

Barton Church of England Voluntary Aided Primary School

Minutes of the Full Governing Body meeting held on 4th July 2019 at 7.30 p.m.

Governing Body

Mrs C Coulson – Headteacher	CC	p	Mrs C Parsons	CP	p
Mr L Evans	LE	p	Dr M Penston	MP	p
Mr N Farrow - <i>resigned</i>	NF	aa	Rev M Roberts	MR	p
Dr P Foreman	PF	p	Rev K. Tarring	KT	p
Prof. T Lewens – Vice Chair	TL	aa	Mrs A Ugur	AU	p
Mrs C Martin - Chair	CM	p	Mrs B Weaver – Headteacher	BW	p
Miss L-L McDowell	LLMD	p	Vacancy – Foundation Governor x 3		

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

In attendance: Mrs W Guest – Clerk.	WG
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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.

Agenda, Draft FGB minutes 02.05.19, Draft Standards minutes 13.06.19, Draft Resources minutes 20.06.19, YOP 2018-19 (updated June 2019), **SEF Barton June 2019, Governor Personal Evaluation Statement, Governor Skills Audit, Strategic Plan 2018-2021, Parent Questionnaire 2019** (percentages data return), **Parent Questionnaire** written responses for FGB, **Governor Induction Policy, Volunteer Helpers (Recruitment and Management) Policy, Volunteers' Induction Booklet May 2019, Barton Equality Objectives 2017-2021, Acceptable User Policy – Parents 2019.**

Item	The meeting began at 8.25pm following a presentation by Mr Lee Faris, Head at The Vine.	
1	WELCOME REFLECTION – Rev Marguerite Roberts	
2	<p>APOLOGIES FOR ABSENCE</p> <p>2.1. Apologies for absence TL – apologies for absence were received. Consent for absence was agreed.</p> <p>Governors were informed that NF has resigned as Foundation Governor as he is unable to commit a sufficient amount of time to the role.</p> <p>2.2. Quorum. The quorum for the meeting on 04.07.19 was 6. The meeting was quorate throughout.</p> <p>2.3. Vacancies. The Chair confirmed that the Governing Body now has 3 Foundation Governor vacancies.</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 – 2nd May 2019</p> <p>Governors approved these minutes as true and accurate.</p>	

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5	<p>NOTE OF ACTIONS COMPLETED AND MATTERS ARISING</p> <p>5.1. Actions completed following the meeting on 02.05.19. The Committees Action List (version 8) was available on the Governor Zone. Governors were advised that all FGB actions have been completed, are covered in this meeting or will be discussed at the appropriate committees.</p> <p>The following points were highlighted:</p> <p>5.1.1. Boys' toilets (item 7 from previous minutes). Work has taken place to fix the problems with the boys' urinals. The Church Schools of Cambridge were unable to provide a loan for this work and the repairs have been funded from the school's maintenance budget.</p> <p>5.1.2. Governor Training (item 14). Governors were reminded to inform the Chair or Clerk when they have attended training so that the central record can be updated.</p> <p>5.2. Matters arising following the meeting on 02.05.19 Matters arising are covered in this meeting or at the appropriate committees.</p>	
6	<p>RAISING STANDARDS</p> <p>6.1. YOP 2018-2019 Governors were asked for questions on the YOP which had been RAGed in June 2019.</p> <p>Q: On page 1, priority 1 "Stable staff who all have leadership capacity and clear responsibilities" is rated as amber. Is this right given the recent staff changes? We will have a full complement of staff and will therefore be stable from September, but we will be unable to give the NQTs a leadership role for the first year of their appointment. This is why we have rated this priority as amber.</p> <p>Governors questioned whether the priority was SMART, as it is not realistic for the Headteachers to ensure a stable staff if teachers leave for personal reasons or promotions, nor is it possible for NQTs to have leadership responsibilities. Governors agreed that this priority should be split into two separate objectives next year:</p> <ul style="list-style-type: none">• To have a full complement of staff during the year• To ensure staff are able to take on a leadership role, where appropriate, and to provide sufficient leadership capacity. <p>Q: We will have subject leaders for English and Science next year– what other subjects do we need to look at? A new member of staff has agreed to take on Maths leadership next year. The other areas are PE, Pupil Voice, School Council, History, Geography, Art, ICT, and Outdoor Learning. We are in the process of discussing who will take these areas of leadership on, especially as we have some highly experienced part-time teachers.</p> <p>Q: Has thought been given to possible leadership roles for the NQTs in September 2020? Yes, the NQTs have already identified areas at interview that they would be interested in once they are RQTs and we can work towards this.</p> <p>6.2. Standards Committee Draft Minutes - 13.05.19 The draft minutes were available on Governor Zone. Governors noted the content of the minutes with no further questions.</p> <p>6.3. Resources Committee Draft Minutes – 20.05.19 The draft minutes were available on Governor Zone. There were no questions other than for clarification.</p>	

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6.4. YOP 2019-2020

Governors discussed the priorities to include in the YOP for 2019-2020 and agreed the following:

