

Barton Church of England Voluntary Aided Primary School

Minutes of the Full Governing Body meeting held on 15th January 2020 at 7.00 p.m.

Governing Body

Mrs C Coulson – Head	CC	p	Dr M Penston	MP	p
Mr L Evans	LE	p	Rev M Roberts	MR	na
Dr P Foreman	PF	p	Rev K. Tarring	KT	p
Prof. T Lewens – Vice Chair	TL	aa	Mrs H Thorpe	HTH	p
Mrs C Martin - Chair	CM	p	Mrs A Ugur	AU	p
Mrs C Parsons	CP	p	Vacancy – Foundation Governor x 3		

p – present, aa – apologies accepted, na – apologies not received/accepted

In attendance: Mrs W Guest – Clerk.	WG
June Woolhouse – Observer as prospective Governor, <i>arrived at 7.22pm</i>	JW

Abbreviations used.

FGB: Full Governing Body, **LA:** Local Authority, **OFSTED:** Office for Standards in Education, **YOP:** Yearly Operational Plan. **SFA:** School Financial Adviser, **SFVS:** Schools Financial Value Standard. **SIAMS:** Statutory Inspection of Anglican and Methodist Schools.

Documents issued for the FGB meeting. h

Agenda, Draft FGB Minutes (Confidential version) 27.11.19, YOP 2019-2020 (updated January 2020).

Item	The meeting began at 7.25pm following a confidential discussion under item 6.4.1 CM welcomed JW who had come to observe the meeting after expressing interest in one of the Foundation Governor vacancies.	
1	WELCOME REFLECTION – Rev Keith Tarring	
2	<p>APOLOGIES FOR ABSENCE</p> <p>2.1. Apologies for absence TL – apologies for absence were received. Consent for absence was agreed. MR – apologies were not received so consent for absence could not be given.</p> <p>2.2. Quorum. The quorum for the meeting on 15.01.20 was 6. The meeting was quorate throughout.</p> <p>2.3. Vacancies. There continue to be 3 Foundation Governor vacancies. The vacancies have been publicised in the Barton Bulletin and advertised with ‘Governors for Schools’.</p>	
3	<p>DECLARATION OF INTEREST</p> <p>There were no declarations of interest for the meeting.</p>	
4	<p>MINUTES OF THE PREVIOUS MEETING – 27th November 2019</p> <p>Governors approved these minutes as true and accurate. The minutes will be uploaded to the school website for public view.</p>	
5	<p>NOTE OF ACTIONS COMPLETED AND MATTERS ARISING</p> <p>5.1. Actions completed following the meeting on 27.11.19.</p>	

