

**Approved Minutes
Meeting of the Governing Body (GB) of**

ARCHIBALD FIRST SCHOOL

Thursday 8 March 2018

Present:

Mark Moss (Chair)
Julia Bayes (Headteacher), Peter Crabtree, Mark Ingleson, Stewart McKenna,
Sean Morrow, Anna Steer, Rebecca Turner (Deputy Headteacher),
Jane Wallace, Sam Walton, Angela Ward

Quorum:

Governors in post = 13: Quorum = 7: Governors present = 11

The meeting was quorate.

In Attendance:

Nick Sanders ~ Governor Services

The meeting opened at 5.35pm.

1. Opening / Welcome / Apologies for Absence

The Chair welcomed everyone, in particular the following new governors who were attending their first meeting of the full GB: Sean Morrow and Sam Walton.

Apologies for absence were **accepted** from Tariq Albassam and John Hulme.

2. Declaration of Interests

Governors had completed the annual register of interest at the previous GB meeting in October 2017. The new governors would also complete the register.

Governors were invited to declare any interests in the business of the meeting; no interests were declared other than it being noted that Julia Bayes was currently Associate Head at Hawthorn Primary, and Rebecca Turner was no longer at Hawthorn.

3. Governing Body Appointment / Membership Update

GB membership was discussed as follows:

- Sam Walton had recently been elected as new Parent Governor (to replace Alan Dunlop);
- Mark Moss had been re-appointed as Foundation/Trust Governor by the Gosforth Schools Trust (GST) Board; his new four-year term would begin on 1 April 2018;
- Tariq Albassam had also been appointed by the GST Board for a four year term as FT Governor (retrospectively from 30 June 2017);
- Governors **agreed** to appoint Sean Morrow as Co-opted (Staff) Governor with immediate effect (to replace Kym Mullick);
- It was noted that Angela Ward's term as Co-opted (Staff) Governor was due to come to an end on 8 June 2018 (prior to the next GB meeting). Governors **agreed** to re-appoint Angela for a new term of office from 9 June.



4. Identification of Any Additional / Urgent Items

Ratification of Admissions Policy 2019-20 / Response to consultation objection

The consultation documentation had been circulated and the consultation had closed within the agreed timescale. The Headteacher thanked all governors who had responded. One objection had been received, from a parent (relating to a request for a sibling link to be created between the school's Y4 and Y5 at Gosforth Junior High Academy). Peter Crabtree and Mark Ingleson were thanked for the follow up work they had done, which included checking through the other first school policies against that of the LA: they had found that the only policy with a similar link currently was Archbishop Runcie First's policy and they were not a full member of GST. In discussion, it was felt that making this change to Archibald's criteria would have a knock-on effect on the other GST schools and this was not something the school could do on its own at this point, although it might be an option to discuss going forward. Otherwise, there had been no other objections to the policy being agreed / published on the school website (along with a link should anyone wish to take up their entitlement to appeal to the Schools Adjudicator within the particular timescale).

Mark Ingleson joined the meeting at this point (5.45pm).

Having gone through the process of consulting on the policy, the GB / school could now consider any possible future changes over the course of the year in conjunction with the other GST first schools. **There was a query about whether this might be taken forward to the next GST meeting to consider.** It was explained that discussions about admissions (including the GST middle schools) were still going on at the Trust Board. The Headteacher referred to a discussion last year with Deb Tyler who was the LA representative on the Board about potentially changing the admissions criteria / sibling link and the impact this could have on extending the sibling link into the wider community and possibly limiting opportunities for local families to gain admission into the GST schools. This would therefore need further careful consideration but could be something to consider at the Trust Board level.

Governors formally **approved** the Admissions Policy for 2019/20 for publication on the basis discussed above. It was noted that the parent who had put in an objection would have the opportunity to appeal to the Schools Adjudicator if they wished to do so. The Headteacher indicated that she had spoken to the parent earlier in the day about the process.

5. Report from Achievement Partner (AP)

Jane Wallace joined the meeting during this item (5.50pm).

The most recent report from the school's AP, Elaine Hamilton, had been circulated. The Headteacher reminded everyone of the role of the AP; she felt the AP had been very helpful to the school in terms of her support and challenge. The AP had agreed with the school's own judgements in the SEF, which confirmed that Archibald First School continued to be 'outstanding'. She was to visit the school again on 19 March to carry out a book scrutiny. Governors were reminded that each term's visit had a different focus (autumn term – data; spring term – teaching and learning).



The key priorities / recommendations in the report were highlighted. It was noted that these areas were also dealt with in the Head's report.

