

Ashton Hayes Primary School Full Governing Body Meeting

Meeting of: Full Governors Part One	Term: Summer 2019
Place: Ashton Hayes Primary School	Date: Thursday 11th July 4.30-6.30pm
Present: Mr Matt Hover (Headteacher) Mrs Sharon Varey (Chair) Mrs Ann Lowry (Vice Chair) Mr David Wilson Mrs Margaret Papworth	Mrs Diane Stubbs Miss Beth Carter Mrs Mary Jefferson Mrs Tracy Snell Howard Deighton Ruth Mason
Apologies: None	In Attendance: Ms Vivien Couche (Clerk) Ceri Bacchus (SENDCo) for Item 2.0

Item	Minute	Action
1.0	Apologies - none	
2.0	<p>SENDCo Update</p> <ul style="list-style-type: none"> CB provided a detailed update to Governors (see notes stored in Sharepoint). Governors noted the need for repeated follow up and appeals in order to secure SEN funding, along with the level of detail required in order to achieve a successful funding outcome. CB highlighted the introduction of an SEN Hub from September, which is expected to reduce the amount of paperwork which goes astray and improve response times from the local authority. MJ noted the high needs review currently underway in CWAC, also the comprehensive spending review taking place nationally. The outcomes from these reviews is expected to influence the availability of SEN funding. Governors noted the financial pressure on school's budget, when support needs to be provided to a child but there is no funding available for that. TS and MJ noted the difficulty accessing Speech and Language Therapy support as this is another overstretched service. Governors thanked CB for her excellent update and her hard work and diligence as SENDCo, which benefits the children and school considerably. CB has offered to provide training for staff on working with visually impaired children and will be providing an update for staff at September's INSET day. She noted the benefit from attending SENDCo cluster meetings, which she hopes to continue attending although they are on a different weekday next year, which may impact her availability. CB concluded that while it is a challenge juggling the role and studying for her SENCo course, she is enjoying the challenge. 	
3.0	<p>Membership Updates</p> <ul style="list-style-type: none"> VC noted the need to address continuation of office, for Governors whose current membership of the Governing Body expires in September 2019. SV confirmed that all Governors for whom this applies, have expressed their willingness to extend their term of office for a further 4 years. SV noted the need to continue to plan for succession and development within the Governing Body, as current members were intending to step down during the course of the next 4 years. Governors voted as follows: 	

	<ul style="list-style-type: none"> – RM proposed and MJ seconded the nomination of SV until September 2023 – HD proposed and SV seconded the nomination of AL until September 2023 – AL proposed and DS seconded the nomination of DW until September 2023 – TS proposed and BC seconded the nomination of DS until September 2023 – AL proposed and RM seconded the nomination of MP until September 2023 • VC requested that Governors elect the Chair and Vice Chair for the coming year. Governors voted as follows: <ul style="list-style-type: none"> – MP proposed and MJ seconded the nomination of SV as Chair of the Governing Body – RM proposed and DS seconded the nomination of AL as Vice Chair of the Governing Body • Governors agreed to reappoint VC as Clerk to the Governing Body • SV noted that a new Governor will be joining the Governing Body in September: James Lutton. James is a Chartered Surveyor and his skills would lend him well to membership of Sub Committee A. James came into school yesterday and met some of the Governors, he is already known to DW and MP. SV noted she is happy to co-opt him to the Governing Body, TS seconded the nomination. <u>Action on DS to email VC with his email address</u> so VC can send him relevant Governor documents/information for the Autumn Term Governors meetings. <u>Action on Clerk to update Membership document and add this item to the Autumn Term FGB agenda for review again.</u> • SV advised Governors that a reader of the Around Ashton magazine had enquired with school about potentially becoming involved with governance. Charles Kerry is a retired lawyer who previously worked in local government. SV has sent him a skills audit survey and will contact him in early September, to arrange to meet him at school. He may be a candidate for the LA vacancy. MH noted that a member of the PTFA is also interested in becoming involved as a Governor, Sally Halliwell. 	DS Clerk
4.0	<p>Conflict of Interest</p> <ul style="list-style-type: none"> • No pecuniary interests updates declared. 	
5.0	<p>Chairs Action</p> <ul style="list-style-type: none"> • SV noted that she had written to CWAC regarding road safety and traffic speeds outside school. • DW and SV wrote to Mark Parkinson regarding school's budget and the forecast deficit. SV read out the reply from Mark Parkinson, which asks school to look at their staff structure, noting that each of the last 5 years have been a deficit budget. The letter requests further information about the staff structure to be certain that all opportunities to make savings have been considered. CWAC want the budget to balance in 2020/2021. Going forward school will be placed on a notice of concern and have monthly monitoring meetings with Finance. School has until 25th October to submit a revised plan for addressing the deficit. <ul style="list-style-type: none"> – SV, HD, MH and DS met today and put updates to Jo Morris, Finance Officer, who has revised the budget. Further detail in Part Two. – Governors discussed the letter from Mark Parkinson, commenting that this is likely to be a standard letter sent to all schools with a deficit budget. MH noted that parts of the letter are factually inaccurate – school has not always had a deficit budget in the last 5 years and staffing has been reduced over that time by 2.8FTE. <i>AL commented on the inadequacy of the budget to handle important aspects of running the school e.g. maintenance,</i> noting the need to invite volunteers to come in to help tackle the upkeep of premises 	

