

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 Thursday 2 May 2019 at 7.00pm in the School**

Present: Mrs Smith (Headteacher) Mrs Thomas
Lady Hayter (Chair) Miss Townsend
Dr Connelly Mrs Sheasby
Mr Pool Mrs Skelton
Mrs Taylor Mr Coopman
Mrs Tyler

In attendance: Mrs Willie (Clerk)
Mrs Clinch – Prospective Foundation Governor (Observer)

ACTIONS

1.	Changes to Ofsted document from The Key to be circulated	Mrs Willie
2.	Oxfordshire MAT with VA and Community schools to be looked into	Mrs Smith
3.	Committee listing to be updated (re Ethos membership)	Mrs Willie
4.	Ofsted Ready SWAN training flyer to be circulated	Mrs Willie
5.	PREVENT and safeguarding training links to be circulated	Mrs Smith
6.	PREVENT and safeguarding training to be completed: <i>Miss Townsend, Dr Connelly, Mrs Sheasby, Mr Pool, Mrs Taylor, Mrs Skelton</i>	
7.	Training Log to be updated	Mrs Willie
8.	Revd Peter French to be asked to deliver Ofsted training	Lady Hayter
9.	PREVENT certificate to be provided	Mrs Tyler
10.	Governor visit form re RE to be completed	Dr Connelly
11.	Miss Townsend to visit sport's day	Miss Townsend
12.	Safeguarding audit to be completed by the end of term	Lady Hayter
13.	Learning walk email to be sent out	Lady Hayter
14.	Staff & Volunteer Disqualification Declaration to be completed	Mrs Taylor

1. Prayer

The meeting opened with prayer led by Lady Hayter.

2. Welcome & Apologies for Absence

Lady Hayter welcomed everyone to the meeting and introduced Mrs Rebecca Tyler, newly appointed Parent Governor, and Mrs Rachel Clinch, prospective Foundation Governor.

Governors were informed that Mrs Jane Skelton, Foundation Governor, had reached her end of term of office on 25 March 2019. Mrs Skelton is to be reappointed by the Diocese on 13 June 2019 following completion of Diocesan governor training. Mr Chris Coopman was formally appointed as a Foundation Governor on 8 February 2019.

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 23 January 2019 & Matters Arising

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

Matters Arising

Please refer to the table above for outstanding matters.

6. Confidential minutes of the meeting held 23 January 2019 were agreed and signed by Lady Hayter.

Confidential discussion held, please refer to confidential minute.

7. Headteacher's Report

Report dated 25 April 2019 had been circulated, together with the School Development Plan (SDP) 2018-2019 and Data Overview – Spring Term 2018/2019. The documents were taken as read with the following highlighted and questions raised:

- Pre-School are not setting up an After School Club.
- **With regard to admissions in September 2019, Lady Hayter asked if the 20 pupils were those expected.** Mrs Smith explained that two church forms were completed by families who did not put the school as their first choice. Another parent feels they have made the wrong choice and would now like their child to come to N&C and may therefore appeal. **Dr Connelly asked if the class sizes in the report include the new admissions.** Mrs Smith said they will, clarifying that the Published Admission Number (PAN) had been increased temporarily for this year's intake.
- **Mr Coopman asked if there is any further information on the new Ofsted framework.** It was stated that the SWAN Teaching Alliance are running governor training on the new framework on 26 September. Mrs Willie to provide a document on the new framework to all governors for information. **Action: Mrs Willie**
- The Standards & Curriculum committee will review data in detail. Year 6 are very good. Year 2 is going very well with spelling the main area of concern.
- Prayer Space Day is booked for 17 July 2019. Lady Hayter has written to the newly appointed vicar, Revd Matthew Robinson, inviting him to attend.
- Mrs Smith is contributing regularly to the Aynho Village Newsletter.
- Attendance is very positive with attendance rising for those children who were previously of concern.

Confidential discussion held, please refer to confidential minute.

8. Academy Status

Lady Hayter advised that academies were discussed with Revd Peter French, Deputy Diocesan Director of Education, during his visit. Revd French advised that the school does not need to take any action at present. Governors agreed there was no immediate pressure to join a Multi-Academy Trust.

Mr Coopman asked if the school would have to convert to an academy if Northamptonshire County Council (NCC) goes bankrupt. Mrs Smith said this had been a concern but education has already been split within the Local Authority and will not be affected.

9. Reports from Committees

a) Strategy (6 March 2019)

Minutes from the meeting were taken as read with no questions raised. The Complaints Policy had been reviewed and approved by the committee.

b) Standards & Curriculum (4 February 2019)

Minutes from the meeting were taken as read. **Mr Pool asked how spelling is progressing as this has been an area of focus.** Mrs Smith explained that initiatives undertaken are still being embedded and the impact from these will not be seen for a couple of years. **Miss Townsend asked if spelling is raised by parents.** Mrs Thomas said there had been good feedback on the new Spelling Shed scheme.

Year 2 is of concern with the transition from using phonics to spelling an issue. Mrs Sheasby, as English Link Governor, met with Mrs Williams to review the teaching of spelling and briefed on her observations. Report completed by Mrs Sheasby following her visit on 2 April 2019 had been circulated.

Inclusion Policy – for approval

It was proposed that the Inclusion Policy be adopted as presented. All governors voted in agreement with the proposal, motion carried.

c) Resources (26 March 2019)

Minutes from the meeting were taken as read with no questions raised.

Budget Proposal 2019-20

Documents Cost Centre Summary dated 2 May 2019, 3 Year Summary and Debtors Report were circulated. The following was highlighted and questions raised:

- **Mrs Skelton asked about the Special Needs Employees being 165% spent.** Mrs Smith clarified this is due to support provided for a child in Reception and a new child who has recently joined the school, for whom funding is not received.
- **Mrs Skelton asked if funds can be vired between costs centres.** It was confirmed that virements can be made.
- **Mr Coopman asked if cashflow is an issue and where this is forecast.** It was explained that cashflow is not forecast. **Mr Coopman asked what would happen if for example the boiler needed replacing.** It was stated that money allocated to Repairs & Maintenance would be used for this purpose.
- Mrs Smith referred to the 3 Year Summary and assured governors that although a deficit is shown in 2020-2021 onwards, this will change as it does every year when a new 3 Year Summary is produced.
- It was clarified that the Devolved Formula Capital (DFC) is money held by the Diocese for larger projects. This money, which totals £200,000, has to be applied for and can not be included in the budget. When using this money to pay for projects the school has to also pay 10% towards the project.
- **Mr Pool asked about Supplies & Services in the 3 Year Summary reducing to £70,677 in 2019-2020, compared to £94,486 in 2018-19.** Mrs Smith explained this is due to money paid to the school by County for school meals.
- Eleven pupils are leaving Year 6 with 20 joining Reception. This will have a positive impact on the budget next financial year.
- It was confirmed that staffing costs total 85%.
- Governors were referred to the Debtors Report and informed that these debts do not affect the budget. Mr Pool explained that the Resources Committee monitor the debts and follow up larger debts.

With no further questions raised, it was proposed that the budget 2019-20 be adopted as presented. All governors voted in agreement with the proposal, motion carried.

Schools Financial Value Standard (SFVS)

Mr Pool had assisted in completing the SFVS, which had been signed and submitted to County by the deadline of 31 March 2019. All governors were in agreement with the submission of the SFVS.

The following policies had been reviewed and adopted by the committee:

- Income
- Governors' Allowances
- Overtime

d) Ethos (25 March 2019)

Minutes from the meeting were taken as read with no questions raised. Revd Matthew Robinson has been appointed as the Vicar of King's Sutton and Newbottle and Charlton and is expected to start in post in July. Revd Matthew is visiting the school tomorrow with his daughter. Revd Sue Cooper has been appointed to St Michael's in Aynho.

The next Ethos meeting is taking place on 24 June at 9.00am to organise the Prayer Space Day.

Mrs Tyler agreed to join the Ethos Committee. Committee membership listing to be updated.

Action: Mrs Willie

e) Admissions (13 February & 22 March 2019)

The committee had met and discussed in-year admissions.

10. Governance

a) Foundation Governor vacancy

Miss Townsend is stepping down in July which will allow Revd Matthew Robinson to become a Foundation Governor. It was clarified that although it had been stated that the new incumbent is a governor ex officio of the school, this is not the case. The school must adhere to the Instrument of Government issued by the Local Authority.

b) Training & Development

- Mrs Tyler is attending New Governance training run by SWAN in June and November 2019.
- PREVENT training link to be circulated for training to be completed by **Miss Townsend, Dr Connelly, Mrs Sheasby, Mr Pool, Mrs Taylor, Mrs Skelton.** **Action: Mrs Smith**
- Safeguarding training link to be circulated for training to be completed by **Miss Townsend, Dr Connelly, Mrs Sheasby, Mr Pool, Mrs Taylor, Mrs Skelton.** **Action: Mrs Smith**
- Mrs Tyler to provide a certificate for PREVENT training. **Action: Mrs Tyler**
- Headteacher Performance Management training is being run by the Diocese on 24 and 25 June if any governor would like to attend.
- Lady Hayter completed safeguarding training run by SWAN. Training log to be updated. **Action: Mrs Willie**

Ofsted Ready Training

Revd Peter French to be asked if he can deliver training on the new Ofsted framework in the new academic year. Flyer for Ofsted Ready training being run by SWAN Teaching Alliance to be circulated to all governors. **Action: Lady Hayter/Mrs Willie**

c) Staff & Volunteer Disqualification Declaration

Mrs Taylor to complete a form at the next meeting.

Action: Mrs Taylor

d) Governor Monitoring Visits

The following forms had been completed and put onto the governors' zone:

- Creative Curriculum, Mr Coopman, 20 March 2019
- SEND, Mrs Sheasby, 27 March 2019
- Spelling, Mrs Sheasby, 2 April 2019
- Pupil Premium, Mrs Taylor, 4 March 2019
- STEM, Mr Pool, 24 April 2019

Mrs Sheasby asked Mrs Thomas with regards to SEN if she feels more resourced. Mrs Thomas said this is difficult to answer. There is no longer the immediate access to resources and all resources have to be paid for. A lot of time is spent following up across counties, which is very time consuming.

Lady Hayter had visited a week's worth of Collective Worship at the end of March.

Dr Connelly had visited Ash and Birch to review at RE. Report to be completed.

Action: Dr Connelly

Miss Townsend to visit on Sport's Day.

Action: Miss Townsend

Learning Walk

A learning walk will take place on Thursday 6 June at 1.00pm. Mrs Tyler and Mrs Clinch agreed to attend. Lady Hayter to email all governors to clarify attendance.

Action: Lady Hayter

11. Safeguarding

No safeguarding issues or concerns were brought to governors' attention. Lady Hayter, Safeguarding Governor, is to undertake a full safeguarding audit at the end of this term.

Action: Lady Hayter

Mrs Clinch asked if the governors work through safeguarding scenarios. Lady Hayter explained that the governors don't undertake this but this is covered in safeguarding training. Mrs Smith added that there are very few safeguarding issues within school and that she refers to Lady Hayter when issues arise.

12. Any Other Business

a) Diocesan Headteachers' Conference

Lady Hayter asked if a governor would like to attend the conference on 25 June. Mrs Smith clarified she is not attending.

13. Date of next meeting - Tuesday 16 July 2019 7.00pm

SDP Staff/Governor meeting: Tuesday 2 July 2019 6.30pm – 8.00pm. All governors invited to attend and take part in a SWOT analysis of the SDP.

Open Farm Sunday on 9 June will raise money for Ghana and outdoor education. All governors welcome to attend.

There being no further business the meeting ended at 8.30pm with the Grace.

Signed.....

Date.....