



## Newnham Croft Primary School

### Meeting of the Full Governing Body held on Wednesday 30 November 2022 at 6pm at school

**Governors present:** Dani Redhead (Chair–DR); Edward Ferguson (Interim Head–EF); Matt Day (MD); Aleks Jach (AJ); Hugh Clough (HC); Jason Palmer (JP); Simon Hill (SH); Lucy Nethsingha (LN); Keren Sayir-Uziyel (KSU); Ave Wrigley (AV); Jason Gellis (JG); Annie Hanekom (AH); David Carmona (DC)

**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 Eleanor Toye Scott (ETS). Emma Tidby, COG from Meldreth Primary School sent her apologies.

#### 2. Declarations of interest relating to items on the agenda

None declared.

#### 3. Pay review and finance

Discussed below.

#### 4. Review and acceptance of the minutes of the meeting held on 5 October 2022

With a minor correction, the 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 5 October 2022

- F0607:02 – Closed
- F0607:05 – Closed
- F0607:06 – Closed. A governor commented that the response sent to parents was very good but that it perhaps should have been sent as an independent email to make it more conspicuous.
- F0501:01 – Ongoing
- F0501:02 – Ongoing
- F0501:03 – Closed
- F0501:04 – Closed. LN will ask if any of her colleagues at the LA might be interested in taking on the role of LA governor.

**Action F0510:01 - LN to ask if any of her colleagues at the LA might be interested in taking on the role of LA governor.**

***A governor enquired whether the school have moved forward with parking signage, as discussed at a previous meeting.*** DR responded that this is ongoing but a request has been made to the PTA. It

was agreed it would be good to have signage/yellow bollards in place for the start of the Spring term. She also mentioned that the owners of the house facing the Chedworth/Grantchester Street junction might agree to allow signage to be fixed to their fence. MD will make enquiries.

**Action F0510:02 – MD to make enquiries with the owners of the house facing the Chedworth/Grantchester Street junction to enquire whether they might allow parking signage to be fixed to their fence.**

## 6. Reports from Committees

- **Teaching and Learning** (minutes previously circulated) – It was reported that an English learning walk has been scheduled for 2 December to look primarily at Little Wandle and growth mindset.
- **Personnel and Finance** (minutes previously circulated) – SH highlighted that the pay awards announcement has meant that the c/f for next year has fallen to about £3000. The pay award costs to the school is an estimated £32000. At a recent LA funding meeting on Government policy with Jon Lewis, the message was more optimistic: an additional grant of £27000 and a 2% rise in funding. It is hoped the school should be able to post a budget that balances. The meeting link will be shared with members. Despite this news, Teaching Assistant staff will be canvassed to enquire if anyone would like to voluntarily reduce their hours. The HT brought up the issue of staffing structure, saying that when the new substantive head is in place, a review of UPS teachers should take place, as the school currently has a high percentage of staff on the upper pay range. Currently, teachers on the main scale will not be able to progress unless a UPS teacher leaves. Finally, HC was thanked for his years of service as Chair of the PFC.
- **Eco and Premises** (minutes previously circulated) – The Committee looked at energy consumption, noting that the school is spending 40% more on gas than this time last year and electricity consumption has also risen. This is disappointing considering the mild weather and new boiler installation. Gardening Club have made useful suggestions which the Committee are considering. DC is take up governor responsibility for cleaning and maintenance.

**Action F0510:03 – DR to share Jon Lewis’ funding meeting link to members.**

## 7. Headteacher’s Verbal Report

The following was reported:

### **Safeguarding**

- Five incidents reported (one fractured finger, 2 banged heads and 2 fractured arms/wrists).
- KM completed DSL training and is now the DDSL. Possibility of subscribing to the online reporting tool MyConcern (£671pa). Sam Abbs, LA Safeguarding advisor recommended some improvements to the paper forms.
- No incidence of CP referrals.
- Two log of concern incidents:
  - A bruise of interest/suspicious which was investigated and matter closed.
  - Ongoing concerns of child’s home life. Involved in TAF meetings to support. Recorded and shared all concerns with relevant parties. Ensured there is open communication between school and family.
- A sad case of bereavement. Teacher concerned has spent a lot of time looking into how best to support the child and the class.
- No exclusions.

- No incidence of bullying.
- No incidence of racism.

**A governor raised a point about the single central record and when/whether governors can inspect it.** EF responded that governors' role is to ask appropriate questions to ensure that the SCR is compliant rather than inspecting the record themselves. The Safeguarding governor oversees the SCR and the LA carry out a safeguarding audit. Governors were signposted to training on The Key regarding governors' role in the monitoring of the SCR.

