

**NEWBOTTLE & CHARLTON C.E. PRIMARY SCHOOL**

*Every Person Matters, Every Moment Counts  
'I can do all this through him that gives me strength'*

**Minutes of the Full Governors' meeting  
held online on Thursday 3 February 2022 at 7.00pm**

**Present:** Mr P Smith (Headteacher) Miss H Dooley  
Lady D Hayter (Chair) Mrs E Bland  
Mrs R Tyler Mrs R Pantrey  
Mrs P Taylor Mr C Coopman  
Father Matthew Mrs R Clinch  
Mr T Phillips

**In attendance:** Mrs W Willie (Clerk)

**ACTIONS**

|     |   |             |
|-----|---|-------------|
| 1.  | Updated pen portraits to be provided if required                | ALL         |
| 2.  | Governor Services to be notified of Mrs Skelton's resignation   | Mrs Willie  |
| 3.  | Admissions TOR to be amended                                    | Lady Hayter |
| 4.  | Governor visit report template to be updated on the shared area | Mrs Willie  |
| 5.  | Timetable of governor visits to be circulated once finalised    | Mr Smith    |
| 6.  | Curriculum map to be presented at the next S&C meeting          | Mr Smith    |
| 7.  | Ofsted answers to be collated                                   | Lady Hayter |
| 8.  | PREVENT online training link to be circulated                   | Mr Smith    |
| 9.  | Evidence of PREVENT training to be provided                     | Mrs Tyler   |
| 10. | All governors to complete PREVENT online training               | ALL         |
| 11. | Blue Planet to be contacted re Mrs Bland's access to Sharepoint | Mr Smith    |

**1. Prayer**

The meeting opened with prayer led by Father Matthew.

**2. Welcome & Apologies for Absence**

Lady Hayter welcomed everyone to the meeting. No apologies were received as all governors were present. All documents had been made available on the governors' shared area prior to the meeting.

It was confirmed that Lady Hayter had been reappointed as a Foundation Governor with effect from 6 November 2021. Mrs Skelton had resigned as a Foundation Governor with effect from 20 December 2021. Governor Services to be informed of resignation. **Action: Mrs Willie**

**3. Declaration of interest in respect of any items on the agenda & notice of any amendments to the Register of Interests**

None.

**4. Urgent items for the agenda (to be taken under AOB)**

None.

**5. Minutes of the meeting held on 13 October 2021 & Review of Action Points**

The minutes having been circulated were agreed and signed for filing.

### **Review of Action Points**

Please refer to the table above for new/outstanding actions. Lady Hayter asked governors to provide updated pen portraits for the website if they wished their information to be updated.

**Action: ALL**

#### **6. Minutes of the extraordinary meeting held 29 November 2021 & Matters Arising**

The minutes having been circulated were agreed and signed for filing. There were no matters arising.

#### **7. Headteacher's Report**

The Headteacher's Report had been circulated and was taken as read. The following was noted and questions raised:

- The Peer-on-Peer concern relates to a racist comment. The issue was dealt with and the children's interactions monitored.
- Child protection review meetings are no longer ongoing for a safeguarding case.
- Risk Assessment updated in relation to Covid.
- A Teaching Assistant (TA) has been appointed subject to references. **Lady Hayter asked if many applications had been received.** Mr Smith advised that three applications had been received for the general TA position. No applications had been received for the Special Educational Needs (SEN) TA. Mr Smith said that TAs can be moved around to help provide support for SEN pupils. The difficulties in recruiting support staff across the local schools was highlighted.
- **Mrs Bland asked what oracy is in relation to Voice 21 – Oracy Project as noted in the report** and was informed this relates to speaking. **Lady Hayter asked how many languages are taught.** Mr Smith confirmed that only one language is taught.
- **Mr Coopman asked about the high absence rates linked to Covid, adding that attendance is notably lower compared to previous years.** Mr Smith clarified that the absences are not related to Covid but are due to other illnesses. Parents are being more cautious not allowing children to come into school with a cold, for example, whereas previously they would have attended school with a cold. It was clarified that absences related to Covid are separate. Mr Smith added that some parents had taken their children out of school for a day, which he had addressed in a letter to those parents. **Lady Hayter asked if children were kept at home at the end of the Christmas term, as families did not want anyone to be poorly over Christmas.** Mr Smith said a few children were off but having a whole week off before the Christmas period helped children remain in school.
- **Mrs Pantrey asked how the staff are who have had Covid.** Miss Dooley said the staff are OK. It was noted that Miss Dooley is currently running the school in Mr Smith's absence as Mr Smith is poorly.
- **Mr Coopman asked about the issues with Year 2 writing.** Mr Smith said that he had a meeting with the School Improvement Partner (SIP) a few weeks ago and the Local Authority (LA) require the predicted outcomes for Reception and years 1, 2 and 6. Discussions were held with the SIP about Year 2 writing, which does need to be addressed in terms of stamina and ability. These areas are being worked on before data is submitted to the LA. Miss Dooley added that Year 2 is a strong cohort and, therefore, their writing needs to be of the same high standard. Mr Smith stated this is not a high concern and it was noted that the current Year 2 last had an uninterrupted year of education during their year in Reception due to Covid.
- **Mrs Tyler asked if Mr Smith had found the mental health training beneficial.** Mr Smith said he had not yet completed the training to be a Mental Health Lead and that he is completing this in his own time.

