

## Ashton Hayes Primary School Full Governing Body Meeting

<b>Meeting of: Full Governors Part One</b>	<b>Term: Autumn 2017</b>
<b>Place: Ashton Hayes Primary School</b>	<b>Date: Thursday 16<sup>th</sup> November 4.30-6.30pm</b>
<b>Present:</b> Mr Matt Hover (Headteacher) Mrs Margaret Papworth Mrs Diane Stubbs Mrs Sharon Varey	Mrs Vanessa Cuthbert Mrs Ann Lowry Mr David Wilson Mr Edward Whelan
<b>Apologies:</b> Mrs Ruth Mason, Mr Matt Wardle, Mrs Pauline Tilley, Mrs Mary Jefferson, Mr Gavin Conery	<b>In Attendance:</b> Ms Vivien Couche (Clerk)

Item	Minute	Action
1.0	<b>Apologies</b> – as noted.	
2.0	<p><b>Membership Updates</b></p> <ul style="list-style-type: none"> <li>• MP confirmed that Gavin Conery has submitted his resignation from the Governing Body, so there is now a vacancy for a co-opted Governor. MP asked Governors to think about possible nominees, noting that it would be useful to have someone with business skills or knowledge.</li> <li>• Governors reviewed the Membership Updates document and confirmed details are accurate.</li> <li>• Regarding succession planning, MP confirmed she will not stand as Chair next year and invited Governors to think about taking on this role, with the opportunity to build up knowledge and skills over the course of this year.</li> <li>• Governor of the Month: MP confirmed the plan to have a designated Governor of the Month, starting in January. The intention is for each Governors to be allocated to a particular month, when they would come in for Subject Leader focused visits and e.g. to take part in special assemblies or other events. Governors can choose which month suits their schedule best, DS to coordinate. VCu suggesting linking in with the school calendar e.g. Ed Whelan to come in during March for when Science Week falls. MH suggested the Governors write a blog, updating on what they have encountered each month.</li> </ul>	DS All
3.0	<b>Conflict of Interest:</b> no updates.	
4.0	<b>Minutes of the previous meeting:</b> Minutes approved as an accurate record.	
5.0	<p><b>Matters Arising from the previous meeting</b></p> <ul style="list-style-type: none"> <li>• Parking Charter, VCu noted that only around 40 signed Charters were returned by parents. Sharon Marshall came in to school to work with the Junior Road Safety Officers. A new logo and a new launch for the charter is planned next week, along with a banner for front of school and hats for the children. The aim is to achieve safer and more respectful parking from parents. Governors also discussed the problem with excessive speed past the school and agreed to investigate a 20 mph limit or a zebra crossing.</li> <li>• <b>Daily Mile track.</b> MH highlighted the application for funding to regenerate the pond area which Liz Toombs has submitted to Aviva, urging</li> </ul>	

Signed: *Margaret Papworth*

Chair of Governance

Signed: 