<https://schoolgovernors.thekeysupport.com/curriculum-and-pupils/pastoral-care/safeguarding/governors-role-in-monitoring-the-scr/?marker=full-search-q-single%20central%20record-result-1>

### **Attendance**

- 95.51% for term (last year 95.03%).
- EF and HB meeting with LA attendance officer to discuss some particular children in relation to lateness and persistent absence.

### **Finance**

- 235 pupils on role.
- Finance briefings with Ray Byford showed a pretty bleak picture. The speculative outcome for next year doesn't look too bad (continuing with current staffing structure), but there is nothing concrete, and unlikely to be until January.
- Pay awards need to be approved by FGB due to them going above the threshold for PFC to approve.
- Will need to look at redundancies and change of staff structure to free up money for curriculum. LA advice is not to spend more than 80% on staffing; NC is currently 83%.

### **SEND**

- Ten children on the register.
- The SEND governor met with the SENCO, DF. He continues to be effective, though there are difficulties with communicating with him when he is not in school. He will be a very useful resource for planning SEN provision in the future.
- SEND structure and provision (how to support/how to set SMART targets in class that are achievable and measurable) to be reviewed when substantive head in place.

**The SEND governor noted that importance of monitoring SEND numbers, which are much lower than in the past.** EF reported that he has talked to the SENCO about how to support other children not on the SEN register.

### **Pupil Premium**

- 22 PP children. Expectation that this number will increase.
- Continue 1:1 support with NM.
- Spending includes cooking/pottery and other clubs, swimming, covering the costs of trips and music lessons.

### **Sports Premium**

- The funding has been spent for this year on: new equipment, BMX assembly, coaches to and from cross country, mats for gymnastics, subscription to scheme of work, funding for Hilltop, climbing wall, sleepers for play area, lunchtime sport coaches.
- LA have decided to take back what was left from last year (£22,000). This presents problems as between £2,500 and £5,000 has been spent. An email requesting leeway has been sent.

### **Staff Changes**

- Two supply TAs are no longer employed by the school, although both are generously continuing in their roles on a voluntary basis.
- AM's early retirement due to health has been approved and will take effect from January.
- MS in the kitchen is on long term sick leave. Another kitchen member is covering the hours.

### **Data**

ASP hasn't yet been published. In the Inspection Data Summary Report, the school has no red flags and has done significantly better than national in several areas.

### **Action F0510:04 – EF to circulate the ASP report to governors.**

### **CPD**

- Weekly teacher meetings have covered: Early Years feed into National Curriculum; curriculum enrichment planned trip for each unit; discussion of cultural capital; training from Alice Philpin; feedback from subject briefings attended (PE, Maths, English).
- TAs had session with Tracey Sandhu about supporting maths in class
- EF has attended: New to Headship - two sessions (managing pressure; finance and H&S); OFSTED briefing; HT conference; academisation briefing (nothing concrete).
- EF has observed all teachers apart from one (due to illness).

### **Kitchen**

There has been significant progress and the kitchen has been awarded a 4 star rating. EF and NW will carry out their first regular audit/inspection in December. Governors passed on their thanks to the kitchen staff and to EF and Nick Whitehead for supporting the kitchen.

Finally, the HT reported that he had met with Sue Bowman who is extremely pleased with the direction the school and governors are taking and as a consequence the next RIG meeting has been postponed, with only 1 meeting per term now required.

EF was thanked for this report. Governors felt that a verbal report was helpful but that time constraints on the meeting made having time to digest the content and ask questions difficult. It was agreed that future meetings might be better involving a mixture of written and verbal reporting to aid with time keeping.

### **8. Governor Safeguarding Training**

- Safeguarding is everyone's concern, ie all adults in school including Governors must adopt and demonstrate a culture of safeguarding.
- When Governors visit the school, if they have a concern it should be raised immediately; the question to consider is, Does this feel right? A log of concern is always worth doing.
- Always follow up on a query raised to check that it has been investigated and that something is being done about it.
- The designated safeguarding leads are EF and KM.

A governor noted that whilst it is important to raise a concern, governors should not try to do something about it.

### **9. Governor Monitoring Visits**

Governor Self Evaluation of Impact - Anna-Marie Cooper (AMC) from the LA has edited this document, which will be uploaded to the school website.

Comments from AMC about the Governor Impact Review. AMC has recommended a Governor Impact Review to take place in January or February. DR to agree a date with EF. Governors looked at the previous impact review, which had been RAG rated by DR.