#### **8. School Development & Improvement Plan (SDIP)**

The current SDIP had been circulated. Lady Hayter commented that the document is very detailed and had clearly been a lot of work. The following was noted and questions raised:

- **Mr Coopman asked if all the costs are affordable and budgeted for.** Mr Smith said yes, with additional costs yet to be added in. The Oracy training has been paid for through funding, including Pupil Premium funding.
- **Lady Hayter asked about the suggestion from the external consultant who took part in the Headteacher's Performance Management (HTPM) that one or two subjects should be focussed on.** Mr Smith explained that he had discussed this with the SIP in light of Ofsted's expectations and is currently working on the core subjects.
- **Mrs Tyler asked how growth mindset is developed amongst the children.** Mr Smith stated there is a growth mindset mantra. Resources are currently being looked into to support this.
- **Mrs Pantrey asked about the phonics scheme now it is embedded.** Miss Dooley advised that now staff have got used to using the scheme it is really good and the children are responding well.
- **Mr Phillips highlighted that there are actions around developing behaviour policies and practices and asked if this is in response to the impact of Covid or a general strategy.** Mr Smith advised that one of the impacts of Covid has been children managing their feelings, with some children becoming upset or argumentative very quickly. It is about managing the expectations.
- **Mrs Taylor asked if a curriculum map could be reviewed by the Curriculum & Standards Committee.** Mr Smith agreed to present a curriculum map at the next meeting.  
**Action: Mr Smith**

## 9. Committee Reports

### a) Pay Committee (21 November 2021)

It was confirmed that the Pay Committee met to review teaching staff pay increase proposals.

### b) Admissions (11 November 2021)

Minutes had been circulated and were taken as read.

#### Terms of Reference (TOR)

It was agreed that the TOR be adopted with the proviso that it be added to the TOR that a member of the Clergy can not be a committee member.  
**Action: Lady Hayter**

#### Admissions Policy 2023

It was agreed that the policy be adopted as reviewed by the committee.

### c) Standards & Curriculum (26 November 2021)

Minutes had been circulated and were taken as read.

#### Terms of Reference (TOR)

Lady Hayter explained that the TOR had been changed in line with the committee now being responsible for the Sex & Relationship Education (SRE) Policy. Following changes to how SRE is taught, SRE is to now be under the remit of the Standards & Curriculum Committee instead of the Ethos Committee. It was agreed that the TOR be adopted as presented.

#### Subject Policies

**Lady Hayter asked if subject policies are in place, as previously policies were in place for each subject.** Mr Smith expressed that as long as the intent, implementation and impact is published on the website for each subject, this is sufficient and individual policies are not required. **Mrs Tyler asked if Statements of Intent had been produced for subjects.** Mr Smith advised they are currently working on these statements. Mr Smith added that intent, implementation and impact should also be discussed by subject link governors when they meet with their subject lead. Governors agreed that subject specific policies are not required.