Headteacher

Dated : 8/3/18

	<p>Governors to vote to ensure the bid reaches the final stage. MH confirmed that he will be using Sport funding for the Daily Mile track.</p> <ul style="list-style-type: none"> <li>• <b>Defibrillator.</b> Clerk noted suggestion that PTA funds could purchase a defibrillator and sought Governors agreement to suggest this to PTA. Governors were in agreement and asked that Clerk relays the request to the PTA accordingly.</li> </ul>	Clerk
6.0	<p><b>Part One Reports from Sub Committees: Sub A</b></p> <ul style="list-style-type: none"> <li>• Reflecting on the notes from the Sub A meeting, DW highlighted that the adverse carry forward which had been forecast has diminished. MH noted the complexity of coding, which results in sports premium funding not being shown within the budget.</li> <li>• DW noted that the 2% pay increase recommended by Government for staff, has been implemented.</li> </ul>	
7.0	<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, which had been a very full agenda. SV requested that all Sub A Governors and those absent from today's meeting be sent the one page SSDP document. Clerk to email this and MH to provide paper copies to attendees at this meeting. SV urged Governors to review the document in detail.</li> <li>• Highlighting elements from the meeting, SV noted that the Year 6 cohort is subject to close monitoring. Literacy is good but they are below the floor standard for Maths.</li> <li>• Approximately 10% of pupils are considered to be SEN, this is higher than average for the school.</li> <li>• Regarding the PAN of 22, MH intends to go above this number in certain year groups in order to increase the number of children on roll overall. This is necessary in order to justify any physical expansion of the premises. <b><i>EW queried in which year groups the PAN would be exceeded</i></b>, MH advised it would be in Year 1 where it will increase to 25. MH also confirmed that the replacement for Rick Turnock is aware of the situation. The census number is taken in October, so it is important to remain at a consistently high number of pupils on roll in order for this to be recognised and addressed.</li> </ul>	Clerk
8.0	<p><b>Chair's Action</b></p> <ul style="list-style-type: none"> <li>• MP updated Governors following the meeting with <b>Gerald Meehan</b> at school, during which he recognised the complexity of school's situation with respect to catchment and capacity.</li> <li>• MP updated on a meeting that she and DS had with <b>Edsential</b>, after they had performed a deep clean of the kitchens with disastrous effects.</li> <li>• MP confirmed she had written a letter of thanks to the <b>WI</b>, who gave a donation for a new server which was installed during half term.</li> <li>• DS noted that Mrs Salt has been tackling a <b>grounds maintenance</b> issue, when grass is cut but not collected by Countrywide, resulting in it being walked into and through school. Countrywide also leave the gate open when they come into school and they cut the grass during breaktime. Both these aspects cause real concerns for the children's safety. A potential change of supplier is being considered.</li> <li>• DS updated regarding the <b>Canda photocopier</b> contract, which expires in a year's time. Canda are offering a cheaper deal (including cost of printing) if school opts in to it now, for a 3 year term. Governors discussed this and the impact of 1<sup>st</sup> for Maths using the copier heavily, VCu confirmed their usage is time consuming and causes the copier to break down after it has had intensive use. DS confirmed that they pay to use the copier but not the admin time involved in dealing with this. Governors agreed it would be sensible to take up the new, cheaper contract now, DS to action. MH noted the need to review 1<sup>st</sup> for Maths use of the copier to limit the impact on staff at school.</li> </ul>	DS, MH

9.0	<p><b>Headteacher's Report</b></p> <ul style="list-style-type: none"> <li>In the Staff structure – Ruth Frood was missing from this section, MH to update the report.</li> <li>MH noted recent <b>leavers</b> from school, one child from Buzzard, which was an expected departure. The other two leavers were from Owl class and the parents had not previously conveyed their intention to remove their children. Governors discussed these decisions, noting the unfortunate impact on JG as Owl Class Teacher. Without communication from the parents as to the reasons for moving their children, Governors agreed it was hard to understand their rationale.</li> <li>Regarding <b>SEN</b>, MH spoke of the profile within each year group. He noted that the Year 6 child who had previously been supported by Leah Binns, has made a very good transition to the new TA, Mrs Marshall.</li> <li><b>Pupil Premium report</b>, MH urged Governors to treat the data with caution as it is a very small cohort of children (7 of 135) who are eligible for Pupil Premium. School receives £8500 for this group of children.</li> <li><b>Policies</b>, MH confirmed that the Pay Policy is the CWAC Pay Policy, with a few, minor amendments. Governors agreed to adopt this policy. The Behaviour Policy is now on the website, in draft form. No comments have been received on the Behaviour Policy from parents or elsewhere. Governors agreed to adopt the policy.</li> <li><b>Achievement</b>, MH shared a letter from the Minister of Education, Nick Gibbs, about the Phonics screening outcome this year. 100% of children passed the test, putting school in the top 3% of schools in the country. MH confirmed this is a testament to the great work which starts in Reception with VCu and continues upwards, with good TA support too. Governors flagged the need to publicise this achievement by sharing the letter on the school website. MH to action.</li> <li><b>Conscious Discipline training sessions for parents</b>. MH described the good attendance and engagement at yesterday's first training sessions delivered by JG. 25 out of the 30 parents expected had attended and given positive feedback about the event. Clerk confirmed it had been a very positive session, with lots of good questions from parents. Two further sessions are scheduled.</li> <li><b>Standards</b>. MH reported that progress in KS2 is average but attainment is outstanding. Their average progress could be attributed to an inflated assessment of the children at the end of KS1. MH again urged caution with the assessment as it is a small cohort of 11 children.</li> <li><b>MH presented to Governors the new ASP system (Analyse School Performance)</b>, which replaces Raise Online. It is accessed securely through the DfE website, MH and DS can view it. He highlighted how data can be reviewed and drilled into, intuitively. The old Ofsted dashboard has become IDSR, MH will be attending training on this next week. The ASP data relates to 15/16 cohort, not the most recent 16/17 data. MH highlighted how SATs scores can be used to show gaps in knowledge, which is helpful for guiding teachers on topics which need further focus. MH has given ASP access to Mr Campbell for this reason.</li> <li><b>Safeguarding Training</b>, MH noted that some Governors had missed attending this, however it needs to be completed by February. MH to suggest some dates and DS to coordinate Governor availability. VCu also queried a date for emergency First Aid training, MH to consider.</li> <li><b>Assessment System</b>. MH advised Governors that VCu is now using the Tapestry system, collaborating with Frodsham CoE primary to share</li> </ul>	<p>MH</p> <p>MH</p> <p>MH, DS</p>

