



# Newtown Primary School Governing Body

## Full Governing Body and Annual General Meeting Thursday 18<sup>th</sup> September 2014 at 17:30 Venue: Newtown Primary School

<b>Present</b>	Jenny Lloyd (JML)	Ruth Jones (RJ)	James Lyons (JL)	Richard Westlake (RW)
	Jane Morris (JM)	Sandra Dalglish (SD)	Louise Mason (LM)	Saxon Spence (SS)
	Hayley Back (HB)	Victoria Darius (VD)		
<b>In Attendance:</b>	Jessica Bengler (JB) (Clerk)			
<b>Apologies:</b>	Frances Everson (FE)	Simon Belshaw (SB)	Steven Fearn (SF)	Penny Burnside (PB)
<b>Quorum:</b>	7. 10 in attendance, meeting quorate			

Action/ Resolution

1. **Apologies for Absence**  
Simon Belshaw (SB) Work Commitments; Steven Fearn (SF) Family Commitments; Penny Burnside (PB) Family Commitments; Absences Sanctioned  
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2. **Declaration of Interests invited and declared**  
None noted  
Noted
  
3. **Welcome to the New Academic Year** - introduction by the Chair  
JML welcomed the governors to another academic year and noted that in the current political and media climate it can be very challenging with the ever increasing expectations on schools and governors. This can make us defensive. We have much to proud of. We need to challenge but let's also acknowledge the positive.  
  
The focus for this year is on governor monitoring and planning strategy for the school. A key piece of research by John Hattie highlights that it's the expertise of teachers and the collective impact of the teaching a child gets at school which makes the most difference.  
  
It was noted that the new Governor Handbook has been emailed out to all governors by the clerk. This recommends that one governor is responsible for governor training to ensure this is regularly undertaken in line with identified needs.  
  
JML reported back on further work which has been done on the school vision.
  
- 3.1 **Chair's Annual Report to Parents**  
Items that could be included within this report are to be discussed as part of the meeting agenda. JML will ask for feedback at the end of the meeting.
  
4. **AGM Governor Housekeeping**
- 4.1 **Signing of the Business Register**  
These forms were unavailable for signing at the meeting.  
Action: Signing of the Business Register to be an agenda item for each committee.
  
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#### 4.2 School Governors Code of Conduct

All governors present signed the Code of Conduct

Noted

#### 4.3 Open or Closed Meetings (needs to be minuted annually)

It was agreed that all meetings will be open  
Agreed by all present

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#### 4.4 Confirmation of Chair and Vice Chair. (continuation of office)

JML stated that she was willing to stay on as Chair of Governors for one more year as the governing body goes through reconstitution but would like someone willing to stand as a 'shadow Chair' ready to take over and ensure a smooth succession. No other nominations for Chair or Vice Chair were received

**Ms Jenny Lloyd will continue as Chair of Governors**  
**Mrs Frances Everson will continue as Vice Chair of Governors**  
Agreed by all present

JML will continue as Chair of Governors  
FE will continue as Vice Chair of Governors  
Agreed by all present

#### 4.5 Reaffirmation of Quorum for FGM and Committees

The Quorum with which to agree decisions for FGM is Seven (7)  
For committees it is Three (3) governors and the Headteacher

Noted

#### 4.6 Confirmation of Committee Membership

As the governing body will be reconstituting next term it was agreed to keep the committee membership the same for this term as follows:

##### Resources Committee

Mr Steven Fearn (Chair)  
Mrs Sandra Dalgliesh  
Mrs Saxon Spence  
Mrs Hayley Back  
Mrs Ruth Jones

Mr James Lyon  
Mr Richard Westlake  
Mrs Louise Mason  
Ms Jenny Lloyd

##### Teaching & Learning Committee

Mrs Jane Morris (Chair)  
Mrs Penny Burnside  
Mrs Victoria Darius  
Mrs Ruth Jones

Mrs Frances Everson  
Mr Simon Belshaw  
Ms Jenny Lloyd

##### Pay & Performance Committee

Mrs Frances Everson (Chair)  
Mr Simon Belshaw

Mr James Lyon

##### First Committee

Mrs Frances Everson  
Mrs Jane Morris  
Mr Simon Belshaw

Mrs Penny Burnside  
Mr James Lyon

##### Second Committee

Mr Steven Fearn  
Mrs Saxon Spence  
Mrs Louise Mason

Mrs Sandra Dalgliesh  
Mr Richard Westlake

##### Pupil Discipline Committee

Mrs Penny Burnside  
Mrs Frances Everson

Mrs Sandra Dalgliesh

## Headteacher Performance Management

Currently this is SF and PB. It was noted that for succession planning there needed to be a third governor who has undertaken Performance Management training. It was agreed that this would be decided after reconstitution.