### **Governor Visits Policy**

The current policy had been circulated. Mrs Taylor highlighted changes to the policy and appendix and asked governors to ensure they use the new form within the policy to record governor visits. Mrs Willie to load new form onto the shared area and delete any existing report forms. **Action: Mrs Willie**

#### **d) Finance & Resources (20 October 2021 & 20 January 2022)**

Minutes had been circulated and were taken as read. Mr Smith briefed on the impact of West Northants Council (WNC) withdrawing finance, payroll and HR services with effect from 31 March 2022 with notice only provided in December. Various HR and payroll providers had been looked into and it has been decided to use the services of EPM Ltd for HR and payroll.

### **Terms of Reference (TOR)**

It was agreed that the TOR be adopted as presented.

#### **10. Safeguarding**

Lady Hayter is to work through an WNC safeguarding audit with Mr Smith. It was confirmed that all staff had completed online PREVENT training. Miss Smith had completed Diocesan PREVENT training.

No issues or concerns were brought to the governors' attention.

#### **11. Governance**

##### **a) Governor Visits**

###### **i) Pupil Premium Governor Report 2020-21, November 2021, Mrs Taylor**

A report produced by Mrs Taylor had been circulated. Lady Hayter explained that governors need to be sure that Pupil Premium funding is being spent and is having a positive impact on the children. Mrs Taylor confirmed she is satisfied with the way in which the funding is being spent. It was confirmed that the Pupil Premium Statement had been published on the website, which is a statutory requirement.

###### **ii) RE Link Governor Visit Report, 21 May 2021, Father Matthew**

A visit report had been circulated with no questions raised.

###### **iii) Classroom Visit Report – Ash, 8 September 2021, Father Matthew**

A visit report had been circulated with no questions raised.

###### **iv) Learning Walk, 22 November 2021**

Six governors had taken part in the learning walk held on 22 November. A visit report had been circulated with no questions raised.

###### **v) Subject Visits this term**

It was clarified that governors should be undertaking their subject link visits during the spring term, in order to talk to subject leads and look at workbooks. Mr Smith advised they are discussing a cycle of visits, as some teachers are responsible for several subjects. It was clarified that maths, English, RE, Early Years and Inclusion/SEND visits should be undertaken annually. Other subjects could be undertaken biennially. Timetable of visits to be circulated once finalised.

**Action: Mr Smith**

The following visits/links were noted:

- Mr Phillips to complete a science visit.
- Mrs Tyler is visiting Early Years next term.
- Fr Matthew to undertake an Inclusion/SEND visit and RE visit.
- Mrs Bland agreed to be the history subject link.

- Mrs Taylor agreed to be the DT subject link.
- Mrs Tyler agreed to be the Personal, Social, Health & Economic (PSHE) link.
- Lady Hayter to undertake a week of Collective Worship visits.

**b) Governors' Ofsted Preparation**

An email from Lady Hayter had been circulated prior to the meeting relating to a list of questions from The Key which Ofsted might ask governors during an inspection. It was expressed that governors need to be able to answer questions raised by inspectors. It was agreed that the committees would work through different sections of the document, in order for a document to be produced which could be referenced prior to an Ofsted inspection. Governors worked through the list of questions and discussed answers. Lady Hayter to collate the answers from the discussions.

**Action: Lady Hayter**

Lady Hayter had attended an online seminar about Ofsted inspections and briefed on the areas highlighted at the seminar.

It was agreed that all governors should complete online PREVENT training. Link to be sent to all governors. Mrs Tyler to provide evidence of PREVENT training for the training log.

**Action: ALL/Mr Smith**

**c) Training & Development – please refer to Training & Development folder on shared area for details of training courses**

- i) Complaints & Managing Allegations – Tuesday 8 February 6pm-8pm Zoom

**12. Any Other Business**

**a) Outbreak Management Plan**

It was proposed and agreed that the Outbreak Management Plan be approved as presented.

**b) Updated Risk Assessments**

It was proposed and agreed that Risk Assessments be approved as presented.

**c) Blue Planet**

Blue Planet to be contacted regarding Mrs Bland's access to SharePoint.

**Action: Mr Smith**

**13. Date of next meeting – Thursday 5 May 2022 7.00pm**

There being no further business the meeting ended at 8.45pm with the Grace.

Signed.....

Date.....