

<b>MINUTES OF THE FULL GOVERNING BODY MEETING, PART ONE ASHTON HAYES PRIMARY SCHOOL</b>	
<b>Date</b>	<b>17<sup>th</sup> March 2022 at 5pm</b>
<b>Venue</b>	<b>Zoom Conference Call</b>
<b>Present:</b>	Ann Lowry - Chair of governors (co-opted) Mary Jefferson – Vice-chair of Governor (Parent governor) Martin Willis – Vice-chair of Governor (LA governor) Jon Gilbert - Headteacher Matt Denman – Parent governor (Sub A Chair) Beth Carter – Staff governor James Lutton – Co-opted governor Jack Mellor – Co-opted governor Tracy Snell – Parent governor Liz Tombs – Co-opted governor Sharon Varey – Co -opted governors
<b>Apologies:</b>	Ruth Mason – Parent governor (Sub B Chair)
<b>Absent:</b>	Ruth Mason – Parent governor (Sub B Chair)
<b>In attendance:</b>	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- 24<sup>th</sup> January 2022**
- **FGB minutes – 6<sup>th</sup> December 2021**

#### **School development priorities**

<b>1</b>	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.
<b>2</b>	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.
<b>3</b>	To broaden the rich opportunities the school provides, in the curriculum and through extra-curricular activities, to enhance pupils' personal development.
<b>4</b>	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.
<b>5</b>	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.

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	AL chaired the meeting and welcomed the Governors. Apologies for absence were received from Ruth Mason.
<b>AGENDA ITEM 2</b>	<b>GOVERNING BODY MEMBERSHIP</b>
<b>Discussion:</b>	2.1 – Membership Updates <ul style="list-style-type: none"> <li>• AL advised that there had been some amendments to the link governor groups, the changes can be found on SharePoint.</li> </ul> <b>MW asked who would issue the dates for the next link governor group meetings?</b> JG confirmed that he would action this. <b>SV asked if the new group information could be circulated to all governors along with the dates of the next meetings.</b>

	<p>GL advised that she would circulate this.</p> <p>2.2 - Conflict of Interest</p> <ul style="list-style-type: none"> <li>No new conflicts of interest reported.</li> </ul> <p>2.3 – Governor Vacancies</p> <ul style="list-style-type: none"> <li>AL advised that there was still a vacancy and requested that all members of the Governing body try to seek a volunteer for the Summer term. The key skills required are HR, Law and Education. AL noted that it may be possible to contact the lady who had previously expressed an interest in the role, should no other suitable candidate be found before the next FGB meeting.</li> </ul>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	Arrange dates for link group meetings and send to GL for circulation.	JG	By Fri 22/04/22
	Circulate dates and link governor details	GL	By Fri 29/04/22
<b>AGENDA ITEM 3</b>	<b>MINUTES OF FGB AUTUMN TERM</b>		
<b>Discussion:</b>	<p>3.1 – Matters arising from minutes</p> <ul style="list-style-type: none"> <li>There were no matters arising from the previous minutes.</li> <li>AL thanked JG for the foresight in obtaining additional insurance to cover Covid-19 related absences.</li> </ul> <p>3.2 – Approve minutes from FGB meeting 06/12/21</p> <ul style="list-style-type: none"> <li>AL asked if all had read the circulated minutes and sought approval from the governing body.</li> </ul> <p><b>Resolved</b> – Minutes formally approved by all governors.</p>		
<b>AGENDA ITEM 4</b>	<b>SUB A COMMITTEE - Chair of Sub A</b>		
<b>Discussion:</b>	<p>4.1- Part 1 summary report</p> <ul style="list-style-type: none"> <li>MD advised that the Sub A committee group met in January and the key points will be covered under the agenda items.</li> </ul> <p>4.2 - Approve minutes from Sub A meeting 24/01/22</p> <ul style="list-style-type: none"> <li>AL asked if all had read the circulated minutes and sought approval from the governing body.</li> <li><b>Resolved</b> – Minutes formally approved by all governors.</li> </ul> <p>4.3 – Update on SFVS</p> <ul style="list-style-type: none"> <li>MD advised that the SFVS was complete and ready for sign off, MD has circulated the SFVS to all governors for comment and MD confirmed that no comments had been received so far.</li> <li>The financial skills matrices, which all Sub A committee governors had completed, has been reviewed and has highlighted some financial training is required, training will be via the NGA website.</li> <li>The Manual of Internal Procedures is complete and has been referenced within the SFVS.</li> <li>MD stressed that if anyone had any queries or comments re the SFVS to advise him within the next 24 hours.</li> </ul> <p>4.4 – Update on Budget</p> <ul style="list-style-type: none"> <li>Budget is showing a small surplus. The budget was finalised and signed off and has now been submitted to the LA.</li> </ul>		

	<p>4.5 – Premises, Toilets &amp; WiFi</p> <ul style="list-style-type: none"> <li>JG confirmed that the wifi had now been upgraded and full fibre has now been installed. The next step will be ‘Connect the Classroom’, which is via DFE funding we have access to. This will involve updating all the access points and all of the internal infrastructure for wireless connectivity.</li> </ul> <p><b>MD asked when would connect the classroom start?</b></p> <p>JG confirmed that the funding had been secured and it is anticipated that it should be completed within a few months.</p> <ul style="list-style-type: none"> <li>JG advised that a re-design had taken place with regards to the toilets, the plans had also been discussed with AL. JG to add the plans to SharePoint for all to review. Money could be saved by not extending externally under the canopy as groundworks would be needed as well as more plumbing etc., but to extend internally into the cloakroom. This would mean moving two classroom doors, Owls and Sparrowhawks. Whilst this will make the cloakroom smaller, it will increase the toilet provision. The girls’ would increase from 3 to 5 toilets and the boys’ would increase from 2 to 3. Plus, an increase in basins in both facilities. The architects are obtaining tenders and the plan is still to have the work completed during the summer holidays.</li> </ul>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	Advised MD re comments from SFVS	All Governors	By Fri 18/03/22
	Add toilet plans to SharePoint	JG	By Fri 22/04/22
<b>AGENDA ITEM 5</b>	<b>SUB B COMMITTEE – Chair of Sub B</b>		
<b>Discussion:</b>	<p>5.1 -Part 1 summary report.</p> <ul style="list-style-type: none"> <li>In RM absence, AL advised that the Sub B meeting had recently taken place, the minutes had not yet been produced due to the short timeframe between the Sub B committee meeting and FGB meeting.</li> </ul> <p><b>SV commented that we need to ensure that there is sufficient gap between the meetings for the minutes to be produced.</b></p> <p>AL confirmed that the original date for the meeting was 10<sup>th</sup> February, not the 28<sup>th</sup>. This would have given enough time for the minutes to be produced. The dates for all meetings are decided in advance at the end of the summer term for the following academic year, however, on this occasion the date had to be changed due to unforeseen circumstances.</p> <ul style="list-style-type: none"> <li>AL advised that a significant amount of time was spent during the meeting discussing policies for review. It had therefore been agreed to change the process of policy review. This will be discussed under agenda item 9.</li> </ul> <p>5.2 – PTFA Update</p> <ul style="list-style-type: none"> <li>JG advised that the PTFA chair was stepping down at the end of the summer term and communication had been issued regarding obtaining a replacement. If anyone knows of somebody who would be interested, then let JG know.</li> <li>JG advised that there had been numerous successful fundraising activities during the spring term; Rainbow Raffle, Pancake Day at the Goshawk as well as sponsorship from a parent competing in the 4 Villages Half Marathon. Also, a 2<sup>nd</sup> hand uniform sale and afternoon tea were planned for before the end of the term.</li> <li>Jubilee celebrations were planned for the 4<sup>th</sup> June in the form of a Dog show on the school field and the Hay day in July.</li> </ul> <p>5.3 Link Governor meetings – Key Points</p> <ul style="list-style-type: none"> <li>AL advised that the link group meetings were discussed, and a summary of the mastery meeting can be found on SharePoint or via this link. <a href="#">Mastery Meeting 7-2-22.docx</a></li> <li>AL advised that SV gave an update on the SEN provision.</li> <li>Pupil admissions for Reception in 22/23 was at capacity.</li> </ul>		

<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	Ensure dates between meetings provide enough time for minutes to be produced, draft approved and distributed.	AL/JG/GL	By Tue 04/07/22
<b>AGENDA ITEM 6</b>	<b>CHAIR'S ACTION</b>		
<b>Discussion:</b>	There were no chair's actions taken since the last meeting		
<b>AGENDA ITEM 7</b>	<b>HEADTEACHER'S REPORT</b>		
<b>Discussion:</b>	<p>7.1 – Head Teachers Report</p> <ul style="list-style-type: none"> <li>• JG advised that he had issued an updated version of the spring term headteachers report to all governors and the only change to the previous version was regarding staffing levels.</li> <li>• Leah Binns is currently on maternity leave following the birth of her son and therefore a replacement was needed. The job had been advertised twice, both times without any applications being received.</li> <li>• The maternity cover has therefore been achieved by extending Mrs Henderson's hours to full time; she was previously working 20hrs on a 1:2:1 funded basis and Emily Cuthbert, who will be starting teacher training at University in October is working 6 hours, which means between both Mrs Henderson and Miss Cuthbert, Miss Binns' hours are covered.</li> <li>• Pupil numbers: - we have 2 new pupils starting in Kestrels and another 1 starting in Owls (year 2), taking the total number of pupils to 140.</li> <li>• Ofsted review, it is anticipated that the school will be reviewed during the summer term.</li> <li>• No bullying incidents reported.</li> <li>• JG advised that following the Fire Safety Inspection, the school is required to have more electrical points.</li> <li>• JG advised that the door locking systems requires updating and he is seeking quotes to assess the costs involved.</li> <li>• JG displayed the data from the report.</li> </ul> <p><b>SV asked for clarification regarding the increase in Percentage of pupils eligible for the pupil premium, risen to 5.1% from 3.67%, was this just one child.</b> JG advised that it was 2 children, though the funding had not yet been received.</p> <p><b>SV asked if the reduction in attendance was due to Covid?</b> JG confirmed that it was.</p> <p><b>SV asked if the new door locking system was going to expensive and how will it impact on the budget.</b> JG advised that the coding system for the cards was no longer compatible with the computer system. A new system would cost £1,000. Therefore, rather than spend £1,000 on a door system that was 12 years old, we are looking at just a new locking system for the external doors and perhaps a keycode lock for the internal doors.</p> <p><b>AL asked whether the new English and maths schemes effect the children in terms of having to learn new techniques?</b> JG advised that the pathways are consistent, so no impact expected. It is too early to know though regarding phonics, however the new phonics scheme is not expected to have any negative effect.</p> <p><b>MJ asked if the figures had been compared with any other FAVP schools?</b> JG advised that they hadn't yet, but he would look to do so. He also advised that he would be happy to go through the data in more detail on Insight. TS &amp; JM volunteered to meet with JG.</p> <p><b>AL suggested that TS &amp; JM summarise the findings for the rest of the governors, and it would be added as an agenda item on the next Sub B meeting.</b></p> <p>7.2 – Schools Bulletin</p> <ul style="list-style-type: none"> <li>• AL advised that the schools bulletin had been circulated and there were interesting articles on Ofsted, and how they are taking the impact of the Pandemic into account during assessments. Also an article regarding the rise in Gas and Electricity prices,</li> </ul>		

	<p>the article advised that schools should plan for a 200% increase for gas and 90% for electricity.</p> <p><b>MD asked if the school was able to store and reuse the energy generated from the solar panels?</b></p> <p>JG advised that he didn't think this was possible as the school doesn't own the energy. It may be possible to have a meeting with Roy Alexander to discuss potential options in more detail.</p> <p><b>AL agreed that this would be a great idea and thought that a few governors could be present at the meeting.</b></p>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	Arrange meeting with JG to review pupil data, summarise and circulate summary.	TS & JM	By Fri 26/05/22
	Add Pupil Data Summary onto next Sub B agenda	GL	By Mon 30/06/22
	Arrange meeting with Roy Alexander	JG	By Fri 12/05/22
<b>AGENDA ITEM 8</b>	<b>SAFEGUARDING</b>		
<b>Discussion:</b>	<p>8.1 - Safeguarding</p> <ul style="list-style-type: none"> <li>Update on training - All training was up to date. JG also advised that a meeting would take place between himself and JM on Monday 23/3 where they will review the audit again.</li> <li>KCSiE – GL confirmed that all governors had confirmed they have read and understood the document.</li> </ul> <p><b>BC advised that Safeguarding Level 3 training needed to be refreshed every 3 years, and hers is currently fine. Did we require another governor to be trained to this level?</b></p> <p>JG advised that there wasn't a requirement for a specific number of governors to be trained to level 3, we have JM and SV so no additional requirement needed.</p>		
<b>AGENDA ITEM 9</b>	<b>PROCEDURES / POLICIES FOR REVIEW/APPROVAL</b>		
<b>Discussion:</b>	<p>9.1– Equality Policy</p> <ul style="list-style-type: none"> <li>JG confirmed he had reviewed the policy and made several changes as the previous policy was no longer relevant. The policy had been shared with AL and MW who had provided feedback and comments. JG subsequently updated the policy based on their comments.</li> <li>JG shared the policy with all governors and advised that the policy was much more relevant to the school.</li> </ul> <p><b>MW advised that it was refreshing to see that the policy now had the right balance between ensuring all the legal requirements were there but now it was easy for it to be read and understood.</b></p> <ul style="list-style-type: none"> <li>AL asked if all governors would approve the new policy. – All agreed, policy approved.</li> </ul> <p>9.2– Procedure on policy reviews</p> <ul style="list-style-type: none"> <li>AL advised that a short discussion was needed on the procedure for future policy reviews as too much time is spent in the sub committee meetings discussing the policies. There is no requirement for all policies to be reviewed by all governors. AL asked if anybody had any suggestions on how to take this forward.</li> </ul> <p><b>MW suggested that each policy is allocated to one governor to conduct an initial review, then another governor conducts a 2<sup>nd</sup> review.</b></p> <p>All governors agreed this this was the preferred way forward. JG advised that there may be an occasional policy that needs to be reviewed by all governors, he will notify these as they arise.</p> <p><b>JL asked if there was a policy review schedule?</b></p> <p>JG advised that there is a list of policies and the review dates in a word document. GL has volunteered to covert this to an excel spreadsheet once the information is sent to her.</p>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>

	Send policy schedule to GL.	JG	By Tue 21/03/222
	Convert policy schedule into excel document	GL	By Fri 22/04/22
<b>AGENDA ITEM 10</b>	<b>GOVERNOR DEVELOPMENT - TRAINING REQUIRED/ATTENDED</b>		
<b>Discussion:</b>	<p>10.1 – Training taken</p> <ul style="list-style-type: none"> <li>AL advised all governors to continue to review the NGA website for training courses and to enrol on any that are relevant, AL then asked for a list of the courses that had been already been taken by some governors: - <ul style="list-style-type: none"> <li>Ofsted inspections – Step by step – MD, RM, MW</li> <li>Greener Governance – AL</li> <li>Heads, Chairs &amp; Clerks conference - AL</li> <li>Basic Safeguarding – TS</li> <li>Health, Wellbeing and Personal Development - TS</li> <li>Development for Schools &amp; Trust Governance Professionals – GL</li> </ul> </li> <li>JG confirmed that he had saved the NGA Ofsted inspection guide for governors within SharePoint for all to access.</li> <li>AL advised that she would also be attending a Vision Statement, networking event later that evening.</li> </ul> <p>10.2 – Date of next Governor Development Meeting – 25/4/22</p> <ul style="list-style-type: none"> <li>AL advised that she had drawn up a 3-year governor development plan with JG and MJ which she will share with all governors, please review this once shared and provide feedback at the development meeting.</li> <li>AL advised that the development meeting will also cover Ofsted readiness.</li> </ul>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	Share the governor development plan	AL	By Tue 19/04/22
<b>AGENDA ITEM 11</b>	<b>ANY OTHER BUSINESS</b>		
<b>Discussion:</b>	<p>11.1– Date of next meeting</p> <ul style="list-style-type: none"> <li>Sub A – Monday 23/05/22</li> <li>Sub B – Thursday 09/06/22</li> <li>Full Governors – Monday 04/07/22</li> </ul> <p>11.2 The School Bus.</p> <ul style="list-style-type: none"> <li>AL advised that The School Bus subscription was due for renewal and sought feedback from all governors as to how often it was accessed.</li> <li>The response was mixed, some governors have never used it and some only occasionally.</li> <li>It was agreed therefore that the subscription should not be renewed and to continue with the NGA subscription. It was also agreed that The School Bus subscription could be re-instated should the need arise.</li> </ul> <p>AL thanked everyone for their attendance and participation.</p>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	Advise DS that the School Bus subscription can lapse	GL	By Fri 18/03/22

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