



## SPRING TERM 2024

**MINUTES** of the meeting of the Governors of Newtown School held at the School on Thursday 14 March 2024 at 7.30 p.m.

Please note that minutes are not a verbatim record but an objective record of what was discussed and the agreed decisions and actions

	Mr A Fortgang	Chair
	Mr S Barker	
	Mr A Dunn	
	Mrs H England	Headteacher
	Mr T Hooper	
	Mrs A Ilyas	
	Ms H King	
	Mrs A Lees-Millais	
	Ms G Watherston	
	Mr M Writtle	
<b>IN ATTENDANCE:</b>	Mrs A Johnson	Governance Advisor
	Mr D Rose	Deputy Headteacher
	Ms L Killick (attending remotely)	Early Years Leader
<b>ABSENT:</b>	Mrs S Riley-Hague (Ass. Member)	Apologies received and accepted

The Chair welcomed everyone to the meeting. Ms L Killick (LK) was attending the meeting remotely via Teams. LK was reminded of the importance of confidentiality when attending meetings. All governors were present.

### **PRESENTATION ON EARLY YEARS – Liz Killick – via TEAMS**

Presentation would be uploaded onto 0365 – FGB FOLDER – SPRING 2024.

**Action Plan:** There were 3 main action areas.

1. **Curriculum:** Newtown had its' own curriculum – see presentation graphs.

Governors had no questions on the curriculum.

2. **Interactions Audit:** The Interactions Audit Feedback Form had been uploaded on 0365 (FGB folder). The EY Advisor conducted the EY audit. The 2<sup>nd</sup> Audit was in January 2024 and there had been lots of progress – progress was highlighted to governors – see Audit Feedback Form.

Governors had no questions but commented that it looked amazing.

3. **Environment:** Grant of £10k. Areas to be improved were highlighted to governors:-

- Outside area
- Improvements made already in Fircrest's, Goldcrests and Reception

#### GOVERNOR QUESTION:

**Resurfacing:** *TA's had mentioned moving grass is this going to be done? HE replied that quotes had been received and the area would be resurfaced and there would be artificial grass. Quotes had been received this week and the cost would be around £35k. LK informed governors that a new mud kitchen and wooden stages area were needed. The £10k was not to be spent on re-surfacing.*

Governors thanked LK for the presentation and thanked all the Early Years Team for their hard work.

The Presentation ended at 8 p.m. LK left the meeting.

		ACTION
1	<b>NOTIFICATION OF ANY OTHER BUSINESS</b> No items were tabled for discussion under Any Other Business.	
2	<b>DECLARATIONS OF INTEREST</b> There were no declarations of interest in items covered at this meeting.	
3	<b>MINUTES</b> The Minutes of the FGB meeting held on 2 November 2023 and the Extra-Ordinary FGB meeting held on 11 January 2024, having been circulated, were confirmed and would be signed by the Chair as a correct record	AF
	An additional signed copy of the Minutes would be available in the school. TH to action.	TH
3.1	<b>Matters Arising:</b> <b>Adilah and Alice to confirm Governor Induction training completed:</b> AI had completed the NGA Introduction to Governance module. She commented that she would welcome a "buddy". AD/TH volunteered to act as "buddies" to new governors AI/HK/ALM. Communication via the WhatsApp group.	AD/TH AI/HK/ALM
	<b>AF to confirm that the Governor Induction Pack now completed:</b> AF reported that the Induction Pack was almost complete and apologised for its' lateness. He would share the Induction Pack via 0365 and governors were encouraged to add to it.	AF Governors
	<b>HK to confirm completed PREVENT training:</b> HK confirmed she had completed Safeguarding training and recommended the NGA "Learning Link" module as good and interactive. The NGA link had been circulated to all governors.	Governors

