda this agenda item was deferred until the next meeting</p> <p><b>Action: Agenda item for the AGM</b></p>   | <p>Action: Agenda item for the AGM</p>   |
| <p><b>13.5 External Partnerships - What are the goals for us as a school from a partnership with another school? (<i>brought forward from last meeting</i>)</b><br/>Due to time constraints on the agenda this agenda item was deferred until the autumn term</p> <p><b>Action: Agenda item for the Autumn term</b></p> | <p>Action: Agenda item for the Autumn term</p>   |
| <p><b>14. Feedback and impact of governor monitoring visits and training.</b><br/>Reports circulated prior to the meeting. No questions arising.</p>  | <p>Noted</p>   |
| <p><b>15. Governing Body Correspondence</b><br/>None noted</p>  | <p>Noted</p>   |
| <p><b>16. Policies to Approve</b></p>   |  |
| <p><b>16.1 Pay Policy</b><br/>This was approved earlier in the meeting</p>  | <p>Noted</p>   |
| <p><b>17. Time and date of next meeting.</b><br/>AGM - Thursday 22<sup>nd</sup> September 2016 5:30pm<br/>Agreed by all present</p>   | <p>22.09.2016 agreed by all present</p>  |

**Meeting ended at 19:50**