- Are the right questions being asked, and do the minutes highlight that Governors are challenging the school appropriately?
- Training courses – most governors had made a significant attempt to attend at least two trainings a term. Those that were attending fewer training sessions were encouraged to look at the NGA online training courses and to speak to DR if struggling to identify their training needs
- E-Learning model – governors were reminded that all governors should complete this training
- An attempt at producing a scheme of delegation had been undertaken with the previous head. However, it was felt that a longer discussion regarding this was needed and this should be prioritised with the new head. Governors also commented that the school did not have a Risk Register and that this must be a priority for the new head.
- Strategic priorities on how to manage documents has improved.

Governors were asked whether they feel they can talk confidently about the quality of education in the school, and if they are unsure, to speak to DR or MD. DR to arrange for governors to do the 20 Key Questions for Governors when meeting time allows.

**Action F0510:05 – DR to arrange for governors to do the 20 Key Questions for Governors when meeting time allows.**

**Action F0510:06 – Governor impact review to go onto the school website.**

#### Governor Audit

The 2021/22 Skills Audit highlighted some concerns. This year the picture is more positive, with the three new governors quickly up to speed, with all average scores for each measure a 3 or a 4 except for “I have been a chair of a board or committee” which has an average of 2. The following was highlighted:

- Collectively good analysing data skills.
- Governors are confident about board’s core functions, knowledge of the local community, challenging behaviour & attitudes and forming good relationships on the board
- It has been helpful to get more insight into the skills set in the governing body, so these can be accessed more eg the HT recruitment process.

AH was thanked for her work on the audit.

A governor commented that members’ are not expected to be experts about everything! She also noted that now that schools are welcoming visitors back in, it is good to be able to observe and get a feeling for what the school feels like. It was also suggested that some governors are present during in-house parent consultations.

#### Plan of Visits

Members were asked to book Autumn monitoring visits in if they have not already done so. Reports should be submitted promptly after the visit, using one of three methods – monitoring visit template, The Key learning walk template or The Key Monitoring Visit template.

#### Governor Training

Governors should monitor their own training, booking courses via the Governor Hub or NGA. DR reported on the White Paper briefing and agreed to share the video of the session.

### Ofsted Training Update

The Ofsted training link is available and will be circulated to members.

In September 2023 there will be a group training day with staff and governors on Safeguarding

**Action F0510:07 – Safeguarding training day in September 2023 to be circulated to Governors to attend.**

### National Curriculum Links

These are available on the Drive.

### Evaluating the Quality of Education Framework

Document can be found on the governors Drive

**10. Headteacher recruitment** – to be discussed after AOB and made a confidential minute.

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

Governors' Induction Policy – New governors felt that the induction process had been good. It was agreed to make the checklist at the end of the policy into an appendix to allow flexibility going forward as to what new governors cover. With this amendment, the policy was unanimously approved.

Governors' Monitoring Policy – the policy was unanimously approved.

### **3. Pay Review**

The payment of the backdated pay review for all staff was approved. Staff will receive this in January as the pay roll provider has said they do not have the capacity to process the payments in December.

### **12. Any other business**

Owlstone Croft Queens' development – this is going to the planning Committee in January. There is an issue about fire safety and the use of the school grounds being used as an emergency fire exit for the site. The issue of whether to deny access was discussed, but EF noted that as the school and Queens' have a reciprocal fire escape agreement, it would impinge on our safeguarding responsibilities if access as an escape route were to be denied.

EF and AJ left the meeting for remaining governors to discuss Item 10.

With no further business following item 10, the Chair thanked governors for their attendance.

The meeting closed at 8.30pm.

### **ACTION LOG:**

Minute Item no.	Action ref	Action	Owner	Deadline	Status
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	<del>Nov 2022</del> Dec 2022	Ongoing
6. Governance	F0510:02	KCSIE to go on to the January FGB agenda for discussion.	EF/DR	Jan 2023	Ongoing
5. Matters arising	F0510:01	LN to ask if any of her colleagues at the LA might be interested in taking on the role of LA governor.	LN	Jan 2023	Open

5. Matters arising	F0510:02	MD to make enquiries with the owners of the house facing the Chedworth/Grantchester Street junction to enquire whether they might allow parking signage to be fixed to their fence.	MD	Dec 2022	Open
6. Reports from Committees	F0510:03	DR to share Jon Lewis' funding meeting link to members.	DR	Dec 2022	Open
7. HT report	F0510:04	EF to circulate the ASP report to governors.	EF	Dec 2022	Open
9. Governor visits	F0510:04	DR to arrange for governors to do the 20 Key Questions for Governors when meeting time allows.	DR	Dec 2022	Open
9. Governor visits	F0510:06	Governor impact review to go onto the school website.	EF/HB	Dec 2022	Open
9. Governor visits	F0510:07	Safeguarding training day in September 2023 to be circulated to Governors to attend.	EF	Dec 2022	Open

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_