

# Newbold & Tredington Church of England Voluntary Controlled Primary School

**Minutes of the Full Governing Board meeting on  
Tuesday 10<sup>th</sup> December 2019 at 7:00pm  
held at Manor Farm Road, Tredington, Shipston-on-Stour CV36 4NZ**

**Start time: 19:05**

**Finish time: 21:00**

<b>Constitution</b>	<b>Present</b>	<b>Absent/Apologies</b>
Head Teacher	Mrs Samantha Welsby (SW)	
Chair of Governors	Mr Dave McWhirter (DM)	
Vice Chair	Mrs Alex Balzaretta (AB)	
Parent Governor	Mrs Natalie Hufton Jones (NHJ)	
Community Governor		Mr Barney Hatch (BH)
Staff Governor	Ms Natalie Walsh (NW)	
Parent Governor		Mr Jon Sherington (JS)
Parent	Mrs Laura Allison (LA)	
Foundation Governor	Mrs Sian Jones (SJ)	
Clerk	Mrs Catherine Chatterton (CC)	

<b>1</b>	<p><b>Welcome and Prayer</b> SW opened the meeting with a prayer.</p>	
<b>2</b>	<p><b>Apologies</b> Apologies were received and accepted from BH. No apologies received from JS. DM to contact JS to discuss role.</p> <p>No declarations of conflict of interest or confidential items.</p> <p>CC to circulate the Declaration of Pecuniary and Personal Interest form to all Governors via Governor Hub. To be completed and signed.</p>	<p><b>DM</b> to contact JS</p> <p><b>All Governors</b> to complete the Declaration of Interest form</p>

<p><b>3</b></p>	<p><b>Minutes of the Previous Meeting on 1<sup>st</sup> October 19</b>  A correction was made to bullet point 4. of minutes of the previous meeting, dated 16th July. The action point was attributed to AB – to be corrected and assigned to NHJ.</p> <p>“Page 3 - query over documents related to staff costs. This will need cross referencing against previous minutes and uploading to Governor Hub. Page 3 - £159,000 needs to be changed to £36,159 in respect of the carry forward on the Resources minutes (bullet 4).”</p> <p>Minutes were accepted and signed.</p>	<p><b>NHJ</b> to check the correction to staff costs document and upload to Governor Hub</p>
<p><b>4</b></p>	<p><b>Matters Arising from Minutes</b>  <u>Holiday club</u> – used the school in October half term (17 children attended) and have booked in for February half term. Gaynor Baker (GB), School Secretary, is chasing payment.</p> <p><u>Update on Governor links to academic and business areas</u> –  BH – Maths, LA - English and Health &amp; Safety, AB – Early Years, NHJ – Nursery and Finance, DM – Safeguarding, SJ – Inclusion (all vulnerable learners, including SEND)</p> <p><u>Governor visits</u> – LA recently conducted an English visit with NW; SJ recently conducted an Inclusion visit with SW and BH conducted a Maths visit with Caroline Hale (CH), Maths lead.</p> <p><u>Christian Distinctiveness</u> – SIAMS Church of England Inspection isn't due for another 18 months. Governors agreed to review this issue at a later date.  School have a vacancy for a Foundation Governor. SW to approach the Diocese in January 2020.</p>	<p><b>SW</b> to approach Diocese about Foundation Governor vacancy in Jan 2020.</p>
<p><b>5</b></p>	<p><b>Briefing from Head Teacher on new Ofsted Inspection</b>, including definition of Curriculum and its link to Intent/Implementation/Impact.</p> <p>There will be a briefing on the new curriculum on 17<sup>th</sup> March at 6.45pm before the FGB meeting starts at 7pm.</p> <p>The curriculum and skills progression through year groups are high priorities under the new Ofsted framework. It provides guidance to teachers on boundaries of levels to teach to within year groups.</p> <p>SW and SLT had reviewed the long-term plan and curriculum in June, ready for implementation in September 19. Skills progression documents had been prepared for all curriculum subjects and will be shared with staff on Monday (16<sup>th</sup> December) and will be ready to use from January 2020. A curriculum statement, looking at the intent and impact of the curriculum will be put on the school website.</p>	<p><b>All Governors</b> to attend SW briefing on new curriculum on 17/3/20 at 6.45pm</p>

