



Newnham Croft Primary School

Meeting of the Full Governing Body held on Wednesday 5 October 2022 at 6pm at school

Governors present: Dani Redhead (Chair-DR); Edward Ferguson (Head-EF); Matt Day (MD); Aleks Jach (AJ); Hugh Clough (HC *to item 9*); Jason Palmer (JP); Simon Hill (SH); Eleanor Toye Scott (ETS); Lucy Nethsingha (LN); Ave Wrigley (AV); Jason Gellis (JG); Annie Hanekom (AH)

Also in attendance: Helen Bracey (Clerk - HB); Sue Bowman via Zoom (SB - *to item 4, including item 13 b/f*)

The meeting was quorate.

1. Welcome and apologies for absence

The Chair welcomed members. Apologies were received from Keren Sayir-Uziyel (KSU) and David Carmona (DC). Natalie Lealand was thanked for her time as clerk and HB was welcomed as returning clerk.

2. Election of Chair, Vice Chair and Associate Member

- JP proposed, HC seconded to elect DR as Chair of the Governing Body. The proposal was supported unanimously. DR was not present during voting.
- AW proposed, AH seconded to elect MD as Vice-Chair of the Governing Body. The proposal was supported unanimously. MD was not present during voting.
- DR proposed, seconded by JP to continue Nick Whitehead's Associate Governor membership. The proposal was supported unanimously.

3. Declarations of interest relating to items on the agenda

None declared.

Item 13 brought forward for early discussion to include SB.

13. Headteacher Recruitment

Timescales proposed as follows:

- Vacancy to be advertised w/c 12 December.
- Tour dates 14-16 December, 19-20 December, and 4, 5, 6 January. Members of the interview panel will be available to conduct tours.
- Application closing date 9am, 9 January 2023.
- Panel to review applications 9 January.
- Shortlist afternoon 10 January.
- Interview dates 16 and 17 January.

Interview panel agreed as follows: DR, MD, HC, AH, AW, SB.

SB will provide feedback on the application pack and support throughout the process. Applications will be sent to EPM in the first instance.

4. Review and acceptance of the minutes of the meeting held on 6 July 2022 and non-staff Governor meeting on 15 July

Both sets of minutes were accepted as a true record and signed by the Chair.

5. Matters arising and review of actions from the minutes of the meeting held on 6 July 2022

- F0607:01 – Closed
- F0607:02 – Open. HB to follow this up.
- F0607:03 – Closed
- F0607:04 – Closed
- F0607:05 – Open.
- F0607:06 – Open. EF/DR to send a letter to parents addressing concerns raised in the parent questionnaire about bullying and behaviour.
- F0607:07 – Closed

In relation to monitoring visits, a governor asked whether there is a full set of curriculum documents accessible on the Drive for governors to look at. EF uploaded the document to the Drive.

6. Governance 2022/23

- **Standing Orders** – adopted unanimously.
- **Terms of Reference** – the PFC and EPC documents have yet to be approved by the respective Committees so will be brought back to the January FGB meeting. TLC ToR were agreed.
- **Governor Code of Practice, KCSIE and Safeguarding and CP Policy** had been previously circulated. Governors to sign the record on the Drive to declare they have read and understood them. Changes to the KCSIE have been highlighted in yellow. The document will be brought back to the next meeting - EF to lead a safeguarding session.
- **Individual pecuniary interests forms** were circulated during the meeting and returned to the Clerk.
- **Structure of the Governing Body** – There is one vacancy for a co-opted governor. Two individuals have expressed an interest; DR to meet with them. DR will conduct a skills audit of current governor membership to assess which skills the governing body might be lacking in. LN alerted the Chair that she will be stepping down as a governor in the next year, so a replacement LA governor will need to be appointed. DR reported that when appointing the Chairs of sub-committees, members should consider appointing a new, rather than ongoing Chair.

Action F0510:01 – Governors to sign the record on the Drive to declare they have read and understood the KCSIE, Safeguarding and CP Policy and Code of Practice.

Action F0510:02 – KSCIE to go on to the January FGB agenda for discussion – training led by EF.

Action F0510:03 – DR to conduct a governor skills audit.

Action F0510:04 – DR to speak to SB regarding the process/procedure for appointing a suitable LA governor.

7. Reports from Committees

- **Teaching and Learning** (minutes previously circulated) – ETS highlighted the area of KS2 boys' writing progress and girls' maths attainment not being as good as it should be. The Committee agreed to have this as an objective on the SDP.

- **Eco and Premises** – no meeting so far this year.
- **Personnel and Finance** – no meeting so far this year.

8. Headteacher's Verbal Report and Key Facts (previously circulated)

The following points were raised:

CPD - A governor commented that there is a sense that staff are getting the training they may have missed.

Personnel and Finance –

- The Chair asked members to confirm that they are all happy that EF is the interim Headteacher. There was unanimous support.
- As interim HT, EF's salary has gone up to first rung of HT pay scale (L15).
- KH and RM – new shared deputy head roles. Both have new temporary contracts to August 2023; their salary is divided up as follows: 40% at their current salary, then 60% on leadership scale 2. With the resignation of the previous head and EF's lower salary, the cost to the school will be less than the estimate in Orovia for this financial year. These salary arrangements were approved by members.
- Looking forward, DR and EF had recently met with George Hayes from the LA who had emphasised the importance of pay review meetings in which UPS teachers must demonstrate *impact* at their performance management meeting, with a recommendation that this is reviewed every year. One member also noted that there is very little movement of staff at NC resulting in a lot of staff on higher pay scales, so teachers who have been at the school a long time should be challenged to justify their place on the pay scale.

A governor enquired about the proposed PAN reduction and whether staffing changes in the current budget will reflect this reduction. EF confirmed that from September 2023 the Reception PAN will be reduced to 30, with the other classes reducing their PAN to 30 over the next couple of years (children who leave will not be replaced until numbers go below 30). There will not necessarily be a job for the current trainee teacher in 2023/24.

A governor asked what the gap is going to be between pay awards and Government funding awards. EF responded that £27000 in extra funding has been allocated, but this won't cover it the full cost of the rise. However, there has been a reduction in costs with AM leaving. Two TAs have left, and only one has been replaced.

Premises – The ongoing concerns about the kitchen were raised, with one governor noting that the inspection checklist circulated looked very long and would benefit from being narrowed down. EF agreed that it does need simplifying. NW and EF have agreed to monitor the kitchen and carry out termly audits, basing the process on two other schools with similar models. When they are confident that the kitchen is in a good position, rectified first with an internal audit, the EHO will be asked to undertake another audit. The kitchen needs a second deep clean which will be carried out over half term.

A governor enquired what the impact of a 1 star rating in the kitchen may have. DR responded that the rating is not published and is a matter of paperwork being completed in detail.

Staffing –

A governor noted that the 2 reported incidents of racism were a concern. EF agreed, explaining that he has spoken to the parents and children involved. The issue of racism and safeguarding has been the focus of an assembly and in PSHE lessons, to raise the profile in these areas. LN reported that one parent had raised the issue with her and confirmed that the school are taking it very seriously. She expressed her concern about the potential impact on the school and staff by the allegations

being made. Governors were reminded that if they are approached by a parent raising such an allegation, Governors must act collectively, not individually, and approach the Headteacher first. The Managing Complaints training was recommended.

Academisation – EF reported that the general drift from the Government is that all schools should become an academy, though Jonathan Lewis from the LA has given the impression that it is not as imminent as thought. The LA Governor agreed with this, saying that the regional Schools Commissioner doesn't want lots of schools to move over at the same time, as the systems are not in place.

A governor enquired what academisation could actually mean for a school. Several members responded, saying that schools would not have control of the curriculum, HR provider or classroom management, policies could be imposed on the school that might not be relevant and teachers would have little influence and could have lesson plans imposed on them. Governors were unanimous that at the current time there is no appetite for the school to explore academisation but that EF will continue to monitor the school's position and appraise as necessary.

Parking – EF has been monitoring the problem during morning drop off and reported on the chaos of cars stopping on the double yellow lines at the Chedworth Street junction, and some cars dropping off their children in Chedworth Street. He has written to parents on two occasions and has requested a traffic warden to monitor the roads in the mornings. The PTA would like to provide a sign with a map of the area indicating where parents can park. Going forward, a section will also be added to the parents' section of the Home School Agreement.

Safeguarding

All staff have had Safeguarding refresher training and signed to say they have read, understood and will implement the following documents:

- Code of Conduct for Adults working in school
- Keeping Children safe in Education Part 1
- Health and Safety Policy
- Emergency Evacuation Procedures
- Staff Acceptable Use Policy
- Safer Working Practice in Education
- What to do if you are worried a child is being abused

- No incidents of Child Protection; No Looked After Children; 2 logs of concern
- No exclusions.
- Autumn 2022 - Two prejudice related incidents, both racist.

