



Newtown Primary School Governing Body

Full Governing Body Meeting Thursday 16th April 2015 at 17:30 Venue: Newtown Primary School

Present	Jenny Lloyd (JML)	Penny Burnside (PB)	James Lyons (JL)	Richard Westlake (RW)
	Hayley Back (HB)	Sandra Dalglish (SD)	Steven Fearn (SF)	Saxon Spence (SS)
	Victoria Darios (VD)	Ruth Jones (RJ)	Jill Mathers (JM)	Frances Everson (FE)

In Attendance: Jessica Benger (JB)
(Clerk)

Apologies:

Absent:

Quorum: 7. 12 in attendance, meeting quorate

- | | <u>Action/ Resolution</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| 1. Apologies for Absence
None | |
| 2. Declaration of Interests invited and declared
SF - School Website Development | Noted |
| 3. Approval of meeting minutes from FGM - 26th February 2015
FGM Minutes from the 26th February 2015 agreed by all present and signed by the Chair. | Minutes of the AGM
26.02.2015
approved and signed |
| 4. Matters Arising from the minutes of the FGM | |
| 4.1 EAL needs at the school
This will be discussed later in the meeting as part of governor monitoring | Noted |
| 4.2 Governance and Succession Planning
Khadija Alamoudi has resigned as a Parent Governor due to ill health. She sent her thanks to all governors for their support. | |

JL and FE will be stepping down as governors at the end of the summer term due to increasing work commitments.

JML highlighted that we need to recruit quite a few governors. SF suggested reconstituting to reduce the number of governors but it was agreed that this would be very soon after previous reconstitution and the GB should wait at least a year.

The committee discussed ways to recruit new governors and it was suggested this could include contacting parents of old pupils. VD recommended approaching 'Friends of Newtown' on Facebook to see if there was interest.

Action: HB to contact Michael Parrott to add to community newsletter

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Governance Review

Governor Services, as part of the Key Priority Area work, has asked if the GB would like to carry out a governance review. The clerk described the process and gave feedback that it can be a very helpful and positive resource to allow the GB to focus its role.

Agreed: The school will buy-in Governance Review for Summer term.

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Succession Planning

The GB has not yet identified a governor willing to step-up as Chair in the next academic year. JML recommended that a period of 'shadowing' her as current Chair would be a good introduction to the role. SF stated an interest in the role but would have to consider how to manage current workload with the additional responsibilities.

Clerk noted that a Co-Chair model is now acceptable, with two governors sharing the role and responsibilities.

5. Questions arising from Headteacher's Written Report

Report distributed prior to the meeting. RJ highlighted the Year 4 data. The staff have been working flat-out but it have to be noted that the cohort contains 43% SEND pupils.

SS questioned the validity of the data, if as reported, it is not an accurate picture of progress. RJ and VC explained that the data was accurate but that due to the new curriculum and the breadth of knowledge required in each area, in initial reporting it presents as if the pupils have regressed on progress. As the curriculum is covered in more breadth and depth a clearly picture of attainment and progress is emerge.

JML asked if there was an assessment framework for Maths yet. RJ reported that at this time there is only an assessment framework for writing, which has been released by Babcocks.

JM asked whether parents are happy with the new style of reporting. VD fed-back that reports have not yet been issued. Information on the new reports has been sent out in the school newsletter and the teachers will discuss it with parents at Parents Evening prior to reports being issued.

JML asked whether we need to communicate with parents before these reports are issued, to keep them informed. RJ noted that this information is already being disseminated, and the reports were discussed with parents who attended the Maths and the Writing Workshops.

The focus is no longer about pushing the pupil to the next level of progress but to learn the breadth and depth of the subject. RJ acknowledged that this is new to everyone and teaching staff are having to adapt to a new system with little guidance. Judgements will need to be secured through work with other schools, as there is not yet a national assessment framework and no benchmark material.

FE asked whether staff are being given the time to talk about and plan how to manage these changes. VD felt that staff are being given opportunities in staff meetings but it will take time for the new system to embed.

SS asked whether the GB was satisfied that each pupil entitled to Pupil Premium Funding (PPF) was gaining their share of the funding and getting

equal opportunities. It was noted that the PPF is for outcomes and does not get allocated into individual fund pots. JM noted that all PPP are receiving one-to-one interventions and tuition.

RJ and PB have recently carried out a data review and felt that majority of PPF pupils are making progress comparable to non-PPF pupils.

MASH

SS asked whether the response rate to referrals to the MASH team had improved. RJ stated that there had been no noticeable improvement. RW recommended writing a letter expressing concerns to Jenny Stephens at DCC. RJ noted that at the Safeguarding Forum other schools were reporting the same issues.

Action: JML to write to Jenny Stephens expressing concerns regarding delays on referral to MASH

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Attendance

PB highlighted the great attendance rates for the school and the GB extended their congratulations to school and staff as we are on target.

5.1 Key Priority Area (KPA)

Report distributed prior to the meeting. It has been confirmed that there will be no costs incurred to the school for this, the initiative will be centrally funded.

JML noted that this is a absolute focus for the school and GB. RJ reported on two visits from the School Improvement Partner (SIP), who has recommended 'Working Walls' in each classroom and has given lots of guidance on the criteria for these. The Inset Day on Monday for staff was very helpful and they did a walkaround.