	<p>Ofsted are doing 'deep dives' into any subject and expect that all staff (e.g. including newest teacher) know about how reading, writing and maths are taught. As a result, there is training on phonics planned for all staff after Christmas.</p> <p>Ofsted are placing less emphasis on school data, but SLT are continuing to collate this to evaluate pupils' progress and attainment.</p> <p><i>Is the Curriculum something we share with other schools?</i> No, the curriculum is tailored to the school, bespoke rather than a bought in package.</p>	
6	<p><b>Reports from Academic Lead Governors</b></p> <p><u>Literacy</u> LA met with NW on 22/11/19 to review the scholastic scheme, letter formation, link handwriting and spelling, and the development of writing across a range of genres. NW had conducted a book trawl in November and planned another for February 2020. Lesson evaluations are planned, and LA will arrange to conduct another visit in the New Year.</p> <p><u>Maths</u> BH had uploaded a report of his visit onto Governor Hub. It was noted that CH had successfully passed her Maths Specialist Teacher Programme.</p> <p><u>Inclusion</u> – SJ to upload her visit report onto Governor Hub</p>	<p><b>SJ</b> to upload her visit report onto Governor Hub</p>
7	<p><b>Governor Training and Development</b></p> <p>An annual subscription to National Governors Association (NGA) had recently been bought (£105) which provides access to knowledge research papers on relevant areas, such as finance and performance, a fortnightly newsletter and a bimonthly magazine to DM, AB and NHJ. DM to email link to all Governors and contact GB to provide all Governors with password access.</p>	<p><b>DM</b> to email NGA link to all Governors and contact GB to provide all Governors with password access.</p>
8	<p><b>Reports from Committees</b></p> <p><b>P&amp;S</b> SW and the SLT had previously discussed 4 Priorities but finalised on 3 LIP Priorities. They are to:</p> <ol style="list-style-type: none"> <li>1. Further accelerate all pupils' rates of progress from their start point and raise attainment so that 76% of children in each year group reach the expected standard and greater depth.</li> <li>2. Provide provision for social and emotional learning in school supported through the implementation of SHINE across the curriculum.</li> <li>3. Provide a broad and balanced curriculum for all children.</li> </ol>	

Detailed data enables Governors to check on progress and attainment and to question SW and the SLT on what impact the Priorities are having. Priority 2 is measured by gathering subjective information from pupils and parents via questionnaires. AB outlined that it is the Governors role to monitor, measure, question and check.

There are currently high numbers of children within the school in vulnerable groups, including with medical issues. There had been 6 'early helps' opened since September 19. This involves multi agency support which can be financial, social, emotional. There is a meeting led by SW for each child every 6 weeks. It was noted that this has a significant impact on workload for SW as well as potential impact on attendance. SW is arranging to have a TA retrained in 'early help' in the New Year.

There are several Gypsy Romany Traveller (GRT) children within the school and it was acknowledged that attendance for many of these children is higher than had been previously recorded.

SW explained that she plans to discuss with staff how to celebrate good and improving attendance to encourage continued improvement. There had been a lot of children absent through sickness this term.

SW and the Reception Class Teacher had trialled the pilot NFER national baseline test in Maths and English for reception children in September 19. This had taken 20-30 minutes per child and was recorded on line. The remaining 13 areas were done in the usual way.

In the later year groups, there are a significant number of children with additional needs, for example, Year 6 has a challenging situation as reading, writing, maths (RWM) combined is at 43%. AB stated that there is currently an extra TA in this classroom, and it is important to review interventions and keep communication open about support required.

*Are there times tables tests for Year 4?*

Children are expected to know all the times tables to 12 by the end of Year 4. Teachers are helping children practice on iPads in preparation for the test.

### **Resources**

NH shared that there had been a meeting with the Warwickshire Finance Officer in October where the school's financial performance had been reviewed against the budget, which runs April to March.

For the year 2019/20, the school have had the benefit of a carry forward of £31,110, which will help to support the school in 2019/20 where there is a projected loss of -£7,723.

SW said that she had benchmarked the budget against a local school of a similar size and income with comparable teacher salary costs and