Reference was made to the expected outcomes for this year's cohorts. The Headteacher commented on the significant needs of this year's EY (Nursery/Reception) cohort. She pointed out that the school did always strive to set challenging targets for all pupils, and that staff were aware of pupils' needs / capabilities and were putting in interventions to ensure they were all able to make as much progress as possible in every case. **There was a query and some discussion about how the school accounted for those instances where circumstances dictated that certain pupils were not able to achieve certain levels.** Rebecca Turner made reference to the planning / progress meetings and narratives from staff evidencing how well they knew pupils and how they were supporting them; she also referred to the cohort files through which the school could track children on their 'journeys' through the school. The Chair felt it important for all governors to be aware of the fact that staff were very much aware and 'on top of' this issue. It was noted that there had been opportunities previously for governors to sit in on planning / progress meetings to show how challenging these discussions were.

6. Draft Minutes of Previous GB Meeting

The draft minutes from the meeting held on 9 October 2017 had been circulated and were **agreed** as a true record, with no confidential items declared.

7. Matters Arising from the Above Minutes

Declaration of Interests (page 1)

It was confirmed that everyone had signed the annual register at the previous GB meeting in October. The new governors would sign at this meeting.

Action: New governors to sign register of interests

Data Protection (page 1)

A draft Data Protection Policy and Privacy Notice had been circulated by email ahead of the previous GB meeting; it had been noted at that meeting that there had been an agreement across the Gosforth Schools Trust (GST) to use this policy, which had been sourced from 'The Key for School Governors' and adapted towards compliance with the European Union General Data Protection Regulations (GDPR) which were due to be implemented in May 2018. Mark Ingleson had volunteered to monitor any further information and update the Headteacher and GB accordingly. He reported that he felt the matter of the school's GDPR policy / compliance with GDPR was on schedule to be sorted out in line with requirements. However, he did refer to one issue in the policy to do with charging for provision of copied documents, and advised that the school should not charge unless the request required excessive work. It was noted that Rebecca Turner had attended GST sessions on GDPR and had also attended a session through Schools North-East; the school had a checklist to work through and were doing so gradually. Mark was thanked for the work he had done in respect of GDPR.

Action: GDPR checklist



It was noted that the school would need a named Data Protection Officer (DPO). This was on the agenda for the forthcoming GST meeting with a view to looking at having someone within the Trust to act as DPO for all of the GST schools. It was further noted that all the schools' SBMs were also being proactive in this respect.

Action: DPO discussion

Staff Register of Interests (page 2)

It was confirmed that the staff register of interests had been sent to school.

GB Membership (page 2)

This item had been dealt with earlier in the meeting.

Governor Appointment (page 2)

As reported earlier, Sean Morrow had been appointed to replace Kym Mullick.

Additional GB Meetings / Development (page 2)

It was confirmed that there had been an additional GB session.

Joint Vice-Chair Position (page 3)

This item had been dealt with at the GB meeting in October.

Induction Checklist (page 3)

It was confirmed that an induction checklist had been produced.

Safeguarding Training (page 4)

It was confirmed that Jane Wallace had undertaken safeguarding training.

Governor Visits (page 5)

It was confirmed that some governors had carried out recent visits, and that the Chair and Jane Wallace had carried out a recent curriculum walk / safeguarding walk respectively.

Monitoring of Archibald / Hawthorn Experience (page 6)

It was confirmed that the main aspects of the 'experience' had been noted. It was felt that there had been benefits for both schools.

Early Years Unit (page 7)

It was confirmed that this item had been actioned.

Chair to write to staff (page 8)

It was confirmed that the Chair had written to the staff by email to congratulate them on behalf of the GB for the recent results.

Scheme for Financing Schools (page 10)

It was confirmed that the completion of the autumn term submission of Annex D had been actioned by the Finance Committee and ratified remotely by the GB. This would be picked up again at the next Finance Committee meeting.

Action: Finance Committee

School Development Plan (page 11)

It was confirmed that the SDP was available on the governors' section of Office 365.



8. Headteacher's Report and School Improvement

Copies of the Headteacher's report had been circulated by email and questions were invited.

It was felt that the report featured very clear and well presented data, and it was queried whether there had been any changes in the way this was presented. It was explained that the Headteacher and Deputy Head had added some extra information into the report.

Achievement in Teaching and Learning: Nursery / Reception

This section included data tables prepared by Rebecca Turner, which showed the following:

- The percentage of Nursery children in each of the Nursery cohorts (Nursery 1 and Nursery 2) working at the 'expected level' at specific points in the year. It was noted that, at the end of autumn term, the children were expected to be working at 'emerging – secure'. Data collection in December 2017 showed how different the two Nursery cohorts were in terms of temperament and academic performance. It was also noted that those children with more complex / SEND needs were being tracked separately.
- Attainment for the Reception children was in line with expectations at the end of the autumn term. At this point, three children were identified as having significant SEND needs, with another child added to the SEND Register in the current half-term. In terms of the boys / girls split within the cohort, boys were attaining in line with girls (with the exception of those boys who were SEND).
- Attainment and progress of Years 1-4 were highlighted, as were the summer 2018 predictions (GLD, Y1 and Y2 Phonics, targets), interventions and next steps.

