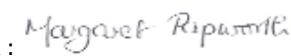


## Ashton Hayes Primary School Full Governing Body Meeting

<b>Meeting of: Full Governors Part One</b>	<b>Term: Summer 2017</b>
<b>Place: Ashton Hayes Primary School</b>	<b>Date: Thursday 6<sup>th</sup> July 4.30-6.30pm</b>
<b>Present:</b> Mr Matt Hover (Headteacher) Mrs Margaret Papworth Mrs Diane Stubbs Mrs Ruth Mason Mrs Sharon Varey Mr Matt Wardle	Mrs Mary Jefferson Mrs Vanessa Cuthbert Mrs Pauline Tilley Mrs Ann Lowry Mr David Wilson Mr Edward Whelan Mr Gavin Conery
<b>Apologies:</b>	<b>In Attendance:</b> Ms Vivien Couche (Clerk)

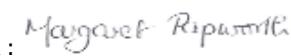
Item	Minute	Action
1.0	<b>Apologies</b> – None.	
2.0	<p><b>Membership Updates</b></p> <ul style="list-style-type: none"> <li>• PT nominated MP as Chair, seconded by SV. MP agreed to this for a further year and was duly elected as Chair.</li> <li>• MP nominated AL as Vice Chair, this was seconded by SV and PT. AL agreed to this and was duly elected as Vice Chair.</li> </ul> <p>• MP and AL requested that Governors look to take on these roles from next year, emphasising the importance of succession planning. <b>SV suggested considering succession at a meeting next year, in order that this can be planned for and shadowing put in place as needed.</b></p> <ul style="list-style-type: none"> <li>• MP noted a further full year of the current Governing Body membership, with no terms of office due to expire in the coming year.</li> <li>• Governors agreed that the Current Clerk to Governors, Viv Couche, be retained for a further year.</li> </ul>	MP, SV
3.0	<p><b>Conflict of Interest</b></p> <ul style="list-style-type: none"> <li>• No updates to Conflicts of Interest.</li> </ul>	
4.0	<p><b>Chair's Action</b></p> <ul style="list-style-type: none"> <li>• MP noted her involvement in discussions regarding the London residential visit, including consultation with parents and updating the school's Critical Incident Plan. She has also written to CWAC regarding Planning Permission applied for by the new owners of the WI Hall, which is for a second gateway. There are potential impacts on pupil safety and access, as well as access to the car park which will be built, which Governors discussed. The Parish Council have similar concerns. The response to MP's letter is awaited.</li> <li>• MP has also discussed with MH the intake of a further child in Year 1, which takes that class to 1 above its PAN. Governors noted these requests for admission are dealt with on a case by case basis.</li> </ul>	

Signed:  Headteacher

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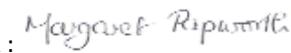
	<ul style="list-style-type: none"> <li>MP and MH will be meeting with Jane Colville and Councillor Eleanor Johnson, partly as a follow on from Seddon (Construction) who came in to speak to the children. The aim of the meeting is to show the current status of the school and future plans. The Seddon and Equity Housing visit was described as very positive. The children who won a competition to name the access road to the new houses will be making a site visit. Seddon are also keen to come into school and provide practical help e.g. painting a classroom.</li> </ul>	
5.0	<b>Minutes of Spring Term FGB Meeting</b> - approved as an accurate record.	
	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>5.0 Governors noted there is no update yet regarding obtaining a Defibrillator for school. EW was unable to secure a decommissioned one from his workplace. MH reminded Governors it is not essential to have one at school, but all agreed that it would be good to have a Defibrillator anyway. Clerk mentioned a charity called Hand on Heart which provides Defibrillators to schools and agreed to research this as a possible route to securing one. <i>Post meeting note: Schools can be nominated to be given a Defibrillator, but the current nomination scheme is closed. Nomination form is online and needs to describe why Ashton Hayes is a worthy recipient. Alternatively, schools can purchase one (provided with training) at a cost of £999+VAT. <a href="http://www.handonheart.org/index.php/how-to-help/buy">http://www.handonheart.org/index.php/how-to-help/buy</a> Clerk has emailed the charity who are going to provide us with further information on how to fundraise and to see if we are in a campaign area, where the Defibrillator could possibly be part funded.</i></li> <li>6.0 VCu confirmed the Parking Charter had been issued and the majority returned. Clerk noted that no feedback has yet been received following the application she submitted to Sport England for funding towards the Daily Mile track.</li> <li>7.0 AL confirmed she has undertaken the Safeguarding walk around school, checking signs, procedures and locked gates. <b>AL mentioned a new feature to the popular app SnapChat, called SnapMap, which has potential implications for pupil safety.</b> Governors agreed it would be useful to share a letter about it with parents, who may be unaware of this feature and risks attached. VCu agreed to forward a letter which Helsby High School have sent to parents, to be used at Ashton. <b>AL also mentioned a Lockdown Procedure, which could be useful to have in place in the event of an incident e.g. pollution.</b> Governors agreed it would be beneficial and MH suggested adding it to the Fire Procedure.</li> <li>9.0 JP has now secured the Intermediate International Schools Award for Ashton, a phenomenal achievement. Governors expressed their appreciation for all her hard work and commitment. MH noted there is still a final part of the ERASMUS paperwork to be submitted, when the last tranche of funding will be received. MH noted a number of awards have been gained recently by school, including Woodland Trust Green Tree School Bronze Award. Governors expressed their sincere thanks to all involved.</li> <li>13.0 MP noted the benefit of aligning the PTA calendar with school events at the start of the year. MH will ensure this is picked up at the first PTA meeting at the start of the new term.</li> <li>14.0 Governor of the Month scheme, MP suggests covering this at the INSET day on 4<sup>th</sup> September, when Governors are requested to attend to receive a Safeguarding update. If a number of Governors are unable to attend on 4<sup>th</sup> September, MH offered to schedule a twilight session.</li> </ul>	<p>VCu</p> <p>MH</p> <p>MH</p>
7.0	<b>Part One Reports from Sub Committees: Sub A</b>	

Signed:  Headteacher

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	<ul style="list-style-type: none"> <li>DW summarised the Minutes for Governors and queried whether the change of day (to Friday) for parents to join in the Daily Mile had happened. MH noted this hadn't yet happened but that it would from September. It is hoped that more parents can participate on Fridays.</li> <li>DW noted there was no update regarding the SFVS. ERASMUS funding is awaited. Pupil numbers are at 16 for Kestrel in September, following 2 children winning their appeals for places elsewhere. Governors noted that this is thought to be a low birth rate year.</li> <li>DW noted there has been another meeting with Jo Morris from CWAC. He updated Governors that the deficit has changed from £17,000 to £9000 following the departure of DM and a TA at the end of the year, along with the inclusion of some notional SEN funding. MH noted that the current budget doesn't factor in the further 2% cut from funding formula changes, but no-one is certain what will happen in the future.</li> <li>MH flagged the move from Red Top to Dan Woolley for IT support. MH flagged his prior concerns regarding IR35 implications (for Tax and NI purposes, potentially requiring Dan to be on Payroll) but this is no longer considered a risk. Dan is self-employed and supports other clients.</li> <li>DS noted the possibility of moving to Parent Pay from Tucasi, by opting in to Edsential for 3 years. The system is efficient, more user-friendly and means that meals have to be paid for in advance. She noted that some parents have got debts of over £100 outstanding, which Lindsay Taylor has been helping to tackle. AL queried whether a 1 year contract with Edsential is possible. DS noted this is possible but would not also provide Parent Pay. To also have Parent Pay would cost school £700. <ul style="list-style-type: none"> <li>Governors discussed alternative catering provision to Edsential, noting prior discussions around providing our own catering within the Cluster. MH reminded Governors that using Edsential means that back up is provided e.g. in the event of a broken appliance or staff sickness. Governors noted that there are still issues with food quality and menu choice. Sarah Roberts does a good job with what is provided. VCU commented that school is now having greater input to menu choices and these are more varied next year. <b>EW queried whether there is a compunction to go to tender based on the value of the contract.</b> Governors discussed this; menu choices and the children's feedback on meals.</li> <li>After discussion, Governors agreed to move to Parent Pay, noting its provision fee-free for 3 years from Edsential.</li> </ul> </li> <li>DS updated Governors of the balance in School Fund of £1700. Following Audit training, DS is aware that funds either need to be in School Budget or Dinner Money/Trips. Having Parent Pay will enable funds to be allocated to Trips.</li> <li>MH noted the move away from CEPD for PE provision, partly due to cost and partly to skills. He updated Governors that for the first half of the Autumn Term, Ruth Rose will provide Gymnastics coaching. House of Dance will cover the second half of term. In Spring Term, Tracey Conery and Juliet Pond will provide Forest School tuition as Forest Leaders.</li> </ul>	
8.0	<p><b>Part One Reports from Sub Committees: Sub B.</b></p> <ul style="list-style-type: none"> <li>SV updated Governors on the last Sub B meeting, noting that many items from the Minutes have now been superseded by recent events or are covered in the Headteacher's Report.</li> <li>SV highlighted the Conscious Discipline meeting held with Parents and the change in approach this represents. Governors agreed this is a major shift in behaviour management. SV suggested that Governors attend staff training on this, to which MH agreed. All recognise this is a</li> </ul>	

