



Newtown Primary School Governing Body

Full Governing Body Meeting Thursday 21st May 2015 at 17:30 Venue: Newtown Primary School

Present	Jenny Lloyd (JML) Hayley Back (HB)	Penny Burnside (PB) Sandra Dalgleish (SD)	Jill Mather (JM) Victoria Darius (VD)	Saxon Spence (SS) Ruth Jones (RJ)
In Attendance:	Jessica Bengier (JB) (Clerk)			
Apologies:	James Lyons (JL)	Steven Fearn (SF)	Frances Everson (FE)	Richard Westlake (RW)

Absent:

Quorum: 7. 8 in attendance, meeting quorate

- | | <u>Action/ Resolution</u> |
|--|--|
| <p>1. Apologies for Absence
JL - Work Commitments; SF - Ill Health; FE - Family Commitments; RW - Holiday.</p> <p>Apologies for absence sanctioned
Agreed by all present</p> | <p>Apologies for absence sanctioned
Agreed by all present</p> |
| <p>2. Declaration of Interests invited and declared
None noted</p> | |
| <p>3. Approval of meeting minutes from FGM - 16th April 2015
FGM Minutes from the 16th April 2015 agreed by all present and signed by the Chair.</p> | <p>Minutes of the AGM
16.04.2015
approved and signed</p> |
| <p>4. Matters Arising from the minutes of the FGM
4.1 Response from letter to DCC Safeguarding/ Children's Services
Letter received from DCC and circulated to all governors prior to the meeting. RJ reported that she had discussed the response on the phone with child services.</p> <p>JM noted that the letter does not resolve any of the highlighted issues and that in itself raised concerns.</p> <p>RJ reported that response time with referral this week was responded to very quickly. It was agreed that the GB would continue to monitor the situation as there are concerns that no permanent solutions to the issues have been identified.</p> | <p>Noted</p> |
| <p>5. Governance
JML highlighted that currently there are no governors willing to stand as Chair or shadow the role. It was noted that this has been a year of transition with reconstitution and lots of new governors and therefore JML may stay on as Chair for another year.</p> | <p>Noted</p> |
| <p>5.1 Recruitment / Selection of Co-opted Governors
It has been identified that the GB has no agreed process for the selection of Co-opted Governors. Discussion focused on how the process would work.</p> <p>Agreed: process of Selection of Co-opted Governors to be: Chair to meet with potential candidates who will then submit a pen portrait for review</p> | <p>Agreed: process of Selection of Co-opted Governors to be.
Agreed by all present</p> |

FGM Minutes approved 21052015

Page 1 of 6

Signed by the Chair _____ Date _____

by the FGM.
Agreed by all present

5.2 Pen Portrait of potential Governor - Mike Cox
Pen portrait distributed prior to the meeting.

Proposal: to co-opt Mike Cox as a governor
Agreed by all present

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Agreed by all present

Action: Clerk to write to Mike Cox. He will join the Resources Committee.

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The meeting discussed ways to encourage parents to sign up as governors. It was suggested that governors could attend the New Parents meeting and the Parents/ reports evening to encourage parents to stand as governors and emphasise that they are representing the parents within the GB.

JL will stay on as a
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Action: HB to ask
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5.3 Review of Governance Thurs 11th June 2015

Jane Lucas, an associate from Babcocks Governor Services, will be carrying out the review. JM and PB will be meeting with her during the day. The Clerk and Chair will also be involved in the review, which will involve a day at the school followed by a report and action plan. This will lead into a Governors Action Plan.

Noted

5.4 Review of Governor's Action Plan

The meeting broke into small groups to discuss the progress made this year, before feeding back to the whole meeting.

The consensus was that the GB have really improved on monitoring and are doing really well with this. This is evidenced in the Teaching & Learning and Resouces Committee minutes. It was noted the school staff are very helpful and transparent with the information.

Action: Governors to have ID badges on lanyards in the autumn term.

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Action: JML to email SS, RW and JM about governor newsletter articles.

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The meeting discussed other ways of raising the profile of governors within the school.

It was agreed that we need to review the induction process for New Governors to provide the relevant information without swamping new governors with masses of documentation can be very off-putting. The GB also needs to ensure the mentor system for new governors is in place.

5.5 DCC Audit 3rd & 4th June - Review of Business Interests

This will be carried out the Devon Audit Partnership, who will spend two days in school and will speak with RJ, HB and the Clerk during this time.

Noted

A query was raised on invoicing and internal controls. JML has responded to this query and the Audit Team are happy that we have robust systems in

place.

6. Headteacher's Verbal Report

Report distributed at the meeting.

Reception Class

External moderation of the Reception Class, led by Nicki Bland (NB), took place on 28th April 2015 before SW went on her maternity leave. NB was generally pleased with the SW accurate judgements and felt they were secure. If progress continues at the same rate the class may possibly have 75% of pupils working at a Good Level of development by the end of the year. NB will revisit the school for a short moderation session with the temporary teacher prior to final submission. NB identified a need to observe children's mathematical knowledge in child-initiated contexts to secure further accurate judgements.

