



Newnham Croft Primary School Meeting of the Full Governing Body

Meeting held on Thursday 5th February 2014 at 6.00pm

Minutes

Governors present: John Clamp (Chair), Sharon Williams (Headteacher), Stefano Pozzi, Lucy Richer, Hugh Clough, Lucy Nethsingha, Andrew Vowles, Ian Willis, Jim Pateman, Kate Thorogood and Sarah Sharrock.

Others in attendance: Leneva Nwachukwu - Camclerk.

1. Welcome and apologies for absence.

The meeting was opened by the Chair at 6.10pm. Apologies for absence were received from Tony Langford, Vic Sehgal and Vanessa Langlois and their apologies were accepted by the Chair.

2. Declarations of interest relating to items on the Agenda.

No declarations of interest were made.

3. Approval of the Minutes of the meeting of the Governing Body held on 28th November 2013.

The minutes of the meeting were approved and signed by the Chair as a true record.

4. Matters arising from the Minutes of the meeting of the Governing Body held on 28th November 2013.

Item 4 - Governor profiles - The Headteacher had added a list of all governors to the newsletter. The Chair informed governors that he will wait until the foyer has been refurbished before installing a screen for governor profiles. It was suggested that an A4 sheet with pictures of governors, their names and committee membership be placed on an outside notice board. All governors are contactable via the School address.

Item 4 - 'What to say to parents' - This was discussed briefly at Personnel and Finance, but has been deferred until the next meeting.

Item 7 - Equality Act - The Headteacher has uploaded the statement to the School website.

Item 11 - Parental Questionnaires - This is an on-going action. The Headteacher has been in touch with Mrs Pearl.

Item 12 - Mock Ofsted - Ruth Grindrod will be attending the School on 20th March, she will be observing lessons in the morning, and then she will meet with Headteacher to discuss the SEF. Governors are invited to attend the School from 2 - 3pm to discuss the types of questions Ofsted might ask.

ACTION: Chair to arrange for governor profiles and photographs to be placed on a notice board within the School premises. All governors invited to attend the School on 20th March from 2 - 3pm to meet with Ruth Grindrod.

5. Governors' SWOT analysis

Governors confirmed they have not received the SWOT. Headteacher explained that the SWOT identifies the Schools strengths. The focus is on Leadership and Management with evidence. The Headteacher identified RAISEonline data and GB minutes as evidence. The Headteacher recommended that two or three governors prepare the SWOT then circulate it to all governors, in preparation for mock Ofsted visit.

Sarah Sharrock, John Clamp, Lucy Nethsingha and Lucy Richer volunteered to prepare the SWOT. The Chair went through the details of the SWOT. The Headteacher recommended that the completed SWOT be sent to Ruth Grindrod to enable her give feedback on 20th March.

Governors challenged whether the preparation of the SWOT would enable governors to answer Ofsted's questions. The Headteacher directed governors to the Ofsted Handbook for inspectors which is available on the Ofsted website.

ACTION: Sarah Sharrock, John Clamp, Lucy Nethsingha and Lucy Richer to prepare the SWOT and circulate to all governors and Ruth Grindrod. Governors to review information in Ofsted Handbook.

6. Equality - Governor compliance to the Equality Act.

Vanessa Langlois is arranging governor training with Bethan Rees of CREDS. The cost will be covered through the LA training credit for governors. The governors discussed when would be the best time to have the training. It was agreed that it should be on a separate evening from FGB between 6.00 - 8.00pm during the next half of the term. John Clamp will arrange a doodle poll once Bethan Rees' available dates are known.

ACTION: Vanessa Langlois to arrange governor Equality training with Bethan Rees. John Clamp to organise a doodle poll.

7. School motto - 'Roots to Grow, Wings to Fly'.

Lucy Richer explained to governors that the proposed motto has approval from the majority of staff and pupils and it will be on the prospectus, documents and form part of the School's branding. The governors discussed the motto and **approved** it by majority vote.

8. Headteacher's Report.

The Headteacher had circulated her report and key facts prior to the meeting. Governors' attention was drawn to:

- Pupil premium
- Sports premium
- Performance Management
- Training Day - 14th February, staff will be reviewing the new curriculum.

The Headteacher has added details regarding Pupil premium and Sport premium to the School website. The governors challenged how the pupil progress of vulnerable groups were being tracked. The Headteacher confirmed that the Deputy Headteacher is doing this(see report)

Health and Safety - The Headteacher explained the fire drill procedure. The Headteacher confirmed that the fire alarm does not go through to the fire station. It is the responsibility of office staff to get the 'grab-box', ring the fire station and emergency services. The Headteacher is aware that Mr Lawrence requires training in the use of fire extinguishers.

