

Aspire Learning Trust

New Road Primary School

**Minutes of the Full Governing Body Meeting
Thursday 28th September 2017
At 6.30 p.m.**

Present: R Bartlett, S Doherty,, R Litten (Executive Head, Primaries), M Philpott, J Sayer, S Weston, C Whitehand (Vice Chair)

Apologies: M Baxter, B Beale, A Bristow, S Standbridge

Non-attendance: M McGurk

In attendance: R Bains (Deputy Head), R Cattermole (Primary Liaison Director), J Digby (CEO), K Deplancke (Clerk)

Item of business	Action
1 Welcome And apologies for absence	
1.1 CW welcomed everyone to the meeting and wished AB a speedy recovery. Introductions were made for the new governor S Weston.	
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 Election of Acting Chair	
3.1 The meeting was informed that, due to his current ill health, AB is taking a sabbatical and his return date is unknown at the present time. It is necessary, therefore, to appoint an Acting Chair to cover in his absence. A discussion took place on the role of the Chair and CW agreed to continue to step up to the role for the time being in the hope that after giving it some thought someone may feel able to come forward. It was suggested that two people could take on the role of Vice-Chair to support CW. This matter is to be added to the Agenda for the next meeting.	Clerk
4 Minutes of Last Meeting	
4.1 The minutes of the meeting of 22.6.17 were approved and signed.	
5 Matters Arising	
5.1 Item 1 RC stated that the meeting dates had been sent to MM by AB during the summer term but no response had been received. KD will now email MM on both his work and governor email to ascertain whether he wishes to continue in his role as a governor. JD requested that KD send a copy of the minutes to the Aspire Secretary to be forwarded to the Directors. Item 12 – Janette Bowden, the sports coach who works across both schools, is going to run some healthy eating workshops. Item 13 JD will be attending the next council meeting. Apparently there is	Clerk Clerk

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<p>some concern on the council regarding school places so JD will re-assure the council. The draft neighbourhood plan was forwarded to him. All other actions were completed.</p>	
<p>6 Finance</p>	
<p>6.1 RL reported that at the end of last year there was a £10,000 overspend on the budget. This was due to extra staffing costs. An extra TA was required in the Reception class as the needs of the children turned out to be greater than originally anticipated. In addition, two new lunchtime supervisors were employed.</p> <p>This year there has been an increase in the sports premium funding and an additional member of staff is leading the sport. It is too early in the year for an overview to be available and a sports report is not yet to hand.</p> <p>The National Funding Formula is now levelling the playing field. Currently, Peterborough schools are paid nearly £400 per child more than Whittlesey schools. As the school grows the funding will increase but so will staff costs such as pensions and insurance etc.</p>	
<p>7 Head's Report</p>	
<p>7.1 RL explained the report and informed the meeting that the Reception class last year had achieved a Good Level of Development (GLD) and were above the National Average.</p> <p>Year 1 results were good and Year 2 work had been moderated by the Local Authority and showed much improved outcomes. Progress across KS1 was very good. It was felt that having the Year 2 children in a class on their own had also helped with the outcomes.</p> <p>Year 6 Those children in year 6 who did not achieve the Age Related Expectation (ARE) have complex issues and needs. They did their best and progress during the year was very good but they still fell below ARE. Out of a cohort of 10 who took the SATS papers 4-5 children have complex needs.</p> <p>Q. In terms of the end results was it where the school expected them to be? A. The expectation was actually adjusted throughout the year.</p> <p>Q. Were some of the children new joiners? A. Some were but some were just too low at the end of KS1.</p> <p>Q. Why did they achieve well in GPS? A. It is a simpler task. The writing task is quite sophisticated. RL stressed that although Year 6 was not moderated these are the genuine results, nothing has been 'fudged'.</p> <p>Q. Looking at last year's Year 5, this year's Year 6 is there anything to back up the difference? A. Some of the Year 5s were attaining higher than Year 6 and there is a strong Year 6 coming through. One of the children has not been in school since Easter. There is a cohort of 8 and we have a new teacher in school who is working with the children who are on the cusp to help raise their attainment.</p>	