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	<p>The Committees Action List 2019-20 (version 3) was available on Governor Zone. Governors were advised that all other FGB actions have either been completed or are covered in this meeting.</p> <p>5.2. Matters arising following the meeting on 27.11.19 There were no other matters arising that are not covered in this meeting.</p> <p>With reference to Item 7.2 of the minutes, the powerpoint presentation to staff from the Primary Adviser's visit will be uploaded to Governor Zone.</p> <p>Q: At the last Resources meeting, we agreed that a Value for Money Report should be carried out for ICT packages. This is required as part of the SFVS. Has work started on this yet? Two governors will carry out this review before the next Resources meeting to ensure it can be discussed before the SFVS deadline (31st March).</p>	<p style="text-align: center;">CC/CM</p> <p style="text-align: center;">HTH/CP</p>
6	<p>RAISING STANDARDS</p> <p>6.1. Headteacher's Report: YOP 2019-20 At the last FGB it was agreed to change the Headteacher reporting so that the first FGB of each term focussed on the YOP and the second FGB on the Headteacher's written report, to link better with the new timing of the data drops. However, working in this way will mean that Standards Committee are not able to scrutinise the figures before FGB meet, and could cause a delay in identifying any issues that need to be addressed.</p> <p>It was agreed that the order of meetings for 2020/21 should be changed so that Standards meet before the first FGB of each term in order to examine the data prior to the FGB meeting.</p> <p>Governors were invited to ask question about the YOP (including ones on data given the delay referred to above).</p> <p>Governors welcomed the detailed information provided by the YOP, and felt that the figures were more meaningful after a whole term. It was noted that there are a number of areas rated red and Governors asked for further clarification about these areas, including the steps that are being taken to address these issues.</p> <p>Y2:</p> <ul style="list-style-type: none"> • The Autumn figures show that attainment is on the low side with 64% reading, 46% writing and 55% maths, although all pupils are making progress particularly in maths (82%). • 3 new pupils started in September 2019 (out of a total of 11). • Rehearsals for the Nativity production reduced the amount of time available to focus on core subjects in the last 3 weeks of the Autumn Term. • The cohort has a mixture of complex needs and extra TA support has been put in place on a temporary basis, but the TA is not able to engage in group teaching as yet. <p>Strategies in place:</p> <ul style="list-style-type: none"> • Handwriting has been an issue for several pupils, so the decision has been taken to adopt a simpler style of writing (replacing pre-cursive letters) to ensure that pupils can sustain their writing and produce a sufficient quantity of work. Handwriting continues to be practised in class every day. • Guided reading in class and individual reading with volunteers have helped to improve progress together with the additional focus and follow-up on reading at home. • It is anticipated that the additional TA support will be utilised for group work and not focussing so much on individual needs. <p>Y6:</p>	CM/WG

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- The main area of concern is writing with 43% on track to attain ARE. However, 64% have made the expected progress from the beginning of the year. Writing is teacher assessed and school has until June to submit data. It is expected that Barton will be moderated this year.
- There are a number of pupils on the cusp of achieving ARE as well as a number of pupils on track for Greater Depth.

Strategies in place:

- Mock SATs have already taken place this term with further mocks due in week 4/5 of Spring 2 and another set before the end of term. This is helping pupils to improve their test technique, and gives them the opportunity to get used to sitting tests in a formal setting as well as a gap finding analysis and next steps for teaching.
- A SATs parents evening will be held to inform parents of the expectations and format of the tests so that they can support their children.
- Interventions are in place for Reading, Writing and Maths for pupils requiring extra support.
- A balanced curriculum (e.g. Art, History/Geography etc) is being maintained to ensure focus on all subject areas.

Y5:

- This cohort has a high number of additional needs (including EAL, PP and SEN comprising 50% of the cohort) which is affecting attainment, especially in writing.

Strategies in place:

- Interventions are in place for Reading, Writing and Maths with support from experienced HLTA, and volunteers.
- Pupils sat Y5 level papers at the same time as the Y6 mocks to give them experience of taking more formal tests.
- Pupils are benefitting from being in a mixed class with Y6 and seeing the additional work that is required.

Y3:

- This is a very polarised cohort with a number of high achieving pupils as well as a number of pupils with significant needs (SEN/SEMH/EAL).
- 4 pupils were new to Barton in 2019.
- Attainment is low across the board, but progress is good.

Strategies in place:

- Interventions are in place with an experienced teacher taking small groups for additional intensive work, e.g. accelerated progress for an EAL pupil in writing.

Y4:

- This is a very able cohort with excellent levels of progress and attainment.

Governors welcomed the fact that data was now available in the YOP to enable easier comparisons for PP and non-PP children, as well as EAL and SEN pupils.

Governors' attention was drawn to the research topics that each teacher has chosen as part of the 3-year strategic plan to support the ethos of being a "small school with big opportunities". A document detailing the topics will be made available on Governor Zone. The Headteacher reported that staff are feeling inspired by their research and have chosen topics that work well within their classroom. Practical initiatives from the research are being put into place this term, and teachers will report back to governors in the Summer Term.

