

## Ashton Hayes Primary School

### Governors Meeting

<b>Meeting of Sub Committee B Part One</b>	<b>Term: Autumn 2015</b>
<b>Place: Ashton Hayes Primary School</b>	<b>Date: Thursday 8<sup>th</sup> October</b>
<b>Present:</b> Mrs Sharon Varey (Chair) Mr Matt Hover (Head) Mrs Vanessa Cuthbert Mrs Margaret Papworth Mrs Ann Lowry Mrs Ruth Mason Mrs Pauline Tilley	<b>Apologies:</b> Mr David Wilson (representing Sub A)
	<b>In Attendance:</b> Ms Vivien Couche (Clerk)
	<b>Observer</b> Miss Linda Corker (Deputy Head)

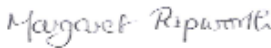
Item	Minute	Action	Date
1.0	<b>Apologies and Correspondence</b> Apologies for absence from DW were noted and accepted. No correspondence.		
2.0	<b>Conflicts of Interest</b> Chair requested that Pecuniary Interests collated from Governors be put into a table for review at FGB meeting.	Clerk	12/11/15
3.0	<b>Matters Arising from the Minutes of the Summer Term</b> Minutes approved and all Matters Arising will be covered during today's agenda.		
4.0	<b>Terms of Reference Review</b> Governors discussed the TOR and requested various amendments, which the Clerk will action, including: <ul style="list-style-type: none"> <li>• Adding to the front page and the footer the date the document was last reviewed</li> <li>• Adding British Values to the Curriculum section</li> <li>• Adding a staffing paragraph to the Spring and Autumn term sections, not just Summer, to denote this as being under ongoing review.</li> </ul>	Clerk	12/11/15
5.0	<b>Curriculum</b> <b>5.1 Curriculum Co-ordinator Update</b> <ul style="list-style-type: none"> <li>• Governors noted there are 2 vacancies, one a co-opted Governor, the other a Parent Governor. Various changes were discussed to the Governing Body membership document, which the Clerk will update.</li> </ul> <b>5.2 Curriculum organisation/logistics (missed year groupings across key stages)</b> <ul style="list-style-type: none"> <li>• MH gave an update on the Year 3/4 group, noting that certain elements of the mixed year groupings were working well, although</li> </ul>	Clerk	12/11/15

