

**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 in the School on Thursday 5 May 2022 at 7.00pm**

**Present:** Mr P Smith (Headteacher) Mr C Coopman  
Lady D Hayter (Chair) Mrs E Bland  
Mrs R Tyler Mr T Phillips  
Father Matthew Mrs R Clinch  
Mrs Z Woodbridge

**Apologies:** Mrs P Taylor  
Miss H Dooley  
Mrs R Pantrey

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

**ACTIONS**

1.	<b>Pen portrait &amp; photo to be sent to Mr Smith for the website</b>	<b>Mrs Woodbridge</b>
2.	<b>Timetable of governor visits to be circulated once finalised</b>	<b>Mr Smith</b>
3.	<b>Curriculum map to be presented at the next S&amp;C meeting</b>	<b>Mr Smith</b>
4.	<b>PREVENT training link to be recirculated</b>	<b>Mr Smith</b>
5.	<b>All governors to complete PREVENT online training</b>	<b>ALL</b>
6.	<b>Prayer Space Day plans to be moved forward</b>	<b>Lady Hayter</b>
7.	<b>Single Central Record to be reviewed this term</b>	<b>Lady Hayter</b>
8.	<b>Safeguarding audit to be completed near to the end of term</b>	<b>Lady Hayter</b>
9.	<b>Governor resignations and appointments to be registered with Governor Services</b>	<b>Mrs Willie</b>
10.	<b>Governor visit forms to be added to GovernorHub</b>	<b>Mrs Willie</b>
11.	<b>Email to be sent out re Learning Walk on 20 June</b>	<b>Lady Hayter</b>
12.	<b>Academisation to be a standing agenda item</b>	<b>Mrs Willie</b>
13.	<b>New Governor training to be sourced for Mrs Woodbridge</b>	<b>Mrs Willie</b>
14.	<b>Admissions training to be sourced for Mrs Tyler</b>	<b>Mrs Willie</b>

**1. Prayer**

The meeting opened with prayer led by Father Matthew.

**2. Welcome & Apologies for Absence**

Lady Hayter welcomed everyone to the meeting and introduced Mrs Zoe Woodbridge, prospective Parent Governor. Apologies as noted above which were accepted. All documents had been made available on GovernorHub prior to the meeting.

**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 3 February 2022 & 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. It was agreed that moving forward GovernorHub would be used instead of SharePoint.

## 6. Headteacher's Report

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

- 15 children will be starting in September 2022 which is the schools Published Admissions Number (PAN). **Mr Coopman asked what the number on roll would be in September.** Mr Smith confirmed there will be 111 on roll, adding that years 1, 2 and 5 are full.
- It was highlighted that Covid-19 is part of the attendance data. **Mr Coopman asked what the attendance target is.** Mr Smith said attendance should be 95% or above, with most pupils at 95% or above unless they have been poorly. **Mrs Tyler asked if letters are issued to parents to address absence.** Mr Smith confirmed he started issuing letters again last term to those pupils with less than 90%, having stopped for a while following the lockdowns. Some parents were not happy if their child's absence had been due to illness, so future letters will be slightly reworded to take account of this. **Lady Hayter asked if there are any pupils of concern with regards to absence.** Mr Smith stated that one child has had a lot of time off due to a medical condition.
- Lady Hayter highlighted that the safeguarding audit and review undertaken for West Northants Council (WNC) was a tick-box exercise to confirm processes in place, there was nothing related to how the school keeps children safe, which is what Ofsted will be concerned with. Mr Smith clarified that safeguarding is an area of focus for staff meetings every week and briefed on the issues covered in the sessions with teachers and Teaching Assistants (TAs).
- Mr Smith reported one incident of sexist behaviour which has been addressed. **Mr Coopman asked what age group this related to and was informed it was pupils in years 5 and 6.** Mr Smith added that they are developing the curriculum in relation to diversity in order to help educate children.
- Mr Smith is to review interventions in place and identify those not being delivered and establish why they are not being delivered.
- Monitoring is being completed when possible. Mr Smith observed phonics last week and completed a maths learning walk.
- **Lady Hayter asked who is providing the tutoring.** Mr Smith clarified that Miss Smith, Mrs Hawes and Mrs Hogan are doing the tutoring. This work is supported by a tutoring grant which covers 60% of the cost. Year 6 pupils are being prioritised due to their SATs. It was noted this is free tutoring for pupils over a 15-week period, with sessions held before school. It was added it is disappointing when children do not take advantage of this. **Lady Hayter asked if the tutoring is effective.** Mr Smith said yes, the teachers have advised that it has been beneficial as there are gaps in knowledge due to Covid.
- Miss Hirst will go on maternity leave in September. An advert has been placed for maternity cover. Two applications have been received so far from Early Career Teachers (formerly Newly Qualified Teachers) which the school can support.
- Mrs Hunt, TA, is working 3.5 days a week in Ash.
- Mrs Edge, Bursar, resigned in April with an advert placed. Two applications have been received.
- Mr Smith and Miss Smith have started their NPQ training. Mr Coopman raised the issue of travel costs being covered to attend training sessions and it was agreed that travel costs should be paid to staff.