	and PTFA funding being used to repair the children's toilets. Governors noted that it isn't possible to challenge the letter and that there are a large number of schools with a deficit budget, of which Ashton's will not be the worst.	
6.0	Minutes of the previous meeting: Minutes approved as an accurate record.	
7.0	<p>Matters Arising from the previous meeting</p> <ul style="list-style-type: none"> 5.0 MH confirmed that the issue with lighting outside school has been addressed 6.0 Regarding the pond, <i>TS queried whether this is being regularly used now.</i> MH commented that the area has become overgrown and difficult to access, it is hoped that on Volunteer Day (25th July) the Alstom Apprentices will be able to tackle that. <i>TS noted that the safety of the pond dipping platform still needs to be addressed, potentially using pallets or a Bug Wall to prevent children from falling off.</i> Governors noted that the PTFA have also offered to help. <u>Action on MH to share the date of the Volunteer Day</u> with all parents to encourage helpers alongside the Apprentices. 9.0 Literacy Conference, MH updated Governors that he and BC had attended this event and heard Michael Rosen speak inspiringly. The cost to have Michael Rosen come into school is in the thousands of £s, so unfortunately cannot be progressed at the current time. 	MH
8.0	<p>Part One Reports from Sub Committees: Sub A</p> <ul style="list-style-type: none"> DW summarised notes from the last Sub A meeting, highlighting: <ul style="list-style-type: none"> The ongoing changing nature of the budget as pupil numbers change, impacting on the forecast deficit. Currently there is a small surplus predicted for the end of the current year; The need to follow up on Teachers' Pensions, to ensure costs are recovered from the central pot for this; The DIY action list planned for Thursday 25th July. <i>SV suggests a mop-up group meet to tackle what can't be completed on 25th July.</i> MH confirmed he will monitor the list and is planning to be there all day. He noted the paint is ordered, HD commented that there is a schedule of works, with predictions for the time taken for each task, based on between 10-15 Apprentices working. They also have 26th July pencilled as a back up day in case of rain on 25th July. AL requested the list of what is to be done, <u>Action on MH to send this to her.</u> Governors are invited to attend on 25th July if available. Governors noted the need for a designated Health and Safety Governor on the Governing Body and agreed to review membership of the Governor and Staff link groups in the Autumn Term. 	
9.0	<p>Part One Reports from Sub Committees: Sub B.</p> <ul style="list-style-type: none"> RM summarised the meeting which she had Chaired in AL's absence, highlighting: <ul style="list-style-type: none"> The impactful short films of children from school's Eco Team and School Council reporting on their work over the year; The introduction of Sharepoint as a central area for Governors to access and update documents securely. MH provided another short demonstration of this to Governors who had not attended Sub B, encouraging all Governors to familiarise themselves with this tool. <u>Action on VC to upload documents from Governing Body meetings in 2018/19 to Sharepoint;</u> The detailed discussion regarding Curriculum and the observation of impact and progress. MH shared a pro-forma which Governors can use to record progress, including guidance on what evidence to look for; 	Clerk

