

## Ashton Hayes Primary School


### Governors Meeting

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| <b>Meeting of: Full Governors Part One</b>   | <b>Term: Spring 2016</b>   |
| <b>Place: Ashton Hayes Primary School</b>  | <b>Date: Tuesday 22<sup>nd</sup> March 4.30-6.30pm</b>   |
| <b>Present:</b><br>Mr Matt Hover (Headteacher)<br>Mrs Margaret Papworth<br>Mr Edward Whelan<br>Mr David Wilson<br>Mrs Diane Stubbs | Mrs Mary Jefferson<br>Mr Matt Wardle<br>Mrs Ann Lowry<br>Mrs Sharon Varey<br>Mrs Vanessa Cuthbert<br>Miss Linda Corker (Observer); |
| <b>Apologies:</b> Mrs Ruth Mason, Mrs Pauline Tilley   | <b>In Attendance:</b> Ms Vivien Couche (Clerk)<br>Mrs Beverly Taylor (PTFA Chair) for item 15.0                                    |

| Item | Minute  | Action       | Date               |
|------|---|--------------|--------------------|
| 1.0  | <b>Apologies</b> – Apologies received from RM and PT were noted and accepted.   |              |                    |
| 2.0  | <b>Membership Updates</b> <ul style="list-style-type: none"> <li>MP formally welcomed MJ to the meeting, her first FGB meeting since her appointment as Parent Governor.</li> <li>The Terms of Office for RM and EW were discussed, RM had indicated her agreement prior to the meeting to extend her tenure to 21/2/2020. EW also confirmed his agreement to renew his term of office to 4/3/2020. Clerk to update Membership document.</li> <li>MP reminded Governors of the Co-opted Vacancy and noted this is to be advertised in the next Around Ashton magazine. Potential nominees are to be advised to the Clerk and MP asked Governors to think about possible nominees to represent the community.</li> </ul> | Clerk<br>All | Complete<br>7/7/16 |
| 3.0  | <b>Conflicts of Interest</b> - no updates.  |              |                    |
| 4.0  | <b>Minutes of Autumn Term FGB Meeting</b> - approved as an accurate record.   |              |                    |
| 5.0  | <b>Matters Arising from the Autumn Term meeting minutes (not otherwise covered on the Agenda)</b> <ul style="list-style-type: none"> <li>Regarding item 5.0 regarding tarmac and pathway to school, MH noted that a quote for £2200 had been provided for slabs from Matt Kilgallon. Tarmac is estimated at c.£3k and more hardcore is not considered to be an effective solution. MP noted the safety hazard during bad weather. MJ suggested contacting Ringway, who already supply Cheshire West, for other quotes. MH to progress.</li> </ul>   | MH           |                    |
| 6.0  | <b>Part One Reports from Sub Committees: Sub A.</b> <ul style="list-style-type: none"> <li>DW reported on the budget, noting that since the last FGB meeting when a balanced budget was reported, there is now an £11k deficit. This is due to various factors including the withdrawal of certain funding by the local authority e.g. rural deprivation. The budget is not expected to return to a balanced state until 2018/19. MH noted that the budget position had been helped through reducing costs where possible and employing younger members of staff. DS confirmed that costs had been reduced through sharing</li> </ul>   |              |                    |

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Signed:  Chair of Governor      Signed:  Headteacher