		<b>ACTION</b>
	<p><b>All governors to sign as read the KCSiE:</b> The KCSiE sheet was signed as read by governors at the meeting. This would be kept in the Governor File.</p> <p><b>AD to confirm Governor Visits Rota circulated:</b> The Visits Rota had moved to a different model. TH had designed a new template and governor visits were taking place.</p> <p><b>Governors to confirm training for their relevant roles completed:</b> Governors were requested to forward any training completed to HE who would update governor training records.</p> <p>HE would ask PA to email the Safeguarding Re-fresher course link to all Governors.</p>	<p><b>Governors</b></p> <p><b>HE</b></p> <p><b>HE/PA</b></p>
<b>4</b>	<b>STRATEGIC MANAGEMENT</b>	
<b>4.1</b>	<p><b>REPORT OF THE HEADTEACHER AND GOVERNORS' QUESTIONS</b></p> <p>The Report of the Headteacher, having been circulated via 0365, was received by governors. Governors thanked HE for her Report and commented how much better the presentation was. The following questions arose from a discussion and scrutiny of the report:-</p> <p><b>GOVERNOR QUESTIONS:</b></p> <p><i><b>A child had moved from a CPP (Child Protection Plan) to a CIN (Child In Need) what is the difference?</b> HE explained that the CPP means that the family have to engage but the CIN is on a voluntary basis – so this is progress.</i></p> <p><i><b>What is the NPQSL qualification?</b> This is the National Professional Qualification in Senior Leadership which Liz, Sarah and Nadia (they are on the UPS). This is an 18 month programme which helps develop leadership knowledge and expertise. There is a lot of work involved. There is no expectation they will get extra salary but they are looking for the next step in their careers. So the impact may be that they will look for leadership responsibility which we cannot offer.</i></p> <p><b>Training for other Staff:</b> We are a very small team which includes 2 ECTs, who are doing training at the moment. Another teacher, quite early in career, is developing middle leadership skills. There is a lot of training currently which is a pressure on staff.</p> <p><i><b>How often was the Headteachers Report done?</b> Termly.</i></p> <p><i><b>Year 2 Data – Was this expected?</b> We talked about this in T&amp;L. Some children at the end of year 1 were not secure and this impacted on year 2. Year 2 teachers are cautious when they assess (it is subjective). Greater depth and progress is looking good in Year 2.</i></p> <p><i><b>Page 21: What were the two well-being actions?</b> HK, Development Governor, had looked at the staff survey and what was negatively affecting staff and will be doing staff training on transference to help de-stress staff. We are going to develop a mentor programme in school – ECT's have mentors.</i></p>	

**Pupil Numbers – 47 1<sup>st</sup> preference – what is the impact of this on the budget?** The impact on the budget will be huge. Only two schools are full. Last year at this time we had 48 children expected but ended up with 58 children. Every few weeks get 4 more children.

**Page 9: Year 1 has larger proportion of boys are not achieving – what are we doing about this?** We are doing lots to address this which was mainly due to behaviour for learning and SEN. The PRU was supporting Year 1 – individual children and classes – they came in for 10 weeks to support teachers with strategies and this has had a positive impact. The extra TA in the mornings has also had a positive impact.

**Behaviour:** Caring Assemblies were going well. In the PHSE curriculum we follow teachers look at what is needed in their class. DR (Deputy Headteacher) informed governors that at playtime there were “play zones”. Some children had needed guidance on how to play – so structure was added. Targeted children come to the “play zone”. This has been successful – this is the whole playground. Year 2 set up the play zones.

**Is the Wobble Club continuing?** Yes, this is in lunchtimes too.

**Page 15: One “operation encompass” this term – what is this?** Operation encompass is where we receive an email from the police to inform us that a child has witnesses domestic violence. We don’t have to do anything but keep an eye on that child. Domestic violence is the biggest thing in our social care.

**Page 6: EHCP – awaiting approval. Why have BC not done this and is there anything we can do?** The EHCP is now well passed the 20 weeks that is a legal requirement for the local authority. BC need to get their Educational psychologist to write report. The EHCP was put in by us last July – this is not unusual for the LA but it is frustrating.