Last years National and Devon 'Good Level of Development' results for EYFS were National: 60% and Devon 67.7%. Boys were particularly low in Devon at 59.5% compared to girls at 76.5%. FSM as a group were 49.9% compared to Non-FSM at 70.7%

Year One

Is on track working towards their end of year Phonics targets which is set at 75% Phonics screening. This is now a cohort of 28 pupils with each pupil carrying 3.6% of the target value. It was noted that one EAL pupil left in the Spring term and another EAL pupil arrived in the same term.

Last year's National and Devon Phonic Screening results at the end of Year One were National: 69% and Devon 74%.

Year Two

Continues to work towards their end of year writing targets which are set at:
80% Level 2B +
13% Level 3 - we are still working to this but it may be lower.
This is now a cohort of 29 pupils with each pupil 3.4%. Two new pupils in the Autumn term 2014 SEN and EAL. One EAL pupil left in the Spring term 2015.

80% of Year 2 pupils who retake the Phonics Screening will meet the required standard. 11 out of 14 pupils will.

Last year's Nation and Devon writing results at the end of Year 2 were:
Level 2B+ National 70% and Devon 71%
Level 3 National 16% and Devon 17%

Year Six

Continues to work towards their end of year writing targets which are set at:
Two levels of progress: 85%
Level 5: 29% we are still working to this but it may be lower
This is now a cohort of 17 pupils with each pupil 5.8%. One pupil arrived in the Autumn term 2014 and left in the Spring term 2015.

Last year's National and Devon Writing results at the end of Year 6 were :
Level 4+ National 85%, Devon 87%
Level 5+ National 33% Devon 37%
Unfortunately one of our Level 5 pupils missed all the SATs due to illness.

Attendance

Attendance this year so far (up until 15/05/2015) is 96.4%.
Unauthorised absence 0.69%
Authorised absence 3.16%
Target for 2013-14 was 905.45%
Target for 2014-15 is 96.2%

Safeguarding

Two families are on the Child Protection Register at present. Two other families have been referred to MASH and we await further action. All staff have been updated on Safeguarding procedures.

Staffing

Interviews were held last Monday for Year 1 maternity cover position. All applicants were NQTs. The outcome was unsuccessful due to the poor quality of the candidates. We have decided to re-advertise the post over half term and interview again in June, RJ would like the new teacher in place for the New Parent Evening. It was noted that the same recruitment issues are being noted across Devon.

Premises

New storage cupboards are being fitted in the meeting room and in the top block. Quotes have been discussed with the Resources Committee and Fifields (who built all the cupboards in the staff room) will carry out the work, just waiting to hear the start date.

Health & Safety

All teaching staff have been updated on Health & Safety Procedures across the school. RJ will be meeting with Support Staff after half term.

7. Key Priority Area (KPA)

Report distributed prior to the meeting. RJ and JML gave an update on the last KPA meeting which discussed OFSTED inspections. A review of the KPA progress for the year will be an agenda item for the next FGM.

Noted

8. Term Dates 2016-17 & 2017-18

Distributed prior to the meeting. RJ explained the rationale behind selection of Non-pupil days, these tend to be at the beginning of term when staff are fresh and rested and more able to train and plan.

HB highlighted the need for flexibility for admin staff with regard to Non-pupil days

Proposal: to approve term dates for 2016-17 and 2017-18

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Agreed by all present

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9. Admissions to Speech & Language Centre

This has been discussed by the Resources Committee. Sarah Miller has not yet received clarification on the process for Admissions to the Speech & Language Centre and the GB has not yet heard back from John Peart at DCC.

Action: JML to write again to John Peart asking for clarification on the Service Level agreement and admissions.

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It was noted that some schools are avoiding taking admissions of high-needs/ SEND pupils and that academies maintain their own admissions procedures.

10. Parental Questionnaire Planning

The meeting discussed how to increase parental engagement at the school.

Action: The T&L committee will plan and develop the parental questionnaire at the next committee meeting.

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11. Review of School Website

JM noted that the new site is much more accessible. Governors liked the layout but VD noted that it was still challenging to find some of the content.

Noted

The clerk outline the changes in requirements for governors details on the website as of September 2015.

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

Minutes distributed prior to the meeting. No questions arising. JML commented that the minutes for the committee were very thorough and forensic. It was noted that the committee is becoming very strategic and focused on monitoring.

Noted

13. Questions arising from minutes of the Resources Committee

Minutes distributed prior to the meeting. Governors requested an update on the Pre-school. RJ reported that they have still not found suitable premises to move to.

Noted

14. Feedback from Governors attending training

No training undertaken since last FGM

15. Feedback from Governors Monitoring Visits

Reports circulated prior to the meeting. No questions arising

Noted

16. Part Two

The meeting moved to Part Two

17. Any other business brought forward by the Chair

17.1 Finance Policy

This is based on a DCC model policy which needs to be reviewed annually. It is recommended for approval by the Resources Committee

Proposal: to adopt the Finance Policy
Agreed by all present

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17.2 Governors Allowances and Expenses Policy

This is based on a DCC model policy which needs to be reviewed annually. It is recommended for approval by the Resources Committee

**Proposal: to adopt the Governors Allowances & Expenses Policy
Agreed by all present**

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Agreed by all present

18. Time and date of next meeting.

Thursday 16th July 2015 5:30pm - Agreed by all present

Meeting ended at 19:42