Dated: 7/7/16

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|      | <p>contracts with other schools. A monthly meeting is now required with Jo Morris, although MP has written to Mark Parkinson regarding the practicality of this.</p> <ul style="list-style-type: none"> <li>MH reported on recent poor customer service from Brakes and meat quality issues, arising from the Edsential contract. Governors discussed the need to continue to closely monitor the contract, expressing concern about these issues.</li> <li>DS reported the current balance of School Fund at 9<sup>th</sup> March as £16,114, noting that most of this balance relates to Residential visits and will be debited from the account. DS also reported that she had emailed the SFVS last week to the Local Authority.</li> </ul>   |                |                         |
| 7.0  | <p><b>Part One Reports from Sub Committees: Sub B.</b></p> <ul style="list-style-type: none"> <li>SV reported on the split of the recent Sub B meetings into two separate sessions, which made for productive and effective discussions. Governors echoed this view and agreed to continue with the structure of the split meetings going forward. The Minutes from the meetings were accepted as an accurate record. AL also noted the success and quality of the Class Organisation meeting which followed the preparation at the Sub B meeting. <b>[Post meeting note, the next Sub B meeting date is set for Thursday 5th May at 4.30pm, the date for the second meeting is to be agreed and will be circulated by email.]</b></li> </ul>   | SV             |                         |
| 8.0  | <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>MH referenced the Safeguarding update provided within the Headteacher's report. Regarding Pupil Premium, MH updated that there is little funding available, as five children who were eligible for the funding have now left the school. There are specially tailored interventions in place for the children for whom funding is received. MH also commented positively on the Beanstalk Volunteer who comes in to school. MH concluded that all spending is evaluated for its impact and then reported on.</li> </ul>   |                |                         |
| 9.0  | <p><b>Subject Leaders Report</b></p> <ul style="list-style-type: none"> <li><b>French.</b> AL gave her update regarding her Link Subject of French, following her meeting with Julia Pond in November. AL gave a detailed report, provided here  and noted JP's proactivity and helpful cooperation. <b>AL challenged MH regarding extending the time allocated to teaching the subject.</b> MH clarified that the subject is integrated within other topics and as part of Registration. MH also confirmed the plan to look at the strategy for teaching French once BC and DM have returned from their current trip to France, to maximise the benefits from this visit. Governors thanked AL for her summary, AL commented that she had used the website The Key for Governors to provide a template for her report. JP was thanked by all Governors for her great contribution. Governors requested the link/log in details to the Linguafun website be shared again via a school Newsletter. MH to action.</li> <li><b>Science.</b> EW reported that he had an initial chat with VCU regarding planning and the new Curriculum, but a more thorough follow up is needed. He will do this in April/May and defer his update to the summer term FGB meeting.</li> </ul> | MH<br>MH<br>EW | 7/7/16<br>May<br>7/7/16 |
| 10.0 | <p><b>Report from Inset, Cathy Parkinson update</b></p> <ul style="list-style-type: none"> <li>Governors all agreed this had been very valuable. AL copied the sheets provided, noting it was agreed to develop a follow-up questionnaire for staff. MP will coordinate this, noting the intention not to create extra work for staff. It will be fitted into a future Staff Meeting and TAs meeting. MW noted the benefit of reflecting across the school and highlighting the positives, emphasising that</li> </ul>  |                |                         |


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Signed:  Chair of Governor      Signed:  Headteacher

Dated: 7/7/16

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|      | <p>this is a great school. MH reminded Governors that by regularly reviewing the SSDP (there is a kite poster on the Staffroom door), staff and Governors can see what has been addressed or is in progress. MW and LC discussed the possibility of whiteboards outside the Classrooms, to enable Teachers to share information in a similar way with parents about their current topics or activities.</p> <ul style="list-style-type: none"> <li>MP advised that she had written to Cathy Parkinson to thank her for her contribution and received a letter by return from Cathy, sending the presentation she gave and indicating her enjoyment of working with the school.</li> </ul>  |        |        |
| 11.0 | <p><b>Chair's Action</b></p> <ul style="list-style-type: none"> <li>MP advised that as well as Cathy Parkinson, she had also written to Mark Parkinson and the SEN Team.</li> </ul>  |        |        |
| 12.0 | <p><b>Headteacher's Report</b></p> <ul style="list-style-type: none"> <li>MH presented his comprehensive report. Commenting on the <b>Staff Structure</b> on the front page, MP noted the staff members currently employed for SEN support, paid for by SEN funding. If these staff members were to leave due to the funding being withdrawn, it would have a major impact on the school.</li> <li>Regarding the meeting held with Parents to discuss the <b>Class Organisation</b>, Governors noted the meeting had been well-handled and led by MH and that there is a need to now consider the next steps regarding a further meeting. MP expressed the trust of the Governing Body in MH and the Senior Leadership Team to advise what support they need from Governors. Governors discussed the timescales of when decisions will be made and noted this is likely to be May, when school will have a more accurate idea of the September Reception intake number.</li> <li>Governors noted the <b>Policies</b> provided for review and confirmed their agreement to formally adopt them. All expressed thanks to MH for his hard work in structuring them so clearly.</li> <li>Regarding <b>PREVENT</b> training, MH will have to organise a follow up training session for Governors who missed this.</li> <li>Regarding <b>Writing Exemplification</b>, MH highlighted the document provided and the levels represented within it, 'at age related expectations' etc. He commented that the examples provided are quite challenging and that the need for SpaG accuracy will impact children with Dyslexia. Governors noted the difficulties with KS2 assessment and expressed concern for children impacted by this.</li> <li>Regarding <b>SEND data</b> and the status of funding applications/assessments, MJ expressed frustration on behalf of all Governors about the timescales involved in getting a response from the SEN team, which directly impacts on vulnerable children.</li> <li><b>Quality of Teaching</b> is reported as Good, which MP emphasised is very positive. The Learning Walks, Governor Visits and Observations are all appreciated and help to continuously improve standards.</li> <li><b>SEF</b>: MH highlighted the SEF provided and reported his intention to slimline it down even further, working with a Headteacher colleague whose SEF is deemed outstanding.</li> <li><b>Academy Discussion</b>: Governors discussed and agreed to have a meeting about this one Wednesday evening in May 6-8pm.</li> </ul> | MH     | 7/7/16 |
| 13.0 | <b>Schools Bulletin (CWAC)</b> – no comments   |        |        |
| 14.0 | <b>Policies</b> - covered under Headteacher's Report.  |        |        |
| 15.0 | <b>PTFA update (provided at the start of the meeting)</b>  | MP, MH | May    |