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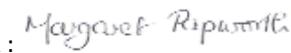
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significant change requiring a long term strategy, along with changes to processes, systems and how staff communicate with children.

### Headteacher's Report

- 9.0
- MH presented his report, noting the current staff structure. Mrs Salt is expected back in September on a phased return basis. A new MDA will be starting, this is AJ Griffiths, mum to a child in Kestrel class. Mrs Lyn Dutton, parent to a Year 5 child, will also be helping in the Kitchen.
  - MH noted DM and RP leaving at the end of the year, with Miss Binns going on Maternity Leave in October. He updated regarding recent recruitment activity and thanked SV, MP and AL for their support in this. Miss Nicky Davison has been appointed to the Year 3/4 Class (Peregrine). She has previously taught at Christleton and has many relevant skills. Mr Campbell will be teaching Buzzard Class. Although school had budgeted for an M1, Miss Davison is an M3. However, the saving on NQT time balances this out. She will take on Subject Leadership and has creative arts experience.
  - MH also spoke about TAs at school, noting how strong they are and the positive impact they make.
  - MH noted the **developments for the 2017-18 academic year**, commenting that SPaG needs to be embedded but with a less rigid focus on testing and assessment. He also described the shift from secure fit to best fit in assessment, which will, for example, enable a child with Dyslexia to be at Age Related Expectations (ARE) under the Best Fit definition. Under Secure Fit, a child with Dyslexia couldn't meet ARE.
  - MH outlined the **Behavioural Management** model, commenting that VCu has already received training on this. Governors discussed the transition involved, e.g. having a Celebration Assembly rather than a Merit Assembly. VCu spoke further to the detail, explaining the ways in which children's behaviour will be managed through a focus on keeping children safe. MH suggested Governors come in to school to see the new system in action, commenting that he very much welcomes their support in implementing this.
  - MH noted that moving away from **Pupil Asset** will save £1000 per year. He also reported that **Attendance** is outstanding.
  - On **SEN**, a submission is being prepared for a Reception child, with specialists from CWAC already involved. MH also spoke about the need for a good transition in support for a Year 5 child moving into Year 6, following DM's departure and at the point of Miss Binns' maternity leave in October. He also noted that Lis Oates is to be trained up as an ELSA (Emotional Literacy Support Assistant).
  - Regarding **Attainment**, VCu clarified the meaning of grades 1-3 for EYFS, which are Not Met, Met and Exceeded the early learning goals. To achieve Good Level of Development (GLD), children need to score at least a 2 in all but two areas. VCu noted that overall the number of children achieving GLD (15) is strong, particularly given the age range in the cohort and that 4 children are SEN. At 71% this will be above national average. Children needing support are identified.
  - In Year 1, 100% of children are meeting ARE for reading, with a 100% pass rate for the Phonics Test. Both are great achievements.
  - In Year 2, BC was particularly recognised for achieving Greater Depth in such a good proportion of pupils (48% in Reading and Maths).
  - In Year 3, the predicted standard was relatively low and a number of children will need targeted support in Year 4.
  - MH continued to describe the attainment of the other year groups as per the commentary in his report. In Year 6, MH highlighted 82% working at the Expected Standard for Reading, SPaG and Maths, significantly above the national average of 61%. MH also set out the average