'Next Steps' in marking needs further development to tighten up on going back and checking that pupils have read and responded to marking feedback.

KPA Monitoring timetable was distributed at the meeting. Governors agreed dates on which they would attend a variety of monitoring events.

Action: RJ to update monitoring timetable to include governor attendance and email out.

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JML felt this system tied in well with the School Development Plan (SDP) and the focus on governor monitoring this year.

Mid Year Review

This report was circulated at the meeting. JML asked how computing was working at the school. RJ and VD reported that this new curriculum subject is proving very successful.

It was noted that the KPA feeds into the SDP. Paired Projects are coming

along well and a Career Day is planned for the end of term.

JML thanks RJ for the reports which are full of useful monitoring information.
Pupil Premium Intervention

RJ outlined the plans for 2015-16 PP Interventions. Class teachers will be released from lessons to carry out 1-1/2 hour interventions for small group or one-to-one interventions, rather than these interventions being carried out by TAs. This will enable teachers to have responsibility for the interventions and really target needs.

6. Speech & Language Centre

RJ and JML reported back on meeting with John Peart from DCC, which they felt was very productive and more reassured regarding the financial stability for the school.

The school will be signing the Service Level Agreement for the Speech & Language Centre when JP's letter is received.

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7. Approve 2015-16 Budget and Three Year Forecast as recommended by Resources Committee

Documents circulated prior to the meeting. RW asked what had caused the drop in Carry-forward balance since the draft budget was reviewed by the Resources Committee. HB explained that this had been due to 'working out the kinks' in the new FMS system whereby allocated funds had not been deducted from the carry-forward total.

Capital Funding is a separate budget and this will be topped up in August 2015.

RJ stated that there had been no changes in the amounts allocated to budget cost codes since the Resources Committee meeting and the only change was the reduction in the carry forward budget.

PB asked what the strategic direction was with regard to budget setting. RJ explained that with the funding formula change and reduction in carry-forward budget over the next 3 years, in order to maintain a balanced budget the plans for capital development have had to be put on hold. Now we have the sixth class, as pupil numbers increase, the income will increase and capital development can then be restarted.

Proposal: to approve the 2015-16 Budget and 3 Year Plan.

Proposed: Mr Steve Fearn

Seconded: Mr Richard Westlake

Agreed by all present

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Agreed by all present

8. Ratify Staffing Structure for 2015 - 2016

Approved: Staffing structure for 2015-16

Agreed by all present.

Approved: Staffing structure for 2015-16
Agreed by all present.

PB asked whether the SENDCo had enough hours to do her role - currently 0.2

post - RJ felt that it was enough at this time but may need to be reviewed in the near future.

9. Update on External Partnerships

Report distributed at the meeting. JML asked whether the school would be developing links with St Sidwell's. There are no plans at this time, it was noted that staff do access resources at St Sidwell's such as the EAL library.

Noted

RW asked whether St Matthew's Preschool had released any news on their move. Nothing has been officially announced yet.

SS asked why the school did not have closer links with ISCA Academy. VD stated that the school used to have very close links with the school but that due to the changes in leadership, these visits ended. RJ noted that no pupils from this school were going to ISCA this year. SF fed-back on parents visits to the local secondary schools this year and that ISCA had not compared well with the events put on by St James and St Lukes.

10. Agree term dates 2016 -17

These dates were not available at the meeting

Action: Agenda item for next FGM

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11. Questions arising from minutes of the Teaching & Learning Committee

Minutes distributed prior to the meeting. JL asked what opportunities were available within the Local Learning Community (LLC) for Gifted and Talented (G&T) pupils. RJ noted that Topsham School and St James did previously provide opportunities but there are currently no plans in place. It may be something that the Exeter Consortium develops.

Noted

12. Questions arising from minutes of the Resources Committee

Minutes distributed prior to the meeting. RW reported on ideas developed with Devon Wildlife Trust to design an area in conjunction with pupils and the community.

Primary Spaces and Sports England

SF has been investigating these grants systems. Primary Spaces grants have closed for the year. Sports England grants have nothing specific for primary schools but if plans could be made so that the community could also access the facilities we could apply for a grant.

SS suggested that we talk to St Matthew's again about sharing space.

Action: Agenda item for Resources Committee

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13. Feedback from Governors attending training

SD and RW attended the Health & Safety for Governors training course which was useful for highlighting the areas of priority for governors.

PB attended the Supporting Pupil Progress in Primary Schools course. PB recommended this course to all governors for monitoring progress data.

SF and HB requested to go on the HR for Governors training

Action: Clerk to book HR courses for SF and HB

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14. **Feedback from Governors Monitoring Visits**
Reports circulated prior to the meeting. SS recommended that an acoustic survey be carried out, especially in Chestnut classroom as this may be impacting on pupil's learning experience.

Action: Acoustic survey to be an agenda item for Resources Committee

15. **Action: Acoustic survey to be an agenda item for Resources Committee Part Two**

The meeting moved to Part Two

16. **Any other business brought forward by the Chair**

16.1 **Unauthorised Absence**

RJ explained an unauthorised absence issue the school was currently managing. The governors endorsed RJ's decisions.

Action: Attendance policy to be an agenda item for Teaching & Learning Committee

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16. **Time and date of next meeting.**
Thursday 21st May 2015 5:30pm - Agreed by all present

Meeting ended at 19:30