	learning. He elaborated that Pupil Asset wasn't working effectively for school and cost £1000 per year. In its place, school has developed its own assessment system, linked to paper. He described how the system works and showed documents used in a pupil progress meeting. He noted that the system was well received by staff, who appreciate its simplicity.	
10.0	<p><b>Schools Bulletin</b></p> <ul style="list-style-type: none"> <li>MH highlighted that CWAC data for KS1 and KS2 does not compare favourably against the national picture. Other items of relevance for Governors are denoted with a (G)</li> </ul>	
11.0	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>MH confirmed he had completed an internal Safeguarding review recently with the support of MP and MW.</li> </ul>	
12.0	<p><b>Residential Visits</b></p> <ul style="list-style-type: none"> <li>MH confirmed that the Brathay trip (Year 5/6) has been booked for June, the cost will be £250 per child, for 3 nights including transport, activities and food. Parents will be given plenty of advance notice for budgeting purposes.</li> <li>The Ironbridge trip (Year 3/4) will take place in March and Tattenhall (Year 1/2) in July.</li> </ul>	
13.0	<p><b>School Policies</b></p> <ul style="list-style-type: none"> <li>Most policies due for review have already been discussed, however Curriculum policies need to be updated. MH will review them and bring to Governors at Spring term FGB meeting, also with the Lockdown and Invacuation policy. Curriculum Coordinators are advised to hold off from reviewing their subjects for the time being.</li> </ul>	
14.0	<p><b>Governor Training and Development</b></p> <ul style="list-style-type: none"> <li>MH reported on the INSET day held in September, which brought staff up to date on Safeguarding.</li> <li>DW has attended First for Maths training, which he described as an interesting, short session.</li> <li>AL is attending EYFS training in December.</li> </ul>	
15.0	<p><b>Date and Time of Future Meetings</b></p> <ul style="list-style-type: none"> <li>FGB: Thursday 8th March 4.30-6.30pm</li> <li>Governors also requested to note the change of <b>Sub A date in May</b> – 10th May, not 24th May as originally proposed.</li> </ul>	
16.0	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li><b><i>Governors queried the status of the Homework policy following the Parentview survey conducted earlier this term.</i></b> MH confirmed this was finalised at the Staff meeting yesterday and will be issued this week. The policy is to offer a range of options which families can choose to undertake at their discretion, on top of mandated homework (spellings, times tables, MyMaths). This takes account of the differing views expressed by parents, some of whom did not want any homework, others of whom wanted regular homework to be set.</li> </ul>	