**FGB
Summer 2**

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	<p>Governors agreed provisional timescales for the recruitment process with the adverts being placed before half term and interviews to take place before Easter.</p> <p>The panel will prepare the recruitment pack sent out to candidates with input from pupils, staff, and parents. If governors are unable to appoint this term, the process will be repeated starting with an advertisement placed over the Easter holidays and interviews taking place in the Summer Term.</p> <p>Governors were advised that the Headteacher has informed all staff of her resignation today. The Chair of Governors has drafted a letter to go out to parents via parentmail tomorrow at the end of the day and the Headteacher has drafted a response to the Chair of Governor’s letter which will be included in the school bulletin on Friday.</p> <p>6.4.2. SENCO – This item was taken after item 6.3 Mrs Weaver will be leaving her post of SENCO on 30th April. She will carry out the annual reviews for pupils with an EHCP before she leaves. Governors were advised that there may not be a need to employ a SENCO for the Summer Term, as the Headteacher will fulfil this role in the interim.</p> <p>Governors agreed to advertise for a new SENCO to start in September.</p> <p>6.4.3. Prospective SCITT placement One of our TAs is interested in applying for QTS (Qualified Teacher Status) via the SCITT route, and governors were asked to consider if they would potentially agree to host this.</p> <p>Q: What are the financial implications? It is understood that school would pay £8k, but this would be offset by savings from other areas of staffing. Q: Would we need to recruit another TA to take on this member of staff’s current hours? Yes, as she is employed full-time.</p> <p>Governors were advised that the budget has been checked with the Office Manager, but that it has not yet been discussed with the SFA. Governors agreed in principle that it is good to grow current staff, and that a SCITT placement should be explored further and properly costed before any decision could be made.</p>	<p align="center">CM/CC</p>
<p align="center">7</p>	<p>ROOF REPAIRS</p> <p>The governor contribution required for the roof repairs (10%) is £9,273. Unfortunately, there has been no response from any of the companies contacted so far to provide funding. Governors have savings of £7k but still need to find an additional £2k. Notices have been put up in Grantchester, and Barton. Work is due to start and governors need to find the money by half-term.</p> <p>Governors considered whether there might be additional funding from FOBS or a previous donor and agreed that in the first instance the Headteacher would approach the donor.</p> <p>The governor contribution will be made up of governor reserves, a possible donation and money from the school budget, which will be supported by FOBS.</p> <p>Q: Flat roofs are known to have a lifespan of around 10-15 years, should the Property Manager not have been planned for its replacement previously? It has been on the audit for a while, but we have not had the money to carry out any work. As</p>	<p align="center">CC</p>

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	<p>this could be the last year of LCVAP grants, our Property Manager advised that we needed to make sure that any grant received was used to repair the roof.</p> <p>Governors were advised that a meeting is due to take place with the Architect to discuss the ongoing issue of the changing rooms. As the guide shed facility has been released providing extra storage, and there is only £4,700 Sports Premium money and approximately £4k FOBS funding, governors were asked to consider whether to continue pursuing this project. It is anticipated that the project will cost a minimum of £15k.</p> <p>Governors discussed the different options and requirements for the changing rooms, including log cabins (one or two), a concrete structure, disabled access, electricity supply and whether the project could be completed in stages.</p> <p>Q: Will there be more Sports Premium money in April? Yes, we will receive £16k (though not all at once). This can partly be used for buildings structures.</p> <p>Q: Are we able to carry over our current SP money to the new financial year? Yes.</p> <p>Governors felt that the meeting with the Architect should go ahead and that a final decision, about the format of the changing rooms should be made after that, so that plans could be shared with parents and the community, and fund-raising could be targeted and focused.</p>	
8	<p>ICT SERVER REPLACEMENT</p> <p>Governors were advised that as only 7 schools had replied to the ICT service to express an interest in becoming cloud-based, this was no longer viable and had been removed as an option for replacing the server.</p> <p>Governors therefore agreed to upgrade the server for 2 years at a cost of £1,800.</p>	
9	<p>POLICIES</p> <p>9.1. Data Retention Policy (in relation to Pensions) Deferred to next FGB if required.</p>	Next FGB
10	<p>WELLBEING</p> <p>The Headteacher reported that there is a positive team spirit amongst staff, and that staff are working well to support each other and be as efficient as possible. The Staff Christmas Do was also very positive and enjoyed by all who attended.</p> <p>The issue of wellbeing is in the Grapevine each week, and is also discussed at staff meetings in terms of how to look after ourselves and each other and how to manage workload.</p>	
11	<p>PUPIL AND PARENT CONSULTATIONS</p> <p>The questionnaires for the Parent Consultation will be prepared for the start of the Summer term as usual. The Chair will circulate the questionnaire to all governors for their comments.</p> <p>The Pupil consultation will take place after SATs, but in time for Standards Committee to analyse the results at their meeting on 17th June. Governors agreed that it had worked well meeting with pupils during the school day last year, and that this model should be continued. The topics to be included in the consultation were agreed at the last Standards Committee meeting and are as follows:</p> <ul style="list-style-type: none"> • Curriculum 	CM