Ian Willis suggested that Mr Lawrence may be able to do training through the university and offered to enquire whether this would be possible.

Mr John Playford - The Headteacher informed governors that Mr Playford is terminally ill, but comes into the School every day. Mr Playford has confirmed that he would like something installed at the School to be remembered by. Mr Playford receives visits from staff and governors should feel free to visit him.

Michelle Noble - The Headteacher informed governors that Ms Noble had been knocked off her bike and has some injuries.

Ms Richards - The Headteacher informed governors that Ms Richards will return to work after the half-term. The School has been fortunate to have a regular supply teacher who is known by the pupils and works hard for the School.

Governors challenged the level of staff sickness, which is 12 days since September and asked how this compares with other schools. The Headteacher confirmed that she did not hold any benchmarking information on this area.

Governors referred to page 1 of the report and challenged the number of pupils on the roll when the census was taken. The Headteacher confirmed there were 229, but now there are 230 on roll. Governors discussed PAN and the possibility of reduction. The Headteacher explained that such a decision can only be made after consultation and the whole process to reduce the School's PAN takes about two years.

Governors referred to Appendix 3 - Pupil progress. The governors challenged the missing data for the summer term targets. The Headteacher acknowledged the missing data but this was available in the data circulated by Deputy Headteacher and she will transfer the data across.

The Deputy Headteacher presented information on page 9 of Headteacher's report entitled 'Analysis of Data 2013' - emphasis was placed on the following:

- Low number of boys in Yr 5
- Highest percentage of SEN in Yr 2
- Highest percentage of EAL in Yr 3
- Highest percentage of FSM in Yr 6
- Attendance in Yr 6 is 90% or above
- Attendance in Yr 5 is 90% or above
- Children who have attendance below 90% have been identified and are being monitored
- Low attendees achieve a lower APS than their peers
- Yr 3 girls are out performing the boys, however in all other year groups the boys are out performing the girls. (It was noted that nationally the data is reversed)
- Overall high mobility has affected the data
- During next term the Headteacher will identify APS progress for each child, 1= inadequate - 4= outstanding

The governors challenged why attendance below 90% was of concern. The Deputy Headteacher explained that statistically low attendees do not achieve to the level of their peers and the School intends to highlight this at parents' evening.

Governors challenged whether the close monitoring will take into consideration sick children, who genuinely cannot attend school due to poor health. The Headteacher confirmed that the School is very supportive, but will encourage parents to bring their children to school when they are well enough to attend.

The Chair thanked the Headteacher and Deputy Headteacher for their presentations. The Headteacher was asked whether this informs the SDP. The Headteacher confirmed it does, as writing, reading, maths and SEN interventions are the focus for the SDP.

ACTION: Ian Willis to enquire at the university whether Mr Lawrence could be enrolled for fire extinguisher training. Headteacher to amend Appendix 3.

9. School Development Plan 2013/14.

The Headteacher had circulated the SDP prior to the meeting. The governors asked the Headteacher for the approximate figure the School would receive in Sports premium funding. The Headteacher confirmed the School would receive approximately £9,000.

10. Pupil Premium presentation by Stefano Pozzi.

Stefano Pozzi confirmed that the slides in this presentation could be located in the governor drop-box. The governors were given the following information:

- The government want to improve the attainment of children deemed 'poor' at a higher rate than other children.
- The government also gives funding to schools to assist pupils who are 'Looked After Children' (LAC).
- Statistically the gap between 'poor' children and their peers is very large. It is noted that the older a child gets the larger the gap.
- Slide 5 highlights the progress of London schools compared to other areas.

Governors asked whether the funding for the London area was more than other areas. Mr Pozzi confirmed that this is the case, but that it did not fully explain the progress made in London schools.

- Slide 6 highlights that schools in receipt of Pupil Premium are accountable for how they spend it.
- Pupil Premium is the only area of government investment that is going up. The quantum per child increases per year. Next year schools will receive £1,900 for a LAC or adopted from care child, £1,300 for a primary school aged child eligible for FSM and £935 for a secondary school aged child eligible for FSM.
- For a standard pupil the School receives £2433 of funding without Pupil Premium.
- Parents are eligible if they are on a means tested benefit. If the child is registered for FSM the School will receive the extra funds for the following 6 years that the child is attending the School.
- It is important that schools do not allow FSM pupils to feel embarrassed about being in receipt of this assistance.
- If Pupil Premium is not being spent for the benefit of the relevant pupil, it can affect the Outstanding status of a school.
- Schools may receive an intervention from NTCL to help with planning expenditure of Pupil Premium, if it is deemed appropriate.
- The Education Endowment Foundation provides a Teaching and Learning toolkit, which gives information on what a school can do to support FSM pupils.
- Slide 16 highlights the phonic screening check gap between 'poor' pupils and their peers. It was noted that this gap has not changed at all. Primary schools need to focus on helping FSM pupils to decode phonics as early as possible.

