

MINUTES OF THE FULL GOVERNING BODY MEETING, PART ONE ASHTON HAYES PRIMARY SCHOOL	
Date	6th December 2021 at 5pm
Venue	Zoom Conference Call
Present:	Ann Lowry - Chair of governors (co-opted) Martin Willis – Vice-chair of Governors (LA governor) Mary Jefferson – Vice-chair of Governors (Parent governor) James Lutton – Co-opted governor Jon Gilbert - Headteacher Liz Tombs – Co-opted governor Matt Denman – Parent governor Ruth Mason – Parent governor Sharon Varey – Co -opted governors Tracy Snell – Parent governor
Apologies:	Beth Carter – Staff Governor Jack Mellor – Co-opted governor
Absent:	Beth Carter, Jack Mellor
In attendance:	Gianna Loparco (GL) – 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:

- **Sub A committee minutes- 11th October 2021**
- **Policies**

School development priorities

1	To further improve the quality of teaching phonics, reading and writing through developing teachers' subject knowledge in order to enhance the teaching of the English curriculum and ensure better outcomes for all pupils.
2	To embed the school's agreed approach to behaviour management (Conscious Discipline) to ensure it has a positive impact upon pupils' behaviour and attitudes to learning.
3	To broaden the rich opportunities the school provides, in the curriculum and through extra-curricular activities, to enhance pupils' personal development.
4	To implement a systematic monitoring programme to enable all subject leaders to quality assure the effectiveness of learning in their subject in Early Years to Year 6.
5	To create an environment in the reception class that supports the ambitious, connected, and sequenced curriculum to give all children the necessary foundations for the next stage of their education.

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion:	AL chaired the meeting and welcomed the Governors. Apologies and absence were received from Beth Carter and Jack Mellor.
AGENDA ITEM 2	GOVERNING BODY MEMBERSHIP
Discussion:	2.1 – Membership Updates <ul style="list-style-type: none"> • No updates reported. 2.2 - Conflict of Interest <ul style="list-style-type: none"> • No new conflicts of interest reported.

	<p>2.3 – Governor Vacancies</p> <ul style="list-style-type: none"> AL advised that there is still a vacancy and requested that the rest of the Governing body seek a volunteer in the new year. AL noted that it may be possible to contact a person who had previously expressed an interest in the role, if we could not find anybody with the desired qualification/experience. 		
AGENDA ITEM 3	SUB A COMMITTEE		
Discussion:	<p>3.1 – Part 1 summary report</p> <ul style="list-style-type: none"> MD gave a summary of the Sub A Committee meeting and advised that there was a positive budget with a surplus of approx £25k. However, this surplus will be deployed giving benefit rather than staying as a surplus. MD advised that a new insurance policy had been purchased, this policy covers the school for any Covid-19 relating absences. Number of policies also signed off, details of the policies can be found in the minutes of the meeting. <p>3.2 – Approve minutes from Sub A meeting 11/10/21</p> <ul style="list-style-type: none"> AL asked if all had read the circulated minutes and sought approval from the governing body. Resolved – Minutes formally approved by all governors. <p>3.3 – SFVS – Manual of Internal Procedures – DS, MD, MJ, AL SV</p> <ul style="list-style-type: none"> MD advised that whilst this is usually an action for the Spring term, the template had already been received and that work would commence during December. A further update will be provided at the Spring Sub A committee meeting. AL commented that a benchmarking exercise against similar local schools will also need to take place. MD to arrange the date the SFVS meeting. 		
Action:	What:	Who:	When:
	Arrange meeting date with JG, AL & DS for SFVS.	MD	By Tue 10/01/22
AGENDA ITEM 4	SUB B COMMITTEE		
Discussion:	<p>4.1- Part 1 summary report</p> <ul style="list-style-type: none"> RM gave a summary of the Sub B committee meeting held on 11/11/21 and advised on the key points. <ul style="list-style-type: none"> Thematic update – each class to manage their own approach but would ensure that the base was linked to the pathway’s language scheme. Subject leads will be allocated time in the Spring term to review the progression of the school, conducting learning walks, book scrutiny etc. Mastery update – Teacher assessment showed that there was dip in writing, this was now a whole school focus as seen on the SSIP. There have been changes to the Government approved phonics scheme, Beth Carter is reviewing possible alternatives and will provide updates in the Spring term. Maths approach will be focused on mental calculations. Outdoor Learning – Juliette Mochrie would be attending an Outdoor Learning course, which will have a great benefit for the whole school as this will bring focus on how to use the outdoor resources that we have available. School performance accountability - The biggest message for this year, there will not be any comparisons with other schools. SATS will still be taken and reported but will not be compared to other schools. Assessment – the new system Insight was discussed, and JG advised that reports can be provided on current attainment as well as the progression, the system is well used and liked by all staff. 		