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Signed:  Headteacher

Dated: 28/1/16

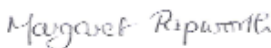
<p>there were some areas requiring attention. He advised this will be discussed again at the next staff meeting when Julia Pond and Charlotte Wall have returned from their French trip. He summarised that timetabling is proving tricky but that staff are being creative and accommodating.</p> <ul style="list-style-type: none"> <li>AL noted the need to keep parents informed in case changes are planned. Governors discussed possible alternative arrangements e.g. teaching French in blocs rather than all at the same time. Implications on PPA time and the Erasmus funding were noted.</li> <li>VC also gave an update regarding a Year 1 child who is registered in Owl class but works in Kestrel for certain activities e.g. Phonics. Positive feedback from the parent of the child confirms the arrangement is working well.</li> <li>LC updated regarding two Year 2 children who are working with her and will have a phased admission into Year 2. She noted the lack of a general TA for Year 1 has an impact on her ability to catch the Year 2 children up on anything they have missed.</li> </ul> <p><b>5.3 Progress/Achievement</b></p> <ul style="list-style-type: none"> <li>Governors reviewed the July data, noting this is 3 months on from the current date. SV highlighted the anomalies in Year 3 and SEN data, which MH noted could be attributed to small numbers skewing the data. MP suggested that RM as SEN Link Governor meets LC and MH to prepare a case study for the 3 SEN children, assessing action taken, impacts noted and progress made. RM agreed to do this and report back to Governors.</li> <li>MH updated regarding progress made by other Pupil Premium children, noting the outstanding progress made by a Year 4 child due to positive effect of interventions made. He noted that while attainment may not always be outstanding, progress is.</li> </ul> <p><b>5.4 Draft SEF/SSDP</b></p> <ul style="list-style-type: none"> <li>SV reminded Governors of the request to 'comment, clarify and challenge' on these documents. MP queried whether the documents had been shared with staff. MH confirmed they had been shared and the process of establishing ownership from staff was underway. MP reflected on the need for succinct priorities for clarity.</li> <li>AL queried parental responses and questionnaires, which MH clarified. Response rate had been 42%. SV requested to add to the SSDP something about improved communication between staff, school, Governors and parents. Other Governors added their support for this, noting the need for more consistency of communications. <b>MH agreed and also updated the SSDP</b> in light of a comment from LC and VC regarding a mock Ofsted inspection.</li> <li>Governors discussed the Pupil Asset System that will be used for assessment going forwards. It was noted to be up and running and working well so far. VC commented that TAs can help with uploading data to support assessments via i-Pads, which all Governors agreed would be beneficial and help to demonstrate the impact of the TA interventions. Beth Carter and Dominic May will be working this through in practice next week.</li> <li>MP suggested a working group get together to review the SEF and create a short, simple summary from it, key headlines etc. MH noted the need to update the EYFS/KS1/KS2 to reflect the new transitional classes. Governors agreed to hold it on <b>Tuesday 3<sup>rd</sup> November 4.30pm</b> as part of next Informal Governors. <b>Action on MH to circulate the SEF beforehand.</b></li> </ul> <p><b>5.5 Assessment without Levels</b></p>	<p>RM</p> <p>MH</p>	<p>4/2/16</p> <p>2/11/15</p>
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	<ul style="list-style-type: none"> <li>SV will receive a demonstration of Pupil Asset system on Wednesday 14<sup>th</sup> October, when Beth Carter and Dominic May are focusing on how it will work in practice. Governors noted the new descriptors of 'beginning; developing and embedded' and agreed on the need for consistent use of language. <b>MH to send a letter to parents</b> to explain the terminology before Parents Evening</li> </ul> <p><b>5.6 Website</b></p> <ul style="list-style-type: none"> <li>MH highlighted some updates made to the website including Facebook and Twitter feeds. The Governors page has also been updated. MH highlighted that progress made can now be showcased immediately for parents. VC offered to update items, subject to having administrator rights, which MH agreed. <b>All Governors were requested to check their biographies on the site for accuracy.</b></li> <li>MH showed Governors the Curriculum section on the About Us tab, which he has updated and shared with staff. It now has links to relevant policies and website and is very comprehensive. <b>RM agreed to check the accuracy of content and provide feedback to MH.</b> She will also ask a parent with a non-educational background to review the content to ensure it is easy to understand.</li> </ul>	MH	19/10/15
		All Governors	asap
		RM	4/2/16
6.0	<p><b>Children and Community</b></p> <p><b>6.1. Parent/Community Partnership</b></p> <ul style="list-style-type: none"> <li>MH had already referenced Facebook and Twitter as a means of communication with parents and the community. MH noted that the website is publicly accessible.</li> <li>MH thanked RM who has stepped down as Chair of the PTFA after 2 years hard work. Bev Taylor is the new Chair, with support from a committee including Onnie Powers and Liz Moulton. MH noted the sums raised by the PTFA, which are to be spent on: <ul style="list-style-type: none"> <li>Materials to create a pathway and decking around the pond area;</li> <li>A Class Set of i-Pads to enable the effective teaching of computing; and</li> <li>A new PA system.</li> </ul> </li> <li>Governors agreed it was advisable to <b>consult new parents</b> over how the funding is to be spent, inviting feedback via the newsletter.</li> <li>MH gave an update regarding the French Immersion project, which he has also been providing updates on via Facebook and the Headteacher's blog. Governors also praised the recent Harvest Festival service, which was very well organised and professional. Attendance was good and parents were appreciative of how much work had gone into this.</li> </ul> <p><b>6.2 SEN update</b></p> <ul style="list-style-type: none"> <li>MH updated Governors regarding the 10 SEN children on the register for school and their situation with regard to placements, funding and support arrangements. Governors discussed the impact of interventions and the progress resulting from these.</li> </ul>	MH	Next Newsletter issue
7.0	<p><b>Staffing</b></p> <p><b>7.1. New Staff</b></p> <ul style="list-style-type: none"> <li>Lis Oates is a new TA, working in Owl class in the mornings, she is also an MDA and the MDA supervisor. Her proactivity was noted and MH confirmed the arrangement is working well. There are two new MDAs, Angela Wright, and Sam Kureishi. Sam is also listening to LC's readers on a Friday as a volunteer.</li> <li>Amy Lacey is another new TA, working full time across 2 classes. She has also been a great support with swimming and netball.</li> </ul>		

