

PART 1 MINUTES OF THE FULL GOVERNING BODY MEETING ASHTON HAYES PRIMARY SCHOOL	
Date	15th July 2021 at 5pm
Venue	Zoom conference call
Present:	Ann Lowry (AL)- Vice Chair of governors (co-opted) Beth Carter (BC) – Staff governor David Wilson (DW) – Co-opted governor Jack Mellor (JM) – Co-opted governor James Lutton (JL)– Co-opted governor Jon Gilbert (JG) – Headteacher Margaret Papworth (MP) – Co-opted governor Martin Willis (MW)– LA governor Mary Jefferson (MJ)– Parent governor Matt Denman (MD)– Parent governor Ruth Mason (RM)– Parent governor Sharon Varey (SV)– Chair of governors (co-opted) Tracy Snell (TS)– Parent governor
Apologies:	None
Absent:	There were no absences
In attendance:	Giovanna Loparco – Parent observer Wendy Collyer - 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:

- **Minutes – 18th March 2021**
- **Head's report**
- **School Development Plan**
- **CWAC Bulletin**
- **Sub A & B committee minutes**
- **Governor membership**
- **Policies**

School development priorities

1	Develop a curriculum which instils knowledge through hands on learning that is underpinned with progressive skills and accurate assessments.
2	To develop a supportive climate of positive mental health in adults and children.
3	To ensure that there is a clear and ambitious vision for providing high-quality, inclusive education and training to all, realised through strong, shared values, policies & practice

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion:	<i>SV chaired the meeting and welcomed the Governors. It was noted that JL would be leaving the meeting at 6:00 pm.</i>

AGENDA ITEM 2	DECLARATIONS OF INTEREST
Discussion:	The following declarations were made: <ul style="list-style-type: none"> • SV advised she is married to a councillor of Ashton Hayes Parish Council. • AL advised she is married to a councillor of Mouldsworth Parish Council and her nephew had submitted plans for the school's toilet extension. • JL advised he is also a Councillor of Ashton Hayes Parish Council.

AGENDA ITEM 3	DECLARATION OF ANY OTHER BUSINESS
Discussion:	It was noted that the Part 2 Minutes would be dealt with under Agenda item 19.

AGENDA ITEM 4	PART ONE MINUTES OF THE LAST MEETING (18th March 2021)
Discussion:	Governors reviewed the minutes which had been circulated prior to the meeting.
Decision:	Resolved: that the FGB Minutes from 18 th March 2021 be formally approved as a true and accurate record. (Also discussed under Agenda Item 19 in Part 2).

AGENDA ITEM 5	MATTERS ARISING		
Discussion:	<p>The following matters arising were addressed:</p> <p>Item 2.0:</p> <ul style="list-style-type: none"> All governors to consider writing a piece for Around Ashton (relates to discussion on generating interest in the role of governor) <p>Update: The Chair advised that she had written a piece for the magazine.</p> <ul style="list-style-type: none"> MW to have a chat with AL about what is involved in the role of vice-chair <p>Update: MW and AL confirmed they had had a meeting to discuss this.</p> <p>Item 11.0:</p> <ul style="list-style-type: none"> SV to check the status of training attendance with Di Stubbs (DS). <p>Update: The Chair confirmed that one person was still to complete Safeguarding level 1 and that DS was still trying to arrange a date for this training.</p> <ul style="list-style-type: none"> Action on all governors to read the document (KCSiE) and email SV to confirm this by 19/04/21 <p>Update: The Chair advised that whilst she suspected most had read the document, only about half had emailed to confirm the fact. She added that as there were a number of changes to the document that would come in to effect in September 2021 it would be better if everyone read the new version. JG agreed to add the new document to SharePoint. All agreed to read the new version before the Leadership and Strategy meeting in September.</p> <p>Item 13.0:</p> <ul style="list-style-type: none"> Action on DS to get BC and RM registered on 'governing the new normal' course. <p>Update: The Chair confirmed that DS had registered the governors on the course.</p> <ul style="list-style-type: none"> AL to ask DS to share slides with governors on CWGA Heads/Chairs conference in February. <p>Update: The Chair confirmed the slides had been shared with governors.</p> <p>Any other matters arising that governors wish to raise.</p> <ul style="list-style-type: none"> There were none. 		
Action:	What:	Who:	When:
	To read KCSiE document	All governors	20/09/21

AGENDA ITEM 6	CHAIR'S ACTION
Discussion:	There were no chair's actions taken since the last meeting.