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17	<p>ITEMS ADVISED BY THE LOCAL AUTHORITY</p> <p>None advised.</p>	
18	<p>COMMUNICATION TO PARENTS</p> <p>Contributions to the Governors bulletin should be sent to CM by 23rd March. The bulletin will be issued to parents on Friday 27th March.</p>	PF/LE/TL
19	<p>REVIEW OF THE MEETING</p> <p>What have governors done at the meeting to make sure standards are being raised?</p> <p>Governors have:</p> <ul style="list-style-type: none"> • started the process for appointing a new Headteacher who will embrace our school ethos and continue to move our school forwards • examined data in the YOP to ensure that strategies are in place to help target areas of need • welcomed the introduction of teacher research projects which meet strategic targets and will provide significant benefits in terms of learning experiences and outcomes for pupils • discussed the importance of the PAN in managing our increasing pupil numbers to ensure excellence of provision continues through out the school • exercised caution with finances to ensure monies are spent prudently on buildings and staffing • assessed how best to deploy staff, by developing existing knowledge and skills for the benefit of pupils • agreed to pursue possible plans for changing rooms to determine the viability of the project in providing enhanced resources for PE • questioned the Headteacher and Staff Governor to ensure that a balanced curriculum is achieved throughout the school, but particularly in Y5/6 • ensured that the wellbeing of staff is kept continually under review • started to plan for pupil and parent consultations to ensure that the views of stakeholders is considered 	
20	<p>OTHER BUSINESS</p> <p>20.1. EYFS Adviser Governors were advised that the EYFS Adviser has visited school this week, and presented a positive report.</p> <p>20.2. Contracts to be renewed The School Business Manager has requested an extraordinary Resources Committee meeting to discuss the upcoming contracts for renewal, as well as to be advised of any matters that she needs to be aware of for budget preparation.</p> <p>Resources Governors agreed to hold a meeting on Friday 7th February at 8.00am.</p>	All Resources Governors
21	<p>DATE OF THE NEXT MEETING – WEDNESDAY 25th MARCH 2020 at <u>7.00 pm</u></p> <p>The meeting ended at 9.07pm.</p>	

Meetings for 2019-20.

Please note:

- All FGB meetings start at 7.00pm at school.
- Times of other committee meetings will be arranged by the Chairs of each committee.

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2019-20		FGB	Resources	Standards
Autumn	1	18.09.19	02.10.19 (Salaries)	06.11.19
	2	27.11.19	13.11.19	
Spring	1	15.01.20	18.03.20	11.03.20
	2	25.03.20		
Summer	1	06.05.20	29.04.20	17.06.20
	2	15.07.20	24.06.20	