

**Ashton Hayes Primary School**  
**Governors Meeting**

<b>Meeting of: Full Governors Part One</b>	<b>Term: Autumn 2015</b>
<b>Place: Ashton Hayes Primary School</b>	<b>Date: Thursday 12<sup>th</sup> November 4.30-6.30pm</b>
<b>Present:</b> Mr Matt Hover (Headteacher) Mrs Margaret Papworth Mrs Pauline Tilley Mr Edward Whelan Mr David Wilson	Mr Matt Wardle; Mrs Ann Lowry Mrs Ruth Mason Mrs Sharon Varey Mrs Vanessa Cuthbert Miss Linda Corker (Observer);
<b>Apologies:</b> Mrs Diane Stubbs	<b>In Attendance:</b> Ms Vivien Couche (Clerk)

Item	Minute	Action	Date
1.0	<b>Apologies</b> – Apologies received from DS were noted and accepted.		
2.0	<p><b>Membership Updates</b></p> <ul style="list-style-type: none"> <li>Changes discussed and to be made to the Membership document <i>by the Clerk</i>.</li> </ul> <p><b>Parent Governor Vacancy</b></p> <ul style="list-style-type: none"> <li>Vacancy discussed, MH advised that 4 good nominations had come forward. A ballot will be held, <b><i>MH will ensure voting forms are circulated</i></b> week commencing 16<sup>th</sup> November. <b><i>Action on DS</i></b> to share with Governors the letter that had been sent to Parents regarding the vacancy. MP reminded Governors that a Co-opted Vacancy exists and invited them all to consider whether they knew anyone suitable, ideally representing the community. Any potential nominees to be advised to the Clerk.</li> </ul>	Clerk  MH DS All	
3.0	<p><b>Conflicts of Interest</b></p> <ul style="list-style-type: none"> <li>Clerk circulated Pecuniary Interests form, which all Governors completed. <b><i>Clerk to email scanned copies to DS.</i></b></li> </ul>	Clerk	Complete
4.0	<p><b>Minutes of Summer Term FGB Meeting</b></p> <ul style="list-style-type: none"> <li>Minutes were approved as an accurate record.</li> </ul>		
5.0	<p><b>Matters Arising from the Summer Term meeting minutes (not otherwise covered on the Agenda)</b></p> <ul style="list-style-type: none"> <li>MP queried item 6.0 regarding tarmac and the pathway to school. The condition of the pathway is deteriorating again in the poor weather. After discussion of various options, MP confirmed he would order some hardcore to improve drainage and level the path. This is an interim measure, tarmacking will be undertaken when other work is planned e.g. playground resurfacing.</li> </ul>		
6.0	<p><b>SEN Update</b></p> <ul style="list-style-type: none"> <li>RM gave an update on her meeting with MH earlier in the week, when they had discussed the Register; the different types of funding; how that is spent and how provision is reviewed annually. She described her understanding of the need for detailed records as soon as a potential need is identified. MH described the provision map, which is linked to the individual child profile.</li> <li>RM confirmed her plan to review some inference interventions and see how they work in practice. <b><i>RM will then draft an</i></b></li> </ul>	RM	

