

Ashton Hayes Primary School

Governors Meeting

Meeting of: Full Governors Part One	Term: Summer 2016
Place: Ashton Hayes Primary School	Date: Thursday 7th July 4.30-6.30pm
Present: Mr Matt Hover (Headteacher) Mrs Margaret Papworth Mrs Diane Stubbs Mrs Ruth Mason	Mrs Pauline Tilley Mrs Mary Jefferson Mrs Ann Lowry Mrs Sharon Varey Miss Linda Corker (Observer);
Apologies: Mr Matt Wardle, Mr Edward Whelan, Mrs Vanessa Cuthbert, Mr David Wilson.	In Attendance: Ms Vivien Couche (Clerk)

Item	Minute	Action	Date
1.0	Apologies – Apologies received were noted and accepted.		
2.0	Membership Updates <ul style="list-style-type: none"> • AL advised a new phone number, Clerk to update the document. • Election of Chair: MP was proposed and seconded as Chair of the Governing Body. She has accepted for a further year. • Election of Vice Chair: AL was proposed and seconded as Vice Chair of the Governing Body. She has accepted for a further year. • Governors discussed and agreed that in future years, invitations for nominations to the posts of Chair and Vice Chair be invited prior to the meeting, enabling all Governors to give good consideration to taking on these roles. Clerk to ensure this is reflected in the Agenda items for the Summer 2017 FGB meeting. • Clerk: Governors agreed to retain Viv Couche as Clerk to Governors. • The Co-opted Governor vacancy remains, however MP and VC updated regarding recent discussions with Kat Farrall (Finance Director at Farrall's) about the possibility of her joining the Governing Body. Kat is keen to help but the timing is not ideal at the moment. Clerk to contact again in Sept/Oct to see if the timing is better for her then. Governors also discussed advertising the vacancy on the Parish Council, Ashton Village and Mouldsworth Facebook pages. Clerk to email Ruth Frod re Mouldsworth Facebook page and Sally Whelan re the Ashton Facebook pages. 	Clerk	Complete
		Clerk	June 2017
		Clerk	Sept/Oct 2016
		Clerk	Sept 2016
3.0	Conflicts of Interest - no updates.		
4.0	Minutes of Spring Term FGB Meeting - approved as an accurate record.		

5.0	<p>Matters Arising from the Summer Term meeting minutes (not otherwise covered on the Agenda)</p> <ul style="list-style-type: none"> Regarding item 5.0 regarding tarmac and the pathway to school, MH advised that quotes are in progress. Regarding 9.0, MH to circulate the Linguafun log in details to Governors. Regarding 12.0, there will be training held in September regarding PREVENT for anyone who has yet been unable to attend. Regarding 12.0, the Academy discussion, a meeting will be scheduled for the Autumn term. Recent advice from the Chairs of Governors conference indicated that there was no longer a sense of urgency from the government to convert all Primaries to Academy status. Regarding 15.0, Governors expressed their congratulations to the PTFA following a great Hey Day. Lisa Cleaver was particularly noted for her strong contribution in organising the Auction of Promises, which alone raised nearly £800 in funds. MH added that this year's event had been very well organised and planned, eliciting much positive feedback from parents. The Maypole dancing was also praised and LC expressed her agreement to return next summer to organise this again! 	MH	
6.0	<p>SEN Report to Governors (to be covered as part of Headteacher's Report in item 12.0)</p>		
7.0	<p>Part One Reports from Sub Committees: Sub A.</p> <ul style="list-style-type: none"> As DW was absent from the meeting, DS provided the update on behalf of Sub A. Governors noted that the Minutes from the Spring Term Sub A meeting were approved. Matters Arising: it was noted that a Journalist from the New York Times is due to visit the Village this week regarding its Carbon Neutral status and would also be aware of the school's Solar Panels. DS updated Governors that: <ul style="list-style-type: none"> The budget has been subject to some changes but remains around a £24k deficit. <i>MJ expressed her view that this is not too bad and that it was important that the school shows realistic numbers in its budget, to avoid creating the impression that it can cope with insufficient funds.</i> The recent Health and Safety review had gone well, the Hygiene visit is due. Issues remains with the service from Edsentials. MH wants to explore options with other schools who are using alternative suppliers. He is aware that 11 schools have terminated the Edsentials service contract. However he noted that a year's notice needs to be given to terminate the contract. Mrs Salt is busy with Maintenance plans over the summer, which all Governors expressed their appreciation for. School has reviewed proposals for the SBSA and have broadly maintained current providers. The new Admin Assistant, Lyndsey Taylor (working Fridays in School Office) has made a great start. The balance of School Fund is £10,095 of which £5000 relates to Keswick and c. £2k relates to Arrowebrook. MH mooted a proposal to spend DFC on new Ultra 4k Smart Touch Whiteboards for all classrooms, at a cost of £14,000 in total, including fitting. The cost would be met using £1k from School Fund, £3k from PTFA and £10k from DFC. Governors discussed 		