**Allegation Against Staff: See Part II – Confidential Minutes.**

**One child was suspended for an afternoon – why was this?** The child was physically aggressive to another younger child, 3 members of staff and destroyed property. De-escalation had failed so no option but to suspend. I followed Bucks’ procedures. The child does have a special educational need and we are applying for an EHCP. The child has a large amount of support but we have had to move one of trusted adults to another class and the child is finding it very hard to adjust. The child needs to be in a special school.

## 4.2 SELF-EVALUATION FORM (SEF)

The SEF was similar to the last SEF but with data added from the Parent Questionnaire and quotes from the Early Years Advisor. The SEF was a working document. HE had sent the results of the Questionnaire to parents and had informed them what happens regarding bullying (as parents had answered they didn’t know in the survey). We do not have any recorded bullying but there is some behaviour we do not like which could have the potential to become bullying.

		ACTION
4.3	<p><b>SCHOOL IMPROVEMENT PLAN (SIP)</b></p> <p>The School Development Plan had been circulated via 0365 and noted by governors. HE informed governors that the school was working on lots of things and looking at Maths particularly in Early Years. The focus was on developing the foundation subjects and that there was progression.</p> <p><b>GOVERNOR QUESTIONS:</b>  <i>The SIP is highlighted in “green” and “yellow” can you explain?</i></p> <p>HE informed governors that she was not happy with the current School Improvement Plan as it needed another column to show where we are going. A narrative on progress would be better. Actions marked “Green” are actions completed some are on-going (marked in “yellow”). HE requested governors to pass on any ideas they had to make the SIP better for them going forwards.</p>	
4.4	<p><b>FEEDBACK FROM EXTERNAL PARTNER (EY Report on 0365)</b></p> <p>Governors were informed that the Early Years Advisor Report had been positive but there were still things that needed to be actioned.</p>	
4.5	<p><b>GOVERNING BOARD SELF-EVALUATION FORM (GBSEF)</b></p> <p>This Item had been deferred from the Autum Term meeting. GW had fresh information to circulate from the skills audit which would inform the GBSEF – this was a work in progress. AF explained the GBSEF to new governors.</p>	GW
5	<p><b>COMMITTEE AND WORKING GROUP MINUTES</b></p>	
5.1	<p><b>RESOURCES COMMITTEE</b></p> <p>Minutes of the Resources Committee meeting held on 29 February 2024, having been circulated were noted.</p> <p><b>Budget Monitoring:</b> The budget monitoring report was circulated and received by governors.</p> <p><b>SFVS:</b> It was confirmed that the SFVS had been submitted to the LA by the prescribed deadline of 28 February 2024.</p> <p><b>Provisional Budget:</b> The provisional financial plan would be submitted to the local authority by PA by the prescribed deadline on 7 March 2024. PA would prepare the Final Budget for May.</p>	PA
5.2	<p><b>TEACHING &amp; LEARNING COMMITTEE</b></p> <p>Minutes of the T&amp;L Committee meeting held on 1 February 2024, having been circulated were noted.</p> <p><b>Policies Approved:</b> The following policies had been reviewed and approved by the T&amp;L Committee:-</p> <ul style="list-style-type: none"> <li>• Assessment and Reporting Policy</li> <li>• Collective Worship Policy</li> <li>• Remote Learning Policy</li> <li>• Marking and Feedback Policy</li> </ul>	