Attendance

Pupil attendance was excellent. The Headteacher reported that two headteacher colleagues had asked how the school was able to achieve such consistently good attendance levels. She felt it was to do with the way in which the school followed up attendance issues very consistently / regularly and the way responsibility for this area was allocated across the whole staff.

Governors congratulated the school on its attendance record, particularly in relation to the Pupil Premium (PP) children. The Headteacher felt that it was easier to achieve good attendance levels in respect of the PP children as there were relatively few on roll.

In response to a query about eligibility for FSM (free school meals), the Headteacher explained the distinction between the figures in her report in respect of the number of pupils eligible for FSM and the number taken.

SEF Update

It was noted that all governors had access to a copy of the SEF through Office 365. The data in the SEF had been updated and the judgements continued to be very positive. It was also noted that the SEF continued to be linked into the staff planning and progress meetings. It was emphasised that there were very few 'gaps' in learning, and those that were there, the school knew about and was addressing.



The AP had confirmed in her latest report her agreement with the school's 'outstanding' judgements and that the school was addressing any / all 'gaps'.

SDP Priorities

All governors had previously received a copy of the SDP. **There was a query and some discussion about perhaps including actions to evidence what governors were already doing to support the school.** It was **agreed** that the Headteacher would produce a draft of what governors were already doing to supplement the leadership action plan.

Action: Headteacher

PP Impact / PE and Sports Premium

This information was included in the report and was noted.

It was reported that, this year, the school was receiving double the amount of PE / Sports Premium funding than in the past and had bought into additional support from the LA's PE/Sports Development Team; this included CPD sessions and opportunities for pupils to participate in a range of activities. There was also a range of events going on over the year through GST as well.

9. GST Update

The Headteacher outlined the discussion which had taken place at the last GST Board meeting in December regarding admissions / expansion of schools. The next GST meeting was due to take place later in the month (21 March).

In response to a query, the Headteacher referred to the recent 'data day', which all of the GST schools had attended, and to which Gosforth Junior High Academy (GJHA) had also been invited. It was felt to be important for GJHA to attend such activities in terms of continuity across the local Pyramid; the Headteacher noted that the new Head of School at GJHA, Denise Waugh, was very willing to engage, particularly with the feeder first schools. The day had involved looking at data from Reception to Y6 for all the first and middle schools in the Gosforth Pyramid, whether there were any common areas across the schools and what more the schools could do together. Maths had been identified as one such area and there had been some consideration as to how to look at this area in cluster groups; this now provided the agenda for the cluster groups going forward. There had also been a lot of discussion about Y4/Y5 transition and it was felt that it would be good to see how this discussion progressed. Overall, it was felt that the day had been very successful and encouraging.

10. Reports from Committees, Individual and Link Governors, Governor Visits and Governor Development and Training

Reports / minutes had been circulated in advance of the meeting (unless otherwise indicated) and were dealt with as follows:

Health and Safety (verbal report)

Stewart McKenna read through a report he had drawn up following a recent visit; the report would be circulated in due course.

Action: Report from S McKenna to be circulated



There was nothing significant to report and the majority of the actions had been completed. It was noted that quotes were being sought to have the gates replaced.

Action: Quote for replacement of gates

Anna Steer understood from the LA that there was a timescale to sort out the loose cobbles near the school. It was noted that the Headteacher had also been in touch with the LA to have road markings sorted out around the school. Anna Steer volunteered to chase this up.

Action: Road markings – A Steer to chase up

Teaching and Learning (TL) Committee – 20 November 2017

Leadership Support (LS) Committee - 8 November 2017

Finance Committee – 18 October 2017 and 18 January 2018

The draft minutes of the above meetings had been circulated and were **noted**; the following points were raised:

Finance Committee

It was noted that there was a meeting on 12 March with the LA school business manager, Olwyn Graves, to look at financial information, with a budget meeting to follow the day after.

Action: Finance Committee- 12/13 March

Governors **agreed** to approve and sign off the latest SFVS assessment.

TL Committee

It was noted that the next TL Committee would take place on 19 March at 5pm.

Action: TL Committee – 19 March

LS Committee

There was nothing in particular to highlight with regard to this committee.

Link Governors

Anna Steer and Angela Ward would make arrangements to meet to look at SEND.