- **Increasing leadership capacity:** enabling all teaching staff to research an area of interest: providing staff with the opportunity to choose and develop a specialism which will impact our pupils and enrich and develop our school. It will include time to visit other schools to assess alternative provision.
- **Focusing on a broad, balanced curriculum with greater emphasis on foundation subjects in addition to English and Maths:** including data on pupils' progress and attainment in all subject areas and ensuring pupils are given opportunities to experience a wide range of learning.
- **Ensuring that the two cohorts that need additional support are provided with this support and continue to make accelerated progress:** continuing to make provision for intervention work for the pupils who have been identified as benefiting from additional support.
- **Focusing on transition from EY to KS1, KS1 to KS2 and KS2 to secondary school:** ensuring pupils are prepared for the move between key stages. In particular, forging more links with local schools in the cluster to help widen Y6 pupils' social network and prepare them emotionally as well as academically for the move to Y7.
- **Continuing to explore academisation:** keeping up-to-date with any developments concerning academisation and federation.
- **Including pupil voice in curriculum choices:** when planning for topics, teachers to investigate what pupils already know about the topic (knowledge harvest) and find out what pupils would like to learn about through questions that they would like to answer. This will allow pupils ownership over their learning and increase motivation. The same objectives will be covered but with different slants.
- **Improving our assessment of the characteristics of effective learning throughout school:** analysing the different learning behaviours will result in more effective learning and develop pupils' ability to become more questioning and resilient.
 - **Active learning – motivation**
 - **Creating and thinking critically – thinking**
 - **Playing and exploring – engagement**
- **Ensuring financial security:** exploring different funding streams, particularly for science. Liaising with local businesses to arrange visits from experts and loan of equipment to support projects.
- **Working towards obtaining the Bronze (or higher) Sports Mark** to reflect our quality PE provision.
- **Carrying out a “deep dive” into reading skills and systems:** ensuring that the systems used to teach and promote reading in school are effective for all pupils.

Q: Is the change in focus within the curriculum going to mean a lot of additional work for teachers? No, we have been building the new curriculum in staff meetings since Easter so that everything is ready for September 2019. We now just need to put this into practice. We have also been preparing our new staff so that they are familiar with our curriculum approach.

6.5 Summary of Ofsted SEF (Self Evaluation Form)

The Headteachers have completed the Ofsted SEF incorporating governors' comments. New data will be included when the KS2 SATs results are published on 9th July.

Governors welcomed the SEF with no additional comments.

6.6. Leadership

Due to the appointment of 2 NQT teachers and the promotion of the Senior Teacher to Deputy Head at another Cambridgeshire school, the capacity for leadership will be