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Signed: *Margaret Ripworth* Chair of Governor      Signed:  Headteacher

Dated: 7/7/16

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|      | <ul style="list-style-type: none"> <li>MP welcomed Beverly Taylor, PTFA Chair, to the meeting and thanked her for attending to provide an update from the PTFA.</li> <li>BT set out the goals for the PTFA, around fundraising for the school to enable the purchase of larger items, like i-Pads and also to provide fun events for the children and their families. She highlighted some of the challenges involved but noted that the PTFA are always open to new ideas. She summarised the success of recent events including the <b>Halloween and Valentine's Discos</b>, along with the <b>Film Nights</b>, which are profitable with relatively little organisation required. Governors discussed and shared their enthusiasm for these events, moving on to debate the Christmas Fair, which last year was held in the Village Hall but was not as profitable as prior years. BT described plans for a possible European continental market style Fair this year, potentially held on a weekend afternoon to increase the appeal to a wider number of local residents as well as parents.</li> <li>Governors discussed upcoming events including <b>Chocolate Bingo</b>, the <b>Hey Day</b> (which will have a British Values theme) and <b>Sports Day</b>. The suggestion of selling ice creams and drinks, along with holding a BBQ at the Sports Day were mooted. BT noted particular thanks to Sarah Roberts for her support with catering at PTFA events. Governors discussed adding a PTFA section to the school website, emphasising for parents that they automatically become members when they have children at the school. MH agreed to update the website to reflect this, however he noted that in future the PTFA will be able to log in themselves to make updates to this section. Governors noted the need for better marketing of PTFA activities and successes, flagging the idea of a funding thermometer or similar, which could be prominently displayed in school to show progress made/gap to achievement of funding target. BT highlighted that a decent outside noticeboard for displaying posters about upcoming events would also be very useful. In closing, BT summarised the message that the PTFA is trying to transmit, that it is inclusive and open to new ideas. AL queried whether an event particularly targeted at the men/Dads could be organised, noting the success of welly-wanging at Hey Day. BT committed to explore this further. MP thanked BT for her contribution and noted the useful exchange of ideas.</li> </ul> | MH | 7/7/16 |
| 16.0 | <p><b>Governor Training and Development</b></p> <ul style="list-style-type: none"> <li>MJ updated on a 'What is expected of Governors?' course she attended with RM, notes are embedded here. </li> <li>MJ highlighted the idea of doing an Impact Statement at the end of every Governors meeting to focus minds on what difference the Governing Body have made. Governors also discussed a regular slot in the weekly Newsletter, which AL committed to progress. A speed-dating session between Governors and Staff was also discussed and agreed could be beneficial. MJ summarised other recommendations e.g. Governor of the Month, Governor at the Gate and ongoing clear highlighting of challenges made by Governors at FGB meetings in the Minutes. <b>These are highlighted in bold italics</b>. MP expressed thanks to MJ for this update and to all Governors for their time and proactivity in conducting their role.</li> </ul>   | AL | Asap   |
| 17.0 | <p><b>Date, Time and Place of Future Meetings</b></p> <p>FGB: Thursday 7<sup>th</sup> July 4.30 – 6.30pm.</p>  |    |        |

**End of Part One of the meeting.**

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Signed:  Chair of Governor  
Signed:  Headteacher

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