- The Parent Forum started last term which was very positive with lots of feedback. **Mrs Bland asked if parents had been appointed to the forum.** Mr Smith said he had opened it up to any parents who wanted to be involved. Approximately 6 parents came forward which covered the whole school.
- Collective Worship has started in school. The pupils' Ethos Committee have completed collective worship training. Mr Smith has completed spirituality training.
- **Lady Hayter asked about the Bishop of Peterborough's visit.** Father Matthew advised that he is holding a special service at the end of term for the school's anniversary.
- **Mr Coopman asked if the children of a Ukrainian family who have come into the village have applied for school places.** Mr Smith stated that if there are places in the school these will be allocated to them if they have applied for places. **Mr Coopman asked if there is political pressure to admit them.** Mr Smith said no, but there is funding to support these children depending on how they entered the country.

## 7. School Development & Improvement Plan (SDIP)

The current SDIP had been circulated. The following was noted and questions raised:

- **Lady Hayter asked about the ABC Questioning approach.** Mr Smith explained this is a teaching technique to encourage discussion through Agree, Build, Challenge (ABC).
- Mr Smith advised that some areas have not moved forward due to Covid. Areas will continue into the next academic year.
- **Mrs Tyler asked about the phonics screening.** Mr Smith confirmed this is scheduled for 6 June with 17 children to be screened in three days. **Mrs Clinch asked how Mr Smith feels about the weaker groups.** Mr Smith said there is lots of good feedback through the phonics system and he believes only one child will not pass.
- **Lady Hayter advised that in the past an SDIP review meeting was held with staff and governors to complete a SWOT analysis and asked if this would be repeated.** Mr Smith clarified that this was done in September last year and feels that doing this review early in the new academic year is more beneficial than at the end of the school year. Mr Smith added that the results from the parental survey can also be shared at this time.

## 8. Committee Reports

### a) Admissions (23 February 2022)

Minutes had been circulated and were taken as read.

#### Admissions Policy 2023

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

### b) Ethos (10 March 2022)

Minutes had been circulated and were taken as read. Lady Hayter to move forward with the Prayer Space Day on 19 May. All governors are welcome to participate in this day.

**Action: Lady Hayter**

### c) Standards & Curriculum (25 February 2022)

Minutes had been circulated and were taken as read, with no questions raised.

### d) Finance & Resources (29 March 2022)

Minutes had been circulated and were taken as read.

#### Budget 2022-23

The Resources Committee had met to review the budget. It was proposed by the committee that the budget 2022-23 be adopted by the Full Governing Body (FGB). All governors voted in agreement with the proposal, motion carried.

**Schools Financial Value Standard (SFVS)**

The completed SFVS had been circulated. Mr Coopman confirmed he had worked with Mrs Edge in finalising the SFVS for submission to County. It was proposed by the committee that the SFVS be adopted by the FGB. All governors voted in agreement with the proposal, motion carried.

**Audit Questionnaire 2021-22**

The completed audit questionnaire had been circulated. Mr Coopman confirmed he had worked with Mrs Edge in finalising the audit for submission to County. It was proposed by the committee that the SFVS be adopted by the FGB. All governors voted in agreement with the proposal, motion carried.

**Lady Hayter asked about money from the Diocese.** Mr Smith confirmed that as a Voluntary Aided (VA) school, Devolved Formula Capital (DFC) is provided every year to help support capital maintenance and IT. When this funding is used by the school the school has to contribute 10% of the cost of the work. Mr Smith advised that the Diocese completed a Condition Survey which highlighted that the building needs improving. The Diocese have advised that if the school puts forward £9,000 they will provide the rest of the funding to undertake projects, such as replacing the windows, boilers and radiators and the tender process is due to start for this work. It was noted that in 2 – 5 years the flat roof will need to be done. **Mrs Bland asked if the work will be done during the school holidays.** Mr Smith said he is not sure when the work will start, with internal work paused until the work identified in the Condition Survey is costed. Mr Phillips highlighted the concrete in the ceilings being a structural issue and this was discussed.

