

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 on Tuesday 21 January 2020 at 7.00pm in the School**

Present:

Mrs Smith (Headteacher)	Mrs Thomas
Lady Hayter (Chair)	Mrs Clinch
Dr Connelly	Mrs Tyler
Mr Pool	Mrs Skelton
Mrs Taylor	Mr Coopman
Mrs Sheasby	Father Matthew

In attendance: Mrs Willie (Clerk)

ACTIONS

1.	All governors to complete safeguarding training. Mrs Smith to clarify who is yet to complete training and circulate the training link	ALL Mrs Smith
2.	Photo and profile to be provided for the website	Mrs Clinch
3.	All governor emails to be provided to the NGA	Mrs Willie
4.	Governor training log to be added to the governors' area	Mrs Taylor
5.	Mrs Willie to check if TOR are in place for the Admissions Committee	Mrs Willie
6.	Teachers' Pay Policy 2019-20 & RE Policy to be finalised	Mrs Willie
7.	Skills audit outcomes for finance & HR to be taken to Resources	Mrs Willie
8.	NCC Governor Services to be notified of LA Governor reappointment	Mrs Willie
9.	All governors to review the Governor Visits Policy	ALL
10.	Subject visits to be undertaken this term	ALL

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.

3. Declaration of interest in respect of any items on the agenda

None.

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

None.

5. Minutes of the meeting held on 9 October 2019 & Review of Action Points

The minutes having been circulated and read were agreed and signed by Lady Hayter.

Review of Action Points

Please refer to the table above for outstanding actions. The following update was provided:

Mrs Smith explained that she had contacted Dr Kay, CEO Warriner Multi-Academy Trust (MAT), following which Dr Kay had contacted the Diocese about the school joining their MAT. Mrs Smith is due to meet Revd Peter French, Diocesan Deputy Director of Education, on 30 January to discuss how the school could move forward with joining the MAT. **Mr Coopman asked if the Foundation Governors are responsible to the Diocese or to the Church of England.** Lady Hayter clarified Foundation Governors are responsible to the Church of England through the Diocese.

6. Headteacher's Report

Report dated 13 January 2020 had been circulated, together with the following documents, which were made available prior to the meeting and were taken as read:

- School Development Objectives 2019-20
- Curriculum at Newbottle & Charlton Primary School
- Data Analysis – Autumn 2019 Data – Reception
- Governor Overview – Data – Autumn 2019
- Diocese of Peterborough Autumn Term Report 2019 (visit on 10.10.19)

The following was noted and questions raised:

- Governors congratulated Mrs Smith and the staff for the school's position in the league tables, placed top in the County and 8th in the Country. The Banbury Guardian have been contacted about this achievement.
- Mrs Smith advised that calls are received daily from parents who wish to look around the school. **Lady Hayter asked if this is for children to join Reception.** Mrs Smith clarified that it is for children in various year groups. **Mrs Clinch asked if Mrs Smith has any concerns relating to this.** Mrs Smith said she is concerned about movement of pupils, as for example, one family leaving the school can have an effect. It was noted that once there are over 100 pupils the school is no longer classed as a small school.
- There is one safeguarding case at present.
- **Mr Pool asked if Mrs Smith has any concerns relating to the data provided.** Mrs Smith said an inset on writing had been held with staff, which had been very successful. No concerns or issues had been raised by staff. **Lady Hayter asked if this was for writing or handwriting.** Mrs Smith clarified it was for writing but handwriting is also an element.
- **Mr Coopman asked about the areas highlighted red on the data analysis document.** Mrs Smith explained that although red, there are no major concerns to bring to governors' attention. It was explained that in Early Years it is about the children choosing activities. Two children may not achieve a Good Level of Development (GLD) but 90% are expected to.

School Evaluation and Development Plan (SEDP) 2019-2020

Document 'School Development Objectives 2019-20' had been circulated.

Lady Hayter asked about Cultural Capital, which Mrs Smith explained, advising that this is part of the new Ofsted framework. It is felt the school does this well but this needs to be evidenced more. Mrs Smith referred to the curriculum document and advised that the Standards & Curriculum Committee would discuss this further. **Mr Pool asked if sport should be included.** Mrs Smith stated that PE and Modern Foreign Languages (MFL) are not yet included.

7. Reports from Committees

Minutes had been circulated and were taken as read.

a) Strategy (6 November 2019)

- **Terms of Reference (TOR) – for approval**

It was agreed that the TOR be adopted as presented.

b) Resources (15 October 2019 & 14 January 2020)

Mr Pool confirmed there are no issues relating to health and safety following a walkabout he had completed in November 2019. The budget is tight but is currently on track. Lady Hayter is dealing with the School House, which is ongoing.

Mr Coopman is completing the Schools Financial Value Standard (SFVS) and has completed training on this. Mr Coopman asked if governors were happy for him to email the completed SFVS to them for agreement. No objections were made to this.

