

**MINUTES
OF THE FULL GOVERNING BODY MEETING,
PART ONE
ASHTON HAYES PRIMARY SCHOOL**

Date	4th July 2022 at 5pm
Venue	Ashton Hayes Primary School
Present:	Ann Lowry - Chair of governors (co-opted) Mary Jefferson – Vice-chair of Governor (Parent governor) Jon Gilbert - Headteacher Matt Denman – Parent governor (Sub A Chair) Beth Carter – Staff governor – Left at 7.40pm James Lutton – Co-opted governor Jack Mellor – Co-opted governor Tracy Snell – Parent governor Liz Tombs – Co-opted governor Sharon Varey – Co -opted governors
Apologies:	Martin Willis – Vice-chair of Governor (LA governor)
Absent:	
In attendance:	Gianna Loparco (GL) – Clerk

*For all sets of minutes and backing papers it is taken that all will have been pre-read and coverage should be limited to: • **comment** • **clarify** • **challenge***

Documents sent ahead of the meeting or tabled:

- **Sub A committee minutes- 23rd May 2022**
- **Sub B committee minutes – 9th June 2022**
- **FGB minutes – 17th March 2022**

School development priorities

1	To further improve the quality of teaching phonics, reading and writing through developing teachers' subject knowledge in order to enhance the teaching of the English curriculum and ensure better outcomes for all pupils.
2	To embed the school's agreed approach to behaviour management (Conscious Discipline) to ensure it has a positive impact upon pupils' behaviour and attitudes to learning.
3	To broaden the rich opportunities the school provides, in the curriculum and through extra-curricular activities, to enhance pupils' personal development.
4	To implement a systematic monitoring programme to enable all subject leaders to quality assure the effectiveness of learning in their subject in Early Years to Year 6.
5	To create an environment in the reception class that supports the ambitious, connected, and sequenced curriculum to give all children the necessary foundations for the next stage of their education.

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE		
Discussion:	AL chaired the meeting and welcomed the Governors. Apologies for absence were received from Martin Willis.		
AGENDA ITEM 2	DECLARATION OF INTEREST		
Discussion:	<ul style="list-style-type: none"> • JL advised that his wife had become co-chair of the PTFA • RM has been appointed as a TA for the school from September 		
Action:	What:	Who:	When:

AGENDA ITEM 3	PART ONE MINUTES OF THE LAST FGB MEETING 17/03/22		
Discussion:	<p>3.1 – Matters arising from minutes</p> <ul style="list-style-type: none"> Section 4.5, AL queried if Connect the Classroom had been completed. JG advised all the equipment had arrived and installation would take place during the summer holidays. Section 7.1 AL queried if the door locking system had been updated. JG confirmed a new locking system was in place for the front door and key code locks were in place for the back door and offices. Section 7.2 AL asked for an update on the solar panels. JG confirmed he had met with Roy Alexander last week and was advised that not all the panels were connected, new wiring is also required, which will be completed during the school holidays. JG has asked for some real time data, it is the intention in September, to get the new year 6 Eco Ministers involved in a project to look at optimum times of use. <p>AL asked if smart meters were available for schools. JG advised it was more technical than a domestic supply but a meter of some kind would be supplied.</p> <ul style="list-style-type: none"> Section 8.1AL queried if any changes had been made to KCSiE for 2022/23. JG advised he did not know as the document is not published until September. Section 11.2 AL reminded all governors that The School Bus subscription was still live and available as a resource. <p>3.2 – Approve minutes from FGB meeting 17/03/22</p> <ul style="list-style-type: none"> AL asked if all had read the circulated minutes and sought approval from the governing body. All governors agreed by a show of hands. <p>Resolved – Minutes formally approved by all governors.</p>		
Action:	What:	Who:	When:
AGENDA ITEM 4	CHAIR'S ACTION		
Discussion:	There were no chair's actions taken since the last meeting.		
Action:	What:	Who:	When:
AGENDA ITEM 5	GOVERNING BODY MEMBERSHIP		
Discussion:	<p>5.1 – Constitution</p> <ul style="list-style-type: none"> AL advised the board that the constitution had been reviewed and at present there was no need to make any changes to this. In anticipation of RM's term of office expiring in February and current governor vacancies, the board discussed the possibility of a governing board restructure (see agenda item 5.3) this matter will be revisited at the end of the Autumn term. However, AL will look into the Inspiring Governance website, which is a site that advertises governor vacancies. <p>5.2 – Vacancies and appointments</p> <ul style="list-style-type: none"> AL confirmed TS's re-appointment as a Parent Governor for another 4 year term. AL advised the board due to BC's resignation as teacher, the Staff Governor role is vacant. JG confirmed that one member of staff, Dani Fray, had volunteered to take on the role from September. AL advised the board that despite RM being appointed as a TA for the school from September, RM can remain as a parent governor until her term of office expires in February. However, RM confirmed her intention to step down at the end of the academic year to concentrate on her role as TA. AL advised the board that SV would be stepping down as a co-opted governor at the end of the academic year also. 		