**9. Safeguarding**

Mr Smith explained that they are endeavouring to hold formal reviews with Designated Safeguarding Leads (DSLs) to establish which children should be regularly reviewed. Safeguarding had been included in the Headteacher's Report and no additional issues or concerns were brought to the governors' attention.

Lady Hayter to review the Single Central Record (SCR) this term and complete a safeguarding audit near the end of term. **Action: Lady Hayter**

**Mrs Tyler asked if the low-level fence around the site had ever been questioned.** Lady Hayter confirmed this had been highlighted and looked into in the past to establish if it was felt the school is secure. **Mr Coopman asked if the solution is to have the two members of staff outside.** Mr Smith stated that he had been concerned about this when he took over as Head. There is no stipulation from anyone to install a fence and pupils are taught about the wall and there is adult supervision. Father Matthew commented that he has noticed that staff are very attentive at keeping children in view. Governors discussed the need to be aware of this issue and managing the risks. Mr Smith said that because of Covid more windows and doors have been open and staff need to be aware that if they leave a classroom that the external doors need to be closed.

**Mrs Clinch asked if areas within the Keeping Children Safe in Education statutory guidance are being covered within Personal, Social, Health and Economic (PSHE) education.** Mr Smith clarified that the SCARF program is used and their PSHE schemes of work are being followed.

Mrs Tyler highlighted Huggy Wuggy an online site which is causing issues. Mr Smith confirmed the school subscribes to National Online Safety which provides information and resources and also raises awareness of online issues.

All governors to complete online PREVENT training.

**Action: ALL**

## 10. Governance

### a) Governor Positions

It had been agreed that Mrs Tyler would stand down as a Parent Governor and apply to the Diocese to be a Foundation Governor. The FGB accepted Mrs Tyler's resignation as a Parent Governor with immediate effect.

It was proposed that Mrs Tyler be appointed as an Associate Member with immediate effect. All governors voted in agreement with the proposal, motion carried.

Mrs Woodbridge accepted the position of Parent Governor. As no other nominations had been received, Mrs Woodbridge was automatically appointed with no objections raised.

Mrs Willie to register resignations and appointments with Governor Services. **Action: Mrs Willie**

### b) Governor Visits

The following visits/links were noted:

- Lady Hayter had completed a week of Collective Worship visits from 8 – 14 March with a report produced.
- Mrs Tyler had completed a visit to Oak on 24 February and a wellbeing visit on 21 April 2022 with reports produced. Mrs Willie to add report to GovernorHub. **Action: Mrs Willie**
- Mr Phillips is scheduled to meet with Mr Smith to undertake a science visit
- Father Matthew to undertake an Inclusion/SEND visit and RE visit with Miss Smith.
- Learning Walk scheduled for Monday 20 June with suggested areas of focus oracy, retrieval practice and the learning environment. This is also Diversity Week. Lady Hayter to email all governors to establish attendance. **Action: Lady Hayter**

### c) Academisation

A White Paper from the Department for Education proposes that local authorities will no longer maintain schools and an all academy system would be created by 2030. Mr Smith had received a letter from WNC advising that they are considering starting a Multi-Academy Trust (MAT) and asked if the school would like further information about this. Lady Hayter had responded to WNC. **Mrs Clinch asked Mr Smith how he feels about this.** Mr Smith replied that as a VA school the Diocese would not allow the school to join the WNC MAT. Mr Smith and Lady Hayter briefed on the local MATs and it was stated that the Small School Alliance has also discussed this issue. Governors discussed the benefits of being in a MAT but also not losing the school's identity. It was stated that a decision is not needed at this time, but that governors need to be aware. Lady Hayter suggested that the Diocesan Director of Education be invited to talk to the Governing Body about this. To be a standing agenda item. **Action: Mrs Willie**

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

New Governor training to be sourced for Mrs Woodbridge. Admissions training to be sourced for Mrs Tyler. **Action: Mrs Willie**

## 11. Any Other Business

None.

## 12. Date of next meeting – Wednesday 13 July 2022 7.00pm

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

Signed.....

Date.....