		ACTION
5.3	<p><b>BEHAVIOUR, HEALTH &amp; SAFETY COMMITTEE</b> Minutes of the B,H&amp;S Committee meeting held on 11 January 2024, having been circulated were noted.</p> <p><b>Termly Health &amp; Safety Walk:</b> SB would visit the school next Tuesday to conduct the H&amp;S Walk.</p>	
5.4	<p><b>STRATEGIC WORKING GROUP</b> The Strategic Committee meeting held on 18 January 2024, having been circulated were noted. There were a few actions. AF had nothing to add – see Report on 0365.</p>	
5.5	<p><b>HR RELATED PANELS, COMPLAINTS PANELS, PUPIL DISCIPLINE</b> These Committees had not needed to meet. Governors noted that an Informal Complaint had been received and investigated.</p>	
6	<b>REPORTS</b>	
6.1	<p><b>REPORT OF THE CHAIR</b> The Chair had not taken any action under emergency or delegated powers.</p>	
6.2	<p><b>REPORT OF THE SAFEGUARDING GOVERNOR (HK)</b> HK had uploaded her Safeguarding Report onto 0365.</p> <p><b>SCR:</b> It was confirmed that the Single Central Record was up to date. <b>Safer Recruitment training:</b> It was confirmed that PA/AD/AF had completed this training. <b>Safeguarding training:</b> completed by HK – see Item 3.1 above.</p>	
6.3	<p><b>REPORT OF THE INCLUSION (SEND/PP) GOVERNOR (ALM)</b> ALM had recently been appointed to this role and would be visiting Daniel Rose this term. The Inclusion Report would be uploaded onto 0365 prior to the next FGB meeting.</p> <p>It was confirmed that the Pupil Premium Strategy had been published on the school website, in the prescribed format, by the deadline of 31 December 2023.</p>	ALM
6.4	<p><b>REPORT OF THE DEVELOPMENT GOVERNOR (GW)</b> The Development Governor, GW, reported on training undertaken by governors:-</p> <p><b>Individual Governor Training:</b> See training undertaken on 0365. All governors to update their training record upon completion of any training.</p>	Governors
6.4.1	<p><b>BEP GOVERNOR CONFERENCE – FRIDAY 17 MAY 2024 9.30AM</b> Governors noted the date and time of the conference and would not be attending.</p>	

		ACTION
6.5	<p><b>EQUALITIES &amp; COMMUNITY COHESION GOVERNOR (AI)</b></p> <p>The Equalities Governor, AI, reported on progress being made towards meeting the equalities objectives published on the school website. AI had visited the school and reported that some work needed to be done on gender. There was nothing on aspirations for girls or STEM activities. AI would upload her report onto 0365 in due course.</p> <p>ALM commented that she was trying to get a 6 week sessions of cricket into the school as this was an “inclusive” sport.</p>	AI  ALM
6.6	<p><b>HEALTH &amp; SAFETY GOVERNOR (SB)</b></p> <p>It was reported that the roof was still leaking (after being fixed). It would be repaired over the Easter Break.</p>	
6.7	<p><b>P.E. &amp; SPORTS PREMIUM GOVERNOR (TH)</b></p> <p>TH had nothing further to add to his report.</p>	
6.8	<p><b>EARLY YEARS GOVERNOR (GW)</b></p> <p>LK had given an Early Years Presentation at the beginning of the meeting. GW had visited activities during Activities Week and witnessed the excellent work going on.</p>	
6.9	<p><b>DATA PROTECTION &amp; CYBER SECURITY GOVERNOR (MW)</b></p> <p>MW had uploaded his Data Protection &amp; GDPR Governor visit for the Spring Term onto 0365.</p> <p><b>Updates from Pete Neal (PN) on Cyber Security:</b> The revised DfE guidance on Meeting Digital &amp; Technology Standards in Schools had been worked on since July. MW had met with PA/HE and PN to go through the Cyber Security document. PN had said that SIMS – the existing server was no longer fit for purpose. A quote for £3k had been received which addressed the outstanding point 8c. PN had confirmed it would only take a few days to install and the work would be done in the school holiday.</p> <p><b>Data Protection Officer:</b> An independent DPO had now been had been employed by the school.</p> <p>Governors also noted that passwords would be changed regularly.</p>	
6.10	<p><b>WELL-BEING GOVERNOR (JK)</b></p> <p>HK had uploaded her Well-Being report onto 0365.</p>	
6.11	<p><b>MATHS SUBJECT LINK GOVERNOR (TH)</b></p> <p>TH reported that he had met with Nadia on Monday and would upload his Maths Report onto 0365 in due course. There was still work to be done in Early Years e.g. triangulation, but Nadia was aware of all work to be done.</p>	TH