- AL thanked BC, RM & SV for their commitment and involvement on the governing board and how much their input would be missed.
- The clerk asked AL if she was willing to remain Chair of Governors for another year, AL confirmed she was.

MD nominated AL as Chair of Governors.

MJ seconded AL.

The Clerk requested a show of hands for AL as Chair of Governors, and this was unanimous.

Decision: that AL was unanimously elected as Chair of governors for one year.

- AL asked if the current vice-chairs were willing to remain in position for another year. MJ confirmed she would, and AL advised MW had also agreed.

AL nominated MJ.

TS seconded MJ.

MJ nominated MW.

MD seconded MW.

AL requested a show of hands for MJ as joint Vice Chair of Governors, and this was unanimous.

The Chair requested a show of hands for MW as joint Vice Chair of Governors, and this was unanimous.

Decision: that Martin Willis and Mary Jefferson were unanimously elected as co-vice chairs of governors for one year.

- AL advised due to RM, SV & BC leaving the governing board and their involvement on the Curriculum committee, the appointment of chairs and vice chairs of the 2 committees would take place at the Leadership and Strategy meeting in September.

5.3 – Governing Body Re-structure 2022/23

- The clerk advised an element of the professional governance training course, was the completion of a school-based project. Through observations over the last year there is significant duplication of information provided at both committee meetings and at the FGB meeting. Following a discussion with JG and AL it has been agreed that investigation into whether a flat or circle board structure would be more beneficial for the school. The clerk will contact each governor separately to canvas their views with initial data in due course and will present to the board at the start of the Spring term the conclusion of the project for discussion and subsequent approval if required.

JG advised that Alvanley and Manley Village School had just moved to this structure.

SV suggested that all the local schools could be contacted to obtain information to help with the project.

5.4 – Link Governor meetings – Format 2022/23

- AL advised that the link governor meetings had not been as effective as anticipated, this was mainly due to poor attendance.
- JG advised setting the expectations of the meetings needed to be agreed and linked to the TofR from each committee.
- AL confirmed this would be discussed in greater detail at the Leadership and Strategy meeting, which MW has agreed to facilitate.

TS confirmed that the meetings hadn't been as effective as anticipated and thought that the meetings were generally held too close to the committee meetings.

AL agreed this would be addressed at the L&S meeting.

- TS provided an update on the Outdoor Learning link meeting, TS stated how positive the meeting was and Wayne Morris had advised now that DR Sports leads the PE lessons across the school there is a consistency of skills. TS also advised that Nikki Davison felt that the impact of this meant she could observe the children and see their progress.

AL asked BC if she too thought the same regarding the observations.

BC confirmed that she did, it was much better just being able to assess the progress being made than having to teach and assess during the PE lessons.