<p>Newbold &amp; Tredington’s financial position is healthier due to the carry forward.</p> <p>There had been costs associated with providing teaching cover for a member of staff on maternity leave. However, there had been some income generated through hiring the premises out to holiday clubs and now charging a nominal fee for after school clubs run by staff.</p> <p>NHJ is looking into whether to adopt the online payment system ‘Parent Pay’ to make it easier for parents to pay for clubs and trips. There is a charge of 6p for every £5 transaction. NHJ to review/ gather information from a school who currently uses the system and report back at the next meeting.</p> <p>Severn Trent Water bill - Severn Trent hadn’t seen the correct meter readings for the Tredington site and had invoiced school £5,000. This had been reduced to £1,600 and school have a direct debit payment plan over 12 months. This cost will be spread over two budget years. NHJ asked Severn Trent to read the meter at the Newbold site to ensure there would not be another large bill. It had been confirmed that this bill is approximately £100.</p> <p>Pupil numbers – the October census listed 75 pupils and income for the following year is based on this number. There are higher numbers of pupils leaving in June 2020 than are projected to come into Reception class in September 2020. New starter numbers will be clearer in the Spring term. NHJ said that she was working off a conservative estimate of 68 pupils in 2020/21.</p> <p>NHJ had visited the new housing estate in Newbold to promote the school. The first home owners are moving in in January 2020 and SW suggested that the team leaflet the new homes in the New Year.</p> <p>Staff numbers – there are currently 5.0 staff, which will increase to 5.6 FTE with the return of a teacher at 3 days per week.</p> <p>Capital Expenditure – the allocation for 2019/20 is £4,843 and the previous year carry forward was £15,445. SW confirmed that she had built this up as there will be a forthcoming maintenance cost associated with replacing guttering and fascia boards that contain asbestos. SW said that she had contacted John Gallagher, WCC, for a renewed quote.</p> <p>Nursery have strong numbers of children projected, with 11 booked to start in January 2020 and a further 10 booked in for September 2020. <i>What is the class capacity?</i> 8 children per session.</p> <p><i>Is there any suggestion of the funding formula for Warwickshire changing?</i> NHJ said that there had been some feedback it might change but would be surprised if this happened in the next year.</p>	<p><b>NHJ</b> to review Parent Pay and report back to Governors</p> <p>Governors/staff to leaflet the new housing estate in New Year</p>
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	<p><b>Consortium Chairs meetings</b></p> <p>DM reported that at a recent meeting, he discussed with the Chair the issue of sustainability of budgets for small schools. It was agreed that schools would discuss plans for tackling budget deficit and the option of working together at the next meeting in January 2020.</p> <p><i>What is the minimum number of pupils needed to break even with the budget?</i></p> <p>SW suggested that having 80 children enrolled on census day would be a comfortable number.</p>	
9	<p><b>Headteacher's Report and LIP</b></p> <p>SW explained that there will be a LIP review with SLT on Tuesday 17<sup>th</sup> December. The LIP, including December input, will be published to Governor Hub following the SLT meeting.</p> <p><b>School Self Evaluation Form (SSEF)</b></p> <p>SW referred to the SSEF document that had been shared on Governor Hub prior to the meeting. The document focuses on the 3 Priorities and details: Strengths, Areas for Development, Impact and Evidence with an Overall Judgement score ranging from 1-3. The score relates to Ofsted scoring, 3= outstanding, 2=good, 1=requires improvement.</p> <p>AB corrected an error in the number of 'early helps' recorded.</p> <p>AB questioned whether SLT were being overly cautious in recording all areas as 2.</p> <p><i>Could 'Positive environment and impact of anti-bullying approaches' (page 4) within Priority 2 be recorded as 1=outstanding?</i></p> <p>AB suggested that there was evidence across multiple year groups that school were excelling across 'wellbeing'. SW said that she would anticipate that some scores may move, but that they were still in the early stages of the new framework that was not yet embedded.</p> <p>The SSEF will be updated once a term. Governors to review this before the next FGB meeting with a view to preparing questions/challenge.</p> <p><i>Has the parents survey been completed?</i> AB said that it had been started last year and could be picked back up in Spring term. SW suggested that she could also direct parents to Ofsted Parent View to leave feedback about the school.</p>	<p><b>SW</b> to put updated LIP onto Governor Hub</p> <p><b>Governors</b> to review SSEF before the next FGB</p> <p><b>AB</b> to review parent survey in Spring term</p>
10	<p><b>Policies for Review – all published to Governor Hub</b></p> <p>SW had published Accessibility Plan; Designated teacher for Post LAC; Exclusion; Final Pay; NQT Induction and Pupil Premium Plus policies to Governor Hub for Governors to review ahead of the meeting. No comments or amendments received. DM to sign off.</p>	<p><b>DM</b> to sign off policies</p>

11	<p><b>DfE Keeping Children Safe in Education, part 1 and Annex A</b>  This had been circulated on Governor Hub. Governors signed a register confirming that they had read and understood this document.</p>	
12	<p><b>AOB</b>  <b>Endorsement of Head Teacher Pay Award</b>  SW and NW left the meeting at 8.45pm.  DM explained that there had been the annual performance review of the Head Teacher, involving a meeting of the Performance Review Panel- BH, AB, DM and an independent expert, Ed Carter (School Improvement Partner) to review SW's objectives. The panel believed that SW had achieved all the objectives set and recommended the pay award. The Governors concurred. SW and NW returned to the meeting at 8.55pm.</p>	
13	<p><b><u>Future Dates:</u></b>  28<sup>th</sup> January 7.30pm at NH – informal resources  5<sup>th</sup> March 7.30pm - Resources  10<sup>th</sup> March 7pm – P&amp;S  17<sup>th</sup> March <b>6.45pm – FGB – earlier time for briefing on New Ofsted Inspection and curriculum</b>  9<sup>th</sup> June 7pm – P&amp;S  16<sup>th</sup> June 7.30pm - Resources  7<sup>th</sup> July 7pm – FGB</p> <p>The meeting ended at 9pm. The meeting was quorate throughout.</p>	
<p><b>These minutes are an accurate record of the meeting that took place and have been agreed by the governing body.</b></p>		
<p><b>Signed by the Chair:</b>  _____</p>		<p><b>Print Name:</b>  _____</p>
<p><b>• In addition to signing above, please remember to initial at the top of every page.</b></p>		