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<p>Assessment weeks take place every half-term. W Seaford is doing some detailed analysis on pupil vulnerability and this will be shared when ready.</p> <p>Attendance</p> <p>RL reported that attendance is ok but he would like it to be about 1% higher. Children from disadvantaged backgrounds and SEN children come to school less. The attendance has improved since 2014 but not very much more in the last year although measures have been put in place to address this.</p> <p>Q. Does the attendance increase when the children go to Sir Harrys?</p> <p>A. Attendance there is about 96-7%. Sometimes there is a long term absence (sickness such as glandular fever for example) but some letters regarding absence have already gone out this term. The absence rate carries on from last year so any bad attendance will be carried forward and RL stressed that New Road is the same.</p> <p>Yvonne Morgan has agreed to be the Equalities Lead for both schools. The school has undergone a 'deep dive' safeguarding today. The school is fully staffed.</p> <p>The School Improvement Plan had been distributed and was explained by RL.</p> <p>Q. As governors what would we expect to see from colleagues at Park Lane?</p> <p>A. This month 3-4 visits to co-ordinate. Staff meetings are at Park Lane this term and next term they will be at New Road. Pete Ingham and Ben Chisholm have been across to New Road. Some staff here will be subject leaders and sharing will happen through the staff meetings for both schools. All staff meetings will take place on the same night and we are starting to link subject leaders here with subject leaders at Sir Harry Smith. Going forward there will be subject leaders at the governors' meetings.</p>	
<p>8</p>	<p>Draft Annual Effectiveness Report</p>
<p>8.1</p>	<p>CW reported that this report is still a work in progress but is due to go to the Directors meeting on 9th October. CW will work with RC and KD to finalise the document. RL will upload the progress information.</p> <p>CW, RC. KD, RL</p>
<p>9</p>	<p>Expansion of New Road.</p>
<p>9.1</p>	<p>It was reported that the mobile for use by the pre-school should have been put in place during the summer holidays but the planning permission did not go through in July. Therefore, the Pre-school have remained in their room in the main building until October half term. The first phase of the expansion will have been achieved by Easter when the Local Authority move out of the rest of the building. Future plans are for a two form entry with a block being built near the road. This week the first meeting has taken place for bids for the building work with a completion date of 2020. A soundproof fence has been built between the mobile and the neighbouring properties and a governor asked if this would have to be</p>

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	replaced in five years' time. It was stated that there will not be a mobile there in five years' time there will be a purpose built reception area. The budget for the work is £4.6 million. Q. Has anything been done about the field next door as extra space? A. We need to get the planning for the building first then look at the field. McCains, who own the field, only want to sell off part of it not the whole area.	
10	Governance Information Book	
10.1	JD handed out some hard copies of the book and will send some more down to the school. He explained the code of conduct.	JD
11	Pecuniary Interest Forms	
11.1	KD asked for all governors to complete a pecuniary interest form and return to her.	
12	Policies	
12.1	Safeguarding RL explained the policy and asked the governors to approve the document. The policy was approved. KD reported that SG has asked for electronic copies of the Trust policies to be sent to her for ease of reference. JD said to email the Trust Secretary for these.	Clerk
13	Governor Specific Items	
13.1.	Governor Visits Reports had been distributed with the Agenda. There were no questions but a comment was made that PI and BC were not always in school to be of influence in New Road. RL confirmed that they are now meeting with staff every week. The Action Points at the end of the report need to be followed up and it was suggested that these should be the starting point for the next visit. A brief discussion took place regarding the fallen tree on the field and whether this was a Health and Safety issue. As all the branches have been removed and some of the roots are still in the ground it was felt that this could be left as a wild life area and for the children to sit on.	
13.2	Pay Review Committee The next meeting of the Pay Review Committee will take place on 2 nd November at 6 p.m. A review of the Governor Responsibilities linked to the Priorities in the Improvement Plan took place. A document will be completed incorporating the Park Lane governor responsibilities so that New road governors can liaise with colleagues at Park Lane. One joint SEND visit has already taken place and more have been suggested. KD will complete the document and circulate to all concerned. All governors agreed for their school email address to be shared.	Clerk
14	Any other business	
14.1	JD circulated a letter from John King, chair of the Board of Directors,	

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<p>appealing for more Directors to come forward. Any names to JD. Long Service Award Park Lane have had a Long Service Award for staff in place for a number of years and it was suggested that New Road should have the same. Any member of staff who has worked at the school for 20 years is entitled to a day off at the discretion of the Head Teacher. RL will arrange for the paperwork to be put together and sent out for governors to peruse. If no comments forthcoming it will be approved. Child Care Provision Currently there is no formal child care provision at New Road but this could become a bigger issue as the school expands. If needed it could possibly go in the half of the mobile not being used by pre-school. Park Lane have only just started providing out of hours care. A brief discussion on the subject took place.</p>	<p>RL</p>
<p>12 Agreed Actions</p>	
<p>12.1 Item 3 Election of Acting Chair to go on Agenda for the next meeting. Item 5 KD to email MM to ascertain if he wishes to continue as a governor. Copy of minutes to be forwarded to Trust Secretary for distribution to Directors. Item 8 Governor Effectiveness Report to be finalised.</p> <p>Item 10 JD will arrange for more copies of the Governance Information Book. Item 12 KD to email Trust Secretary for copies of Trust policies. Item 13.2 KD will complete Governor Responsibilities document and share with governors of both schools. Item 14 RL to put together paperwork for Long Service Award and circulate.</p>	<p>Clerk Clerk</p> <p>Clerk Clerk, CW, RC, RL</p> <p>JD Clerk</p> <p>Clerk RL</p>
<p>13. Date of next meeting</p>	
<p>13.1 Thursday 16th November 2017 at 6.30 p.m.</p>	

The meeting ended at 8.10 p.m.

Signed:
Chair of Full Governing Body

Date: