



Newnham Croft Primary School

Meeting of the Full Governing Body held on Wednesday 8 February 2023 at 6pm at school

Governors present: Dani Redhead (Chair–DR); Edward Ferguson (Head–EF); Matt Day (MD); Aleks Jach (AJ); Hugh Clough (HC); Jason Palmer (JP); Simon Hill (SH); Keren Sayir-Uziyel (KSU); David Carmona (DC); Eleanor Toye Scott (ETS)

Also in attendance: Helen Bracey (Clerk - HB)

The meeting was quorate.

1. Welcome and apologies for absence

The Chair welcomed members. Apologies were received from Ave Wrigley (AW) and Annie Hanekom (AH).

2. Declarations of interest relating to items on the agenda

None declared.

3. Review and acceptance of the minutes of the meeting held on 30 November 2022

With a minor correction, the minutes were accepted as a true record and signed by the Chair.

4. Matters arising and review of actions from the minutes of the meeting held on 30 November 2022

- F0501:01 – Closed
- F0501:02 – Closed
- F3011:01 – Closed Niamh Sweeney interested in principle in the LA governor role. Waiting to hear back from her.
- F3011:02 – Closed. Resident responded with a provisional no. Instead, parents to be canvassed for a volunteer to place no parking signs at the Chedworth Street junction morning and afternoon.
- F3011:03 – Closed
- F3011:04 – Closed
- F3011:05 – Ongoing
- F3011:06 – Closed
- F3011:07 – Closed

5. Structure and membership of the governing body

- JP's term as parent governor has expired; DR proposed him as an Associate Governor, seconded by EF and unanimously approved. (JP left the room and returned after voting.)
- HC's term as co-opted governor to expire in March. KSU proposed to re-co-opt him, seconded by ETS and unanimously approved. (HC left the room and returned after voting.)

- DR updated governors to say that we had received four nominations for parent governors, which was very positive.

The Chair asked members to inform her if they would like to move to a different sub-committee, saying it is good for governors to build up knowledge elsewhere.

Impact Review The Chair thanked all those involved in the LA Impact Review. She reported that the Review had gone very well, with very positive feedback. Governors were rated as positive, enthusiastic, cohesive, motivated and prepared to hold leaders to account; they have faced the challenges, embraced reviews and taken feedback well; governor responsibility for safeguarding was acknowledged; the governors they spoke to saw value in training and all shared the same understanding, which is what Ofsted is looking for. All in all, there has been a rapid improvement in governance.

Next steps as follows:

- Continue work on succession planning.
- New governors might want to broaden their knowledge on finance. Ofsted will want to know that all governors know the school is well managed financially. All members are now sent the monthly finance reports.
- Revisit the vision and values of the school with the substantive head now in place.
- Streamline the SDP.
- Scheme of Delegation would be helpful; DR to discuss with EF and bring back to governors.
- Look at ensuring consistency across monitoring visits, including increasing talking to children.

DR fed back the Key Point from the recent RIG, which is that 'There is a range of evidence to show the impact of school improvement that has taken place and there is capacity within school for this to continue'

Action F0802:01 – DR to circulate sample Scheme of Delegation proforma after discussion with EF.

6. Reports from Committees

- **Teaching and Learning** (minutes to follow) – ETS highlighted that during the last meeting the SDP was reviewed and ASP data reports looked at in detail. This data will be presented in detail at next FGB.
- **Personnel and Finance** (minutes previously circulated) – SH highlighted that the budget is up by about £2000 and the c/f is about £8000. There was some concern about how gas and electricity expenditure might look. Waiting to hear back about SP funding and whether last year's money will be clawed back; any SP money spent last year should have gone into last year's budget, so the figures have been revised. Kitchen monitoring is ongoing.
SFVS approval – members unanimously approved the SFVS.
- **Eco and Premises** (minutes previously circulated) – The Committee discussed the Owlstone Croft planning application, which has been refused (to be discussed later in the agenda). The £14000 grant for improving energy efficiency will be spent on double glazing the Year 4 classroom windows and one outside door; work to start at Easter. Any funds left will be used to double glaze other classroom windows.