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Dated: 22/3/16

	<b>Impact Statement</b> for inclusion in the Minutes.		
7.0	<p><b>Part One Reports from Sub Committees: Sub A.</b></p> <ul style="list-style-type: none"> <li>DW reported on the balanced budget, noting a small carry forward projected for 2015/16 of £545, which was negligible but satisfactory given the historic budget position. Governors appreciative of this position and thanked all involved.</li> <li>MP queried an item in the Minutes regarding DS emailing out a copy of the Hirer's Agreement regarding Public Liability Insurance and whether this had happened. <b>Action on DS to advise.</b> VC reported on an issue regarding the main front doors being propped open one evening when a group was in using the Hall. <b>MH to email the group concerned</b> (Line Dancers).</li> <li><b>Date agreed for the SFVS working group of Thurs 14<sup>th</sup> January 2016 at 3.30pm at school.</b></li> </ul>	DS MH SFVS group	14/1/16
8.0	<p><b>Part One Reports from Sub Committees: Sub B.</b></p> <ul style="list-style-type: none"> <li>SV reported on a full meeting, encouraging all Governors to read the Minutes. She reminded Governors of the "3 Cs", to comment, clarify and challenge on information provided. SV highlighted the action in 5.4 to improve communication between staff, school, Governors and parents, which MH confirmed was reflected in the SSDP and SEF.</li> <li>Governors were reminded to check their school website biographies and advise MH of any changes.</li> <li>SV noted that given the large amount of content to cover during the Sub B meeting, members had agreed to split the meeting into two meetings each of 90 minutes. After discussion, new dates for the meetings agreed <b>as Thursday 28<sup>th</sup> January 4.30 – 6.00pm and Thursday 4<sup>th</sup> February 4.30 – 6.00pm. Action on all Sub B attendees to note the new dates.</b></li> <li>Regarding the presence of Governors in school, item 7.4 in the Minutes, MP advised Governors that they are asked to contribute on an ongoing basis to a table which DS is compiling. This records the days and purpose of when Governors visit school.</li> </ul>	Sub B Governors  All	28/1/16 4/2/16  Ongoing
9.0	<p><b>Subject Leaders Report</b></p> <ul style="list-style-type: none"> <li>AL to defer her update regarding French to the next FGB meeting.</li> <li>SV gave a Literacy update from a visit on 16/9/15, during which she saw lots of activities, including: phonics; intervention groups; adverbs; drama; and guided reading. She described varying group sizes and commented on the well organised structure to guided reading. For her next visit she will consider pupil progress and then book scrutiny. SV is also covering PE and History/Geography for the time being, pending recruitment of Governors to cover these subjects.</li> <li>MP reminded Governors that she has taken on Link Governor responsibility for RE and PSCE, and has recently met with Jill Howe regarding this. MP reviewed what happens across year groups and within KS and KS2 respectively, noting that artefacts, enquiry and questioning form a key part of this in KS2. MP noted JH's enthusiasm for the subject her training on Philosophy for Children (P4C). MP next plans to audit what happens across school and confirm that the relevant policy has been updated.</li> <li>DW noted that he has had a discussion with Dominic May and plans to sit in a lesson next week. He commented that DM appears to be already up and running as a subject leader and is sharing knowledge across the school.</li> <li>EW updated that he has started to look at Science and will provide a report at the next FGB meeting, including on how to do experiments with household objects to make science interesting!</li> </ul>		

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	<ul style="list-style-type: none"> <li>MP summarised this part of the meeting by encouraging other Governors who have not already done so, to make contact with their respective Subject Leaders and organise a visit, with the 3 Cs of comment, challenge and clarify in mind.</li> </ul>		
10.0	<p><b>Chair's Action</b></p> <p>MP updated that she had responded to a letter regarding Suzanne Dobson's maternity leave and that she had also recently received a resignation letter from one of the Midday Assistants.</p>		
11.0	<p><b>Record of Governor Visits and Attendance</b> (Covered under item 8.0.)</p>		
12.0	<p><b>Headteacher's Report</b></p> <ul style="list-style-type: none"> <li>MH gave an update regarding the recent working group meeting (MH, MP and AL) to update the <b>SEF</b>. The focus was on the Leadership and Management section, which is considered Good. MH reminded Governors of the need for them to challenge, as a key part of their role. He also noted that the Pupil Premium review needs to be scheduled in again. The Safeguarding section of the SEF is judged as Outstanding, which MH elaborated on. EW challenged MH as to what would be needed to take the overall self-evaluation to Outstanding and MH clarified, noting the need for sustained and embedded examples e.g. of Pupil Leadership, to meet the Ofsted criteria. MH concluded this part of the update by noting that the other sections are subject to ongoing review and need further comment and challenge, which he invited Governors to provide.</li> <li><b>RAISE Summary.</b> MH highlighted key elements of the RAISE data, noting key statistics e.g. the higher % of boys compared to girls on roll. He commented on the strength of Writing, noting that 56% were making more than expected progress, compared to the national average of 36%. However, he noted that in Reading, the KS2 Value Added was significantly below average for the group SEN without EHC/Statement. Governors discussed the implications and potential explanation for that year group, noting prior staffing changes and commenting that in the last 2 years, there has at least been consistency in teaching. MH flagged the school focus on SPaG this year, noting a discrepancy between higher and lower ability children. KS1 will have a SPaG test this year. Concluding the discussion, MP praised the report's format, Governors agreed this was useful and accessible.</li> <li><b>EIP Extremism Policy.</b> Governors confirmed they had all read and approved the Policy for adoption.</li> <li><b>Ofsted Inspection Dashboard:</b> MH noted that, as per the RAISE summary provided, Reading for the non-statemented SEN children was significantly below average and is a key area of focus.</li> <li><b>Staff Structure:</b> MH highlighted some updates to the report provided and highlighted the positive contributions from Miss Oats as a Midday Supervisor and Mrs Salt as a Kitchen Assistant. He noted the changes in numbers of children on roll since the end of the summer term, when 6 children left the school for varying reasons. He noted that Attendance is Outstanding.</li> <li><b>OFSTED Awareness.</b> MH asked for a working group to meet and look at Ofsted preparation. Governors agreed to schedule <b>9.30 – 11.30am on Tuesday 12<sup>th</sup> January for this, with RM, SV, AL, MP, LC,DW, EW and MW attending.</b> He highlighted the document Possible Questions from OFSTED Inspectors by way of preparation and asked <b>Governors to complete the Awareness Sheet</b> and return it to him by the end of term.</li> <li><b>Policies.</b> Governors confirmed their approval to the Policies that had been reviewed and edited by the Sub Committees. The date for the next Policy Working Group meeting will be set at the next Sub A and Sub B meetings. <b>Clerk to table this item.</b></li> </ul>	<p>Governors 12/1/16</p> <p>Governors 18/12/15</p> <p>Clerk</p>	