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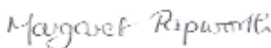
	<ul style="list-style-type: none"> <li>Doreen Salt is no longer working as a Midday Supervisor, but is now working in the kitchen as a KA several days per week. EW's support at midday was described as brilliant and Governors expressed their appreciation for this.</li> </ul> <p><b>7.2. Health and Wellbeing of Staff</b></p> <ul style="list-style-type: none"> <li>MH described the start of the new term as very busy, with a resulting greater impact on staff due to the small size of the school. He recognised the very demanding circumstances being faced by LC, given the class organisation, her role as Deputy and meeting the curriculum needs. All Governors agreed it was important for school to maintain focus on its core activities, with sensible planning and not to over emphasise other initiatives. MH described a general sense of awareness on wellbeing.</li> </ul> <p><b>7.3. Appraisal Cycle</b></p> <ul style="list-style-type: none"> <li>MH advised that he will have completed the appraisal cycle for Teachers by tomorrow and TAs in the next 2 weeks. Feedback from staff is that they were constructive. The focus looking forward is on subject leadership and having pupil progress targets linked to the SSDP. There are 3/4 objectives per staff member, with a work/life balance element in place for all.</li> <li>MP confirmed there had been a Pay Policy review, she and DW had a panel meeting, to enable MH to make recommendations on pay. This is partly driven by Teacher Standards but also other elements including meeting or exceeding the majority of appraisal targets. MH has had a mid year review with MP and DW.</li> </ul> <p><b>7.4 Governors in school</b></p> <ul style="list-style-type: none"> <li>MP noted that some Governors are frequently in school, others are not, often because of other demands on their time. MP and DS have worked up a matrix to identify when Governors are in school, <b>Governors are asked to contribute to this if possible.</b> Governor vacancies were discussed and MH noted that 2 parents from Kestrel class had expressed an interest in becoming involved.</li> </ul>	All Governors	
8.0	<p><b>Policies</b></p> <p><b>Safeguarding/Teaching and Learning/SMSC to include British Values/Progression in writing/Calculation Policy</b></p> <ul style="list-style-type: none"> <li>SV queried whether the <b>Safeguarding Policy</b> has been tested to prove its effectiveness and MH confirmed that this is in regular use and shown to be working well. MH noted that he plans to add something on Operation Encompass, which makes a link between a domestic abuse incident and notification to school. The MDAs have not yet seen the policy, <b>MH confirmed he will ensure they do.</b></li> <li>Some minor edits were highlighted to this and the <b>Teaching and Learning policy</b>, which <b>MH will address.</b> Governors queried whether the policy was live in school, which MH confirmed it is. Governors queried termly assessments, which MH confirmed are delivered via two Parents Evenings and a report during the course of the year. Regarding whether children are aware of what level they are working at, MH noted that age-related expectations are now in place and that children do have an understanding of this.</li> <li><b>SMSC:</b> MH is confirmed as the Subject Leader for this. Governors requested that outcomes from regular questionnaires be shared with them, which <b>MH confirmed he will do.</b></li> <li><b>Writing and Calculation:</b> MH expressed the hope that this policy will be very helpful for parents.</li> </ul>	MH MH  MH	asap
9.0	<b>Headteacher's Updates</b>	All	

Signed: *Margaret Ripworth* Chair of Governor

Signed:  Headteacher

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	<ul style="list-style-type: none"> <li>MH gave an update regarding Channel, a counter-terrorism element of the Government's PREVENT strategy. He invited Governors to take the e-learning course, which provides guidance on how to identify people vulnerable to radicalisation. The address for the training is: <a href="http://course.ncalt.com/Channel_General_Awareness">http://course.ncalt.com/Channel_General_Awareness</a></li> <li>MH reported on the recent successful European Day of Languages, which was fantastically well received by the children and continued in Assembly. MH also mentioned the Diversity board in the Staff Room, which displays pictures of children at a Ugandan school, reading the letters sent to them by children from Ashton.</li> <li>The Poetry Day with Matt Goodfellow was also very well received, MH wants to have him in again with a focus on writing.</li> <li>Thurs 22<sup>nd</sup> October is an open-afternoon for new starters in 2016, starting at 1.15pm.</li> <li>MH updated that Pupil numbers are at 126. There will be some changes around half term after which numbers on roll will be at 125.</li> </ul>	Governors	
10.0	<p><b>Future Meeting Dates</b></p> <ul style="list-style-type: none"> <li>Governors agreed that, given the amount of content to be covered during the Sub B meeting, to split the agenda for future meetings into 2 separate meetings. The date for an additional meeting will be agreed at the next FGB. The date already planned for the next Sub B meeting is <b>Thursday 4<sup>th</sup> February 4.30-6.30pm</b></li> </ul>		

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