Governors challenged the Headteacher's positioning of the Pupil Premium information on the website. It was agreed that the Pupil Premium details should be located in the 'Information' tab and not in the 'Ofsted' tab.

The governors discussed how the School could ensure they capture the pupils entitled to FSM.

Governors challenged the FSM information located in the newsletter and requested that this information be made clearer to the reader. The Headteacher emphasised that if she is approached by parents requesting assistance with school trips, she asks whether the parents/carers have applied for FSM.

The governors Stefano Pozzi for his presentation

ACTION: The Headteacher to re-locate the Pupil Premium details into the 'Information' tab. Headteacher to make the information regarding FSM in the newsletter clearer to readers.

11. Chair's report.

The Chair had nothing to report to the governors.

12. Curriculum Committee update.

The minutes of this meeting had been circulated prior to the meeting.

SEN - Sarah Hunjan is currently employed on a part-time basis for SENCo related activities. The Curriculum Committee will be asking the Finance Committee for funding to continue this, as no staff member has offered to step up to do the SENCo role.

Pastoral visit has been completed.

School visits planned in the autumn are Maths, Writing, Staff Appraisals (to be completed by Ian Willis) and Ofsted visit.

Parent survey - This will be re-launched as an online survey, but hard copies will be sent to parents who receive a hard copy of the newsletter. Hard copies will also be available from the School office. The committee have reduced the questionnaire to 25 questions. The aim is for parents to complete a questionnaire for each child they have at the School. The questionnaire was annexed to the curriculum committee minutes. Governors were encouraged to respond by the end of the week if they have any comments to make.

Anti-bullying Policy – This was circulated to governors on the 23rd January 2014. Both policies were recommended by Stefano Pozzi for approval by the governing body, this was seconded by Lucy Nethsingha and unanimously approved by all governors present.

ACTION: All governors encouraged to review the parent survey and forward any comments by the end of the week.

13. Eco and Premises Committee update.

The Eco and Premises Committee meeting minutes were circulated prior to the meeting. Sarah Sharrock informed governors that:

- Mrs Turner will be leaving at half-term.
- Eco is not so dominant in the new curriculum, but will still be important in the School.
- Lucy Richer has identified lottery funding for schools who share their out-door learning space.
- Sarah Sharrock will be drafting a three-year plan of works.
- During the Health & Safety walkout it was identified that the frame over the sandpit is dangerous and will be removed during the half-term along with a few other minor things.
- The refurbishment of the School foyer will progress forward. A parent who is a graphic designer will prepare some ideas for the School foyer at low cost.

14. Personnel and Finance Committee update.

The Personnel and Finance Committee meeting minutes were circulated in draft form prior to the meeting. Hugh Clough informed governors that:

- The Finance Manager has broken her wrist, but is continuing to work hard at the School.
- The contract with Lunchtime UK is now a consultancy contract rather than a catering contract.

- The BCR is predicted to improve from £33K to £40K. It was emphasised that the School needs to start thinking about future years' income as the Reserves will continue to reduce.

Governors asked whether the resolve to have a 'comfortable landing' and limit the use of Reserves is still in place. Hugh Clough confirmed that this was now under review as current budget funding is £12K less.

Governors requested the Personnel and Finance Committee set out 'trends moving forward' regarding staff salaries, utility bills, funding and expenditure each year in relation to income over the last five years. Hugh Clough confirmed that the Committee intends to do a three year forecast based on pupil numbers for the budget in order to make a decision. This model could be used to input historical data and forecasts, so requested sufficient time to prepare this and present to FGB.

Governors discussed the need to be looking for additional income through sponsorship or Pupil Premium.

- The compilation of the documents for SFVS is progressing well. The committee thanked the Finance Manager for her hard work and keeping the committee on top of things.
- The School has employed PhD students from the Faculty of Education to assist with midday supervision.
- The Charging and Remissions Policy was reviewed but did not need any amendments. Ian Willis was invited to attend the next committee meeting on the 12th March or to submit his comments regarding this policy.
- The Standing Orders Policy and 'What to say to a parent...' has been deferred to the next meeting.

ACTION: Personnel and Finance Committee to prepare historical data and forecasts to present at FGB.

With no further business the meeting ended at 8.25pm.

Date of the next meeting is Thursday 27th March 2014 at 6pm.