Benchmarking

Schools Financial Benchmarking reports detailing expenditure, income and workforce information relating to 10 schools had been circulated. Governors were informed that as part of SFVS governors must undertake benchmarking. Governors reviewed the reports and discussed where the school was ranked in various areas. It was highlighted that expenditure for 'other staff' is high. Mrs Smith said this is due to the staff in Breakfast Club and After School Club. This additional staffing impacts a small school.

Mrs Smith added that she believes the £22,000 Devolved Formula Capital available to the school held by the Diocese is not included in the financial benchmarking.

- **Terms of Reference – for approval**

It was agreed that the TOR be adopted as presented.

- **Teachers' Pay Policy 2019-20 – for approval**

It was agreed that the policy be adopted as presented. Policy to be finalised and sent to Mrs Smith.

Action: Mrs Willie

c) Standards & Curriculum (21 October 2019)

- **Terms of Reference – for approval**

It was agreed that the TOR be adopted as presented.

- **Governor Visits Policy & Visit Report Forms**

It was clarified that there are three governor visit forms, which will be available on the governors' zone for use. The Governor Visits Policy was reviewed by the committee and is to be further reviewed by the Strategy Committee. Governors were asked to review the policy which is in the policy folder on the governors' zone.

d) Ethos (18 November 2019)

- **Terms of Reference – for approval**

It was agreed that the TOR be adopted as presented.

- **RE Policy**

An updated policy based on the new framework had been circulated. **Mr Coopman asked about curriculum time and an hour a week being allocated to RE.** Mrs Smith confirmed that this was standard practice and that RE projects do take up additional hours. With no amendments proposed, it was agreed that the policy be adopted as presented. Policy to be finalised and sent to Mrs Smith.

Action: Mrs Willie

e) Admissions (25 October 2019)

Mrs Skelton confirmed that the Published Admissions Number (PAN) will be 15 from September 2020.

- **Admissions Policy 2021**

Mrs Skelton reported that the committee had reviewed the 2021 policy, with no changes proposed. Mrs Smith confirmed she had emailed the Diocese and Local Authority to advise that the policy had been accepted. The governing body agreed to adopt the Admissions Policy 2021 as recommended by the Admissions Committee.

Mrs Willie to check if TOR are in place for the committee.

Action: Mrs Willie

8. Safeguarding

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

Child Protection & Safeguarding Policy

It was confirmed that the policy had been adopted on 11 October 2019 by the governing body and the policy is now published on the website.

9. Governance

a) Skills Audit Outcomes

All governors had completed the audit and the results had been collated by Mrs Taylor. Mrs Taylor briefed on the outcomes, highlighting the areas with the lowest scores which were discussed. It was agreed that it would be beneficial for the committees to look at those areas which scored low. The low areas relating to finance and HR to be taken to the Resources Committee for discussion.

Action: Mrs Willie

Lady Hayter asked if it was felt any further actions need to be taken. Mrs Taylor advised she did not think any further action was required. Mrs Taylor was thanked for overseeing the skills audit.

b) Feedback from Learning Walk – 7 November 2019

A record of the governor learning walk which took place on 7 November 2019 had been circulated. Mrs Taylor briefed on aspects of the visit which had lasted around 1.5 hours. Mrs Sheasby expressed that she felt 1.5 hours was too short with so much to see. Mrs Clinch added that she had asked children questions in light of the new Ofsted framework. The next learning walk will take place in the summer term.

This term governors are required to complete subject visits and were asked to complete a visit form following their visit. Mrs Smith asked that teachers only have one meeting with a governor, in order to take into account their wellbeing.

Action: ALL

c) Keeping Children Safe In Education 2019 Part 1 – Declaration to be signed

Mrs Willie confirmed all governors have now signed the declaration to confirm they had read and understood the guidance.

d) Training & Development

➤ Online Safeguarding

Mrs Smith to establish who is yet to complete the training. Training link to be circulated.

Action: Mrs Smith

Governors were informed of the following training opportunities:

- Safeguarding, The Governors Role (Towcester) 19 March 6.00pm
- Finance for Governors (Towcester) 30 April 6.00pm
- Safer Recruitment (Towcester) 7 July 6.00pm
- Free training is also available through the Diocese, with details on the Diocesan website.

e) End of Term of Office: Paula Taylor, LA Governor, 20 January 2020

The Local Authority had approved the re-appointment of Mrs Taylor. It was proposed that Mrs Taylor be appointed with effect from 21 January 2020 for a second term office. All governors voted in agreement with the proposal, motion carried. Mrs Willie to confirm appointment to NCC Governor Services. **Action: Mrs Willie**

10. Any Other Business

None.

11. Future meeting dates:

- Wednesday 6 May 2020
- Monday 13 July 2020

There being no further business the meeting ended at 8.00pm with the Grace.

Signed.....

Date.....