

Aspire Learning Trust

New Road Primary School

**Minutes of the Full Governing Body Meeting
Monday 8th May 2017 at 6.30 p.m.**

Present: R Bains (Executive Deputy Head) (RJB), R Bartlett (RB), A Bristow (Chair), R Cattermole, J Digby (CEO), S Doherty, H Drury, R Litten (Executive Head), M Philpott, J Sayer, C Whitehand (Vice-Chair)

Apologies: M Baxter

Non-attendee: M McGurk

In attendance: K Deplancke (Clerk)

Item of business	Action	
1	Welcome And apologies for absence	
1.1	AB welcomed everyone to the meeting and accepted the apologies.	
2	Declaration of interest	
2.1	CW declared a personal and prejudicial interest in any matters connected to staffing. MP declared she is a Trustee of New Road Pre-School.	
3	Minutes of the last meeting	
3.1	The minutes of the last meeting were approved and signed.	
4	Matters Arising	
4.1	Item 4.1 Anne Fisher's visit is taking place on May 18 th not the 15 th as stated in the minutes. Wish List – JD asked for a copy of the 2016/17 wish list. KD will check back through the Whittlesea Learning Trust files to see if a copy can be found. Item 7.1 The bio-mass boiler referred to in the minutes is no longer part of the energy saving plan. All the other actions from the last meeting have been completed.	Clerk
5	Finance – Budget 2017/18	
5.1	RL referred the meeting to page 4 of the Head's Report which gives a budget summary for the coming year 2017/18. The current budget shows an in year deficit of £27,926. This is due to the fact that the expected growth funding of £53,000 has not been received, only £15,000 has been allocated to the school. It appears that this figure has been worked out according to the number of children currently on roll and has not taken into account the expansion programme requested by the County Council. JD has been in touch with the Local Authority and a review is now taking place. RL explained that there is a plan B should the extra funding not be received.	

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	<p>The new teacher who has been employed for the proposed sixth class could work across the two schools for one year, undertaking PPA cover at New Road and a job share at Park Lane. He will then be deployed full time at New Road from the academic year 2018/19. As the PAN was increased at the request of the Local Authority it is hoped that the increased funding will become available to allow the school to expand as required. RL is unable to organise the structure of the classes for September until this decision regarding funding has been finalised.</p> <p>Q. Does the annual funding figure include any inflationary increase? A. RL does not think so but this would have to be checked with SG in the office.</p> <p>There is currently no wish list for the next financial year but if the energy saving plan goes ahead there may be monies available from the savings to be allocated elsewhere.</p>	
6	Head's Report	
6.1	<p>Outcomes RL explained the end of year predictions and reported that the Phonics screening has improved considerably, two years ago only 50% of children achieved the pass rate. Year 6 SATS results are expected to be below average but progress can be demonstrated. This is a small cohort of only 11 children.</p> <p>Progress Q. Looking at the progress of Year 6 since the end of KS1 what sort of progress have they made? A. The progress is not good enough. Governors should now be continuing to monitor the current Year 1 to ensure that they continue to progress at the rate they have done so far. A brief discussion took place regarding the progress and attainment of Year 6.</p> <p>Priorities Attendance across the school has dropped by 0.1%. Three families have removed their children from the school to home educate and if these children are taken out of the figures attendance for all groups is improved. Q. Is there any pattern to the non-attendance? A. Wendy Seaford has done an attendance analysis. Sometimes children miss a Monday or a Friday and a Wednesday seems to be a day when attendance falls. JD explained how the system of fines works. In the case of unauthorised holidays some parents are prepared to pay the fines because they still save on the cost of the holiday. Q. Are Year 5 going to be completing this year's SATS paper? A. Yes they will be doing that next half term as the papers cannot be released just yet.</p>	

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<p>We are now into Term 3 of the new curriculum and the children are enjoying the challenges it presents.</p> <p>Leadership and Governance</p> <p>RL informed the meeting that having money set aside for assessments such as dyslexia and speech and language has been beneficial as it has speeded up the process. A number of assessments have been completed and there is some money in the budget for next year.</p> <p>The website is almost compliant. An internal audit will be carried out and then be passed to RC for him to carry out a further audit.</p> <p>RL explained that currently there are two improvement plans in place for the two schools but they are very similar. He proposed that from now on there will be one plan to cover both schools with a school specific page for each school. The evaluation column will be divided into the two schools so that governors are able to have an overview of both schools for comparison. The process of compiling the plan will involve as many of the SLT as possible.</p> <p>A discussion took place regarding homework. Children who do not complete their homework or bring it into school stay in on Friday lunchtime. This consequence does seem to have had some effect. It was suggested that maybe some sessions for the parents showing the methods used in Maths and Literacy may be of benefit. Some parents are worried about helping their children as methods differ from the way they were taught</p> <p>Data</p> <p>RJB explained that the data is now being presented in a different format. This makes it easier to look back over the previous half terms. The data shows that Year 3 have made good progress although the attainment is not at the level expected.</p> <p>RL told the governors that teachers are bringing their planning and a selection of books to staff meetings to be scrutinised. If the basics are not in place it is difficult to focus on the finer points.</p> <p>Early Years</p> <p>RJB explained that this cohort is changing as some children will soon be taking up places closer to home to avoid travelling. There is a large number of SEN children in this cohort but they should achieve the expected Good Level of Development (GLD) of 68% of children.</p> <p>Q. Going back to Year 6, if they are not making the progress why is that?</p> <p>A. It may be that the assessment in October may not have been accurate as the teacher was new to the school and had only been teaching these children for 6 weeks. Last year's assessment may have been too low. There is a wide range of abilities in that cohort. Assessments every half term means that they are assessed every 5-6 weeks and that may be too frequent to show much progress.</p> <p>Q. Would it be possible to add a few sentences of explanation to some of these figures and send this document out again?</p> <p>A. Yes that could be done.</p>	

