

## Barton Church of England Voluntary Aided Primary School

### Minutes of the Full Governing Body meeting held on 2<sup>nd</sup> May 2019 at 7.30 p.m.

#### Governing Body

Mrs C Coulson – Headteacher	CC	p	Mrs C Parsons	CP	p
Mr L Evans	LE	aa	Dr M Penston	MP	p
Mr N Farrow	NF	aa	Rev M Roberts	MR	p
Dr P Foreman	PF	p	Rev K. Tarring	KT	p
Prof. T Lewens – Vice Chair	TL	p	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 2		

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

<b>In attendance:</b> 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 28.03.19, Draft Resources minutes 25.04.19, Headteacher Report May 2019, YOP 2018-19 (RAGed April 2019) Writing your SEF guidelines and prompts, SEF Barton Template March 2019, Employee Wellbeing Policy, Draft Parent Questionnaire 2019, Network CB23 session on specific topics, School Governance Issues for Consideration Summer Term 2019, Notes for School Governance Issues for Consideration.**

Item	<b>The meeting began at 7.34pm.</b>	
1	<b>WELCOME REFLECTION</b> – Rev Marguerite Roberts	
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p><b>2.1. Apologies for absence</b> LE and NF – apologies for absence were received. Consent for absence was agreed.</p> <p><b>2.2. Quorum.</b> The quorum for the meeting on 02.05.19 was 6. The meeting was quorate throughout.</p> <p><b>2.3. Vacancies.</b> The Chair confirmed that the Governing Body has 2 Foundation Governor vacancies.</p>	
3	<p><b>DECLARATION OF INTEREST</b></p> <p>There were no declarations of interest for the meeting.</p>	
4	<p><b>MINUTES OF THE PREVIOUS MEETING</b> – 28<sup>th</sup> March 2019</p> <p><b>Governors approved</b> these minutes as true and accurate.</p>	
5	<p><b>NOTE OF ACTIONS COMPLETED AND MATTERS ARISING</b></p> <p><b>5.1. Actions completed following the meeting on 28.03.19.</b> The Committees Action List (version 6) was available on the Governor Zone. Governors were advised that all FGB actions have been completed, are covered in this meeting or</p>	

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	<p>will be discussed at the appropriate committees.</p> <p>The following points were highlighted:</p> <p><b>5.1.1. Parent Prayer Group</b> (item 5.2.1) A parent has confirmed that she is willing to take over the co-ordination of the parent prayer group.</p> <p><b>5.1.2. Minutes of FGB meetings to be published on the school website</b> (item 12.2). The minutes from the meeting on 28.03.19 will be published on the "Governors" section of the school website as they have now been approved.</p> <p><b>5.2. Matters arising following the meeting on 28.03.19</b></p> <p><b>5.2.1. Training session on academisation/federation</b> (item 12.1). This is still to be arranged.</p>	<p><b>WG</b></p> <p><b>AU</b></p>
<p><b>6</b></p>	<p><b>RAISING STANDARDS</b></p> <p><b>6.1. Headteacher Report and YOP 2018-2019</b> Governors were asked for questions on the Headteacher Report and the YOP which had been RAGEd in April 2019.</p> <p><b>Q: Could you clarify the staffing for the Lower KS2 class?</b> We are employing a supply teacher to cover the job-share on a temporary basis for 2 days a week until the end of the Summer Term.</p> <p>Governors were advised that the proposed structure for September 2019 is as follows:</p> <ul style="list-style-type: none"> <li>• <b>EYFS Reception</b> : a full time teacher with YR (anticipated to be 16 pupils).</li> <li>• <b>KS1:</b> current teacher requested increase in hours from 2.5 days to 4.0 days, leaving a teacher vacancy for 1 day a week.</li> <li>• <b>Lower KS2:</b> a job-share on a 50/50 split with redeployment of current staff.</li> <li>• <b>Upper KS2:</b> a newly appointed NQT (subject to satisfactory pre-employment checks). Arrangements to provide cover for the NQT day release time and mentor to be decided. Plans are being put in place for the newly appointed teacher to have some time in school during the summer term to ensure a smooth transition in September.</li> </ul> <p><b>Q: Did our SCITT Trainee apply for the post?</b> No. She had already secured a job elsewhere before the post became available.</p> <p>Governors congratulated our Y5/6 teacher on her new position as Deputy Head in another Cambridgeshire school and thanked her for all her work and expertise at Barton.</p> <p><b>Q: The report and YOP shows that progress is still extremely impressive across the board.</b> Yes, we are very encouraged by the pupils' progress in all cohorts. We know where to focus interventions and these are having a real impact on pupils' learning.</p> <p><b>Q: It is encouraging to see progress in Y2 where 4 SEN pupils and 1 EAL pupil, together account for 50% of the cohort.</b> Yes, writing is still the main area to focus on in terms of attainment, but pupils have made above average progress (4.6 points) which is very pleasing.</p> <p><b>Q: A year or so ago, we were having discussions about focussing on the basics of writing and ensuring they were in place throughout the school. Are we still in "fix mode" or has this approach been embedded and if so, is it sustainable?</b> Yes, there has been a significant change in our approach to writing with much more focus on embedding skills such as sentence structure from EYFS/KS1 and ensuring that this focus is maintained throughout KS2. The training on Talk4Writing, that all teachers attended, has been extremely beneficial and, with our English Lead, there are systems</p>	