	<ul style="list-style-type: none"> – The Class Structure meeting which had been well attended and was positively received by parents. Governors who had attended the meeting commented on the usefulness for parents to understand the impact on school budget when they remove their children, which they would otherwise have been unaware of; – The Everyone is Welcome Topic Group, particularly the evidence of teaching this topic which she observed in BC’s Classroom; – The Community Classroom Fundraising workgroup, noting the action on MH to share details of his contact who had helped Abbeygate School to raise funds for their MUGA pitch. MH confirmed he had discussed the potential for support with writing a bid with his contact, Heather Barnes; • Concluding the Sub B update, AL added congratulations to Julia Pond for helping school to gain the Primary Languages Quality Mark, Gold Level, which is a wonderful achievement. Governors joined AL in expressing their appreciation for JP’s hard work. 	
10.0	<p>Headteacher’s Report</p> <ul style="list-style-type: none"> • MH summarised his comprehensive report, which had been sent to Governors in advance of the meeting. He highlighted: <ul style="list-style-type: none"> – Retention, noting 5 joiners since the last FGB meeting and no Leavers; – Behaviour, noting serious incidents happening within a specific section of Year 5 boys, which had been particularly problematic during the recent Year 5/6 Residential Visit to London. The issues relate to a lack of respect for adults and disruptive behaviour which caused concerns for safety of the group. Governors discussed the recent trip, which AL and DW had accompanied. TS queried how these issues with behaviour are tackled. MH commented that the parents of the boys have engaged with school and this has been an ongoing theme for a specific cohort of children who do not consider the impact of their behaviour on others. He noted the continued interventions of working alongside the children concerned, helping them to become more self aware and able to better manage their behaviour. Governors agreed that school should use the sanction of preventing the children from participating in future residential visits. All agreed on the need to be firm with parents, the majority of who understand and appreciate the privilege of their children being including on Residentials. MJ suggested a Behaviour Contract be introduced, as part of which, children are told that they can be removed from a trip if their behaviour is deemed unsafe to others. She continued that no Governor would expect staff to endure poor or dangerous behaviour from children, particularly when they have given up their own time to facilitate the visit. AL concluded by thanking MH for his organisation of the London visit, which had been an incredible experience for the children, notwithstanding the behaviour difficulties. – Data, noting 76.2% of children in Reception achieving a Good level of development. TS queried the work on Space, Shape and Measure, which had been an area for development last year. MH confirmed this has improved with a major focus on maths this year. MH continued to set out the results for each Year group, noting where there are specific needs in the class which impact on the data. TS commented that it would be helpful to have information on progress reporting, so when a specific cohort of children who did not achieve GLD in Reception move up the school, their progress can be tracked. MH commented that he is working on reporting this through developing the SEF, with the help of school’s strategic leadership partner Susan Walters. 	

