

Draft **Minutes of Full Governing Body Meeting**

Held at 6.00pm on Thursday 22nd March 2018 at Newcroft Primary Academy

Present: Mr A Smythe (Executive Head Teacher)
Mrs E Walshe
Mrs S Hattersley
Mrs J Hylton
Mr D Brown (Vice Chair) Acting Chair
Mrs J Stevens (6.35pm)

Also in Attendance: Mrs E Hallam (Head of School), Mrs K McGovern (CEO)

Clerk to the Meeting: Mrs V Webb

1) Welcome & Apologies for Absence

Apologies are received and accepted from: Wayne Darwin, Louise Ogle, Diane Lane and Lee Robinson, Mrs S Newton-Shilliam

2) Declaration of Business and Pecuniary Interests

There were no declarations of interest in the business for this meeting.

4) Resignations, appointments and vacancies

Resignations received from Bill Gilmore and Alison Burton, with immediate effect (22nd March 2018). Thanks to BG from all the governors for all his efforts as Chair of Governors. 3 new governors are required to fill the current vacancies. Governors discuss the skills required and if there is a gap anywhere on the governing body. Any new governor needs to be able to visit the school during the day. The Finance committee will require an additional governor.

The joint vice chairs will assume the position of Chair until an election takes place at the next FGB meeting. Governors are asked to consider if they would like to nominate for the position of Chair of Governors.

5) Minutes of the FGB Meeting held on 15th January 2018

Governors review the previous minutes. Minutes signed as a true and accurate account (DB)

6) Matters Arising from the Minutes

AS confirms that the published governor details are correct.
No further matters arising from the meeting.

6. Risk Register

JH talks through the risk register discussions that took place at the recent finance meeting. Item 5, no action required.

Item 8, no changes required.

Item 2, changed to a red risk.

Item 15, changed to green. Figures need to be confirmed by the Finance committee to enable AS to update the document. **Action JH.**

Governors will review 2 or 3 risk register items per meeting.

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7) GDPR

Feedback from the trust is that an audit tool/software is required to ensure the trust is compliant. There may be an announcement in April that a Data Protection officer is not required, although if an officer is still legally required this will be covered by Business Managers working in other schools within the Trust. DL has work extremely hard on the audit so far and provides a report for governors to review.

8) Confirmation of change of admission number (60) and capacity of (420) Deed of variation

The deed of variation has been signed and sent to the solicitors? **(AS to check that this has been completed – 26/3 confirmed that it has).**

9) Updated SEF

SEF has been emailed to governors prior to the meeting.
EH talks through the updates made to the SEF.

JS arrives at 6.35pm

- Overall effectiveness has changed from outstanding to good. EH talks through the reasons for this change and the support in place to improve this.
- Effectiveness of leadership and management has changed to good. The current year 6 are a concern, systems are being put in place to increase the figures. Meetings have taken place with the year 6 teachers to discuss the situation and work towards improving the data. AS and EH talk through the progress being made already and the teacher's efforts to improve the data. AS and EH have noted that future new members or staff need to gain a picture much earlier to ensure support and change is implemented earlier. EH talks through the importance of pastoral support provided in school.
- Attendance has risen to 96.78% this year.
- Parent survey response was extremely positive.
- Outcomes for pupils is discussed.
- Year 2 mid-year data in attainment is slightly lower in reading and maths, also in Year 5. Although this is better than the previous year, work still needs to be done to improve these figures. Year 5 is also slightly lower and support is in place to improve these figures. **EW asks** which scores are the most important. Combine figure of children to achieve reading, writing and maths, to exceed 70% as a school is expected this year. Governors are invited to ask questions on the SEF at any time.

10) To receive and accept policies

- Mathematics and calculations policy (**EW suggests** promoting this document to parents) **AS confirms that this document will be sent home to all parents. A homework meeting will also be arranged for parents. Thanks to LO for all her work on this policy.**

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- Marking and Feedback policy – following some recent government updates this document will need to be updated further and brought back to the FGB for approval at a later date.
- SLT Charging and remissions policy

Governors ratify the above policies.

11) MAT updates

EW gives a brief update but further information will be available at the next meeting. KM is confirmed as CEO and is visiting all the schools in the trust. Government guidelines for trusts are being reviewed and following this review a further update will take place. No issues to report and the schools are working well together.