Noted

### 4.7 Ratification of Annual Cycle of Business

JML and the clerk have been working on this over the summer holidays to schedule in all business that the governing body has to undertake and plan the work strategically. Governors liked the change in format.

**Proposal: to approve the updated Annual Cycle of Business**  
**Agreed by all present**

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Agreed by all present

### 5. Approval of meeting minutes from FGM 3<sup>rd</sup> July 2014 FGM Minutes from the 3<sup>rd</sup> July 2014 agreed by all present and signed by the Chair.

Minutes of the FGM  
03.07.2014  
approved and signed

### 6. Matters Arising from the minutes of the FGM

#### 6.1 Correspondence with Sue Clarke

RW updated the GB on a meeting he has had with Sue Clarke. Responsibility has been delegated to Simon Niles - Planning and Strategic Manager at DCC - to investigate the matter.

Noted

#### 6.2 Pre-School Premises

The Pre-School has informed parents of the planned re-location. A meeting is to be held on 25<sup>th</sup> September at 6:45pm to discuss future planning. Governors are invited to attend.

Noted

It was noted that the Pre-School has extended their thanks to the school for giving them so much notice in order for them to plan their future.

#### 6.3 Governor Pen Portraits and Photographs

These are still outstanding for some governors, please could they be sent through to JML as soon as possible.

Noted

### 7. Questions Arising from the minutes of the Pay Committee

FE not present at the meeting to update GB. It was reported that all recommended salary rises were approved by the committee.

Action: Minutes of Pay Committee to be circulated once approved by the Chair.

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### 8. Headteacher's verbal report

A report was distributed at the meeting.

#### Summer Holidays Works

The art room has been refurbished and is now the Year 6 Class room. The reception outdoor area has been refurbished. The hall ceiling has been refurbished. It was noted that the hall could not be completely repainted by DCC who were only contracted to paint the ceiling. The school will have to fund repainting of the halls walls at a later date. JM suggested that Exeter College students may be a resource for this and will look into it. The outdoor area outside of Maple Class has been painted in bright colours by Keith, the caretaker.

JML asked if the fire risk assessment for Year 6 classroom was complete and compliant with all regulations and RJ confirmed that a new fire door and extinguishers had been installed

A new industrial dishwasher has been installed in the kitchen for the increase in meal provision and the three phase switch has been installed in the switch room as recommended by NPS and Southern Electric. It was noted that the dishwasher has had to be funded from the school budget share as no funding was available from the roll-out of Universal FSM.

#### New Teachers this term

Stevie Wise has started in the Reception Class and Jasmine Chugg in Year 5 and both have settled in well. There is a new serving member of staff as one of the Devon Norse Employees decided not to be TUPE'd over. The new staff member was previously an MTA at the school.

#### FISH After School and Breakfast Club

FISH started providing this service this term. Only two pupils are attending breakfast club and two for after school club. Breakfast club is held at the school and one of the school TAs has been employed to help run it. The After School club is awaiting OFSTED registration so currently pupils are walked round to Ladysmith Junior School After School for this term. If there is no further take up of places, this arrangement will probably remain in place. The costs may be putting off parents from signing up for places.

RJ recommended giving time to review how the scheme develops and promoting it in the school newsletter.

SS recommended exploring the options offered by other schools in the area to get further information.

- 8.1 Universal Free School Meals for Key Stage 1 Update and required actions**  
This got off to a 'wobbly' start with 17 vegetarian meals short on the first day for which the company was very apologetic. Since then the meals have generally run smoothly. There has been a lot of waste because some children are fussy eaters but this was expected. The majority of KS1 children are taking up the meals. Some parents have complained about the puddings. The dining hall has been transformed and is working really well.

Action: Agenda item for Resources Committee to look at sugar content of school meals.

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- 9. Draft School Development Plan (SDP) - Overview**  
The draft SDP was distributed at the meeting and RJ gave further information on the priorities for the year. This will be further developed by teaching staff and in the first committee meetings this term.

Noted

The school has received an Enhanced Level Three Inclusion Award. The report was distributed at the meeting. The Governing Body is very proud of this achievement and extended their congratulations to Sarah Miller and Alex Dolphin and all the teaching staff for their hard work in setting and maintaining such a high standard.

JML noted the great impact that RJ has had on the effectiveness of the Speech and Language Centre since starting in post evidenced by the positive an OFSTED inspection, inspection of the Speech & Language Centre and the Inclusion Award.

Reports on progress data from the end of last term were distributed at the meeting. RJ gave further information to the reports.

#### Key Stage 1

SS asked what the target for writing would be this year and RJ reported that the Reading and Writing target was 84%.

Level 3's results were higher than the previous year and RJ is really pleased with this. RJ highlighted that the areas shaded in blue on the chart are where the school's results need to be.

