

# Aspire Learning Trust

## New Road Primary School

### Minutes of the Full Governing Body Meeting Thursday 21<sup>st</sup> June 2017 at 6.30 p.m.

**Present:** A Bristow (Chair), C Whitehand (Vice Chair), R Litten (Executive Head), R Bartlett (RB), M Baxter, R Cattermole (Primary Liaison Director), S Doherty, M Philpott, J Sayer

**Apologies:** M McGurk

**In attendance:** J Digby (CEO), R Bains (Deputy Head), K Deplancke (Clerk)

Item of business		Action
<b>1</b>	<b>Welcome And apologies for absence</b>	
1.1	The Clerk welcomed everyone to the meeting. MM has asked for the dates of future meetings so that he can clear his diary to allow him to attend. AB will send these.	<b>AB</b>
<b>2</b>	<b>Declaration of interest</b>	
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.	
<b>3</b>	<b>Election of Chair</b>	
3.1	AB had informed the clerk that he is willing to stand for another year. There were no other nominations. Proposed RC Seconded CW AB was duly elected as Chair.	
<b>4</b>	<b>Election of Vice-Chair</b>	
4.1	CW informed the meeting that she was willing to stand again. There were no other nominations. Proposed AB Seconded MP	
<b>5</b>	<b>Minutes of last meeting</b>	
5.1	The minutes of the meeting of 8.5.17 were approved and signed.	
<b>6</b>	<b>Matters Arising</b>	
6.1	Item 4.1 Wish List – AB confirmed that the items on the wish list included altering the reception classroom to allow for free flow outdoor play, additional laptops or tablets. JD explained that from September there will be a 3–5 year strategy for replacement of equipment, school improvements etc. He is attending a meeting on Monday regarding funding which can be applied for directly. Item 6 RJB has some information which can be shared with the Head's Report.	

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<b>7</b>	<b>Finance</b>	
7.1	<p>The 2017/18 budget is ready to go to the Directors' meeting on Monday. It has been compiled by Carol Taylor and S Gaskin. The £54,000 growth funding has been received and there is a projected surplus of £10,000. This means that the curriculum can be well resourced and there will be six full time teachers across five classes. Mr Fotheringham will be working with children across KS2. A detailed budget will be given to the governors after it has been approved by the Directors.</p> <p>It was suggested that once the money has been allocated to the school a small group should look in more detail at the budget and how the money is being spent to take some ownership.</p> <p>In addition to the finance audit that governors already carry out Ann Fisher suggested that they could look at how the pupil premium and sports premium is spent. These could all be done at the same time. Currently the budget for 2016/17 is showing an overspend of £13,000. This is due to the level of need in the reception class which has meant the need for two full time TAs.</p> <p><b>Q. Is the new teacher just employed at New Road or Park Lane as well?</b></p> <p>A. In view of the fact that the growth funding money has been received he can spend his time here. He will not be directed towards SEN children but will be working with children just at Age Related Expectation (ARE).</p> <p>The energy saving programme is going ahead. The LA have procured funding for work here and at Park Lane. The funds will be paid back over fifteen years with the savings made in energy costs. The programme will involve solar panels, an energy management system, which gives more control over radiators and heating, and LED lights. The Trust are putting in £12,000 for both New Road and Park Lane to put in water heaters. This will mean that the boiler does not have to be switched on in the summer. Work will take place over the summer holidays. The extension plans are being worked on, AB has a copy of the plans.</p>	
<b>8</b>	<b>Head's Report</b>	
8.1	<p>The report was distributed at the meeting. RL explained that since the last meeting both schools have had a visit from Tricia Pritchard from the Regional Schools Commissioner's office. Her recommendations are to ensure that pupil premium money is having an impact and accelerate the progress of those children just working at ARE. Early Years have a Good Level of Development (GLD) in line with the national average. Year 2 have shown good results. These were externally moderated and found to be 100% accurate. The combined total is 61%, last year was 35%.</p> <p><b>Q. How will we track this?</b></p> <p>A. If we keep reporting the figures you should see the tracking. RL informed the meeting that in 2015 only half of the children passed the</p>	

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<p>phonics screening check, this year the pass rate is 75%.</p> <p>The year 6 teacher had provided some additional information for the governors regarding the current year 6. This cohort has a large number of SEN children, including one Educational Health Care Plan (EHCP). A number of the children have joined the school since the reception year and some have English as an Additional Language (EAL). This is the last year group to come through the school with the disruption in the leadership of recent years.</p> <p>RL reported that years 5 &amp; 4 are both strong year groups but year 3 is quite weak and these children will be working with the new teacher, Mr Fotheringham. The school needs to be prepared for some feedback when the SATS results are known.</p> <p>A discussion took place regarding the year 6 cohort and the gaps in their learning. It was noted that the current year 5 were not at ARE at the end of year 2 but huge progress has been made.</p> <p>AB asked for the governors thanks to be passed onto the staff and it was decided that a letter would be sent to all staff, including support staff and Jeanette Bowden, the PE Co-ordinator, thanking them for their efforts.</p> <p>Attendance</p> <p>RL explained the attendance figures and informed the meeting that Mrs Seaford is working hard with parents to improve things further.</p> <p><b>Q. Regarding the SEN children, are these absences health issues?</b></p> <p>A. One child in Year 6 has poor health but there is a general trend for SEN children to have low attendance.</p> <p><b>Q. Patterns of absence were talked about at the last meeting, are these the SEN children?</b></p> <p>A. These patterns are across the school.</p> <p>A discussion took place regarding absences.</p> <p>A safeguarding 'deep dive' is taking place with the safeguarding director from the Trust.</p> <p>Teaching Learning and Assessment</p> <p>Anne Fisher has reported that there is consistently good teaching.</p> <p>Leadership and Governance</p> <p>RL is currently identifying teachers to lead curriculum areas.</p> <p><b>Q. Do you have teachers in mind from both schools?</b></p> <p>A. Yes, looking at teachers from both schools.</p> <p><b>Q. Do the current phase leaders spend time at both schools?</b></p> <p>A. Yes they spend time at both schools.</p> <p>The website is now compliant. It was stated that it looks inviting with good information on there. It now needs to be used more to promote the school. As RC is stepping down as a governor in July it was suggested</p>	<p>AB</p>

