



Newtown Primary School Governing Body

Full Governing Body Meeting Thursday 16th July 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 Dalglish (SD) Victoria Darios (VD) Ruth Jones (RJ)
James Lyons (JL) Steven Fearn (SF) Frances Everson (FE) Richard Westlake (RW)

In Attendance: Mike Cox (MC)
Jessica Bengier (JB)
(Clerk)

Apologies:

Absent:

Quorum: 7. 13 in attendance, meeting quorate

- | | | <u>Action/ Resolution</u> |
|-------|---|---|
| 1. | Welcome to the New Governor
JML welcomed Mike Cox to the GB as a new co-opted governor | |
| 2. | Apologies for Absence
None noted | |
| 3. | Declaration of Interests invited and declared
SF - School Website | Noted |
| 4. | Approval of meeting minutes from FGM - 21st May 2015
FGM Minutes from the 21st May 2015 agreed by all present and signed by the Chair. | Minutes of the AGM
21.05.2015
approved and signed |
| 5. | Matters Arising from the minutes of the FGM | |
| 5.1 | Parent Governors
Two parents have expressed an interest in being a parent governor. Their child does not start school until September, at which time they will stand.

It was noted that the School Caretaker has been approached to join the GB but felt he did not have the time to commit to the role. | Noted |
| 5.2 | (5.4) Review of Governors Action Plan
These actions have not yet been carried out. This will be discussed later in the agenda. | Noted |
| 5.3 | (9) Speech & Language Centre
We have still not yet received a response from John Pearton on the questions raised by the GB. It was fed-back that JP had thought he would be attending an FGM meeting.

Agreed: Invite John Peart to the AGM in September | Agreed: Invite John Peart to the AGM in September |
| 6. | Governance | |
| 6.1.1 | Review of Governance Thurs 11th June - Report and Action Plan
Governors Action Plan 2015-16 - discussion
Review report and action plan circulated prior to the meeting. 2014-15 Action Plan displayed on Whiteboard and the GB reviewed the current year. SS noted that if we wish, as a GB, to have a voice, then we need to be | |

FGM Minutes approved 16072015

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Signed by the Chair _____ Date _____

members of national bodies.

Action: NGA membership to be and agenda item for September AGM

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The meeting split into small groups to discuss ideas for the Governors Action Plan 2015-16. Feedback from the groups included:

- Alleviating the workload of the Chair of Governors by a governor taking on a shadowing the role for succession planning and devolution of responsibilities to other lead roles.
- Tightening up on mentoring of new governors and ensure that they are introduced to all staff.
- All governors to attend the 'Supporting Progress in Primary Schools' training course or buying in training for the GB to increase understanding.
- A meeting each year with all the staff and governors invited.
- A review of the use of premises space for strengths and weaknesses
- Promoting the strengths of our diversity at the school
- Succession planning, division of responsibilities and individual governors to take a greater stakehold
- Dovetailing the School Development Plan (SDP) and Governor Action Plan. It was noted that the School Improvement Partner (SIP) feels governors should only monitor the SDP. The Governor Action Plan could fit into the SDP under the 'Leadership' section.

Agreed: The Governor Action Plan/ Governance Review and the planning within this meeting will be included in the SDP under Strengthening Leadership.

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6.1.2 Planning for September AGM and succession planning

JML outlined the plans for the September AGM meeting to enhance succession planning and manage the role of the Chair and Vice Chair.

Noted

6.2.1 DCC Audit - Report and Action Plan

The GB thanked Ruth, Hayley, Laura and Jess for all their hard work in preparing for the DCC Audit. RJ noted she was pleased with the report and action plan, which had minimal areas for action. These are being worked on and will be completed by September 2015

Noted

6.2.2 Ratification of Updated Finance Policy

The policy was circulated prior to the meeting. It is based on the DCC model policy personalised to the school. Audit highlighted areas that needed updating.

Action: Add VD as a named card holder

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Proposal: to adopt the Finance Policy Agreed by all present.

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6.3 Governing Body draft meeting dates for 2015-16
Draft dates for 2015-16 circulated prior to the meeting.

Agreed: Governing Body meeting dates for 2015-16
Agreed by all present

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for 2015-16
Agreed by all
present

JML highlighted the need for the GB to discuss the options for strategic partnerships and collaboration in the future and for us to know our options. It was suggested to hold an extra meeting on the topic of 'Future Planning' with the full staff team.

Agreed: to hold an extra meeting with staff team and a facilitator to discuss the future plans for the school.

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It may be possible to hold this after the Safeguarding training on 2nd September but will need to liaise with facilitator

7. Questions arising from Headteacher's Written Report

Report distributed prior to the meeting. JML highlighted SEND and Sports Provision and noted there had been improvement but asked what the evidence and how this is measured. This evidence comes from Funfit - monitoring gross motor skills and improved progress within class. Sports Ambassadors has proved a very successful initiative with the Sports Ambassadors planning and encouraging participation in playtime activities. New Sports Ambassadors will be recruited in September. JML asked how the pupils were selected to be Sports Ambassadors and the process was described by which they have to write a letter and sit an interview. The pupils selected then spend a day training at St Luke's in September.