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9	<p>GOVERNING BODY STRATEGIC PLAN 2018-2021</p> <p>9.1. Strategic Plan</p> <p>The objectives in the Strategic Plan run annually from the Spring Term. Governors examined the objectives for the second year, 2019-2020, and ensured they were included in the YOP.</p> <p>Governors noted that the following objectives:</p> <ul style="list-style-type: none">• Priority 1: For all teachers to develop their philosophy of teaching and learning and take on an area of research to further the school's success• Priority 2: To have a wide range of curriculum experiences and to be highly regarded specialists in an area of the curriculum <p>link to the earlier discussions about being a "small school with big opportunities" and also tie in well to the objectives agreed under item 6.4.</p> <p>Headteachers confirmed that the time and cost implications of teachers carrying out research projects will be considered, with the possibility of using PPA time or allowing teachers to be exempt from attending a staff meeting in lieu of the extra time spent working.</p> <p>Governors agreed to keep a watching brief on academisation (priority 1, page 2) to review issues, but that there was no immediate urgency to consider converting to academy status.</p> <p>In relation to the other priorities within the Strategic Plan, governors felt that:</p> <ul style="list-style-type: none">• Priority 3: To develop pupils' skills of resilience, determination and perseverance is being addressed well by the new Behaviour Policy.• Priority 4: To ensure that all members of the school pay vigorous attention to the fundamental details of the curriculum and learning is being addressed by the preparation undertaken for the new broader curriculum.• Priority 5: To further develop leadership of the Early Years will be a challenge with an NQT taking over EYFS, but acknowledged the strong foundation provided by the outgoing teacher and the excellent support that will be in place from the mentor will support this priority.• Priority 6: To seek opportunities and develop links with the community is being addressed by the new intergenerational project which invites older members of the community in to school to share their knowledge and build relationships with younger pupils. <p>9.2. Succession Planning</p> <p>As noted at the start of the meeting, the Governing Body is carrying 3 Foundation Governor vacancies.</p> <p>In addition, there will be a Staff Governor vacancy from the end of this term when the member of staff leaves Barton. The Chair will send the protocol for appointing staff governors to the Headteachers.</p> <p>The terms of office for several governors are due to expire within the next 18 months:</p> <ul style="list-style-type: none">• AU – September 2020• MP – September 2020• CM – October 2020 <p>KT has also indicated his intention to resign in July 2020.</p> <p>This means that by Autumn 2020, there may be 4 experienced governors including the Chair who may or may not choose to seek re-election on the Governing Body. This will be given consideration in the allocation of governor roles in September 2019.</p>	CM
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	<p>judgement about which groups to target the following year.</p> <p>Objective 2: To ensure that girls' take-up of sport continues as they get older. The recent parent consultation demonstrated that girls are accessing out of school sports provision at a higher rate than boys across all age ranges and there is no drop off with increased age. There has also been greater participation in interschool sports competitions this year with girls represented at every level.</p> <p>Objective 3: To promote cultural development and understanding through a rich range of experience, both in and beyond the school. This is being developed well and includes recent school visits to a synagogue and Buddhist temple, and representatives from the Humanist community visiting the school to talk to pupils about their beliefs.</p> <p>Objective 4: To increase opportunities for parental interaction and communication for those who are unable to come into school on a regular basis.</p> <ul style="list-style-type: none"> • The Tapestry software programme has been extremely helpful in engaging hard to reach parents at the beginning of school life at Barton. • Extra support is available for EAL pupils and their parents and is making a huge difference to the pupils' learning. • Staff continue to work hard at building relationships with parents who are unable to be in the school playground by use of email and phone calls and designated appointments <p>Following the success of Tapestry, it was suggested that teachers could make children's learning more accessible for their parents by scanning or sending examples of excellent work home.</p>	
15	<p>GOVERNOR TRAINING</p> <p>The Training Governor made the following points:</p> <ul style="list-style-type: none"> • Annual Conference: Handouts from the Annual Conference have been distributed and are now also available on Governor Zone. • Academisation training: A representative from the School Governance Team would welcome the opportunity to come and talk to FGB with an Academy Project Officer early next term. They would cover governance and the process involved in academisation. <p>Governors agreed to arrange a separate session for this training to allow sufficient time to cover this area. The Chair will send out a Doodle poll to check availability.</p>	CM
16	<p>NETWORK CB23</p> <p>The Network continues to be a source of invaluable support, with excellent links between schools in the cluster.</p> <p>Governors were advised that the network co-ordinator, is in process of compiling dates for governor sessions on 1) data and 2) school development plans. Once dates have been confirmed, CM will contact the Governing Body to see who might be interested in attending these sessions.</p>	CM
17	<p>FOBS</p> <p>Events this term have included:</p> <ul style="list-style-type: none"> • Pond-dipping which raised £108 • Ice cream sale: £52 • Barbecue at Sports Day: £310 • Bags 2 School: £44 	

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	<p>FOBS will also be providing a barbecue and bar at Barton's Got Talent, and refreshments at the KS2 production "Blondel", as well as holding another ice cream sale before the end of term.</p> <p>FOBS have sent out a letter to welcome new YR parents, and members from the committee were present at the recent "Preparing for School" evening to explain the role of a PTA and raise awareness of future events.</p> <p>FOBS have purchased Spanish and French dictionaries as leaving presents for the Y6 pupils, and will be funding their leavers' party.</p> <p>FOBS are inviting local groups to have a pitch on the school playing field for the Autumn Show, and are looking into providing an ice-cream van and other refreshments, as well as face-painting and a tombola.</p> <p>The balance in the bank account currently stands at just over £5k. FOBS are committed to providing £4k-£4.5k towards the changing rooms project.</p>	
<p>18</p>	<p>COMMUNICATION TO PARENTS</p> <p>The termly bulletin will be issued to parents on Friday 19th July.</p>	<p>CM</p>
<p>19</p>	<p>ITEMS ADVISED BY THE LOCAL AUTHORITY</p> <p>None.</p>	
<p>20</p>	<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"> • examined the data in the final YOP for 2018-2019 and identified objectives to be included for 2019-2020. • reviewed the Equality Objectives for 2017-2021 ensuring that measures are in place to monitor progress against these objectives next year. • discussed the issue of academisation and agreed to pursue a training session with a trainer from School Governance. • reviewed the SEF and ensured that governors are prepared for a possible Ofsted inspection. • discussed the issues arising from the parent consultation and the response that will be provided by school and governors to address these issues. • identified ways to improve staff wellbeing by reducing unnecessary requirements on teachers. • examined the priorities within the 3-year Strategic Plan, ensuring that actions are being taken to meet these priorities. • discussed the issue of succession planning and noted that a number of governors may not seek re-election in Summer/Autumn 2020. • analysed the results from the Governing Body Skills Audit ensuring that there are no significant gaps in the Governing Body's knowledge, skills or experience. • discussed the importance of e-Safety and the best way of communicating expectations to parents. 	
<p>21</p>	<p>OTHER BUSINESS</p> <p>There was no other business.</p>	

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22	DATE OF THE NEXT MEETING Governors were advised that the meetings next year would move to a Wednesday evening if the day was convenient for everyone. The chair will confirm this arrangement after consulting all governors. The meeting ended at 10.17pm.	CM
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