7. Headteacher's Written Report (previously circulated with Key Facts document)

The following was reported and questions raised:

RIG findings: the school will continue with only a light touch termly review. The report was very positive on curriculum development and monitoring visits.

A governor asked about staff morale and with the prospect of more teacher industrial action, whether any worries had been abated after the first strike? EF responded that staff had managed

well during the strike, but those striking had found it a little awkward. He said he didn't think there was any great feeling to strike again, but could not be certain.

A governor noted that staff absence was relatively high as was persistent absence for some pupils, enquiring why this might be? EF reported that there had been a lot of staff illness in December and one kitchen staff member is on long term sick leave. There was also a lot of pupil illness in December and with quite a few families taking holidays abroad over Christmas. The children whose absence is a cause for concern are being monitored and the HT is engaged with the families involved.

The Head was asked to outline his proposed staffing structure. EF reported the following:

- SENCo: this role to be increased to include provision for more children than those on the SEND register; to link the PP and SEND role to raise the profile of both. PP money should be thoughtfully applied to best support these children. If possible, the SENCo would have a minimal class teacher role. Two teachers have expressed an interest (JT and KM). The new SENCo, who will hopefully be appointed this term, will be given release time to start training in the next quarter and to shadow the current SENCo.
- Leadership structure: in order to make the SLT more decisive and dynamic, EF proposed it be made up of the HT, 2 assistant heads, the SENCo and Finance Officer.
- Assistant Heads: propose to permanently replace the Deputy Head role with two Assistant Heads (KH and RM), each with responsibility for being KS leaders (KS2 and KS1/EY). This current structure is working well, with both teachers evidently enjoying the collaboration and joint ownership of the role.

Asked whether governors would approve this proposed structure, one member requested a written financial proposal to be certain the proposals are affordable and ask EPM for their advice. EF said he had spoken to EPM who are happy with the structure; the financial adviser can input the new details into the budget plan to see what the costs will be. Governors agreed that it was a good idea for whoever the KS leaders are to become Assistant Heads. Members agreed that once the financials are presented to governors, they could approve by email.

A brief discussion followed about the possibility of the school running a second afterschool club (see more detail under Finance below). A decision will be taken shortly, with EF keeping FGB informed.

The following was reported:

Safeguarding

- No incidents of Child Protection; no looked after children; 3 logs of concern and 1 ongoing concern form. All logs of concern were dealt with by EF, who spoke to parents in all instances.
- There has been one internal exclusion. A child assaulted another child in the playground. EF called all parents concerned and had meetings with the two children involved. Supervision in the playground has been adjusted to take into account the risks. The child spent the day in HT's office to complete his work and had break and lunch at different times to the other children.

Attendance

- 94% for the term to date.

Finance

- 232 children on role.

- The budget has been affected by the pay awards, which have absorbed a substantial part of the carry forward. Having made cuts to supply teachers, overtime and curriculum areas the school has been able to increase the projected carry forward. Budget planning with Ray Byford will start in February. Currently the carry forward stands at £19,496, which is much more reassuring.
- One member of the kitchen staff absent due to long-term illness. One TA took early retirement, effective from 31st December 2021. One of the Y5 TAs will be taking unpaid leave from Easter due to personal reasons, but with a very strong hope that she will return for the Autumn term.
- It is hoped to have a second afterschool club starting in September. EF has liaised with the New Croft Club staff. The school will mirror charges, provision, wages and all other areas to ensure that, as much as possible, children and parents receive the same service. Michael Holt from the LA has been guiding EF through the processes and statutory requirements and will continue to be a source of information. The main priority is to find a leader to run the club. A governor asked if EF could provide financial details to governors of the proposed club and details of oversight etc.
- All schools received extra funding for the Ukrainian children the school is hosting. We have used ours to pay for extra TA support/EAL time/clubs.
- The school received a £14393.14 energy efficiency grant in December. Expenditure is detailed under the EPC report.

SEND

- The SEND register has been updated. All IEPs are in place and interventions established.

Pupil Premium

- 22 pupil premium children on roll.
- Provision continues, with 1:1 tutoring for those most in need from NM and funding of clubs, music lessons, trips, swimming, residential visits and after school activities. Whilst this is perfectly acceptable, provision and support of this group is an area that can be developed further.

Sports Premium

- Waiting to hear back from Sports Premium admin regarding the unspent funds from 21-22.

8. Governor Safeguarding Training and KCSIE

EF presented a safeguarding PP slideshow (a replica of annual staff training slides).

- EF explained that the governor's remit is to have oversight of the school's safeguarding procedures.
- The school has subscribed to My Concern. EF will find out if governors will have access to this.
- The focus is always about the child.
- KCSIE Part 1 is for staff only. Part two is for governors to make sure the school is doing what it should be.
- Parental responsibility for Google Classroom use at home must be monitored by the parents will be listed in the Home/School Agreement.
- EF will circulate the PP presentation and notes.

Action F0802:02 – EF to circulate the safeguarding PP presentation and notes to governors.

9. Governor Monitoring Visits

The Chair thanked members for all monitoring visits conducted and subsequent reports submitted. She asked that committee Chairs make sure reports are brought to their relative committee meetings.

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

Data Protection – the policy was unanimously approved.

10. Owlstone Croft

A governor summarised the points for refusal of the planning application, as follows: 1) It is a cramped and imposing development out of context with its surroundings that would harm the recreational and amenity value of Paradise Nature Reserve, a protected open space 2) Incomplete bat survey information to demonstrate protected species would not be harmed 3) The layout means that new wetland habitat would be adversely affected by students and the 'ecological relationship' with the Reserve would be diminished 4) Insufficient evidence to demonstrate it would not harm biodiversity in the Reserve.

A discussion followed, during which it was noted that the CC planners are highly likely to overturn the decision if Queens' College appeal. At EPC, the consensus was that the school needs to maintain a good relationship with our neighbour, but that governors must also consider any potential impacts of development on the pupils and school. Two possible ways to proceed to address negative outcomes on the school are: 1) To liaise with CC planners and request they impose additional conditions on development, eg not demolish buildings during term time/day time, if an appeal or second application is approved or 2) To attempt to reach a legally drawn up agreement with Queens' agreeing conditions of development, should development be approved. This second option could potentially put the school at risk, as it would require to school to fund any legal expertise required to draw up an agreement and it is not clear how the school would enforce any agreement.

Two members have drawn up a list of 8 items they think the school should be asking for. It was noted that the school's concerns had not been adequately taken into consideration in the first application. The Chair proposed that the committee communicate via email with a shared document that individuals can add comments to, and then call an emergency FGB if Queens' College do enter an appeal. A member also asked for governor support for bat monitoring along the boundary to establish flight paths.

Action FGB08:03 - A bat survey of the boundary to be arranged

12. Any other business

With there being no further business, the meeting closed at 8.04pm.

ACTION LOG:

Minute Item no.	Action ref	Action	Owner	Deadline	Status
9. Governor visits	F0510:05	DR to arrange for governors to do the 20 Key Questions for Governors when meeting time allows.	DR	Dec 2022	Ongoing
5. Structure and membership	F0802:01	DR to circulate sample Scheme of Delegation proforma.	DR	Feb 2023	Open

8. Safeguarding	F0802:02	EF to circulate the safeguarding PP presentation and notes to governors.	EF	Feb 2023	Open
10. Owlstone Croft	F0802:03	A bat survey of the boundary to be arranged	HC	Feb 2023	Open

Signed: _____

Position: _____

Date: _____