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	<ul style="list-style-type: none"> <li>• <b>Channel Training.</b> MH <i>reminded all Governors to complete the training and return their certificate</i> of completion by the end of November. <i>Clerk to resend the link</i> to the web address for the training to all Governors asap.</li> <li>• <b>Quality of Teaching,</b> MH updated Governors regarding the outcomes from recent Learning Walks. 16 i-Pads have now been ordered, to help with whole-class Computing teaching and the online assessment tool: Pupil Asset. On <b>Curriculum Development,</b> MH praised the communication and planning between Miss Wall and Miss Carter for the Year 3 children.</li> <li>• <b>Residentials:</b> Governors noted the details and approved the visits planned to Keswick, Ironbridge and Beeston.</li> <li>• <b>Safeguarding:</b> MH reminded Governors of the planned INSET day on <b>February 12<sup>th</sup> for whole school Safeguarding Level 1 training.</b> He elaborated on the e-TAF system and MW noted the importance of schools playing an active role in this process.</li> <li>• <b>Community Cohesion and Engagement with Parents:</b> Governors discussed this, noting the comments from the Parent Questionnaire. They summarised that multiple channels of communication were preferable going forward.</li> <li>• <b>Resources Update:</b> MH updated Governors regarding the potential use of a temporary classroom from Helsby Hornsmill and noted that he is awaiting an update from Rick Turnock regarding discussions they have had on facilities and capacity. MH flagged his intention to hold a meeting during Spring Term with Parents regarding class organisation. Governors supported proactive communication but noted the meeting would need to be well planned and organised.</li> </ul>	All Clerk	30/11/15 Complete
		All Governors	12/2/2016
13.0	<b>Schools Bulletin (CWAC)</b> The Dashboard/OFSTED questions contained in the document were noted.		
14.0	<b>Safeguarding (Covered under earlier items)</b>		
15.0	<b>Residential Visits (Covered under Headteacher's Report)</b>		
16.0	<b>Policies</b> Policies circulated for this meeting were approved for adoption.		
17.0	<b>Governor Training and Development</b> <ul style="list-style-type: none"> <li>• Governors are to have a session with the SIP. Date to be agreed, timing will be 6-8pm.</li> <li>• MH shared the training course brochure and reminded Governors that the Safeguarding session on 12/2/16 is essential.</li> </ul>		
18.0	<b>Future Term Dates</b> The last day of the Autumn Term in 2016 will be 23 <sup>rd</sup> December. MH suggested using that date as an INSET day, making up the time in Twilights during the Term. Governors agreed.		
19.0	<b>Date, Time and Place of Future Meetings</b> Noted as per Agenda. FGB Thursday 10 <sup>th</sup> March 4.30 – 6.30pm.		
20.0	<b>AOB</b> Governors noted the positive impacts from the recent visit of the Poet Matthew Goodfellow and from the European Day of Languages. Parent Governors and representatives confirmed how well received these events had been by the children.		

**End of Part One of the meeting. Part Two Minutes documented separately.**

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