FE asked how it is kept confidential which pupils are accessing the counselling service . RJ explained that any comment on the pupil leaving the class is "they are going to see Jan" and that classes are so used to seeing pupils leave the room for interventions and music lessons that it does not draw undue attention. RJ noted that whilst the counselling is confidential, any safeguarding issues are reported to her by the counsellor.

RJ reported how successful the counselling service has been on the evidence of pupils interactions within school. FE asked how children are selected to see the counsellor. This is based on recommendations of Class teacher and the waiting list is always full.

SS congratulated the school on Lion King Production and on having My Plan in place.

SS asked about resourcing for EAL pupils. RJ reported that the SENDCo has been working very hard on this and has built up a bank of interpreters now. The school has hosted Chinese Club for Chinese pupils across Exeter schools, this is facilitated by a Chinese interpreter.

PB asked about the recruitment of HLTAs to the Speech & Language Centre. These posts need to be ratified by the Pay and Performance Committee.

JM queried the varying class sizes. RJ explained this was due to a seven class structure early, class sizes will stabilise over time.

7.1 Key Priority Area (KPA) - Feedback from Governor monitoring

Report distributed at the meeting. JML reported that the School Improvement Partner (SIP) is incredibly pleased with the progress made. RJ thanked the governors for all their support and attending the monitoring.

Noted

FE noted that there are 35 Pupil Premium Grant (PPG) pupils and asked if this was an increase on the start of the year. Yes and it was noted that pupil mobility has been high and this has presented a real challenge to tracking impact of the PPG funding.

13 pupils are leaving at the end of term due to parents work/ university course ending or returning to their home country.

JML fed back on the monitoring and RJ commented that it have been a very rewarding and interesting area of work.

7.2 Review of SDP 2014-15 successes and areas to develop

Data report circulated at the meeting. RJ reported that the weakest area is Foundation Stage and this was a difficult cohort with 32% of pupils having additional needs.

JM asked whether the pupils undertaking phonics testing know what they are doing and whether the pass or fail. RJ stated that they do not know they are being tested, it is treated as part of normal teaching. Parents are informed as to whether they have passed or failed as part of the report. SF gave feedback from a parent's perspective that pupils really did not know they were being tested. RJ commented that Year 6 like taking tests and this could be because the school keeps it relaxed and not pressurised.

RJ noted that one child, who had been predicted to achieve level 5 results in SATs had been very ill during SATS week This has had an impact on all results.

It was noted that there were excellent results in Levels 2 & 3. The governing body congratulated the whole school on all the hard work put in by staff and pupils

Action: JML to write a letter of thanks and congratulations to all staff.

Updated version of the 2014-15 SDP circulated at the meeting. RJ has annotated the report to show challenge from governors and questions raised. RJ gave additional information on changes in teaching of differentiated learning without resorting to breaking the class into skill set groups which allows for pupil aspiration. It was noted that this is an challenge in Maths in the upper years.

7.3 Draft ideas for SDP 2015-16

Draft front sheet for SDP 2015-16 distributed at the meeting. Ideas for monitoring and action plan were discussed earlier in the meeting as part of Review of Governance. JML noted Chairs meeting minutes regarding the reporting on data, due to the breadth of data that the governors have to scrutinise.

It was noted that governors do not get data on teaching of science or humanities.

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

Distributed prior to the meeting. PB noted how nice it was in the meetings to see the progression of the Learning Walls. It was noted that these meetings need to maintain the rigour they have exhibited this year. Noted

9. Questions arising from minutes of the Resources Committee

Distributed prior to the meeting. No questions arising. It was noted that the Parental Questionnaire has now been distributed. Noted

10. Feedback from Governors attending training

SF attended HR training course, both morning and afternoon sessions and found them very useful for outlining the role of the governor. Noted

11. Governing Body Correspondence

Email from St Sidwells and from John Peart circulated for information prior to the meeting. Noted

12. Other Matters brought forward by the Chair

12.1 Acknowledgement of success this academic year

The success of the KPA was discussed earlier in the meeting. Staff have been working very hard this year. Noted

Presentation made to Frances Everson, who is now stepping down as a governor. The governing body thanked her for all her hard work over the years.

12.2 Safeguarding Training - Wednesday 2nd September

Safeguarding training for all staff will be held on Wednesday 2nd September 9am-11am at the school. Governors are invited to attend. Noted

12.3 Preschool

RW gave information on an email he had received asking whether the Governing Body would consider allowing the Preschool to install a building for the use of Preschool on the staff car park. It was agreed that this would not be an appropriate site for the Preschool. Noted

18. Time and date of next meeting.

Thursday 17th September 2015 5:30pm - Agreed by all present

17.09.2015 agreed
by all present

JM and MC send apologies for the meeting

Meeting ended at 19:45