Pupil Premium

- 20 pupils currently eligible for PP.

Sports Premium

- The school continues to use the funding for a wide variety of activities supporting the development of sport and PE in school (see reports on the school website).

9. Draft School Development Plan – *document previously circulated*

The following was highlighted:

- Behaviour – small changes and high expectations are having an effect. Simple expectations (like lining up quietly and sitting in assembly quietly) have already positively impacted on behaviour and sense of calm in school and classrooms.

- The general atmosphere in school is calm and focused and staff more relaxed. This was also noted by SB during a recent visit. The Chair suggested Governors should explicitly ask staff and children about this when visiting the school.
- RE – the two year plan and overview two year plan has been established as have the two year plans for all subjects.
- Maths and English is taught every day.
- History and Geography have 5 termly topics.
- Y1/2 is more topic based, with subject lessons incorporated. This clearer structure has added clarity for teachers.
- Computing – a free scheme of work recommended by the LA and ICT Service called Teaching Computing has been adopted and is proving to be fantastic.
- Cleaning objectives – a governor suggested adding something about taking pride in the working environment, so everyone is responsible for it.

10. Governor Monitoring Visits *(document previously circulated)*

- DR explained that a proposed list of visits has been created to offer governors oversight of all the SDP objectives, as well as continuing with curriculum monitoring. While the list of visits is long, both EF and SD agree it is helpful at this stage and also are good for developing working relationships.
- Governors were urged to look at the Governor Hub for training courses.
- Monitoring visit guidance – governors are urged to use [The Key Monitoring Visit](#) or [Learning Walk visit](#) documents, which are in the shared drive and will hopefully make visits easier for Governors and teachers.
- Governors were encouraged to attend a subject deep dive and to liaise with their link teachers so as to avoid teachers having to duplicate effort to incorporate governor visits.
- Those areas highlighted in yellow are not on the SDP specifically, so the visits may need a lighter touch.
- The Key – clearly summarised and highly recommended.

11. Leadership and governance review arrangements

- Governor impact – a Governors' Self Review and Impact document were previously circulated.
- Governor Training – the training spreadsheet was previously circulated.
- Feedback from the LAIG – a document reporting the feedback was previously circulated.
- Safeguarding updates – The Key Safeguarding Responsibilities and KSCIE updates were previously circulated.

12. Behaviour in school and how it is being tackled

Discussed above.

13. Headteacher Recruitment

Discussed after item 3 above.

14. Policies for Review: *the following had been previously circulated:*

- Safeguarding and Child Protection 2022-23 - approved unanimously
- Safeguarding and Child Protection statement – approved unanimously
- First Aid – *for information only*
- Administration of Medicines – *for information only*
- Induction of Early Careers Teachers – *for information only*
- Responding to Prejudice-Related Incidents – *for information only*
- Code of Conduct for all Adults – *for information only*

15. Any other business

An Ofsted grab bag has been put together which will contain all the information governors’ will be required to know, should there be an Ofsted inspection. The LA have said governors’ should be aware of external data such as financial benchmarking. The bag will be reviewed twice yearly. Governors were also made aware that the Ofsted crib sheets have been leaked, and are available in the Governor section of the Drive.

With no further business, the Chair thanked governors for their attendance.

The meeting closed at 8.03pm.

ACTION LOG:

Minute Item no.	Action ref	Action	Owner	Deadline	Status
	F0607:02	Check requirements for Chairs stepping down (particularly with regard to the headteacher’s performance committee.)	HB	Sep 2022	Ongoing
	F0607:05	Dates for suggested monitoring visits/deep dive weeks to be shared with governors.	EF	Oct 2022	Ongoing
	F0607:06	A letter to be sent to parents in response to the questionnaire. EF & DR to send fresh, positive letter.	EF/DR	Jul 2022 Oct 2022	Ongoing
6.Governance	F0510:01	Governors to sign the record on the Drive to declare they have read and understood the KCSIE, Safeguarding and CP Policy and Code of Practice.	Govs	Nov 2022	Open
6. Governance	F0510:02	KCSIE to go on to the January FGB agenda for discussion.	EF/DR	Jan 2023	Open
6. Governance	F0510:03	DR to conduct a governor skills audit.	DR	Oct 2022	Open
6. Governance	F0510:04	DR to speak to SB regarding the process/procedure for appointing a suitable LA governor.	DR	Oct 2022	Open

Signed: _____

Position: _____

Date: _____