

AUTUMN TERM 2 2024

MINUTES of the meeting of the Governors of **Newtown School** held at the school and remotely on **Monday 17th December 2024** at 7.30pm

PRESENT:

Anthony Fortgand (AF) – Chair	Gemma Watherston (GW)
Andrew Dunn (AD) – Vice Chair	Hannah King (HK)
Hayley England (HE) – Head	Sarah Scofield (SS)
Matthew Writtle (MW)	Alice Lees-Millias (ALM)

IN ATTENDANCE:

Paul Treadwell (PT)
Daniel Rose (DR) – DHT

ABSENT: None

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

	ACTION
<p>WELCOME AND GOVERNOR ROLES</p> <p>AF in the Chair.</p> <p>All were welcomed to the Autumn Term 2 FGB meeting.</p> <p>No apologies to receive/approve.</p> <p>The meeting was deemed to be quorate.</p> <p>2 ANY OTHER BUSINESS</p> <p>The following items were tabled for discussion under Any Other Business:</p> <ul style="list-style-type: none">• STRB Teachers Pay Award: it was noted that the Governing Board formally approved the 5.5% STRB Pay Award. <p>3 DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest in items covered at this meeting.</p> <p>4 MINUTES AND MATTERS ARISING</p>	

	ACTION
<p>4.1 MINUTES</p> <p>The Minutes of the meeting held in 23 October 2024, having been circulated, were confirmed and would be signed by the Chair as a correct record on Governor Hub.</p>	<p>Chair (AF)</p>
<p>4.2 MATTERS ARISING</p> <p><u>SFVS</u> The SFVS is due in February 2025 and AF/MW volunteered to assist with the process. <u>Action ongoing.</u></p> <p>There were no other matters arising from the minutes.</p>	
<p>5 STRATEGIC MANAGEMENT</p>	
<p>5.1 REPORT FROM THE HEADTEACHER AND GOVERNORS' QUESTIONS</p> <p>The Report of the Headteacher (Autumn Term 2024) was received by governors prior to this meeting.</p> <p>There were no questions received prior to the FGB meeting.</p> <p>The following matters arose from a discussion:</p> <p><u>NOR</u></p> <p><i>We are full in Year 1 and Year 2. We have 5 spaces in Reception (this is due in part to the localised low birth rate) but this is still good compared to other local schools. Our Office Team are being proactive here. There is a lot of work happening. Our pre school is expanding and is pretty full.</i></p> <p><i>There are financial implications for the school for the lower numbers in Reception with lower funding to be received. Currently we are not set for a deficit budget.</i></p> <p><u>SEN</u></p> <p><i>We have high levels of SEN (19% compared to 13.8% nationally) and some of these children have complex needs. Most schools in Chesham have children with complex numbers. The EHCP process continues to be lengthy (it should be 20 weeks but it is taking 40</i></p>	

weeks). We have 8 EHCP applications in the process at present. Governors should also note that High Needs Block Funding from the LA has also stopped. I think we are being creative with our initiatives such as the Nest.

*Q: Should your **school data** include the SEN children?*

A: Yes. The national data includes SEN children. It is a complex situation. The non SEN children do also receive benefits with working with SEN children. Please note that our Year 2 data last year was above the national average. We continue to push the children who are above ARE so that they achieve GDS.

Staffing

It is a busy period. We have one member of staff leaving.

We also have a couple of issues with staff members who have personal and family issues. There is absence although they see our school as their safe place. There is impact though on other staff members. We will continue to manage that.

Behaviour

DR updated:

We are seeing better behaviour at the school. It is better in the playground. The staggered lunchtimes have made a difference. It is calmer. It feels better when you walk around the school. There was an accident yesterday but that wasn't a consequence of behaviour.

Catering/Food

We continue to provide the school food based on the restrictions (logistical and financial) that we face as a school. We are looking at what we can provide.

The Head and DR were thanked for the HT Report and the governors for their thorough questions.

5.2 SELF-EVALUATION FORM (SEF)

This working document is on Governor Zone for governors to review. The details on the areas that we discussed above (behaviour management) are also included.

		ACTION
5.3	SCHOOL DEVELOPMENT PLAN (SDP)	
	The Headteacher reported on the new SDP 2024-25.	
	<i>A lot has happened. It feels that the school is moving in the right direction. Subject Leaders are working well within their roles and the school is in a good place.</i>	
6	REPORTS	
6.1	REPORT OF THE CHAIR	
	The Chair had not taken any action under emergency or delegated powers.	
6.2	REPORT OF THE SAFEGUARDING GOVERNOR	
	The Safeguarding Governor (HK) Visit was completed last week (111224).	
	It was confirmed that the Single Central Record was up to date.	
6.3	REPORT OF THE SEND GOVERNOR	
	It was confirmed that the SEND Local Offer is on the website and a SEND Governor Visit will be completed in January 2025.	SEND Governor
6.4	REPORT OF THE DEVELOPMENT GOVERNOR	
	The Governor Skills Audit will be re circulated to all governors for completion.	All governors
6.5	REPORT OF THE PUPIL PREMIUM GOVERNOR	
	It was noted that the Pupil Premium Strategy has been published on the school website, in the prescribed format, by the deadline of 31 December 2024 .	
6.6	GOVERNOR VISITS AND REPORTS	
	<i>Actions noted previously regarding linked governor roles (to the SIP) and governor visits. A Maths Visit has been completed.</i>	All governors
7	RECURRING ITEMS	
7.1	POLICIES TO APPROVE	

		ACTION
	<p>All the following policies were approved (with no changes noted):</p> <ul style="list-style-type: none"> • Intimate Care • Equalities Policy & Action Plan • Charging & Remissions • Looked After Pupils • Health & Hygiene 	
8	<p>DATES AND TIMES OF FUTURE MEETINGS</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"> • Next FGB meeting is scheduled for <u>Tuesday 25th February</u> at 7.30pm at the school. 	All governors
9	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • None. 	
10	<p>CONDUCT OF MEETING</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 (with the exception of any Restricted Confidential Minutes).</p>	
11	<p>SUMMARY OF ACTIONS</p> <p>SFVS The SFVS is due in <u>February 2025</u> and AF/MW volunteered to assist with the process.</p> <p>SEND It was confirmed that the SEND Local Offer is on the website and a SEND Governor Visit will be completed in January 2025.</p> <p>GSA The Governor Skills Audit will be re circulated to all governors for completion.</p>	<p>AF/MW</p> <p>SEND Governor</p> <p>All governors</p>

The meeting closed at 8.45pm

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 Date
CHAIR