	<ul style="list-style-type: none"> – Year 2 data was moderated for writing and was above the CWAC score, in line with national performance. <i>TS queried whether there are children who struggle</i>, which MH confirmed is the case. Recent Phonics training has helped improve provision for them. Overall, the results are very positive, especially in reading. – Year 3 data is outstanding and reflects a high performing cohort. School will monitor this data to ensure it sustains in KS2. <i>TS queried whether there is a way to compare the outcomes for the Year 3 children who were taught in separate classes, to highlight the fact that this separation did not hinder their attainment?</i> MH agreed to review this data with SW as he is aware that Year 3 children who were taught in Owl class with the Year 2s have made great progress. <u>Action on MH</u>. TS commented that from her experience, this was very beneficial for her son. Governors discussed and SV agreed that this information would be helpful to tackle parental concerns about split year groups at next year’s Class Structure meeting. MH noted that progress for children is not linear, so statistics do not always give the full picture. – Governors continued to discuss how to emphasise the positives around mixed classes with parents, <i>HD agreed that hearing the testimony of another parent is helpful. MJ suggested that Parents Evenings also be used to facilitate these discussions.</i> MH confirmed the plan to hold a Meet the Teacher evening at the start of the new year, which Governors agreed would be very helpful. – Year 5 data is really positive, with a year still to embed the Maths and English Phonic Hubs learning which BC has accessed for school. – Year 6 SATs data is good, although MH noted his frustration that it wasn’t better, knowing the ability of the children in the cohort. 3 children should have attained Greater Depth in their reading but did not, the same is true for SPaG. He has appealed 4 results. The overall effect is to shift from a significant negative progress score to +1.1% for Maths. • Governors thanked MH and noted the significant hard work from all staff at school which underpins the children’s progress and attainment. 	MH
11.0	<p>Subject Leaders Update from Governors</p> <ul style="list-style-type: none"> • Governors noted the useful updates already provided by RM on the Inclusion topic group and CB on SENDCo provision. • DW updated Governors on Learning Walks the Mastery/Outcomes link group had undertaken for English and Maths, which the group had found helpful and informative. <i>AL queried whether a Governor presence in the classroom is disruptive</i>, BC commented that children are used to visitors and are not distracted. • On the Curriculum (Thematic Approach) group, SV noted the three objectives. These were: to develop a creative curriculum that incorporates all areas of the school’s RICHER strategy; to introduce a whole school assessment and monitoring system across Humanities and to develop an end focus as a summary of learning/first-hand experience. It was felt by both governors and staff that key objective 1 had been met with lots of evidence. RICHER curriculum folders had proved very successful and it was felt that the idea could be extended to evidence practical work in other areas of the curriculum. Although book scrutinies had taken place it was felt that KO 2 would need to become a focus moving forward into next year as it was important to measure the progression of key skills and impact. Considerable thought had gone into KO3 throughout the year and it was felt that it was easier to showcase work and learning throughout the topic. The group felt it was important for plans to show a clear end outcome of learning. 	SV