#### Key Stage 2

It had been predicted that this year would have been a poor year for progress for this cohort and the school is really pleased to get 80% in Maths. JM stated that she felt that the work across the year groups in Maths had had a real impact.

The GB discussed the impact of the data results on floor targets. It was noted that the upcoming cohort is much more focused and progress is good. The previous Year 6 had been a real challenge with complex needs.

JML asked whether further information on Pupil Premium Targeted Interventions and their impact on progress would be available and it was confirmed that this information will be brought to the Teaching & Learning Committee.

RJ gave an explanation of Accumulated Points Progress and how this impacts on data reporting.

VD noted that the small classes of 14-17 pupils means that each pupil accounts for 5% or more of the results and this can cause turbulence in data results. It was also noted that smaller Key Stage 2 classes give less time to raise attainment.

#### **DCC Funding Formula Consultation**

RJ and JML fed-back from the Funding Consultation meeting. All governors can go online to the website and review the documentation.

It was noted that the DCC funding of THRIVE licences and all broadband funding will stop in the new financial year.

The funding for Local Learning Communities (LLC) is being consulted on. Funding is being taken from this budget heading and match funded by health to provide enhanced mental health services for children. RJ reported concerns that some schools are looking at this consultation only from the viewpoint of their school and will give feedback accordingly.

SS asked RJ for her view on LLCs. RJ responded that she would opt for state services and 50% funding of the LLC to ensure local resources. The GB agreed with this opinion.

**Action: RJ to complete response to funding consultation on behalf of the Governing Body.**

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#### **10. Draft Curriculum Action Plans - Overview**

These are still being finalised with teaching staff and will be brought to the committee meetings.

Noted

11. **Draft Governor Monitoring Plan**  
FE not present to lead this discussion. It was noted that the GB will be monitoring the SDP and its statutory responsibilities. There will be a standing order on the agenda at each FGM to discuss progress and impact of the SDP. Noted
12. **Reconstitution of the Governing Body**
- 12.1 **Governors willing to join the new Governing Body**  
Governors were asked whether they would be willing to join the new Governing Body when it reconstitutes in January 2015. Noted
- The following governors will be standing down:
- Jane Morris
  - Louise Mason
  - Simon Belshaw
- All other governors willing to join new Governing Body.
- 12.2 **Ratification of Model Instrument of Government**  
LA Model Instrument of Government circulated prior to the meeting. Proposed: to adopt the LA Model Instrument of Government unchanged  
Agreed by all present
- Proposal: to adopt the LA Model Instrument of Government unchanged.**  
**Proposed: Mrs Victoria Darious**  
**Seconded: Mr Richard Westlake**  
**Agreed by all present**
- 12.3 **Ratification of criteria for Local Authority Governor**  
LA Model Criteria for Local Authority Governor circulated prior to meeting. Proposed: to adopt the LA Model Criteria for Local Authority Governor unchanged  
Agreed by all present
- Proposal: to adopt the LA Model Criteria for Local Authority Governor unchanged.**  
**Proposed: Mrs Sandra Dalgleish**  
**Seconded: Mr James Lyon**  
**Agreed by all present**
- 12.4 **Approval of nomination for Local Authority Governor**  
The current Local Authority Governors have discussed who will stand for the nomination. Proposed: Ms J Lloyd to be nominated LA Governor.  
Agreed by all present
- Proposal: Ms Jenny Lloyd to be the governing body nomination for Local Authority Governor**  
**Proposed: Mrs Jane Morris**  
**Seconded: Mr Richard Westlake**  
**Agreed by all present**
- 12.5 **Approval of Reconstitution Timeline and process**  
Draft reconstitution timeline and processes distributed prior to the meeting. Action: JML and Clerk to complete Parent and Staff election process
- JML has drafted a letter to parents informing them of the reconstitution. The GB reviewed the letter and made editorial suggestions.
- Action: JML and Clerk to complete Parent and Staff election process**
- 12.6 **Governor Skills Audit Results**  
These were circulated prior to the meeting. Action: Clerk to update results to show governors who will be part of the reconstituted GB.
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13. PART TWO

*The meeting moved to Part Two*

14. Any other business brought forward by the Chair

**Holocaust Memorial Day**

27<sup>th</sup> January 2015 will be the anniversary of the liberation of Auschwitz. Year 6 will be invited to a presentation at the United Reform Church in Southernhay. Noted

**Devon Development Partnership**

SS fed-back on the event which was attended by teacher and pupils from the school who gave a presentation on the Senegal Partnership.

15. Time and date of next meeting.

Thursday 11<sup>th</sup> December 2014 at 5:30pm

**Agreed by all present**

Next FGM  
11/12/2014 at 17:30

JML sends her apologies for this meeting.

JML thanks Jane Morris, Louise Mason on behalf of the Governing Body, for their years of service as governors and all they have achieved.

**Meeting ended at 19:35**