

## **AUTUMN TERM 1 2024**

**MINUTES** of the meeting of the Governors of **Newtown School** held remotely on **Wednesday 23<sup>rd</sup> October 2024** at 8pm

**PRESENT:** Anthony Fortgand (AF) – Gemma Watherston (GW)  
**Chair**  
Andrew Dunn (AD) – **Vice** Hannah King (HK)  
**Chair** Sarah Scofield (SS) – new  
Hayley England – **Head** Staff Governor.  
Matthew Writtle (MW) Alice Lees-Millias (ALM)

**IN** Paul Treadwell (PT)  
**ATTENDANCE:** Pascha Adlam (PA) – **Bursar**  
Daniel Rose – **DHT**

**ABSENT:** None

NB. Governors' questions are highlighted in *italics* throughout these minutes.

	<b>ACTION</b>
<b>1 WELCOME AND GOVERNOR ROLES</b>	
AF in the Chair.	
All were welcomed to the Autumn Term 1 FGB meeting.	
No apologies to receive/approve.	
The meeting was deemed to be quorate.	
<b>1.1 <u>Election of the Chair</u></b>	
<b>AF was re elected as the Chair of the GB on a one year term.</b>	
<b>1.2 <u>Election of the Vice Chair</u></b>	
<b>AD was re elected as the Vice Chair of the GB on a one year term.</b>	
<b>1.3 <u>Election of a new Staff Governor</u></b>	
<b>SS was formally welcomed and elected as the new Staff Governor of the GB on a 4 year term.</b>	
It was noted that there are two vacancies on the Governing	

1.4-  
1.17

Board (one Co Opted Governor and one Parent Governor vacancy).

### **Governor Roles**

The following governor roles were confirmed:

Safeguarding and LAC: HK  
SEND: GW  
Development: AF  
PPG: GW  
Community Cohension/Equality & Diversity: SS  
EYFS: GW  
Data Protection/GDPR: MW  
Wellbeing: HK  
Sustainability: AF  
Attendance: MW  
English: AD  
Maths: ALM

2

### **ANY OTHER BUSINESS**

The following items were tabled for discussion under Any Other Business:

- **None.**

### **3 DECLARATIONS OF INTEREST**

There were no declarations of interest in items covered at this meeting.

### **4 MINUTES AND MATTERS ARISING**

#### **4.1 MINUTES**

The Minutes of the meeting held in **Summer Term 2024**, having been circulated, were confirmed and would be **signed** by the Chair as a correct record on Governor Hub.

**Chair (AF)**

#### **4.2 MATTERS ARISING**

There were no matters arising from the minutes.

### **5 ANNUAL REVIEWS**

The following documents (all on Governor Zone) to be



*Actions continue with these children and we note the new appointment of MW as the Attendance Governor above.*

### **SEN**

*We have high levels of SEN and some of these children have complex numbers. The EHCP process continues to be lengthy (it should be 20 weeks but it is taking 40 weeks). Governors should also note that High Needs Block Funding from the LA has also stopped.*

### **Staffing**

*There have been a few changes with staff leaving for a variety of reasons (family commitments, etc) and we have welcomed new members to our school. We still have a TA role to fill. Some responsibilities have changed (EYFS) but everybody seems happy with the changes.*

### **Behaviour**

*Q: There had been a high number of aggressive incidents reported but no incidents of bullying. Is that correct?*

*A: We have impulsive behaviour. I guess we need to be careful how we report it. There are a lot of aggressive incidents in Reception. We need to review this. The staggered lunchtimes have made a difference. We also record all of the incidents on CPOMS.*

*The Head was thanked for the HT Report and the governors for their thorough questions.*

## **6.2 SELF-EVALUATION FORM (SEF)**

*We are in the process of updating the SEF to make sure it is relevant. We add a copy to Governor Zone once it is complete.*

**Head**

## **6.3 SCHOOL DEVELOPMENT PLAN (SDP)**

*The Headteacher reported on the new SDP 2024-25 and that it has been written. The staff team have been involved with this document and gives good direction of travel for the school. Subject Leadership is also included on the plan.*