Action: A Steer / A Ward

Jane Wallace and the Headteacher had undertaken a recent Safeguarding Walk in school (following previous scrutiny of the various policies and procedures) and had also completed a Safeguarding Audit. There had also been Safeguarding training undertaken recently. Jane had spoken to the pupils during the Safeguarding Walk, and had also spoken to a group of staff (including new members) to find out about the impact of staff induction in respect of safeguarding. She had found this to be a very productive exercise; the only issue to note perhaps had been to do with staff awareness of the Whistleblowing Policy and it was suggested that this was revisited with staff. She had also looked at CPOMS and briefly outlined the way this system operated.

Action: Whistleblowing Policy – revisit with staff

Governor Visits / Governor Development and Training

It was noted that Mark Ingleson was looking to arrange a visit.

Action: M Ingleson



Governors were invited to attend the school's Sharing Week and staff planning and progress meetings next half-term. There were also book scrutinies taking place which governors were welcome to participate in. The school would circulate invitations.

Action: School to circulate invitations

It was noted that Sam Walton had been on the Modern Governor site; he reported that he had found it insightful. He had also linked with Peter Crabtree in terms of induction onto the GB. It was noted that Mark Ingleson had also completed some Modern Governor modules. It was noted that it had previously been agreed that all governors would try to complete at least one module per term. Governors were invited to send copies of any training certification to the school.

Action: Governors to send training certification to school

Stewart McKenna was in the process of putting together a training schedule for finance.

Action: S McKenna

It was **agreed** that the Headteacher would re-send a link to governors to enable them to access 'The Key' site.

Action: Headteacher

Stewart McKenna gave his apologies and left the meeting at this point (6.45pm).

The Headteacher referred to a situation regarding a couple of the school's families who might have to go down the route of legal monitoring in respect of concerns around their children's attendance levels; this was despite the support provided by the school / staff. The next step would be to invite the families into school to discuss parenting contracts.

Action: Parenting contracts

Following a query, the Headteacher referred to a recent half-day exclusion of a pupil due to a physical assault on a member of staff.

11. Budget / Financial Monitoring

It was **agreed** to defer this item to the next agenda.

Action: Next GB meeting (June 2018)

12. Policy Review: Admission Arrangements

This item had been dealt with earlier in the meeting.

13. Safeguarding, Health and Safety and Risk Management Items

All of the safeguarding / health and safety / risk management items listed on the agenda were **noted**; there were no further items to report at this point.

14. Dates and Times of Future Meetings

Governors were reminded of the next full GB meeting date:

- Monday 11 June at 5.30pm

15. Local Authority Reports – Spring Term 2018

A pack of LA reports had been circulated; the reports were discussed and the following comments were noted:

- **Admissions Update:** The GST was represented at the LA's Fair Access Panel (FAP) meeting by Gill McKay, Headteacher at Brunton First School. It was noted that Archibald First had not taken any pupils through this process as yet.
- **High Needs Review:** The Headteacher was concerned to note that there had been no formal consultation with Headteachers at all in respect of the review. Anna Steer had attended a SEND session in November 2017 and felt there had been no outline given then about what the process would be; she had also attended a parents / carers forum on the SEND part of the review and had noted that there was no one taking minutes of the responses. There was also felt to be a lack of clarity about the definitions involved in one in the reports (i.e. the definition of a 'vulnerable learner').
- **Newcastle Virtual School:** It was noted that the school currently had 11 pupils who were 'previously LAC'. The Headteacher and Angela Ward were undertaking 'attachment' training through the Newcastle Virtual School.
Action: Attachment training

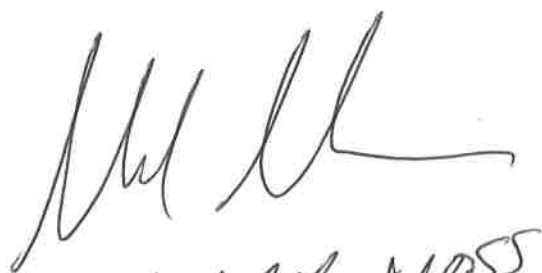
Peter Crabtree gave his apologies and left the meeting at this point (7pm).

- **Update on HR Issues:** It was noted that the Headteacher, John Hulme and Rebecca Turner all had Safer Recruitment (SR) certification. It was felt that it would be useful to have another governor certificated; Sam Walton was SR trained through his teaching role in Northumberland LA, and it was **agreed** that it would be checked with Anne Calvert, Newcastle HR Services, whether this certification was valid in Newcastle LA.
Action: Governor Services

16. Any Other Business

There was a query about anything in particular the GB needed to take account of in relation to the arrangements the school was making for a pupil who was currently being treated for cancer. The Headteacher outlined the arrangements being made for the pupil to come into school around the treatment, and the work the school was doing with pupils to explore / discuss the matter at their level. A member of staff had been identified who was working directly with the child's oncology team.

There being no further business, the Chair thanked everyone for attending and closed the meeting at 7.05pm.



MARK MOSS