	<ul style="list-style-type: none"> • SEN - There is a cluster of SEN children in year 3. There is a requirement to understand what the needs are of the cluster. Ceri Bacchus will hopefully be attending a specific training course for SEND and OFSTED. <p>MW asked what the timeline was for the new phonics programme? JG advised that the new programme needs to be selected by April 22 and it will be implemented with the new cohort in September 22.</p> <ul style="list-style-type: none"> • AL also advised that the Sub B Terms of Reference was also under review and that RM & TS would update and circulate to Sub B committee for approval. <p>4.2 - PTFA Update</p> <ul style="list-style-type: none"> • Headline information is the opening balance in September 20 was £2,122 and the closing balance at end July 21 was £11,986 • RM commented that PTFA had done an excellent job in obtaining donations from local businesses and Parish Councils. • Full report will be issued with the minutes. <p>TS asked how could be publicly thank the PTFA for their efforts? RM responded that a formal thank you is given by herself as Chair of Sub B.</p> <ul style="list-style-type: none"> • AL also commented that she would thank them as Chair of Governors.
AGENDA ITEM 5	CHAIR'S ACTION
Discussion:	There were no chair's actions taken since the last meeting
AGENDA ITEM 6	HEADTEACHER'S REPORT
Discussion:	<p>6.1 – SSIP Update</p> <ul style="list-style-type: none"> • JG checked that all had received and reviewed the circulated Headteachers Report. • JG advised regarding a blog post on the Government website regarding OFSTED inspections and that the Government had provided extra funding to accelerate the inspection timetable. It is therefore expected that we will have an inspection sometime between the second half of the Spring term or Summer term. Staff are all aware of this and have plans in place for actions to be taken. <p>AL asked RM when her OFSTED training would be taking place? RM responded that it will be completed in February.</p> <ul style="list-style-type: none"> • JG commented that he was confident that everyone, staff and Governors were on the right path and that being as prepared as possible was a good thing, it was important not to detract from the focus of moving forward. • JG advised all regarding the inset day at Helsby High School, which was relating to the transition to high school. <p>AL asked whether the transition meeting will be an annual event? JG responded that the school is working with the high school a lot more and that Helsby HS are keen to support. The year 6 teachers will get together with the year 7 teachers to help further with the transition. Helsby HS have offered the school as a venue for the October half term inset day.</p> <p>MW asked how the F&VSP worked? JG responded that it was the schools in the group pay a nominal amount to be a member. They meet regularly, have a PE & Sport cluster, and share a few policies. The Family Support Worker is also funded from this partnership.</p> <p>6.2 - Safeguarding update</p> <ul style="list-style-type: none"> • No live safeguarding incidents. <p>6.3 - Schools Bulletin</p> <ul style="list-style-type: none"> • This has been circulated to all governors.

	<p>6.4 – Planned residential visits</p> <ul style="list-style-type: none"> JG confirmed the dates of the residential visits for KS2 children and that KS1 children would not have any overnight stays this year. All the dates were approved at the Leadership and Strategy Meeting in September. 		
AGENDA ITEM 7	PROCEDURES / POLICIES FOR REVIEW/APPROVAL		
Discussion:	<p>AL checked that all had read and reviewed the policies and asked if there were any queries relating to any.</p> <p>7.1 - Pay Policy 2021 7.2 - Attendance Policy LT asked for clarification on code U, the policy makes reference to arriving after 9.15am but the table in appendix B states 9.30am JG confirmed that it should be 9.15am and will arrange for the table to be amended. 7.3 - Safer Recruitment Policy 7.4 - Whistleblowing Policy MW asked that section 5, where it refers to safeguarding, could we make reference to the schools Safeguarding Policy. JG agreed and he will arrange for the policy to be amended. SV asked could the wording in section 6.1, the last sentence be re-worded, as it was not very clear? JG agreed and AL asked if anyone had any suggestions on how it could be re-worded. SV suggested "The Governing Body will consider the matter".</p> <ul style="list-style-type: none"> AL sought approval of the policies by asking for a show of hands. – All governors raised their hands in agreement. 		
Action:	What:	Who:	When:
	Amend time in Appendix B, Attendance Policy	JG	By Fri 17/12/21
	Add in reference to Safeguarding Policy, section 5 in the Whistleblowing Policy	JG	By Fri 17/12/21
	Re-word section 6.1 in the Whistleblowing Policy	JG	By Fri 17/12/21
AGENDA ITEM 8	GOVERNOR DEVELOPMENT - TRAINING REQUIRED/ATTENDED		
Discussion:	<p>AL thanked everybody for attending the development evening and asked that the Governors review the list of possible questions and if anybody has any queries to let her know and these can be discussed at the next development meeting.</p> <p>8.1 – Financial Audit – (Sub A) required before 24/1/22</p> <ul style="list-style-type: none"> This is still to be completed <p>8.2 – Safeguarding Training</p> <ul style="list-style-type: none"> All have booked who require re-training. <p>8.3 – Agree date for next Governor development meeting.</p> <ul style="list-style-type: none"> AL advised that a date will be agreed at the Spring FGB meeting. <p>8.4 – Safer Recruitment</p> <ul style="list-style-type: none"> AL advised that the Governors think about attending this training if they are likely to be on the governing body for a number of years. <p>8.5 – KCSiE – Confirm all have read and understood</p> <ul style="list-style-type: none"> GL to advise who is still to confirm by email whether this has been read and understood. 		

	<ul style="list-style-type: none"> AL advised that there are lots of online training courses available through the NGA Learning Link, courses on OFSTED training, safeguarding, finance etc. <p>RM asked should she contact Di Stubbs to register for the safer recruitment? JG confirmed that it was.</p> <ul style="list-style-type: none"> AL advised all that Gianna had registered for the Clerking course and would start this in March 22. 		
Action:	What:	Who:	When:
	Confirm KCSiE has been read and understood.	GL	By Fri 10/01/21
AGENDA ITEM 9	ANY OTHER BUSINESS		
Discussion:	<p>9.1 -Date of next meetings</p> <ul style="list-style-type: none"> Sub A committee – Monday 24/01/22 Sub B committee – Monday 28/02/22 – this is a change to the previously agreed date. Full Governors – Thursday 17/3/2022 Link Governor – will be during w/c 24/1 & w/c 31/1 – Subject leaders will be in touch to arrange these. <p>No other AOB was reported.</p> <p>AL thanked everyone for their attendance and participation. A special thanks to SV for her continued support.</p> <p>Merry Christmas and a Happy New Year.</p>		

End of Part One meeting. Part Two minutes reported separately.