

# Draft **Minutes of Full Governing Body Meeting**

**Held at 6.00pm on Monday 2<sup>nd</sup> July 2018 at Newcroft Primary Academy**

Present: Mrs E Walshe (Chair of Governors)  
Mr D Brown (Vice Chair)  
Mr A Smythe (Executive Head Teacher)  
Mrs S Hattersley  
Mrs S Newton-Shilliam  
Miss L Ogle  
Mr L Robinson  
Mr Graham Darch  
Mrs S Curtis  
Mrs S Smith  
Mrs J Stevens  
Mrs S Hanna

In Attendance: Mrs E Hallam (Head of School), Mrs Lane (Business Manager)

Clerk to the Meeting: Mrs V Webb

## **1) Welcome & Apologies for Absence**

Apologies are received and accepted from: Mrs J Hylton.  
New governors are welcomed and all attendees introduce themselves.

## **2) Declaration of Business and Pecuniary Interests**

There were no declarations of interest in the business for this meeting.  
DL will email Declaration forms to all the new governors. **Action DL.**

## **3) Governor vacancies**

None.

## **4) Minutes of the previous meeting**

22<sup>nd</sup> March 2018  
Page 42 spelling error – VW to amend.  
14<sup>th</sup> May 2018

The above minutes were agreed to be a true and accurate record of the meeting and signed by the chair of governors.

## **5) MAT updates**

AS gives a brief update on the MAT for new governors.  
The Trust is currently looking at restructuring.  
CEO position to be advertised in the next academic year.

## **6) Policies**

LGB Policies:  
SEND Policy

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Local Offer  
Hiring Policy  
Marking and Feedback  
Mental Health  
Safeguarding

**Governor ratify the above policies**

SLT Policies:  
Staff Appeals  
Performance Management  
Staff code of conduct  
Exclusion

**Governors adopt the above SLT policies.**

**AS will email the policy review table to all governors. Action AS.**

JS will take the Safer Recruitment training  
A whole school Prevent and Safeguarding training will take place at the start of next term (Thursday 23<sup>rd</sup> August at 9am). All governors are invited to attend.

## 7) **Head teacher's report**

AS provides a report and governors are invited to ask questions:

- SC asks for clarity on the opening statement? AS suggests this may need updating. SC to investigate and get back to AS. **Action SC.**
- Yr1 phonics results are very good.
- AS updates governors on the gap between girls and boys.
- AS welcomes feedback and will always happily amend or chat through any queries prior to the meeting if governors have any questions.
- Y2 data: AS talks through the YS figures provided.
- Yr6 tests have been sent off for marking, results are expected back in the last week of term (10<sup>th</sup> July 2018). AS will update governors by email next week when the results are received.
- Yr6 moderators came into school, the feedback was very positive.
- AS will arrange a data session for governors in the autumn term. **AS to arrange.**
- Pupil premium progress is excellent.
- SC asked for clarity on the teachers needing improvement following the lessons observations: EH confirmed that 2 teachers were identified and support has been implemented to assist with this improvement.
- AS provides an update on the new building works. The new entrance will have a barrier and it is important that governors are aware that the school are responsible for this barrier.

## 8) **Term Dates**

Autumn term days to be amended to 77 days.

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Governors agree to adopt the proposed term dates. AS will publish the dates on the website. **AS to action.**

## **9) Governor Monitoring visits**

EH gives a brief update on what it involved with a Governor monitoring visit.

- DB talked through a recent T&L visit. The work and books reviewed were outstanding and gives thanks to all the staff at Newcroft.
- SH talked through a recent SEN and PE visit and comments on confirms that it was a very positive, interesting and encouraging experience.
- Computing visit by SNS: focusing on the implementation of the new scheme of work for computing, also looking at the safer internet day. Next years plan looks at teachers using the scheme of work rather than HLT's.
- EW talked through an EYFS visit with Mrs Burton. Although Mrs Burton is leaving this year the plan for the next academic year will not see many changes.
- SH reports on a recent H&S visit with LR. AS asks for a governor visit form to be submitted for this visit.

## **10) Governor training**

SNS/EW attended the panel training last week. EW reminds governors to direct any parent to contact the school if they have a complaint and not to engage in conversations about this issue as the governor would be excluded from any part of the complaint process.

EW will arrange the new governor induction day and provide details to DL and the new governors.

EW will attend the chair of governors and performance management training next week.

## **11) Finance**

A finance report is provided for governors. AS and DL talk through the report.

Governors are invited to ask questions.

The predicted carry forward was £30K, DL talks through the expenditure for the new build with some purchases being bought in this financial year or carrying over to the next year.

A new server is required, plus wireless and cabling, new laptops, change in role for LR with new equipment being required, updates to EYFS, iPads or Chromebooks for the new building at a total spend of approx. £50K.

Staff governors leave the meeting at 7.30pm

An IT apprentice is required: would LR be able to take on this role as he already provides ad-hoc IT support. It is proposed to change LR from Premises Officer to Site Manager from grade 7 to grade 8 at a cost of approximately £2000. Governors agree to this proposal, with a starting date of September 2018.

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Governors agree for DL and AS to proceed with the above purchases, with 3 quotations being obtained for relevant expenditures and EW to approve each order in the absence of a FGB taking place before October, to avoid any delay with providing the new equipment.

Staff governors return to the meeting.

Audit reports: draft and final. For information only, no major issues to report. A full audit will take place next year.

## **12)Virements and expenditures over £10,000**

See above.

## **13)Pupil Premium**

2017-2019 pupil premium report is provided and is published on the website. AS talks through the report.

## **14)Governance programme of work and structure**

SEN - SH

Inclusion - SNS

Finance – EW/JH

H&S - GD

Safeguarding – DB/SC

Pre-School - JS

Performance management (meeting date: 29<sup>th</sup> August 2018)

Pay and personnel – JS/EW/JH

T&L – DB/SHanna/SS

EYFS/Phonics/SENCo – SH

English – SS/GD

Maths/PSHE/Healthy Schools – Shanna

More Able – DB

Science – SC/EW

Pupil Premium/Inclusion – JH

Computing - SN

Terms of reference

Current documents are provided. EH will contact the Trust to see if MAT documents are available.

## **15)School improvement plan**

In draft form, and is a working document. AS provides a brief overview of the document. The document will be updated again next week when the test results are provided, the document will then be emailed to governors for review. **AS to email.**

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AS reminds governors of the review of governance on page 16. EW to discuss with AS.

## **16) Safeguarding return**

For information. AS confirms that the return has been submitted.

## **17) AOB**

- Email addresses: JS asks for the password reset policy, DL confirms that she is the designated password reset person. EW also asks governors to confirm that they have passwords on their mobile devices.
- Shepshed library reading challenge is encouraged in school.
- AS will arrange a Data meeting, details tbc.

## **10) Date and time of the next meeting**

**Monday 8<sup>th</sup> October 2018 at 6pm**

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

Signed \_\_\_\_\_ Chair

Dated \_\_\_\_\_

The meeting closed at 7.25pm