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in place to ensure that improvements continue to be made. We feel that this is a sustainable approach which will result in a steady rate of progress rather than producing peaks and plateaux.

**Q: Y6 data in the YOP shows that 85% were on track to achieve EOY Reading in the Autumn, but this figure has dropped to 75%?** In previous years, we have been able to include teacher assessment when evaluating data, whereas this year we are only able to look at results from test papers. This has made us more cautious in setting targets. Some pupils may be fantastic readers but once they are faced with test conditions, and are required to employ certain techniques for their reading, they may not perform as well in tests.

**Q: On page 1 of the YOP, “secure financial viability” is rated as green. Next year, we have identified that there will be an overspend, so is green still an appropriate colour?** We decided to rate this area as green to reflect the fact that we are secure financially this year, but this may be different for next year's YOP.

**Q: The GD figures are looking good for Y6.** Yes, the updated assessments from Spring (ii) show that 80% are on track for writing with 75-80% on track in reading and maths. There will hopefully be a higher percentage achieving GD than in previous years.

**Q: It is useful to see EAL data for the first time.** Yes, we have a total of 20 EAL pupils.

**Q: We discussed the increased number of pupils in Upper KS2 at previous governor meetings. Is this manageable?** Yes. It is a busy classroom, but the SCITT Trainee is providing extra support, and we are trying to use Skylark Room and break into smaller groups where we can. This is particularly useful with the build-up to SATs and the additional emphasis being placed on Y6 pupils, but the whole class is working well. Next year, it will be a much smaller class with 24 pupils anticipated.

**Q: ICT is rated as amber under priority 1 but green under priority 2, why is this?** Priority 1 is amber because we have started to embed the new curriculum, rather than it being fully embedded. The ICT curriculum has been developed and is being taught (hence the green under priority 2), but we are not yet monitoring and evaluating pupils' learning, so these are the next stages to implement before priority 1 can be rated green. Purple Mash provides an excellent assessment grid for teachers which links to the national curriculum, so we will be pursuing this further.

#### **6.2 Ofsted SEF (Self Evaluation Form)**

*This item was taken after item 16 “Communication”*

The draft Barton SEF and document “Writing your SEF guidelines and prompts” from The Key were circulated prior to the meeting with points highlighted in yellow for governors to consider.

Governors completed the SEF in groups. The Headteacher collated the forms and will summarise points for the next FGB.