	<ul style="list-style-type: none"> • TS met with Science lead Nikki Davison, who had fully investigated the curriculum and how best to teach across mixed age groups. Lots of preparation has taken place this year and the impact of this will be seen in 2022/23. • Forest School, TS advised that Juliet Mochrie is working on a project relating to forest school and outdoor learning that is linked to the curriculum, again the impact will be seen next year. <p>AL asked whether the subject leads would be changing. JG advised some would be, Nikki Davison would be taking over English, Wayne Morris, Science. Computing and Modern Languages would be going to the new teacher, Mr Garcia and Phonics would be taken out of English with Vanessa Cuthbert taking the lead, this may change in the future and be added back within English.</p>		
Action:	What:	Who:	When:
	Research the Inspiring Governance website.	AL	By Mon 19/09/22
AGENDA ITEM 6	GOVERNOR DEVELOPMENT - TRAINING REQUIRED/ATTENDED		
Discussion:	<ul style="list-style-type: none"> • Skills Matrix - AL advised due to the number of experienced governors leaving at the end of the school year, skills gaps will need to be assessed. GL will issue the skills matrix to everyone to complete before the Leadership and Strategy meeting in September. Dani Fray will need to complete it also. • AL and MJ attended the Cheshire West Governance Association AGM and part of the meeting was discussion on the White Paper and Schools Bill relating to all schools to become an academy by 2030. • A discussion took place about the need to start planning when we would conduct due diligence. It was agreed that this would be tabled as an agenda item at the Autumn FGB meeting. <p>JL asked if the school had been approached to join an existing academy? JG advised the school had been approached last year but that no further action had been taken as it wasn't the right time for the school. JG also advised this was a subject of discussion at the FAVSP headteachers meeting 2 weeks ago, none of the FAVP schools are within academies. The FAVP will be inviting an expert to attend a future headteachers meeting to assist with any questions. AL would be invited to this meeting.</p> <p>JM advised he would carry out some investigations and ask questions from his school as they are already an academy.</p> <ul style="list-style-type: none"> • AL advised she is attending a course on Thursday 07/07 regarding Looked After Children. MJ advised that she would like to attend that also. • 		
Action:	What:	Who:	When:
	Send skills matrix	GL	By Fri 15/07/22
	All governors to complete the skills matrix	All Govs	By Mon 05/09/22
	Add Academy Status to FGB Autumn agenda	GL	By end Nov 2022
	Investigate Academy Status from own school	JM	By 05/12/22
AGENDA ITEM 7	HEADTEACHER'S REPORT		
Discussion:	<p>Head Teachers Report</p> <ul style="list-style-type: none"> • The headteachers report had been circulated to all ahead of the meeting and JG asked if anyone had any questions relating to this. <p>MJ raised a concern regarding the increase of Persistent Absentees and asked what was classed as absent? JG advised absent was either not present or late after the register closed.</p> <p>MJ asked what percentage is classed as persistent? JG confirmed that below 90%</p> <p>TS asked what number of days absent does that equate to?</p>		

	<p>JG advised 19 days.</p> <p>TS asked were the absences related to Covid-19?</p> <p>JG advised there was a mix of genuine health issues, social care and persistent lateness.</p> <p>RM asked what could we do to stop the lateness? Could we offer breakfast clubs?</p> <p>MJ asked if it was possible to break the data down to who is absent due to lateness and who was absent due to illness.</p> <p>JG advised he has all this information and that timekeeping would be mentioned on the newsletter at the end of the year and that they would be much stricter with the closing of gates from September.</p> <p>Governors requested that this particular issue is monitored and reported on at each of the FGB meetings.</p> <p>SV asked relating to the Pupil Data, how would governors get the information for KS2 Sats results?</p> <p>JG advised he would send the informatuon out via email and then hold a brief zoom meeting to discuss.</p> <p>SV asked could we have the same data for the whole school in terms of progress made also?</p> <p>JG advised that this could be done.</p> <p>MJ and RM stated that now we are out of Covid, as governors we need to be focusing on the monitoring the performance.</p> <p>MJ also advised that it would be good to see how we compare to other similar schools as due to our co-hort we should be ahead of the national average.</p> <p>JG advised that the detailed comparison will not be availble to review until October 22 as that is when it is published.</p> <p>SV queried information relating to SEND and in year 5 the report mentions a group of children, how many children makes up the group?</p> <p>JG advised 4 children.</p> <p>BC queried the year 1 SEND information, the report states 2 are being monitored, though it only advises about 1. A 2nd child is currently being assessed for Autism.</p> <p>JG thanked BC for the information and will amend his report.</p> <p>TS asked what the TA support would be for the current year 5 children moving to year 6, considering there isn't funding for any of these children and there are potentially 4-5 children needing extra support?</p> <p>JG advised there is one child that has 25 hours of funded support, that would be the only other adult in the class.</p> <p>TS asked what interventions would be in place then to support the children.</p> <p>JG advised that all children have individual targets and as none of them have been identified as having specific needs the support is primarily by quality first teaching from the teacher. There is some flexibility with TA support as there is an excess of hours above what is funded, this will be used across the school to support where needed. All this information will be within the provision report for SEND.</p> <p>TS asked could this information be included in the headteachers report.</p> <p>JG agreed that he would update the report.</p>		
Action:	What:	Who:	When:
	Share the KS2 Sats results once received	JG	By Fri 08/07/22
	Update report with additional information regarding provision	JG	By Fri 22/07/22
AGENDA ITEM 8	PLANNED RESIDENTIAL VISITS 2022/23		
Discussion:	<p>JG advised the board the planned residential visits in 2022/23</p> <ul style="list-style-type: none"> • Y3, Y4 & Y5 visit to Condoover Hall – 3rd, 4th & 5th May 2023 • Y6 visit to Conway Centre – Date TBC – May/June 2023 <p>MJ asked if a letter could be sent to all parents notifying them of the rough costs so that families could start to budget accordingly, particularly those with more than one child at school.</p>		