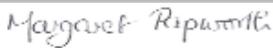
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	<p>scaled score in England of 104 for Reading, versus our score of 109.6. This pattern is replicated in SPaG and Maths.</p> <ul style="list-style-type: none"> <li>MH thanked Governors for all their hard work in helping to achieve these levels of attainment. Overall, progress is regarded as Good based on this data. VCu commented on the difficulty comparing progress based on old vs new means of assessment. Comparisons can be made within the EIP however. MP expressed congratulations to everyone involved, especially the children. Governors agreed on how hard the children have worked, also noting the positive impact of quality teaching, consistency, guided reading and reciprocal reading.</li> <li>On <b>Safeguarding</b>, MH noted one open TAF, with a further referral made today as a new case.</li> <li>On <b>Behaviour</b>, RM queried whether the issues reported were taking place inside or outside the classroom, which MH clarified was outside.</li> <li>Governors thanked MH for his very comprehensive report.</li> </ul>	
10.0	<p><b>Subject Leaders' Update</b></p> <ul style="list-style-type: none"> <li>MP thanked Governors for providing these, which are really helpful. She requested that going forward, Governors add their name and date to the documents. She also reminded Governors to make contact with their Link Teachers in September. Clerk to add this to FGB meeting Agenda. MH noted that there will be updates to Subject Leaders from September e.g. JG on Maths with BC shadowing, ND for Art/DT.</li> </ul>	Clerk
11.0	<p><b>Schools Bulletin</b></p> <ul style="list-style-type: none"> <li>MH noted a section regarding new powers for Governing Bodies to remove elected Parent and Staff Governors in the same way as co-opted Governors, by majority decision. He noted the need to update the Code of Conduct to reflect this.</li> <li>MP queried views of the School Bus website, which Governors confirmed they are using and find the weekly email bulletins very helpful.</li> </ul>	MH
12.0	<p><b>School Fund</b></p> <ul style="list-style-type: none"> <li>£1785.90 as reported by DS.</li> </ul>	
13.0	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>Governors were reminded to attend the Safeguarding update at the INSET day on 4<sup>th</sup> September, starting at 9.00. Lunch will be provided. It is a half-day update with Staff Briefing in the afternoon.</li> </ul>	All
14.0	<p><b>Residential Visits</b></p> <ul style="list-style-type: none"> <li>For Year 5/6, the location of Brathay in the Lake District is being proposed. MH visited and was impressed by facilities and activities on offer.</li> <li>Governors agreed to the residential visits proposed: to Beeston, Ironbridge and Brathay. RM queried whether Year 1 could go somewhere other than Beeston, where they visited last year. MH suggested she pick this up with BC.</li> </ul>	
15.0	<p><b>School Policies</b></p> <ul style="list-style-type: none"> <li>Governors agreed to defer the discussion on Policies, but to take copies of the documents brought to today's meeting. Dates for a Policy workshop are to be circulated.</li> </ul>	MH, MP
16.0	<p><b>Governor Training and Development</b></p> <ul style="list-style-type: none"> <li>AL commented on the Governors End of Year Report and asked for contributions to the Blog e.g. from Governors who've been on trips to</li> </ul>	All

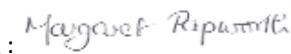
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	London and Young Voices.	
17.0	<p><b>Date and Time of Future Meetings NB. All meetings will take place from 4.30-6.30pm at school</b></p> <p><b>Autumn Term</b></p> <ul style="list-style-type: none"> <li>• Sub A: Thursday 19<sup>th</sup> October</li> <li>• Sub B: Thursday 12<sup>th</sup> October</li> <li>• FGB: Thursday 16<sup>th</sup> November</li> </ul> <p><b>Spring Term</b></p> <ul style="list-style-type: none"> <li>• Sub A: Thursday 15<sup>th</sup> February</li> <li>• Sub B: Thursday 8<sup>th</sup> February</li> <li>• FGB: Thursday 8<sup>th</sup> March</li> </ul>	<p><b>Summer Term</b></p> <ul style="list-style-type: none"> <li>• Sub A: Thursday 24<sup>th</sup> May</li> <li>• Sub B: Thursday 17<sup>th</sup> May</li> <li>• FGB: Thursday 12<sup>th</sup> July</li> </ul>

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