



## BUXTON PRIMARY SCHOOL

### Governing Body Meeting

Minutes of the meeting held on 18<sup>th</sup> October 2017  
at 5pm at Buxton Primary School

#### Present

Matthew Fruish	Trust Governor (Chairman)
Deborah Leahy, Headteacher	Staff Governor
Kathryn Curtis	LA Governor
Alison Moore	Trust Governor
Rev David Hagan-Palmer	Co-Opted Governor
Madeleine Dimsey	Co-Opted Governor
Jo Birks	Staff Governor
Kelly Hall	Clerk

#### 1. APOLOGIES

Apologies for absence were received and accepted from Jason Sexton (Trust Governor) and Charmaine Hannant (Parent Governor).  
The new Governor was welcomed to the meeting.

#### GOVERNING BODY ELECTED POSITIONS

##### 2. Chairman

Proposed by Mrs Moore, seconded by Rev Hagan-Palmer and AGREED, Mr Fruish was elected unopposed as Chairman of the Governing Body for the ensuing year.

##### 3. Vice-Chairman

Proposed by Mr Fruish, seconded by Mrs Moore and AGREED, Mrs Curtis was elected unopposed as Vice-Chairman of the Governing Body for the ensuing year.

#### 4. GOVERNOR COMMITTEE MEMBERSHIP & DESIGNATED ROLES

##### Pupils & Curriculum Committee

Mr Fruish, Mr Sexton, Miss Birks, Mrs Dimsey and the Headteacher will form this committee.

##### Management Committee

Mr Fruish, Mrs Curtis, Mrs Moore, Mrs Hannant, Rev Hagan-Palmer and the Headteacher will form this committee.

It was agreed that the P&C Committee will hear matters relating to statutory pupil concerns, and any appeals for the management committee.  
The Management Committee will hear matters relating to management and staff, and any appeals for P&C. Mr Fruish, as Chair of Governors, will not sit on any appeals.

Agreed  
Points /  
Action By

AGREED

AGREED

AGREED

AGREED

The above has been agreed to ensure objectivity is maintained. In the event of there being insufficient Governors to form an appeal committee who are impartial to the proceedings, then Buxton Primary School will approach another School in our Trust to ascertain whether one of their Governors would sit on the appeals panel.

After detailed discussion it was agreed that Governors would each continue to be assigned to a class which they would remain with through the duration of their period of governance.

A further discussion occurred in terms of monitoring roles and Governor areas of responsibility, which were then subsequently agreed as follows:

Premises – RDHP	Finance – KC	Early Years – AM
SEND/LAC – MF	Shadowed by MD	
Safeguarding – KC	Shadowed by CH	
HT Performance Management – AM / MF		Wellbeing/NQT's - JS

**AGREED**

## **5. MINUTES OF PREVIOUS MEETING – 26/09/17**

The minutes of the previous meeting held 26<sup>th</sup> September 2017 were signed and agreed as a true record by the Chairman.

## **6. MATTERS ARISING (Not on agenda)**

There were no matters arising.

## **7. MINUTES FROM COMMITTEES**

### **7.1 Pupils & Curriculum Committee – 03/10/17**

In response to Governor request, the Headteacher presented the progress data and key data for 2016/17 at this meeting, analysing by vulnerable groups and specific cohorts of interest. FFT data was also presented. No questions were presented from Governors.

### **7.2 Management Committee – 18/10/17**

A verbal summary was provided as the meeting occurred directly prior to this full board meeting. The current financial position, BCR and budget revision 2 were discussed. The Headteacher confirmed that teacher performance management has been successfully completed and provided Governors with a verbal staffing update.

No questions were presented from Governors.

## **8. HEADTEACHERS REPORT**

The Headteacher presented her report to Governors. She advised that attendance for the whole school for the academic year was 96.5% which is very good. In response to Governor request, a detailed analysis of attendance was provided, breaking the data down into specific cohorts of interest. There are currently 206 children on roll, with a further child joining after the half term break.

A staffing summary was provided with any key updates around absences and areas of responsibility. The Headteacher confirmed that Mrs Poynton will be

taking over responsibility for Early Years as Miss Birks has her responsibilities as Deputy Headteacher.

In relation to Early Years the Headteacher advised that those children who did not achieve GDS in reception, are continuing to be assessed via Tapestry in Year 1.

A summary of the planned premises work was given, advising that external decoration and window repairs are being undertaken in the half term break and that the new sandpit was almost completed.

The Headteacher advised that International School's Status is a priority this term, as well as raising the profile of pupil voice.

A Governor questioned the Headteacher around space available in school and the rest provision implemented for a child with additional needs. The Headteacher confirmed the current arrangements. As SEND Governors Mr Fruish and Mrs Dimsey have agreed to visit school to look at space and child movement in class where additional access equipment is used.

No further questions were presented from Governors.

**Action  
MF/MD**

MF left the meeting at 6.15pm.

## **9. NEW SCHOOL PERFORMANCE DATA – ASP – 2017**

The Headteacher presented the data to Governor, advising it is based upon the 2016/17 Year 6 cohort of 15 children. This cohort had an average APS of 17.3 at the end of KS1, which is 2.3 APS above the national average. Due to the high APS at the end of KS1 it was difficult for the children to achieve higher. In terms of progress the national expectation is -2.5% in reading, -3.5% in writing and -2.5% in mathematics. The school's data was +3.05% in reading, -0.88% in writing and +2.24% in mathematics, indicating very strong, excellent data.

The Headteacher noted that 100% of this cohort achieved the expected standard at the end of KS2.

## **10. BUDGET REVISION 2**

The Headteacher advised that Mrs Hall, Mrs Curtis, Mr Jefferson and herself have undertaken budget revision 2. This has been discussed at the management committee meeting and brought to the full governing board for ratification.

The budget document was agreed and signed by the Chairman.

**AGREED**

## **11. GOVERNOR FEEDBACK FROM LOCAL EXPANSION CONSULTATION**

The vicar provided Governors with a verbal update following the recent parish meeting on the neighbourhood plan. The meeting was around what a neighbourhood plan is and what it could do for the Buxton Lamas parish area. A review is undertaken in terms of current development, resources and businesses in the area and what the future vision looks like. He stressed that the plan needs to be in line with Broadland District Council's overall plans for the area. Updates will be provided to Governors after further meetings have occurred.

AM left the meeting at 6.35pm.

## **12. UPDATED GOVERNOR MONITORING SCHEDULE**

The Governor monitoring schedule has been updated and is available on Governor Hub.

## **13. GOVERNOR MONITORING REPORT**

All Governor monitoring reports are available on Governor Hub including recent visits.

## **14. SAFEGUARDING VERBAL UPDATE**

The Headteacher provided Governors with the most recent safeguarding newsletter that has been distributed to staff. She also provided Governors with a summary of the training schedule.

## **15. ANY OTHER BUSINESS**

With there being no other business, the meeting closed at 6.45pm.