*We are looking to link governors (for governor visits) to the SIP priorities.*

		ACTION
<b>6.4</b>	<b>FINANCE ITEMS</b>	
	<p>The <b>Finance Update</b> had been provided by PA and governors noted a few items:</p> <ul style="list-style-type: none"> <li>• PPG funding had reduced due to the lower numbers of PPG children (<i>Reception down to 4 next year</i>).</li> <li>• The STRB Staff Pay Award of 5.5% had been noted and approved by the GB.</li> <li>• NOR was down to 168 and the falling pupil numbers was reflected in the October census.</li> <li>• <b>The SFVS is due in February 2025 and AF/MW volunteered to assist with the process.</b></li> </ul>	AF/MW
<b>7</b>	<b>REPORTS</b>	
<b>7.1</b>	<b>REPORT OF THE CHAIR</b>	
	The Chair had not taken any action under emergency or delegated powers.	
<b>7.2</b>	<b>REPORT OF THE SAFEGUARDING GOVERNOR</b>	
	<p>The Safeguarding Governor (HK) Visit is planned for this Term.</p> <p>The <b>Annual Safeguarding Return</b> had been completed and submitted and it was noted that <i>the Step On/Step Up training had been completed last week for 7 members of staff.</i></p> <p>It was confirmed that the <b>Single Central Record</b> was up to date.</p>	Safeguarding Governor (HK)
<b>7.3</b>	<b>REPORT OF THE SEND GOVERNOR</b>	
	No update.	
<b>7.4</b>	<b>REPORT OF THE DEVELOPMENT GOVERNOR</b>	
	No update.	
<b>7.5</b>	<b>REPORT OF THE PUPIL PREMIUM GOVERNOR</b>	
	It was noted that the <b>Pupil Premium Strategy</b> needs to be	

	published on the school website, in the prescribed format, by the deadline of <b>31 December 2024</b> .	<b>ACTION Head</b>
<b>7.6</b>	<b>GOVERNOR VISITS AND REPORTS</b>	
	<i>Actions noted above regarding linked governor roles (to the SIP) and governor visits this term.</i>	<b>All governors</b>
<b>8</b>	<b>NEW BUSINESS</b>	
<b>8.1.1</b>	<b><u>Music Development Plan</u>: Action: Head to publish the summary of their completed music development plan on their school website using the new DfE template.</b>	<b>Head</b>
<b>9</b>	<b>ITEMS TO NOTE</b>	
<b>9.1</b>	<b>Ofsted Inspection Framework:</b> governors noted the recent press release.	<b>All governors</b>
<b>9.2</b>	<b>DfE Statutory Guidance: Working together to improve attendance.</b> Governors noted the DfE guidance. See above for the robust actions and data.	<b>All governors</b>
<b>10</b>	<b>RECURRING ITEMS</b>	
<b>10.1</b>	<b>TERM DATES &amp; IN SERVICE TRAINING DATES</b>	
	The following dates were agreed: <ul style="list-style-type: none"> <li>• 030925</li> <li>• 040925</li> <li>• 241026</li> <li>• 031126</li> <li>• 010726</li> </ul>	
<b>10.2</b>	<b>SCHOOL WEBSITE</b>	
	Governors noted that the annual school website check had been completed.	
<b>10.3</b>	<b>POLICIES TO APPROVE</b>	
	All the following policies were <b>approved</b> (with no changes noted): <ul style="list-style-type: none"> <li>• <b>Appraisal</b></li> <li>• <b>Child Protection/Safeguarding</b></li> </ul>	

	<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Emergency plan &amp; Business Continuity</li> <li>• Health &amp; Safety</li> <li>• Positive Behaviour</li> <li>• Safer Recruitment</li> <li>• SEN</li> <li>• Teaching &amp; Learning</li> <li>• Intimate Care</li> </ul> <p><i>Q. Does the new Child Protection Policy include the KCSIE updates?</i>  <i>A. Yes. The LA do write the first draft. The School have been through it to add some further elements of KCSIE and to place any specific items within it.</i></p> <p>The <b>Attendance Policy</b> will be reviewed/approved in December 2024.</p>	<b>ACTION</b>
<b>11</b>	<p><b>DATES AND TIMES OF FUTURE MEETINGS</b></p> <p>The following dates and times of future meetings had previously been agreed and are on Governor Hub.</p> <ul style="list-style-type: none"> <li>• Next FGB meeting is Tuesday 17<sup>th</sup> December at 7.30pm at the school.</li> </ul>	<b>All governors</b>
<b>12</b>	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>	
<b>13</b>	<p><b>CONDUCT OF MEETING</b></p> <p>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 <b>(with the exception of any Restricted Confidential Minutes)</b>.</p>	
<b>14</b>	<p><b>SUMMARY OF ACTIONS</b></p> <p><b><u>Annual Reviews</u></b>  The following documents (all on Governor Zone) to be <b>reviewed and approved</b> by the Governing Board/Governors:</p>	

**ACTION**

- Standing Orders 2024-25
- Terms of Reference 2024-25
- Declaration of Loyalty/Interests
- GB Code of Conduct (NGA) 2024-25
- KCSIE Sept 2024 update
- GIAS: school office to complete.

**SFVS**

**The SFVS is due in February 2025 and AF/MW volunteered to assist with the process.**

The meeting closed at 9.10pm

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



**PART II – CONFIDENTIAL MINUTES: NONE.**

**CIRCULATION LIST:     ALL GOVERNORS**

**CONFIDENTIAL MINUTES** of the meeting of the Governors of < > School / Academy held at the School / Academy / <Via Named Platform> on < > 2024 at < > am/pm

**ACTION**

Signed .....  
.....  
CHAIR

Date

