

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 16 July 2019 at 7.00pm in the School

Present:

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

In attendance: Mrs Willie (Clerk)

ACTIONS

1.	All governors to complete safeguarding training in the new academic year. Mrs Smith to circulate the training link after 2 September 2019	ALL Mrs Smith
2.	Staff & Volunteer Disqualification Form to be completed	Mrs Clinch
3.	Committee overview to be circulated to all governors prior to new academic year	Lady Hayter
4.	RE Governor Visit Form to be added to governors' zone	Mrs Willie

1. Prayer

The meeting opened with prayer led by Dr Connelly.

2. Welcome & Apologies for Absence

Lady Hayter welcomed everyone to the meeting. No apologies were received. Mrs Sheasby was noted as absent.

Governors were informed that Mrs Jane Skelton, Foundation Governor, had been reappointed by the Diocese on 17 June 2019. Mrs Rachel Clinch was formally appointed as a Foundation Governor on 14 June 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)

Bursar Role – Mrs Smith

5. Minutes of the meeting held on 2 May 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. Dr Connelly briefed on his RE visit. Visit form to be added to the governors' zone. **Action: Mrs Willie**

6. Confidential minutes of the meeting held 2 May 2019 were agreed and signed by Lady Hayter.

Miss Townsend asked if there had been any progress with the funding. It was confirmed that the funding application was submitted to Oxfordshire County Council approximately three months ago, with no funding received to date, despite the fact that the child is fed through a tube.

It was noted that funding for another child is continuing but has been reduced by more than 50%, although the child's needs have not changed. **Mr Coopman asked if there are grounds for appeal** and was advised there are not.

7. Headteacher's Report

Report dated July 2019 had been circulated, together with the following documents which were taken as read:

- Governor Overview – Data- Summer Term 2018/2019
- Results Snapshot 2019
- School Development Plan (SDP) 2018-2019
- Governor and Staff SWOT Analysis July 2019
- Pupil Questionnaire Results 2019
- Parent Questionnaire Results 2019
- EYFS Profile Moderation Visit – Summer Term 2019
- Summer Term SIAMS Monitoring Report – 20 May 2019
- Summer Term Report 2019 School Support – 21 May 2019

The following was highlighted and questions raised:

- **Mr Coopman asked about maximum class sizes.** Mrs Smith clarified that the maximum class size for Key Stage 1 (KS1) is 30. There is no maximum for Key Stage 2 (KS2). Mr Pool commented that he felt the larger classes are managed very well. Lady Hayter highlighted that governors need to be aware of class sizes to ensure there is no impact on the children.
- **Mr Pool stated that the results are excellent and asked if the data exceeded expectations.** Mrs Smith said for Spelling, Punctuation and Grammar expectations had been exceeded. **Lady Hayter asked if the results had improved** and Mrs Smith confirmed results had improved compared to last year.
- **Mr Coopman asked if the new vicars are keen to be involved with the school.** Mrs Smith said she had spoken to Revd Sue Cooper, who has been appointed to St Michael's in Aynho, who will speak to Revd Matthew Robinson, the newly appointed Vicar of Newbottle & Charlton and King's Sutton, before she comes into the school. Lady Hayter has written to Revd Robinson inviting him to become a Foundation Governor.
- Mrs Belcher resigned as Bursar with no Bursar appointed to date, despite the post being advertised. Northants County Council (NCC) provide a service for two half days a month to deal with finances which the school can buy into at a cost of £3,500 from September 2019 – March 2020. This would still leave the administrative work that Mrs Belcher dealt with to be completed. Governors discussed the role and the experience required. Mr Pool stated that a decision needs to be made whether to buy into the service provided by NCC and appoint someone to deal with just the administrative side of the role. The administrative post would be 16 hours to ensure someone is in the office. Further to discussion it was agreed that the administrative role be advertised for a 12-month contract and that the school buys into the service offered by NCC to deal with the finances. Mrs Smith will advise governors if they are needed for interviews.

8. Academy Status

Mrs Smith had been advised that there is no requirement to become an academy and that it is proving not to be a success story. The school would not be forced into being an academy in the near future. NCC will be split into two unitary authorities which will not affect schools. Governors discussed the Multi-Academy Trusts (MATs) who had presented to the governing body. Mrs Smith said long-term she believes the school does need to join a MAT in order to share resources, etc. The governing body agreed not to move forward with this at present.

9. Reports from Committees

a) Strategy (26 June 2019)

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

b) Resources (11 June 2019)

Minutes from the meeting were taken as read.