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<p>Q. Is it possible to show these figures using graphics? A. It may be possible to set something up on tracker to show the figures as a graph.</p>	
<p>7 Expansion of New Road School</p>	
<p>7.1 As described in Item 5 the amount of growth funding has not yet been finalised and therefore it is not possible to decide upon the structure of the classes for next year at this stage. There is a working group dealing with the acquisition of the mobile for the pre-school and adapting the vacated area of the building for the use of the school. There will be 6 classrooms but one may be used on a part time basis. This building work will go ahead irrespective of the outcome of the growth funding. Once the outstanding matters regarding funding have been finalised a press release will be put together to notify the parents and the wider community of the expansion plans. Q. Was anything discussed about the issue of parking outside and within the school.? A. On the first draft of the extension plans there was an area for parking but the Local Authority are not keen on the idea. JD informed the meeting that he has spoken to the LA about the possibility of them purchasing 0.7 hectares of land next to the school and the LA are looking into this. A discussion took place regarding the problems of parking and how best to promote the school.</p>	
<p>8 Website Audit</p>	
<p>8.1 See Item 6. JD thanked RC for his time in carrying out the website audits for all three schools.</p>	
<p>9 Scheme of Delegation</p>	
<p>9.1 There is to be an amended version of the Governance Information Handbook which will include an updated Scheme of Delegation (SOD). RC explained that there is to be a meeting on 15th May to finalise this document. All governors are then invited to a joint governor/trust meeting on 12th June to look at the completed draft of the SOD. Governors are also invited to an informal social evening on 4th July at Sir Harry Smith from 5.30 to 6.30 with a further invitation to stay on for the college presentation evening if they wish.</p>	
<p>10 Risk Register</p>	
<p>10.1 This document had been sent out ahead of the meeting and RC invited any questions/comments. RC explained the purpose of the review group as</p>	

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<p>detailed in his email which was previously distributed. It was suggested that the expansion of New Road should be dealt with by the Trust and SG to allow the teaching staff to concentrate on the teaching and learning. A brief discussion took place regarding the funding. CW, JS and MP all agreed to be the designated governors on the review group. JD asked AB if it would be possible for him to attend a Town Council meeting to update them on the expansion of the New Road and the Trust in general. AB will arrange this.</p>	<p>AB</p>
<p>11</p>	<p>Policies</p>
<p>11.1</p> <p>The policies which were brought to the last meeting have been taken to the staff, updated and put on the website. The Policy Review Schedule will continue to be a work in progress and a number of policies are due for renewal in September.</p> <p>The School Brochure is being reviewed and discussions are taking place with a publisher. It is proposed to have a copy for each new parent over the next 3 years. A professional photographer has been employed across both the schools to take the photographs for the brochures. The Reception areas in both schools are being looked at to see how the overall appearance can be improved.</p>	
<p>12</p>	<p>Governor Specific Items</p>
<p>12.1</p> <p>There were no comments regarding the visit reports circulated with the Agenda.</p> <p>MP and HD are arranging a further visit with the SENCO.</p> <p>RB will arrange a visit with the Early Years teacher.</p> <p>Priority 1 – SD will email RL and RJB to set a date for a visit.</p> <p>Priority 3 – will be undertaken by CW and AB</p> <p>Priority 4 – will be undertaken by RB.</p> <p>A finance control visit is arranged for 18th May with RB and SD</p> <p>The governing body still needs to recruit 3 more members. JD is meeting with someone later this week who may be interested.</p>	
<p>13.</p>	<p>AOB</p>
<p>13.1</p> <p>The Trust website is now up and running.</p> <p>Sir Harry Smith have had a visit from Patricia Pritchard from the Regional School Commissioner’s office looking at the impact of the Trust on the school. She will visit New Road and Park Lane in the near future.</p> <p>Ofsted have been asked if they will visit the school before the three year scheduled re-visit. This could possibly take place in the Autumn term.</p> <p>Anne Fisher is visiting on the 18th May.</p> <p>AB thanked Vicky Read for her help on the local governing body over the last few months. RB’s husband and staff were also thanked for their help in moving the train onto the playground.</p>	



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Item of business		Action
14	Agreed Actions	
14.1	4.1 Clerk will check WLT minutes for wish list. 10.1 AB to arrange invite to the council meeting for JD.	Clerk AB
15	Date of next meeting	
	Thursday 22 nd June 2017	

The meeting ended at 8.35 p.m.

Signed:
Chair of Full Governing Body

Date: