

Ashton Hayes Primary School Full Governing Body Meeting

Meeting of: Full Governors Part One	Term: Autumn 2019
Place: Ashton Hayes Primary School	Date: Thursday 28th November 4.30-6.30pm
Present: Mr Matt Hover (Headteacher) Mrs Sharon Varey (Chair) Mrs Ann Lowry (Vice Chair) Mr David Wilson	Mrs Margaret Papworth Mrs Mary Jefferson Mrs Ruth Mason Mr James Lutton
Apologies: Mrs Tracy Snell Mr Howard Deighton Miss Beth Carter	In Attendance: Ms Vivien Couche (Clerk)

Item	Minute	Action
1.0	Apologies – as noted above.	
2.0	Membership Updates <ul style="list-style-type: none"> • Action on Clerk to update the Governors Membership document as per discussion at the meeting. • Regarding the two current Governor vacancies, action on MH to share with SV the content he published in Around Ashton magazine, for SV to circulate. SV noted that ideally, Governors with legal or financial expertise would be recruited. • Regarding Governors membership of the Sub Committees and link groups, SV noted that only the Mastery group have met so far this year. This topic to be discussed further under item 7. 	VC MH, SV
3.0	Conflict of Interest <ul style="list-style-type: none"> • MJ queried the definition of a conflict of interest, which MP clarified, giving the example of when she worked independently as a SIP, which could have presented a conflict with her role as Governor. SV noted that she had previously declared her role as Parent Governor at Tarporley, although she no longer occupies this position. MJ confirmed her understanding and clarified that, as she is employed by CWAC, she would not comment on any items which could present a potential conflict of interest for her role. • No other pecuniary interests updates declared. • Governors also confirmed their review and agreement to the Code of Practice provided before the meeting, signing copies of this document. 	
4.0	Minutes of Summer Term Full Governors Meeting <ul style="list-style-type: none"> • Governors confirmed their approval of the Minutes from the Summer Term FGB meeting. • Action on Clerk to resend minutes from the Governors Leadership and Strategy meeting minutes to Governors from Sub B Committee, who had not already received these for review prior to this meeting. SV noted one action from that meeting, which was for MH to contact Rene Barratt regarding her rates for speaking on the topic of resilience and wellbeing. Action carried forward. 	Clerk MH

5.0	<p>Matters Arising from meeting</p> <ul style="list-style-type: none"> No matters arising that will not be covered elsewhere on the agenda. 	
6.0	<p>Sub Committee A update</p> <ul style="list-style-type: none"> SV noted that at the last meeting, DW had been nominated as Chair of this Committee, but the Vice Chair was not yet appointed. AL nominated MJ as Vice Chair and RM seconded this nomination, MJ was duly appointed as Vice Chair for Sub A. Summarising the minutes, DW noted that Jo Morris will be attending the next Sub A meeting on 6th February, which all Governors are invited to attend. Jo Morris will also be coming in to school on 11th December at 10am, MJ confirmed she would attend this meeting. DW summarised school’s financial position as follows: 2021/2022 forecasts a surplus of £19, which is acceptable to CWAC. He noted the need to keep on top of finances with continued review and checking during the year. Governors noted their thanks to the PTFA for their support in raising funds which contribute to school’s ability to procure essential resources. MH noted that the insurance payment for repairs is expected to be c.£6k/£7k, meaning that the full amount of DFC (£15k) will need to be allocated to the toilet repairs and refurbishment. There would not be enough funding to also repair the toilets in the Kestrel classroom, however there will be sufficient to include a new radiator in the main toilets, removing unnecessary pipework and redecorating. MH noted the new gas boiler has been installed, however a support visit from the installation team is awaited to fix a problem with the thermostat in the Hall and a number of other snagging issues. In the meantime, school is making use of an electric heater. MJ suggested that school contact the Contracts Manager from Engie (joint venture company with CWAC) for support in resolving the issue. MH also flagged an astronomical bill received from the gas company, far in excess of expected costs. MH is awaiting clarification on whether this bill is based on predicted use rather than actual consumption. The assumption prior to installation was that gas would be half the cost of oil and it was on this basis that school agreed to proceed with changing fuel supply. <p>SFVS update</p> <ul style="list-style-type: none"> SV updated Governors on the SFVS, which is subject to change and as a result, CWAC are offering free training courses to Governors. The courses are aimed at providing reassurance to CWAC that Governors understand their role with respect to financial management. SV related details of course providers and the components of the training, which explain the introduction of a colour coded and RAG rated dashboard. SV showed Governors the new SFVS format and associated documents e.g. plans for addressing actions identified. SV noted that the SFVS needs to be submitted by 31st March 2020, having been ratified at FGB on 26th March. SV suggested that DS begins work on the dashboard and then Sub A can either answer any questions as a committee or delegate these to a sub group, for the whole committee to review and challenge as needed. Governors discussed and agreed that delegating to a sub group was the preferred option. Action on DS, MJ, DW and SV to meet and work on this during the first week of January 2020. 	<p>All MJ</p> <p>MJ, DW, SV</p>
7.0	<p>Sub B meeting minutes</p> <ul style="list-style-type: none"> Governors noted the appointments to Chair and Vice Chair made at the meeting and ratified these. AL summarised the content of the meeting, which she noted had been very long and thanked Governors for their contributions. AL noted: <ul style="list-style-type: none"> Updates made to the Terms of Reference Daily Mile track, which MH confirmed is used daily by the children during breaktimes. 	

	<ul style="list-style-type: none"> – My Happy Mind, which is being piloted successfully in school and aligns well with Conscious Discipline. All staff have been surveyed and the impact will be evaluated. This is a whole school programme which is delivered weekly in the classroom. – The Mastery Group had a successful first meeting, however action on AL/VCu and MH/JG to set their topic group meeting dates. – Regarding organising a Deep Dive, MH noted he had conducted a teaching and learning review at another EIP school. This took the form of a mini-Ofsted inspection, comprising lesson observation, deep dive questions with the Literacy Lead, website review and writing a short report. MH confirmed that as part of a triad of schools (Ashton, Weaver Vale, Aston by Sutton), the same Deep Dive review will take place at Ashton, likely in the late Spring or Summer Term. Governors thanked MH, noting the usefulness of having scrutiny and perspective from another school. – Pupil Parliament, MH updated Governors on this institution, which he described as a powerful means of enabling the children to understand the concept of democracy. He noted the roles and responsibilities held by the children, with direction provided by Nikki Davison. MP suggested that a representative of the Pupil Parliament come and speak to Governors at a future meeting, MH agreed and suggested that Ben Wickham, Speaker of the House, be invited to attend. Action on MH. – Extra-curricular Clubs, MH noted the new Digital Wizards Club which meets weekly before school, delivered by Paul Strickland. His skills are extensive and MH noted the potential to deploy him at £299 for a full day, delivering sessions which JG and BC could extend. MJ also mentioned Mako Create as another good provider of Clubs/workshops, a recommendation which RM echoed. – From the minutes, item 7.4 regarding the meeting with the Energy Company. DW noted that he, JG and VCu would be attending this meeting on 3rd December and will report back to the Committee afterwards. 	<p>AL, VCu JG, MH</p> <p>MH</p> <p>DW</p>
8.0	<p>Chair's Action</p> <ul style="list-style-type: none"> • No actions to report 	
9.0	<p>Headteacher's Report</p> <ul style="list-style-type: none"> • Governors noted the report, on which MH invited comments, challenge or clarification. AL queried a comment regarding a leaver in Year 5 and possible concerns around behaviour leading to the parents' decision to remove their child. SV also read out a question from TS, which she had submitted prior to the meeting, concerning an increase in the number of incidents connected with behaviour within a particular Year group since the last HT report and what actions school is taking to address this. <ul style="list-style-type: none"> – MH clarified that Governors are already familiar with the issues, which involve a small cohort of children in Year 6. Problems with social interactions between certain children are closely monitored and managed well by WM. Changes in table configuration have helped and during breaktimes, the cohort are not permitted to congregate as a group. This has had a measured impact on some but not all of the children, where attitudinal issues remain and one child perceives himself to be singled out for blame. RM commented that she had in fact observed MH being very supportive and encouraging of the child at a recent Bake Sale. – MH confirmed he has had discussions with parents and these are ongoing. MJ noted that the behaviour issues also occur when at Club, resulting in parents being called in to remove their child. Issues appear to be physical at Club and verbal at school. – MH noted the need to be mindful of the context at school, where general standards and expectations of behaviour are high. In another school, these issues would not be regarded as significant. He added that the issues are just within one cohort, not more widespread. 	

	<p><i>MP noted that there are complexities to children's relationships, school wouldn't always know the full picture and need to manage the issue within school structures and systems. RM agreed that a supportive approach is the right one to take, not constant monitoring and supervision. MH agreed the focus is on helping the children to become secondary school ready, where sanctions will be greater. He noted that Conscious Discipline has a significant impact in helping children understand how to manage their behaviour.</i></p> <ul style="list-style-type: none"> <i>MJ highlighted an issue from Owl class concerning a staff member's teaching style, which seems to involve a lot of shouting. A number of children have commented on this to parents, who expressed their concern to MJ as Parent Governor. MH agreed to discuss this with JG, having been unaware of the issue. AL queried whether school should check on the wellbeing of the staff member concerned.</i> <p>Academisation</p> <ul style="list-style-type: none"> MH shared a report from the Cheshire Academies Trust (CAT), which he had received following an approach from Steve Ellis, CEO of CAT and Principal at Boughton Heath. CAT are looking to expand their Academy chain, seeking out like-minded Heads for potential collaboration. MH noted the commonality with CAT schools (Kelsall, Mill View, Boughton Heath) in terms of the RICHER curriculum, creative experiences and Conscious Discipline. Governors noted the benefits from collaboration in areas like procurement and financial management, teaching quality, sharing resources and good practice etc. Governors discussed the potential for Ashton Hayes to join CAT, recognising the wish for school to retain its autonomy and uniqueness. They noted the income that CAT generates through managing its own catering provision. This revenue can then be used to fund refurbishment on a larger scale. CAT has a Finance Officer who helps with budgeting and monitoring across the schools. <i>MH noted that this was an informal exploratory discussion, he questioned whether Governors are interested to pursue the opportunity.</i> Governors discussed and noted many factors to consider, including: <ul style="list-style-type: none"> The need to investigate more than one Academy chain/MAT, if this is the route which school chooses to follow; The potential to begin a new Academy chain, involving other schools not already academised; The lack of government funding now available to create a new Academy chain; How to balance parity with other Headteachers if the structure of new MATs requires a CEO to lead the organisation; The preference for joining an existing Academy chain, rather than having to set up all the new processes, systems etc associated with beginning a new MAT; Succession planning and staff development opportunities; The challenge of managing finance as a small village school and how this could become an opportunity as part of an academy chain; The challenge of how to retain a local governing board, not to be swept up into a corporate body; The strength of the FAVSP as an EIP, which MH and Governors are keen to retain. AL queried next steps and Governors agreed that MH should contact Steve Ellis to invite him to come in and speak to Governors regarding the proposition. Governors agreed to have a pre-meeting to prepare questions they'd like to put to Steve e.g. the costs involved and funding available. Action on all Governors to attend this pre-meeting (Academisation Brainstorming) on Tuesday 21st January 5-6pm 	<p>MH</p> <p>MH</p> <p>All</p>
10.0	Schools Bulletin - No updates to highlight.	

11.0	<p>Safeguarding</p> <ul style="list-style-type: none"> SV confirmed she had been in to school for a Safeguarding visit and the situation is currently quiet, with no TAFs or CIN plans in place. She identified a couple of minor matters with the Single Central Record and prepared a monitoring report. SV reported that she'd used the School Bus website to identify further useful questions on Safeguarding and will repeat this review process later in the year. SV noted a gap in the policy review schedule, which led to the Volunteering Policy being brought forward for review. This has been shared and TS has raised a couple of queries, which MH will respond to. For this reason, the policy will not be ratified today. Action carried forward. 	MH
12.0	<p>Planned residential visits</p> <ul style="list-style-type: none"> Year 1 & 2 to Tattenhall: February 10th -11th Year 3 & 4 to Ironbridge: March 18th -20th Mr Gilbert and Miss Davison will lead this trip, MH will cover the Year 2s and WM will cover year 5s Year 5 & 6 to Brathay: June 9th – 12th Governors approved the Residentials, DW reported that he would be unable to attend Ironbridge this year. 	
13.0	<p>Policies</p> <ul style="list-style-type: none"> AL, DW and SV confirmed they had reviewed the policies as per the agenda at a meeting in September and Governors confirmed their approval to the policies presented. MH spoke about the Code of Conduct, commenting that he is adapting the CWAC CoC to become school specific. He will bring this to Governors attention at the same time as the Volunteers Policy, when these are finalised. Action on MH. 	MH
14.0	<p>Governor Training and Development</p> <ul style="list-style-type: none"> SV introduced the Financial Matrix, into which she and DW had compiled scores from Governors' self assessment. DW reflected that the Governing Body is fairly well covered with the exception of understanding school's statutory financial requirements. SV suggested that Governors review this at the next Sub A meeting to identify any potential training needs. Action on DW. Safeguarding Training. MH noted that he, VCu and JG are trained but will require an update in March 2020. JL will also require basic level Safeguarding Awareness training, which MH will organise and deliver. Action on MH. Regarding hosting a Governors group meeting, SV clarified the proposal for Sub A Committee members (this had been discussed at Sub B in detail). All Governors agreed this is a useful and worthwhile suggestion, aimed at enhancing knowledge sharing between Governors at EIP schools. Governors set the date as Wednesday 26th February from 6.30-8.00pm, agreeing that they would all bring a small contribution for refreshments at the meeting. 	DW MH All
15.0	<p>Date, time and place for future meetings</p> <ul style="list-style-type: none"> Sub A: 6th February NB <i>all Governors invited as Jo Morris in attendance</i> Sub B: 30th January FGB: Thursday 26th March 4.30-6.30pm 	
16.0	<p>AOB: Community Classroom. MH suggests putting the topic on hold, pending the outcome of Academisation discussions. Governors agreed.</p>	

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