**CC – next  
FGB**

#### **6.3. Ofsted Inspection Framework**

The Headteacher summarised the new Ofsted Inspection Framework for 2019, highlighting the following points:

- There is more emphasis on a “broad and balanced curriculum.”
- There will be a sharper focus on quality of education rather than just results-based data.
- There is a move towards whole child personal development; inspectors will be

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	<p>looking at “behaviour and attitudes”.</p> <ul style="list-style-type: none"> <li>• Assessment will be via the “3 I’s”: Intent, Implementation and Impact <ul style="list-style-type: none"> <li>• <b>Intent:</b> What are our intentions for the curriculum? Governors and staff are keen to move to a broad curriculum which is topic-based, ensuring that opportunities for learning are provided in a wide range of subject areas.</li> <li>• <b>Implementation:</b> How are we going to implement the curriculum we want for Barton School and what resources are we going to use? £1k has been put aside in the budget to spend on resources that will be needed and our aim is to plan a whole term so that there are clear cross-curricular links between core and foundation subjects, leading into a 2 year rolling programmes.</li> <li>• <b>Impact:</b> Our focus is to ensure that pupils are engaged and enjoying learning, with topics carefully chosen to inspire them resulting in high achievements in all subjects.</li> </ul> </li> </ul> <p>The framework has been discussed at the recent staff Inset Day, and it was felt that a pupil voice should be carried out soon so that a comparison could be made with a pupil voice after the changes have been implemented.</p> <p><b>Q: Will there still be the same requirements for data?</b> Ofsted have stated that they will be looking at data over time and will want to see whether pupils are using what they have learnt and whether it has transferred to their long-term memory. This will be evidenced by looking at books, by talking to children, and by examining overall planning to ensure that there are building blocks providing clear progression/gradation from EY to Y1 to Y2 etc. The aim is to ensure that skills that are learnt through one topic can be applied later in different contexts.</p> <p><b>Q: What are the key steps we will be taking as a school?</b> We have created Foundation Subject Leaders, and are focussing on assessment, planning and resources that are required to implement our new curriculum.</p> <p>Ofsted have suggested that there are only 2 data collection points per year (rather than the current 6 collection points). However, staff feel strongly that it is important to continue with half-termly assessments for school purposes. This feeds into interventions and support. Foundation subjects will consist of blocks of lessons which will be assessed termly.</p> <p><b>Q: What are the changes to personal development?</b> Ofsted will be looking at behaviour and attitudes such as having a love of learning, being resilient and able to cope with mistakes, problem solving, developing curiosity, exploring/investigating the world. The curriculum needs to be a mixture of knowledge-based learning and problem solving.</p> <p><b>Q: Will there still be a National Curriculum?</b> Yes, this has not changed.</p> <p><b>6.4 Governor Visits</b> Governors agreed to arrange another visit to take place in Summer (ii). These visits will provide an opportunity to discuss foundation stage leadership as well as writing and ICT. Staff governor to look at availability of teachers and governors to arrange a visit in each area.</p> <p>A teacher has suggested that governors follow a specific cohort throughout the school to see the progress they have made both academically and in terms of personal development. Governors agreed this would be an interesting approach and should be something to consider for September.</p>	
		<b>LLMD</b>
		<b>Autumn FGB</b>