12) Teaching Schools update

- Good progress has been made since the last meeting. 9 x SLEs have been appointed to train others. Alison Heather is the administrator for the Teaching School. There may be a course in April in Essex for AS and Matt to attend, date and details to be confirmed.
- Training for schools in the trust is not chargeable but the aim is to charge schools outside the trust to provide training.
- 50 School to school support days are required.
- Bids are taking place to the School improvement fund and any successes will go to the Teaching School.
- AS comments that is going well and manageable.

13) New building update

Planning permission has been granted. Willmot Dixon will begin work after SATS week. There will be disruption to the car park during the project. Local staff are encouraged to walk to work during the building work. Once the building work is completed there will be a pedestrian gate with a barrier installed. Very exciting times ahead!

14) Head Teacher's Report (Circulated prior to meeting)

AS talks through the report. Governors are invited to ask questions:

- Homophobic comments have been recorded in school today. AS explains that this is not acceptable and further discussions will take place on this matter following the meeting.
- **EW asks** who will be covering SEN during the maternity cover? AS confirms that EH will be covering SEN at this time.
- 3 new teachers have been recruited.
- Alison Burton has resigned as the teacher of Reception class. An advert for a reception teacher has been placed. KM comments that the trust has a very strong early years team and support is available to Newcroft. EH will update parents after this meeting. DB extended the governors' thanks for the work she has done for the school.
- Beaumanor Hall residential: previously a child was left behind at dinner for a short amount of time. Following an investigation, changes has been made to the

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educational visits policy, this has been shared with staff. Risk assessments are now more robust, lining up in pairs, head counts when leaving and arriving, introducing teachers from Thornton etc.

SH comments that the activities provided on the residential trip are “rubbish” the facilities and the support from the staff on arrival is not acceptable. EH will discuss the changes that have been made with SH after this meeting.

- Parents evening was very positive. The configuration of tables is to be reconsidered at the next parents meeting to ensure privacy during conversations.

Governors give thanks to Alison Burton for her service to the school.

15) Composition of sub-committees and roles

- Safeguarding governor – JH is appointed to this position. KM recommends attending the safeguarding training for this position.
- Finance – SNS to join the finance committee. (Thursday 3rd May at 1pm)

To be on the agenda again at the next FGB meeting.

16) Class arrangements 2018-9

Projected numbers are approx. 60.

The proposed class structure is as follows:

2 x reception classes

2 x year 1 classes

2 x year 2 classes

2 x year 3 classes

3 x year 4/5 classes

2 x year 6 classes

17) Budget 2018-9

Reports are provided to governors.

- AS updates all on the £9323 in year deficit. Thornton are showing a significant in-year deficit. AS will step away from Thornton as executive head, but will remain in an advisory capacity if required.
- Confirmation of the new minimum wage for support staff has been confirmed which as a significant impact on the budget.
- Staff absence insurance has been reviewed and may be changed, an additional £6000 could be added to supply teaching instead.
- The 3 year forecast shows no great concerns.
- AS discusses the additional 10% previously received and how this will be saved from moving away from Thornton.
- AS confirms that he has an interview at another school as an executive head role. Further discussions will take place on this matter at the next meeting.
- The carry-forward from 17-18 is £154,000. DL has spoken to the accountants today confirming the restricted and unrestricted details.

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- **EW asks** how working with another school outside the trust works for the Symphony Learning Trust? AS confirms that it may be that part of the deal would be that they join the trust.

18) Monitoring visit reports

None to report.

19) Arrangements for governor monitoring visits

AS will email the arrangements to governors. JH will need to make a visit before May/June due to personal commitments.

20) Reports from committees

- Finance already covered: Benchmarking, new photocopier is being purchased.
- T&L: areas of strength, behaviour was impeccable during the visit. Fantastic use of support staff. General positive feeling in and around the school. **An update on how the action plan is working please, to DB.** Books were fantastic. Consistency embedded. KM updates that Newcroft is well respected for the work on pupil premium. Priority reading scheme was not working effectively, this has been addressed.
- H&S: checks discussed. Issue with fire extinguishers: a replacement has been ordered. PAT testing has been completed.

21) Governor training

- SNS has attended Governor Induction training.
- New service level agreement to be discussed in April.
- Governor badges are requested. **EH to action.**

22) Governor meeting dates

AS will email to governors.

23) Any other business

Following an incident outside the school, SNS asks what the procedures are for absent children. AS/EH confirm that strict procedures are in place to ensure the safety of children if they are absent from school and it has not been reported.

24) Date and time of the next meeting

Monday 14th May 2018 at 6pm

Copies of all the documents will be filed with these minutes.

Signed _____ Chair

Dated _____

The meeting closed at 8.35pm