AGENDA ITEM 7	GOVERNING BODY MEMBERSHIP (attached)
Discussion:	<ul style="list-style-type: none"> • Vacancies & appointments: <ul style="list-style-type: none"> ○ Governors reviewed the list for any updates <p>The Chair advised the start date for Beth Carter had been amended and there was a word ('Safeguarding') placed in error next to AL's name. In addition, various governors have responded with minor changes and the Chair had updated SharePoint with these changes.</p> <ul style="list-style-type: none"> ○ 2 co-opted governor vacancies from September. <p>Question: MW queried if there was an intent to advertise the governor vacancies in the parish. Answer: The Chair responded that an item was placed in the June issue of Around Ashton (covered under Matters Arising) and that one would be put in the Manley newsletter too.</p> <p>RM mentioned that there were some parents who would be very suitable as governors. The Chair responded that the board had to have balance and one of the co-opted governors was soon to have a child at the school so that would increase the number of parent governors and the limit is 4.</p> <p>The Chair advised that governors have previously discussed people who might be suitable to take the role of co-opted governors. AL had suggested a former headteacher of St Oswald School, Pip Rowe, who may be in a good position to become a governor and is also connected to a Church. The Chair suggested a further discussion with her could take place in September.</p> <p>She also confirmed that a Skills Audit was last completed two years ago and that one would be undertaken by all governors in September.</p> <ul style="list-style-type: none"> • Election of Chair & Vice-Chair of Governors 2021-22 <p>The Chair enquired whether AL was still willing to step up as Chair of Governors. AL confirmed that she was.</p> <p>RM nominated AL as Chair of Governors.</p> <p>BC seconded AL.</p> <p>The Chair requested a show of hands for AL as Chair of Governors, and this was unanimous.</p> <p>Decision: that Ann Lowry was unanimously elected as Chair of governors for one year.</p> <ul style="list-style-type: none"> • Vice chair of Governors (2 vice chairs) <p>The Chair advised that it had already been agreed that there would be two Vice Chairs to share the role and that two people has shown an interest, MW and MJ.</p> <p>MP nominated MJ.</p> <p>TS seconded MJ.</p> <p>MD nominated MW.</p> <p>JL seconded MW.</p> <p>The Chair requested a show of hands for MJ as joint Vice Chair of Governors, and this was unanimous.</p>

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.

The Chair confirmed these positions would take effect from 1st September 2021.

- Elect chairs of Sub committees

Chair of Sub Committee A

The Chair confirmed that DW was stepping down and that MD had expressed an interest in taking over the role. There were no other nominations.

MW nominated MD.

MP seconded MD.

The chair requested a show of hands for electing MD as Chair of Sub Committee A and this was unanimous.

Decision: that MD be appointed as chair of Sub Committee A.

Chair of Sub Committee B

The Chair confirmed with AL taking on the Chair's role there needed to be a new Chair for Sub Committee B and that RM as the current Vice Chair had agreed to take the role on.

AL nominated RM.

MD seconded RM.

The Chair requested a show of hands for RM as Chair of Sub Committee B and this was unanimous.

Decision: that RM be appointed as chair of Sub Committee B.

Vice Chairs of Sub Committees

MJ confirmed that for balance she would not continue as Vice Chair of Sub Committee A

As there were no other candidates, JL agreed to undertake this role.

AL nominated JL as Vice Chair of Sub Committee A.

MJ seconded JL as Vice Chair of Sub Committee A.

Decision: that JL be appointed as vice-chair of Sub-Committee A.

Following a brief discussion regarding the role of Vice Chair of Sub Committee B, JM agreed to undertake this role.

MD nominated JM as Vice Chair of Sub Committee B

MJ seconded JM as Vice Chair of Sub Committee B

Decision: that JM be appointed as vice-chair of Sub-committee B.

- Constitution review

The Chair advised the Governing Body that a review of the constitution might be needed in 2022/2023 due to various factors: JM (a co-opted governor) would soon have a child at the school; MW (LA governor) would have a child at the school in a future year. Additionally, RM (parent governor) would no longer have a child at the school in 12 months' time, yet her skill set would be an advantage to the Governing Body going forward. Hence the need for forward planning regarding the composition and constitution of the Governing Body.

Action:	What	Who	When
	Confirm the process for altering the constitution	WC	Autumn Term 2021

AGENDA ITEM 8	GOVERNOR TRAINING REQUIRED/ATTENDED		
Discussion:	<p>The Chair confirmed the following training had been undertaken:</p> <p>AL – ‘Safer Recruitment’ and SFVS, BC (as Staff Governor) and JG (as Headteacher) – Exclusion Training, BC and RS – ‘Governing in the New Normal’, SV and AL – ‘Effective Governance’,</p> <p>The Chair and governors, after discussion, identified the following governor training needs:</p> <p>MD – Safeguarding Level 1 RM – Safer Recruitment</p> <p>MP pointed out that a staff governor cannot be involved in recruitment above whatever their position is:</p> <p>JG - Safer Recruitment (as staff member)</p> <p>Governors queried the cost of training and whether the courses were cost effective. If they were, possibly more of the staff could attend the training.</p> <p>JM - Safer Recruitment MW – Finance TS – Safeguarding (due in January) AL – Chair’s course</p> <p>It was agreed that the above details would be passed to Di Stubbs (DS) to find out the training costs and dates for September.</p>		
Action:	What	Who	When
	To research required training dates and costs	DS	Autumn Term

SCHOOL IMPROVEMENT

AGENDA ITEM 9	HEADTEACHER’S REPORT		
Discussion:	<p>The headteacher’s report was circulated before the meeting and he provided a verbal summary of the key points as follows:</p> <ul style="list-style-type: none"> Improvement Plan update <p>JG confirmed there were no changes to the staffing structure for this year and there are none planned for September. He added that school numbers were static with two children entering in year 4 and there were two leavers.</p> <ul style="list-style-type: none"> Covid update <p>JG advised that the situation within the school had been settled since October. He confirmed that there were children isolating but not through cases in the school.</p> <ul style="list-style-type: none"> Safeguarding update 		

JG advised there was nothing to report.

- Assessment of children during pandemic

JG commented that the school were early adopters of the New Early Years Framework. No statistics on children's performance had been generated due to the pandemic. He further reported that he hadn't expected the catch up to be quick and there was evidence to show there will be longer-term progress with writing falling behind reading and maths.

Question: MJ asked if there was to be any reporting of this data, as it would be useful to compare and share with other local schools to see if they are experiencing something similar.

Answer: JG advised that 2019 was the last year with national data reporting and that without standardised testing, clear comparisons between schools would be difficult. He added that moderation work would be done next year and that in commenting on standards in this data he had requested teachers to be very honest.

Question: TS asked whether, in light of writing taking a dip more than anything else, what the plan for the children to catch up was. Was there going to be any extra help brought in to get the children back to where they should be after two periods of home learning?

Answer: JG responded that research by the NAHT had shown the best way for children to catch up was for them to be in the classrooms with their teachers and there had been no announcement on catch up funding for the school yet.

Question: AL asked if JG was surprised at the data.

Answer: JG responded that the staff knew there were going to be some children who would not be attaining their age-related expectation during the pandemic. He added that when considering the data in detail it was possible for staff to identify the individual children who were not attaining their age-related expectation and therefore the results were not as surprising as it might appear from these simplified figures.

Question: AL asked if there were differences between those in school and those in home learning.

Answer: BC stated that the children who engaged at home were on par with those that engaged in school. JG pointed out there was a different kind of disadvantaged child during the periods of home learning – typically those where both parents were attempting to work from home. Some children had benefitted from having a furloughed parent at home to help them.

The Chair added that the data would provide a good baseline to gauge the recovery and added that as governors it is good to have an accurate opinion from teachers on progress.

Clerk's note: JL left the meeting at 6:15 pm

The Chair commented that the lack of writing progress might be developmental as parents may have concentrated on reading and consequently there would be a time-lag for progress in reading to be seen in a child's writing.

MP added that as governors they trusted the professional judgement of the teaching staff, that JG had prompted a good discussion. She thanked him and the staff.

Question: JM asked how all children going into year 6 were going to catch up in maths.

Answer: JG responded that after the second lockdown the most important gaps were identified for year 6. As a result 'position' and 'direction' had more coverage. Going forward there would be a transition project with Helsby School.

- Staff & Pupil wellbeing

JG reported that it had been a long term with a lot going on, but that pupil wellbeing was generally good.

	<ul style="list-style-type: none"> Exclusions (FTEs and permanent exclusions) – are there any trends to be aware of JG confirmed there were no exclusions. Therefore, is the school behaviour policy working? JG confirmed that it was. Complaints (informal/formal) – are there any trends to be aware of? Is the school policy up to date? JG confirmed there had been no complaints, and the policy was effective and up to date. GDPR update – is the school compliant and have there been any breaches to report? JG confirmed there were no breaches to report.
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AGENDA ITEM 10	PLANNED RESIDENTIAL VISITS
Discussion	The proposed visits were covered in the headteachers report with provisional dates.
Decision:	Resolved: That the proposed residential visits in the headteacher’s report be approved.

AGENDA ITEM 11	APPOINTMENT OF EXTERNAL ADVISOR 2021-22
Discussion:	Governors noted that it is the remit and responsibility of the Full Governing Board of maintained schools to appoint their external advisor for the next academic year. The Chair commented that the external advisor, Susan Walters had worked with Matthew Hover for three years and that it was good practice to change advisor every few years. She sought approval from governors that Susan be appointed for a further year as JG had been acting headteacher and only headteacher since June.
Decision:	Resolved: That Susan Walters be retained as External Advisor for a further year.

AGENDA ITEM 12	COMMITTEE REPORTS
Discussion:	<ul style="list-style-type: none"> Sub committee A (finance) – 14th June 2021 - update <p>DW advised that he was pleased to report a positive balance. The only significant item was the boiler which was now functioning well with the new pipework. A grant of £12,000 was obtained by the school for the fencing and to take down the conifers that were leaning on the fencing. Governors approved the minutes.</p> <ul style="list-style-type: none"> Sub committee B (curriculum) – 27th May 2021 – update <p>MW advised that 3 link governors had met to discuss outdoor learning. They had met with Tracy Conery (TC) and Juliette Mochrie (JM), Forest School Leaders, and discussed what to plant for next year, which included a garden area, flower bed map for each class and possibly a bench for quiet or 1:1 work.</p> <p>MW pointed out there were now 1,000 trees around the school and children had been encouraged to paint stones to put next to the trees. Other things to consider were a gate through the fence between the forest school and pond to integrate the area, to designate one of the oak trees as a climbing tree and to put the camera trap back in order to film the badgers.</p> <p>JM reported he had gone through Safeguarding procedures with JG and confirmed there would be a Safeguarding audit next term.</p>

	<ul style="list-style-type: none"> ○ To ratify staffing structure 21-22 <p>BC asked why in point 9 of the part 2 minutes there were 2 TA's listed for Kestrel and Sparrow Hawk classes when they were not listed for other classes</p> <p>The Chair suggested leaving that section out as it was inconsistent, and it would be dealt with under Part 2 – all agreed.</p> <ul style="list-style-type: none"> • Any other working party or individual with delegated responsibilities <p>There were no other reports to receive.</p>						
Decision:	Resolved: That Sub A Committee minutes be approved.						
Decision:	Resolved: That Sub B Committee minutes be approved.						
Action:	<table border="1"> <thead> <tr> <th>What</th> <th>Who</th> <th>When</th> </tr> </thead> <tbody> <tr> <td>Complete a Safeguarding Audit</td> <td>JM & JG</td> <td>Autumn Term 2021</td> </tr> </tbody> </table>	What	Who	When	Complete a Safeguarding Audit	JM & JG	Autumn Term 2021
What	Who	When					
Complete a Safeguarding Audit	JM & JG	Autumn Term 2021					
Decision:	Resolved: To ratify the staffing structure for 2020-21-22 with the one query listed above that would be dealt with under Agenda item 19						

AGENDA ITEM 13	SCHOOLS BULLETIN
Discussion	<p>The Chair advised that a copy of the bulletin was circulated to governors in June. She drew attention to the governor pages covering the EYFS curriculum that the school was an early adopter of, and suggested governors followed up some of the links in it. It was also suggested that Vanessa Cuthbert (VC), Reception teacher, give a presentation on the new EYFS curriculum at the L&S meeting in September.</p>

AGENDA ITEM 14	STAFF & PUPIL WELLBEING						
Discussion:	<p>Governors were asked to consider undertaking staff/pupil surveys with a specific focus on wellbeing or any other focus area.</p> <p>JG advised that staff had regularly discussed and reviewed pupil wellbeing over the last year and been pleasantly surprised. He planned to survey the children in September. Regarding a staff survey, he did not believe this would be beneficial. AHPS has a small, cohesive staff who communicate well with each other. He pointed out that as the staff had to remain in their bubbles, they had been particularly stretched during the lunch hour, when they got very little break away from the children. However, JG felt that after the summer break, with greater normality in September, when meals would resume in the hall, the situation would naturally improve allowing staff a more normal lunch break. JG was very conscious of staff well-being.</p>						
Action:	<table border="1"> <thead> <tr> <th>What</th> <th>Who</th> <th>When</th> </tr> </thead> <tbody> <tr> <td>Undertake pupil wellbeing survey</td> <td>JG</td> <td>September</td> </tr> </tbody> </table>	What	Who	When	Undertake pupil wellbeing survey	JG	September
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Undertake pupil wellbeing survey	JG	September					

AGENDA ITEM 15	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
Discussion:	There were no policies for review.

AGENDA ITEM 16	SUCSESSES & CELEBRATIONS
Discussion	<p>The Chair congratulated JG on settling well in to the job of headteacher. AL congratulated SV on her recent CWGA award and thanked her for being Chair. JG thanked SV for helping both him and the school to get through the past year.</p>

AGENDA ITEM 17	ANY OTHER BUSINESS
	There was no AOB.

AGENDA ITEM 18	REMOTE MEETINGS 2021-22 & DATE of NEXT MEETINGS																																	
Discussion:	<p>Governors were asked to discuss the options around holding governor meetings:</p> <ol style="list-style-type: none"> 1) remotely in full 2) a hybrid of remote/face to face or 3) a full return to face to face meetings. <p>JG commented that attendance at the meetings had been good since they had been on Zoom.</p> <p>MW pointed out that the usual 5pm start was much easier via Zoom.</p> <p>TS commented that there were important benefits for governors meeting in person.</p> <p>AL reminded the new Chairs of Sub A and Sub B that they were welcome to attend each other's meetings in order to gain a greater overview and understanding of school governance.</p> <p>Governors agreed the dates for Full Governing Board and committee meetings for next year as follows:</p> <table border="1" data-bbox="295 929 1212 1310"> <thead> <tr> <th>Meeting</th> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Leadership and Strategy</td> <td>20/09/21</td> <td>5.00 pm</td> </tr> <tr> <td>Sub Committee A</td> <td>11/10/21</td> <td>TBC</td> </tr> <tr> <td>Sub Committee B</td> <td>10/11/21</td> <td>TBC</td> </tr> <tr> <td>FGB</td> <td>06/12/21</td> <td>5.00 pm</td> </tr> <tr> <td>Sub Committee A</td> <td>24/01/22</td> <td>TBC</td> </tr> <tr> <td>Sub Committee B</td> <td>10/02/22</td> <td>TBC</td> </tr> <tr> <td>FGB</td> <td>17/03/22</td> <td>5.00 pm</td> </tr> <tr> <td>Sub Committee A</td> <td>23/05/22</td> <td>TBC</td> </tr> <tr> <td>Sub Committee B</td> <td>09/06/22</td> <td>TBC</td> </tr> <tr> <td>FGB</td> <td>04/07/22</td> <td>5.00 pm</td> </tr> </tbody> </table> <p>Governors also agreed to review how meetings were held next year in September when more would be known about the Covid situation.</p> <p><i>Clerks note: The parent observer left the meeting at this point.</i></p>	Meeting	Date	Time	Leadership and Strategy	20/09/21	5.00 pm	Sub Committee A	11/10/21	TBC	Sub Committee B	10/11/21	TBC	FGB	06/12/21	5.00 pm	Sub Committee A	24/01/22	TBC	Sub Committee B	10/02/22	TBC	FGB	17/03/22	5.00 pm	Sub Committee A	23/05/22	TBC	Sub Committee B	09/06/22	TBC	FGB	04/07/22	5.00 pm
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Decision:	Resolved: To review how Sub Committee and Full Governor meetings would be held in the forthcoming academic year.																																	