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	<p><b>6.4.1. Writing</b> Governors are to broaden their focus, looking at writing across all subjects rather than just English.</p> <p><b>6.4.2 ICT</b> Governors are to assess the impact of the new ICT curriculum and how it is working in practice.</p>	
<b>7</b>	<p><b>SCHOOL BUDGET</b></p> <p>The Resources Committee examined the 2019/20 budget in detail at their meeting on 25.04.19. Draft minutes of the meeting are available on the Governor Zone.</p> <p><b>Q: Is there any update on the figures for the roof and toilets?</b> It is proposed that 2 LCVAP applications are made: one for the roof for a sum of £66k, and one for repairs to toilets for £30k. The Property Manager has asked that the work on the roof is separated into two stages to be completed over 2 years. However, the work on the toilets is now urgent.</p> <p><b>Q: Would the roof be more expensive over 2 years? Would it be better to wait another year and apply for whole lot at once?</b> It is not known how much longer LCVAP money is going to be available so we need to make an application now. However the Property Manager would like to carry out a phased repair if the Diocese agree.</p> <p><b>Q: Would it be better to do away with urinals altogether and replace them with additional cubicles in the boys' toilets?</b> This might be the best option to prevent some of the problems that we have been experiencing and will be discussed with the Property Manager next week.</p> <p><b>Q: If it is not possible to carry out the work over 2 years, it might be worth asking the Church Schools of Cambridge if there is an option of an interest-free loan until a grant is awarded?</b> Yes, we would be very keen to pursue this. MR volunteered to investigate this option at the next church schools meeting.</p> <p><b>Q: In the Resources minutes, it was noted that PJ services have gone into liquidation. Will we lose money as a result?</b> No.</p> <p><b>Governors approved the budget for 2019/20.</b></p>	<p style="text-align: center;"><b>CC/BW</b></p> <p style="text-align: center;"><b>MR</b></p>
<b>8</b>	<p><b>WORKLOAD AND WELLBEING</b></p> <p>At the last FGB meeting, it was agreed that Workload and Wellbeing would be a standing item on every FGB agenda.</p> <p>The policies to be reviewed at this meeting cover Employee Wellbeing (see item 9 below) so it was agreed to take these two agenda items together.</p>	
<b>9</b>	<p><b>POLICIES</b></p> <p><b>9.1. New Policies</b></p> <p><b>9.1.1. Employee Wellbeing</b></p> <p>EPM have brought out an “Employee Wellbeing” Policy. This would complement our current Health, Safety and Wellbeing Policy. Governors need to consider whether to adopt this new policy.</p> <p><b>Q: Have staff commented on the “Employee Wellbeing Policy”?</b> It has not yet been circulated as governors need to decide in principle whether to consider</p>	

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	<p>adopting the policy first.</p> <p>Governors agreed that it was important to have some sort of wellbeing policy but thought that there might be better model policies to work from</p> <p><b>Governors agreed that alternative policies on employee wellbeing should be investigated. As the Health, Safety and Wellbeing Policy is due for review by the Resources Committee in Summer (ii), it was agreed that the committee should look at both policies together.</b></p>	<p><b>CM/CC</b></p> <p><b>Resources Committee</b></p>
<p><b>10</b></p>	<p><b>CONSULTATIONS</b></p> <p><b>10.1 Pupil</b> The provisional date for the pupil consultations has been set as Friday 24<sup>th</sup> May. EYFS Class Assembly also takes place on the same morning so it was suggested that governors could attend the assembly and then carry out the consultation with the School Council from 9.30-10.30.</p> <p>Some governors confirmed that they were available on this date.</p> <p>The Y5/6 teacher will hand out questionnaires to all pupils earlier in the same week.</p> <p><b>10.2 Parent</b> The parent questionnaire has been modified and will be issued before half-term so that the results can be analysed over the break.</p> <p><b>10.3 Staff</b> The process for consulting staff is still to be finalised. The Chair and Headteachers will examine the questionnaire used last year and agree timings for the consultation.</p>	<p><b>MP/AU/MR</b></p> <p><b>LLMD</b></p> <p><b>CM</b></p> <p><b>CM/CC/BW</b></p>
<p><b>11</b></p>	<p><b>SAFEGUARDING</b></p> <p>There were no issues to report.</p>	
<p><b>12</b></p>	<p><b>CHURCH SCHOOL UPDATE</b></p> <p>A project is being developed to build intergenerational links with the community. The EYFS Class will be sending out invitations to elderly members of the community to attend a tea party with traditional and more modern games. The project will be continued over 6 weeks, with members of the community coming into school to build relationships with pupils. In the Autumn Term, the project will allow each class to learn and swap specific skills (such as knitting, ICT). The aim is to build a community hub for all generations.</p> <p>Gener8 continue to link with the church to provide a reflection area in school, and the theme this term is “celebration”. Classes are encouraged to go into the Hall to reflect during PSHE time.</p> <p>Members from the Diocese of Ely will be attending the opening ceremony for the new office/reception.</p>	
<p><b>13</b></p>	<p><b>NETWORK CB23</b></p> <p>There will be a Spelling Bee for KS2 next half term at Clare College.</p> <p>Barton are hosting the Mega Maths event on 23<sup>rd</sup> May.</p>	