	<ul style="list-style-type: none"> Governors discussed the linking between staff and subject leader Governors, understanding that it can be difficult for Governors who work, to make time available to come in to school. <i>SV suggested allocating areas like Safeguarding and Health and Safety to Governors who cannot come into school during the day to observe teaching</i>, as these can be discussed outside core hours. MJ commented that it is possible to come in during the work day, with enough advance notice. Governors agreed to review this during Strategy meetings in September and to schedule dates for visits during the year then. She commented that this year has been a learning curve for all Governors and that changes can be made in the Autumn term for the coming year. <u>Action on SV to take forward.</u> TS spoke regarding Outdoor Learning, noting that she is very involved with outdoor learning activities on the days she comes in to school, however she needs to schedule time to meet with the Governor and Staff Link group to review this in detail. <i>TS observed the potential for better integration of outdoor learning with all subjects</i>, not just Forest School, gardening and PE. MH commented that there is lots of work going on outside e.g. Maths, but he agreed that it could be more cohesive. RM noted that the photos and files recording outdoor learning do convey the extent to which this is happening. <i>RM queried whether Governors have seen school's Show Garden, which has been worked on by Years 2, 3 and 5.</i> Governors noted they have seen and been impressed by the Show Garden, SV commented on behalf of all Governors how much they appreciate TS's input. <i>TS noted the intention for the children to write more about the Show Garden to share on Facebook, covering more aspects of the Curriculum through this project.</i> AL agreed that there is significant potential to cover subjects like Maths and English and that working outdoors needs to be seen as integral to learning overall. Governors noted this may need clarifying with parents who think that learning can only take place at a desk. BC offered to organise photos to share to school's FB page. <u>Action on BC and TS.</u> 	BC, TS
12.0	Unofficial School Funds <ul style="list-style-type: none"> DS reported the balance as £2371.30. The Recycling Clothing Bank has generated £122 this term, which equates to c.£60 per month. 	
13.0	Training needs for Governors <ul style="list-style-type: none"> SV invited Governors to think about what area of training they need or would find helpful. DS will circulate the available courses from Edsential. <u>Action on all Governors to consider their needs and identify relevant courses, asking DS to book them on as appropriate.</u> SV noted she has been Level 3 Safeguarding trained, as has MP. As MP and SV intend to step down in the next 2-3 years, it would be helpful to have another 2 Governors with this level of training. BC expressed an interest in receiving this level of training, which MH agrees will be helpful. SV also noted the need for more Governors to have undertaken the Safer Recruitment training, to build resilience into the Governing Body. For Health and Safety, Governors discussed whether James Lutton would be prepared to take this on. James' induction as Governor was also discussed, which SV noted she will pick up with him. 	All SV
14.0	Planned Residential Visits <ul style="list-style-type: none"> MH noted the following planned visits and dates: <ul style="list-style-type: none"> – Year 1/2 Tattenhall - February – Year 3/4 Ironbridge - March – Year 5/6 Brathay - June/July 	

	<ul style="list-style-type: none"> • TS queried how the Residential visits are handled when the year group is split. MH confirmed that Year Groups will be joined up for Residential Visits and he will ensure the capacity at Tattenhall is sufficient to enable this to happen. Action on MH. 	MH
15.0	<p>Policies</p> <ul style="list-style-type: none"> • Governors noted the Manual of Internal Procedures which MH had circulated before the meeting, having made revisions to the document with input from DW and SV. Governors confirmed they had reviewed the document and ratified it at the meeting. • Governors agreed to set a date for a policy working group meeting in the Autumn term to consider the policies needing review/revision. 	
16.0	<p>AOB</p> <ul style="list-style-type: none"> • SV updated Governors that she had undertaken a Safeguarding Audit this term, looking at paperwork related to a specific incident. She was satisfied with what she saw that the incident had been correctly handled. • MH reported the PTFA's fantastic contribution of £13k of income generated this year for school, including £3k profit from Hey Day. He noted lots of positives for school from the PTFA's prior contributions and their Committee's impressive succession planning for the year ahead. 	

17.0	<p>Date, time and place of future meetings for the year 2019/2020</p> <p>AUTUMN TERM</p> <ul style="list-style-type: none"> • Policies meeting Friday 13th September 9am • Strategy and Leadership meeting Monday 7th October 4.30pm (please note this meeting is for ALL governors) • Sub A Committee meeting: Thursday 17th October 4.30-6.30pm • Sub B Committee meeting: Thursday 7th November 4.30-6.30pm • FGB meeting: Thursday 28th November 4.30-6.30pm <p>SPRING TERM</p> <ul style="list-style-type: none"> • Sub A Committee meeting: Thursday 6th February 4.30-6.30pm • Sub B Committee meeting: Thursday 13th February 4.30-6.30pm • FGB meeting: Thursday 26th March 4.30-6.30pm <p>SUMMER TERM</p> <ul style="list-style-type: none"> • Sub A Committee meeting: Thursday 4th June 4.30-6.30pm • Sub B Committee meeting: Thursday 18th June 4.30-6.30pm • FGB meeting: Thursday 9th July 4.30-6.30pm 	
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End of the meeting, Part Two minutes reported separately.

Signed:  Chair of Governance Signed:  Headteacher
Dated: 28.11.19