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	that MM could perhaps monitor the website to ensure that it remains compliant. AB will speak to MM to see if he is willing to do this.	AB
<b>9</b>	<b>Expansion of New Road</b>	
9.1	See item 7 above. The pre-school is due to move to a mobile in September. The Children's Centre need to be out by September 2018 in order for the school to expand into that part of the building.	
<b>10</b>	<b>Governor Specific Items</b>	
10.1	<p>A joint meeting with a governor from Park Lane took place today with the SENCO and a joint meeting with the phase leaders has been suggested. Anne Fisher thought the joint meetings were a good idea. AB will liaise with the Chair at Park Lane to organise these.</p> <p>MP will carry out a follow up visit to look at progress books.</p> <p>Pay Review and Appeals Committee</p> <p>Committees are required for the above. Following the governing body meeting at Park Lane it was suggested that a bank of governors covering both schools would be the best way forward and would sit on the committee according to availability. Governors were asked if they had a preference but all said no. As no members of staff can sit on these committees the governors whose names will go forward are AB, RB, MP and JS. KD will email the Chair of Park Lane to liaise.</p> <p>Governor vacancies.</p> <p>It was suggested that a list be compiled showing exactly where the vacancies are to make it easier to see what skills are required. KD will organise.</p> <p>Visits</p> <p>CW and AB have a visit booked for 11<sup>th</sup> July for Priority 3 – Leadership and Governance.</p> <p>Communication</p> <p>It was felt that there is communication between the LGBs and the Trust but the governors do not feel informed of discussions/decisions at Trust level until some time later. JD will arrange for an A4 sheet detailing decisions to be sent to governors.</p>	<p>AB</p> <p>MP</p> <p>Clerk</p> <p>Clerk</p> <p>JD</p>
<b>11</b>	<b>Governor Effectiveness Report</b>	
11.1	JD explained that the directors have a duty to show the impact of the LGBs and asked for this report to be completed. AB and CW will action this and KD will provide attendance figures etc.	AB/CW/Clerk
<b>12</b>	<b>Policies</b>	
12.1	<p>First Aid and Illness</p> <p>Health and Safety</p> <p>Medical Conditions</p> <p>These policies had been circulated prior to the meeting and RL asked for them to be approved. Each school should have a Health &amp; Safety committee and an addendum is going to drafted to cover over the counter medicines.</p>	

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<p><b>Q. Could we have some guidance on pack lunches such as no nuts etc?</b>  A. Yes we could do that.</p> <p>All policies were approved.</p>	RL	
<b>13</b>	<b>Any other business</b>	
<p>13.1</p>	<p>Governor/Director Social Evening on 4<sup>th</sup> July.  The Risk Register group is meeting on 3<sup>rd</sup> July.  JD stated that he is now going to attend a council meeting in September, not July and will let them know. He asked for a copy of the neighbourhood plan which AB will obtain.</p> <p>Kidzone  RL explained that Kidzone have been sub-leasing a mobile from Park Lane. Their site at Aldermans Jacobs has recently had an inspection from Ofsted and been found to be inadequate in all areas including safeguarding. In the light of this Park Lane have served 6 months notice on Kidzone and this decision has been backed up by Park Lane governors. It is hoped that Park Lane will be able to provide out of hours care instead.  RL asked for the New Road governors to support the decision taken by Park Lane and their governors.  The support was unanimous.</p> <p>Governor Responsibilities  KD was asked to send a copy of responsibilities to the governors.</p>	<p>JD  AB</p>
<b>14</b>	<b>Agreed actions for Governors</b>	
<p>14.1</p>	<p>Item 1 AB to email meeting dates to MM  Item 8 AB will draft a letter of thanks to all staff.  Item 8 AB will speak to MM about monitoring the website  Item 10 MP to carry out follow up visit.  Clerk to liaise with Chair of Park Lane regarding Pay Review Committee.  Clerk to compile list of governor vacancies.  JD to compile communication sheet following Trust meetings.  Item 11 Governor Effectiveness Report to be actioned by CW, AB and KD  Item 12 Guidance on pack lunches.  Item 13 JD to change date of attendance at council meeting.  AB to obtain neighbourhood plan.  KD to send governors responsibilities to governors.</p>	<p>AB  AB  AB  MP  Clerk  Clerk  JD  CW/AB/Clerk  RL  JD  AB  KD</p>
<b>15.</b>	<b>Date of next meeting</b>	
<p>15.1</p>	<p>Thursday 28<sup>th</sup> September 2017. MB gave her apologies for the two meetings in the Autumn term due to another commitment.</p>	

The meeting ended at 8.17 p.m.



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Signed: .....  
**Chair of Full Governing Body**

Date: .....