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	<p>The Network Chair of Governors group are investigating whether there is interest from other governors to meet to discuss specific areas (e.g. SEND, small schools). A document outlining this proposal was available on Governor Zone. The Chair asked for responses to the proposal to be received before half term (24<sup>th</sup> May) so that she can respond formally to the Network.</p>	<b>All governors</b>
<b>14</b>	<p><b>GOVERNOR TRAINING</b></p> <p>The Training Governor made the following points:</p> <ul style="list-style-type: none"> <li>• The session on academisation/federation will be confirmed with a trainer</li> <li>• There are 3 governors who will be attending the termly briefing sessions.</li> <li>• The Annual Conference is on 15<sup>th</sup> June – AU to attend</li> <li>• The in-house session with our Primary Adviser will take place on 3<sup>rd</sup> June from 1-3pm.</li> <li>• The weekly schools newsletter is an excellent way of keeping abreast of local and national developments. Governors were encouraged to sign up via the email link which will be forwarded to them.</li> <li>• Governors who attend training should inform AU/WG/CM so that the central record can be updated.</li> </ul>	<b>AU</b>  <b>All governors</b>
<b>15</b>	<p><b>ITEMS ADVISED BY THE LOCAL AUTHORITY</b></p> <p>None.</p>	
<b>16</b>	<p><b>COMMUNICATION TO PARENTS</b></p> <p>The timing of the termly bulletin will be agreed at the Resources and Standards meetings.</p>	<b>Stds and Res Mtgs</b>
<b>17</b>	<p><b>REVIEW OF THE MEETING</b></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"> <li>• approved the budget for 2019/20</li> <li>• provided input for the SEF in preparation for Ofsted</li> <li>• discussed employee health and wellbeing, and agreed to investigate policies to better support their welfare at work</li> <li>• considered different ways of arranging governor visits for the next academic year</li> <li>• celebrated excellent pupil progress across the board, particularly with regards to embedding basic skills in writing</li> <li>• discussed strategic staffing changes and proposed class structure for September</li> <li>• designed consultations for parents, staff and pupils</li> <li>• discussed changes to the curriculum in light of the new Ofsted Inspection Framework</li> </ul>	
<b>17</b>	<p><b>OTHER BUSINESS</b></p> <p>There was no other business.</p>	
<b>18</b>	<p><b>DATE OF THE NEXT MEETING – THURSDAY 4th JULY 2019 at 7.30 pm</b></p> <p>The meeting ended at 9.42pm.</p>	

**Barton Church of England Voluntary Aided Primary School**

**Minutes of the Full Governing Body meeting held on 2<sup>nd</sup> May 2019 at 7.30 p.m.  
Meetings for 2018-19.**

All meetings start at 7.30pm at school.

<b>2018-19</b>		<b>FGB</b>	<b>Resources</b>	<b>Standards</b>
Autumn	1	13.09.18	04.10.18 (Salaries)	08.11.18
	2	29.11.18	15.11.18	
Spring	1	17.01.19	21.03.19	14.03.19
	2	28.03.19		
Summer	1	02.05.19	25.04.19	13.06.19
	2	04.07.19	20.06.19	