Support Staff Pay Policy – for approval

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

Staff Survey

Mr Pool reported that a staff survey had been carried out which had been very positive. Strengths were identified around teamwork and that staff feel they have the resources they require. Staff development was identified as an area to address. It was noted that comments had been made about staff wellbeing. Mrs Smith asked what it was felt could be provided to staff to help address this and this was discussed. Dr Connelly suggested that the staff and governor meetings take place more often. Mrs Clinch briefed on reflection meetings she had attended at the end of each term to allow staff to highlight negative and positive points. Lady Hayter suggested that a question be added to the next staff questionnaire, asking staff if there is anything they would like put in place in respect of wellbeing.

c) Standards & Curriculum (20 May 2019)

Minutes from the meeting were taken as read with no questions raised. Lady Hayter thanked Mrs Taylor for drilling down into the data.

d) Ethos (24 June 2019)

Minutes from the meeting were taken as read with no questions raised. Lady Hayter clarified the Public Sector Equality Objectives for 2019-20 as detailed in the minutes:

Following the school's Public Sector Equality Duty Newbottle & Charlton School will:

- 1) *Work to ensure that children further their understanding of cultural differences and similarities and understand their place within those, using for instance the link with Ghana.*
- 2) *As an Anglican and Christian community, we will work to ensure that children also understand and show respect towards:*
 - *People from other Christian denominations*
 - *People from other religions*
 - *People with no religion*
- 3) *With our strong links to the community, we will continue our connections with people of all ages and seek to create still stronger links with older people.*

It was proposed that the objectives for 2019-20 be adopted. All governors voted in agreement with the proposal, motion carried.

10. Governance

a) Training & Development

Online Safeguarding

It was confirmed that the online safeguarding course must be completed annually by all governors. The Keeping Children Safe in Education statutory guidance 2019 will be available from 2 September 2019. Once this has been published Mrs Smith will circulate the training link.

Action: Mrs Smith

Ofsted Ready Training

Revd Peter French is delivering training for governors on the new Ofsted framework on 2 October 2019 at 7.30pm.

Governors' Conference

NCC are holding a governors' conference on 13 September 2019 to cover the fundamental aspects of the role of governors. Venue and price yet to be confirmed.

b) Staff & Volunteer Disqualification Declaration

Mrs Clinch to complete a form at the next meeting.

Action: Mrs Clinch

c) Governor Monitoring Visits

Learning Walk

Governors had taken part in a learning walk on 6 June 2019. Miss Townsend is attending Sport's Day tomorrow.

d) End of Term of Office: Alice Townsend, Foundation Governor, 19 July 2019

Miss Townsend was thanked for her work as a governor over the past few years.

Lady Hayter stated that committee membership would be reviewed in September. Lady Hayter to circulate information about the committees, in order for governors to decide which committees they would like to join.

Action: Lady Hayter

11. Safeguarding

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

Safeguarding Audit

Lady Hayter, Safeguarding Governor, had undertaken a full safeguarding audit with Mrs Smith on 15 July 2019 for which a report had been produced and circulated. The report had been RAG rated by Mrs Smith and Lady Hayter and the following was noted:

The requirement rated 'Red' *'The school ensures it provides the opportunities for pupils to learn about and be aware of the risks associated with Child Sexual Exploitation as part of a broad and balanced curriculum'*, it was felt this was not appropriate for a primary school and would be taught if required. No objections were made to this proposal.

Mrs Clinch asked if the online strategy the school has in place covers this. Mrs Smith confirmed it does but this is not taught. It was clarified that in a Voluntary Aided (VA) school the governors have the right to decide this. **Mr Pool asked if issues such as online grooming, stranger danger, are covered.** Mrs Smith confirmed these issues are covered.

With regard to the requirement rated 'Amber' *'The school ensures it teaches its pupils the dangers of gang involvement, knife crime and related violence as part of a broad and balanced curriculum'*, Mrs Smith highlighted that this audit would be used by secondary schools for which this would be more appropriate. Governors discussed this point and agreed that what is currently covered by the school is adequate.

Governors were referred to the 'Action Needed' column and no objections were made to the actions detailed.

12. Any Other Business

Open Farm Sunday

Miss Townsend reported this had been very successful with approximately £1,900 raised. Mrs Smith was thanked for her support for this event. Miss Townsend would like this to be a regular event in order to help educate children and raise funds for the school and Ghana. Miss Townsend is going to Ghana in October and would like to make a video with the school children in Ghana.

Mr Coopman said that the production and events such as the Open Farm show how much staff are willing to give up their spare time to support the school.

End of Term Governor/Staff Social

Miss Townsend is hosting the end of term social with staff on 24 July.

Lady Hayter thanked everyone for the time and support over the past year.

13. Future meeting dates 2019-20

All meetings to begin at 7.00pm

Wednesday 9 October
Wednesday 22 January
Wednesday 6 May
Monday 13 July

There being no further business the meeting ended at 8.20pm with the Grace.

Signed.....

Date.....