		ACTION
6.12	<b>SCIENCE SUBJECT LINK GOVERNOR (SB)</b> No report was tabled.	
6.13	<b>GOVERNOR VISIT REPORT</b> All Governor Visit Reports had been circulated via 0365 and noted by governors.	
7	<b>NEW BUSINESS</b>	
7.1	<b>ADMISSION ARRANGEMENTS – SEPTEMBER 2025</b> Governors noted the details of the <a href="#">2025 Bucks LA admissions consultation for schools</a> and the that the closing date for comments of 26 January 2024 had now passed.	
7.2	<b>WORKING TOGETHER TO SAFEGUARD CHILDREN</b> Governors noted the changes to the statutory guidance and would ensure that their safeguarding practices were updated if necessary. School policies and procedures would be updated if appropriate in the light of this guidance.	Safeguarding Governor (HK)
7.3	<b>PREVENT DUTY GUIDANCE</b> Governors noted that revised Prevent Duty Guidance was published in September 2023 and came into force on 31 December 2023.  It is recommended that staff and governors update their Prevent training in the light of the guidance update. The Home Office online Prevent training is available.	Safeguarding Governor (HK)
7.4	<b>CONSULTATION ON THE ADVANCED BRITISH STANDARD (ABS)</b> Governors considered whether to contribute to the consultation on the proposed <a href="#">Advanced British Standard (ABS)</a> before the consultation closes on 20 March 2024. They did not wish to contribute.	
7.5	<b>EYFS AND EARLY EDUCATION AND CHILDCARE</b> Governors noted changes to the following DfE documents:- <a href="#">Early years foundation stage (EYFS) statutory framework - GOV.UK (www.gov.uk)</a> <a href="#">Early education and childcare (applies from 1 April 2024) - GOV.UK (www.gov.uk)</a>  Governors agreed to update practices in line with the revised documents. HE highlighted the changes. From this year 3 year olds were entitled to 30 hours free education (for 38 weeks) so this would impact on the school. The pre-school had no spaces for September so we need to think about what we can offer. We make money on our pre-school places.	
8	<b>RECURRING ITEMS</b>	
8.1	<b>PRESENTATION OF SCHOOL VOLUNTARY FUNDS</b>	



The School Voluntary Fund year ending 31 August 2023 had been audited and signed off. School Voluntary Funds to be audited annually by a competent, independent person and then submitted with an audit report to the Governing Board.

## **8.2 STATUTORY INFORMATION ON SCHOOL WEBSITES**

Governors noted updated requirements for publication of information on the school website. It was confirmed that all statutory information was available and up-to-date on the School's website.

## **8.3 REVIEW AND APPROVAL OF POLICIES**

As part of the School's annual schedule, the following policy was presented and **approved** by the Governing Board.

- BC Pay Policy

## **9 DATES AND TIMES OF FUTURE MEETINGS**

It was confirmed that the next FGB meeting would be held at the school on:-

**Thursday 11 July 2024 at 7.30 p.m.**

## **10 ANY OTHER BUSINESS**

There was no other business.

## **11 CONDUCT OF MEETING**

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes.

The meeting closed at 9.35 p.m.

Signed ..... Date .....

CHAIR

**PART II – CONFIDENTIAL MINUTES**

**CIRCULATION LIST: ALL GOVERNORS**

**CONFIDENTIAL MINUTES** of the meeting of the Governors of Newtown School held at the School on Thursday 14 March 2024 at 7.30 p.m.

**4.1 HEADTEACHERS REPORT  
GOVERNOR QUESTION:**

***Allegation Against Staff: the allegation was unfounded but is the member of staff ok?** HE replied that it was a horrible and the allegation was against 2 members of staff. The impact could have been huge. We were transparent at all times. I had to refer this to the LADO who had a meeting with me, the Early Years team and HR. I did the investigation. HR said the staff could remain in school but not working in the classroom. We followed our policy and supported the two members of staff throughout. This had affected staff confidence. As the allegation was unfounded it will not be on record or carried with them.*

**ACTION**

Signed ..... Date .....  
CHAIR