	<p>JG confirmed this would happen, a full list of events planned with the dates will be sent to all parents.</p> <p>LT asked if there would be something different planned for 2023/24 as some of the children will have already attended Condoover and not all will enjoy the outdoor activity element.</p> <p>JG confirmed this would be looked at. There is still a discussion being had regarding Conway for the Year 6 pupils as Tarporley High School hold a Year 6 transition residential for those pupils transferring to Tarporley and therefore the school is keen not to duplicate.</p> <p>TS suggested a survey asking the children what type of residential they would like.</p> <p>BC advised for the younger age group a contained centre was definitely the preferred option for the staff.</p> <ul style="list-style-type: none"> • AL asked if all were happy to approve the planned residential. • All governors agreed by a show of hands. <p>Decision: Planned residential for 2022/23 were approved.</p>		
Action:	What:	Who:	When:
AGENDA ITEM 9	APPOINTMENT OF EXTERNAL ADVISOR 2022/23		
Discussion:	<p>AL advised Susan Walters would remain as the external advisor for another year.</p> <p>RM asked how long Susan had been the external advisor.</p> <p>AL confirmed 2 years with Matt Hover, and this would be the 3rd year with JG.</p> <p>A discussion took place regarding whether this should be the last year with Susan. It was agreed JG will advise Susan of this and ask for recommendations for other advisors.</p>		
Action:	What:	Who:	When:
	Advise SW this would be last year and seek recommendations.	JG	By Oct 2022
	Investigate the process for appointing external advisor and add to Spring Term FGB agenda.	GL	By Oct 2022
AGENDA ITEM 10	SUB COMMITTEES UPDATE		
Discussion:	<p>10.1– Sub A</p> <ul style="list-style-type: none"> • MD advised the minutes to the last meeting had been circulated and asked if there were any matters arising. – There were none • MD shared with the governors the budget spreadsheet and advised we had a closing surplus of approx. £6k. • JL confirmed that the H&S policy had been reviewed and CWAC would be conducting the H&S audit later in the week. • MD asked if the minutes could be approved. • All governors agreed by a show of hands. <p>Resolved – Minutes formally approved by all governors</p> <p>10.1– Sub B</p> <ul style="list-style-type: none"> • RM advised the minutes to the last meeting had been circulated and asked if there were any matters arising. – There were none • RM confirmed she had sent a formal thank you to the PTFA • RM asked if the minutes could be approved. • All governors agreed by a show of hands. <p>Resolved – Minutes formally approved by all governors</p>		
Action:	What:	Who:	When:

AGENDA ITEM 11	SCHOOLS BULLETIN																																														
Discussion:	<p>AL advised the Schools Bulletin had been circulated and asked if everyone had read it.</p> <p>JL advised that it was quite difficult to read in terms of the layout, a summary advising the content would be good.</p> <p>MJ advised that she would be happy to feedback to Education.</p>																																														
Action:	What:	Who:	When:																																												
	Provide feedback to Schools Bulletin	MJ	By Sept 2022																																												
AGENDA ITEM 12	STAFF AND PUPIL WELLBEING																																														
Discussion:	<ul style="list-style-type: none"> JG advised that everyone was ready for the end of term. He felt that the wellbeing of the children was good. JG advised the end of year reports had nearly been completed and staff were still stressed waiting for the imminent Ofsted inspection. <p>TS asked if governors could do anything to help, perhaps bring cakes etc.</p> <p>JL advised he had covered a lunch break and the staff were immensely grateful for this.</p> <ul style="list-style-type: none"> It was agreed the governors would cover the last day of terms lunch break so all staff could have lunch together for the full hour. – GL to email governors for volunteers. 																																														
Action:	What:	Who:	When:																																												
	Email for volunteers for lunch cover w/c 18/7	GL	By Mon 11/07/22																																												
AGENDA ITEM 13	PROCEDURES / POLICIES FOR REVIEW / APPROVAL																																														
Discussion:	<ul style="list-style-type: none"> SEND policy – JG advised SV and LT were currently reviewing the policy and a copy is available on the school website. SV advised a paragraph in section 5 of the policy should be reviewed by all governors, SV suggested it is reviewed at the Leadership and Strategy meeting in September. 																																														
Action:	What:	Who:	When:																																												
	GL to add section 5 of SEND policy to L&S agenda	GL	By Fri 05/09/22																																												
AGENDA ITEM 14	SUCSESSES AND CELEBRATIONS																																														
Discussion:	<ul style="list-style-type: none"> Phonics Screening – All pupils passed the phonics screening test as well as the year 2 pupils that had failed it last year. A fantastic achievement. JG advised the approach taken by all children to the statutory tests was excellent and the children should all be proud, whatever the outcome. <p>TS stated that credit should be given to the staff too for their approach with the children.</p>																																														
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AGENDA ITEM 15	ANY OTHER BUSINESS																																														
Discussion:	<p>15.1– Date of next meetings</p> <table border="1"> <thead> <tr> <th>Meeting</th> <th>Day</th> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Leadership & Strategy</td> <td>Monday</td> <td>19/09/2022</td> <td>5pm</td> </tr> <tr> <td>Sub Committee A</td> <td>Monday</td> <td>10/10/2022</td> <td>5pm</td> </tr> <tr> <td>Sub Committee B</td> <td>Monday</td> <td>07/11/2022</td> <td>5pm</td> </tr> <tr> <td>FGB</td> <td>Monday</td> <td>05/12/2022</td> <td>5pm</td> </tr> <tr> <td>Sub Committee A</td> <td>Monday</td> <td>23/01/2023</td> <td>5pm</td> </tr> <tr> <td>Sub Committee B</td> <td>Monday</td> <td>06/02/2023</td> <td>5pm</td> </tr> <tr> <td>FGB</td> <td>Monday</td> <td>20/03/2023</td> <td>5pm</td> </tr> <tr> <td>Sub Committee A</td> <td>Monday</td> <td>22/05/2023</td> <td>5pm</td> </tr> <tr> <td>Sub Committee B</td> <td>Monday</td> <td>12/06/2023</td> <td>5pm</td> </tr> <tr> <td>FGB</td> <td>Monday</td> <td>10/07/2023</td> <td>5pm</td> </tr> </tbody> </table>			Meeting	Day	Date	Time	Leadership & Strategy	Monday	19/09/2022	5pm	Sub Committee A	Monday	10/10/2022	5pm	Sub Committee B	Monday	07/11/2022	5pm	FGB	Monday	05/12/2022	5pm	Sub Committee A	Monday	23/01/2023	5pm	Sub Committee B	Monday	06/02/2023	5pm	FGB	Monday	20/03/2023	5pm	Sub Committee A	Monday	22/05/2023	5pm	Sub Committee B	Monday	12/06/2023	5pm	FGB	Monday	10/07/2023	5pm
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	<p>Note – BC gave her apologies and had to leave the meeting - All governors thanked BC for her contribution over the years and wished her well for her new role. BC confirmed that she had reviewed all the part 2 minutes and was happy to approve.</p> <p>15.2 Link Governor Meetings to take place by the week prior to Sub B committee.</p> <ul style="list-style-type: none"> • AL advised dates and formats to be discussed at the L&S meeting in September. <p>15.3 SATS results Zoom meeting</p> <ul style="list-style-type: none"> • It was agreed a short zoom meeting will take place on Tuesday 19th July @ 6.30pm to discuss the results and compare to previous years. • GL advised she was unable to attend this meeting to take minutes. AL confirmed minutes would be taken in GL's absence and sent to GL for circulation. <p>15.4 EYFS outdoor area refurbishment day</p> <ul style="list-style-type: none"> • AL requested volunteers to assist with the refurbishment of the EYFS outdoor area. The dates agreed were Sat 13th August from 11am and Saturday 3rd September from 10am – If governors can attend it would be appreciated. <p>AL thanked everyone for their attendance and participation.</p>		
Action:	What:	Who:	When:
	Send zoom invite to all governors for SATS results meeting.	JG	By Fri 15/07/22

End of Part One meeting. Part Two minutes reported separately.