	and supported this proposal. MH confirmed that the Projector and Screen from Peregrine Classroom would be moved into the Maple Room.		
8.0	<p>Part One Reports from Sub Committees: Sub B.</p> <ul style="list-style-type: none"> SV noted that much content from the last Sub B meeting had now been superseded by recent meetings, new data and curriculum changes. From the last Sub B meeting Minutes, SV updated Governors regarding item 3.2, the INSET day spent reviewing school's strengths and weaknesses from an OFSTED perspective, noting that a further meeting is planned on this. Regarding the Data course that RM and MJ had attended, SV suggested that they provide an update on this at a future meeting. RM and MJ are planning to review school's data with MH following the course. An informal Governors meeting is planned for the Autumn Term, when this and RAISE Online would be reviewed. 		
9.0	<p>Student Council and Eco Champion representatives</p> <ul style="list-style-type: none"> MH advised Governors that there had not been a meeting of the Student Council yet this term, but that a written report would follow by email to Governors after the meeting takes place next week. MH reported that £130 profit had been made on the tie-dye T-shirts by Year 6. Governors agreed this had been a great success and LC agreed to return next year to help repeat the project. MJ updated Governors about a Minibus service which needs a parking space 3 days per week and mooted the idea that this could be parked at school, meaning that school would also be able to use it when available. Governors agreed this would be good for Community and school usage. MJ will arrange for the driver to pop along to school so MH can see it. 	MH MJ	July 2016
10.0	<p>Chair's Action</p> <ul style="list-style-type: none"> MP updated Governors that she had written to LC following her letter of resignation. Governors confirmed they had seen the letter and appreciated MP's appreciative words to LC on their behalf. MP will write to Mark Parkinson at the end of term as required. MP noted her intention to follow up regarding the INSET day questionnaire on school strengths and weaknesses. She hopes to tie this in to the September INSET day. Governors agreed to meet regarding this on 25th July to develop a Questionnaire for use by staff. MH also indicated his intention to review the Mission, Vision and Aims at the September INSET day, in order to have a clear focus on these for the start of the coming year. 	Governors	25 July
11.0	<p>Subject Leaders Update from Governors</p> <ul style="list-style-type: none"> MH noted that DW and MW have made visits to school in respect of their Link Governors focus, however reports have not yet been provided. VC added that she had heard from MW that he had done an ICT review and was happy with the provision. More details to follow at the next FGB meeting. VCu has provided a Science update, which MH shared with Governors. He particularly noted the positive cross-curricular focus e.g. on literacy skills when the children are writing science summaries. MH reported that Matthew Campbell is keen to 	MW, DW	1/12/16

	<p>take on the role of Subject Lead when he starts in September. He will also be the PE Coordinator with the support of Miss Binns.</p> <ul style="list-style-type: none"> • Governors reviewed the % summary of children reaching ARE in Summer 2016 in Science and agreed that the figures shown are a very positive reflection of attainment in this subject. He also noted that given the starters and leavers within the Year 1 cohort, he would expect the percentages of attainment to increase over the coming year. • More detail is included in the Science report supplied at the meeting, which Governors expressed their thanks to VCu for compiling. 		
12.0	<p>Headteacher's Report</p> <ul style="list-style-type: none"> • MH presented his report, beginning with the staff structure and noting Lyndsey Taylor as a positive new addition to the school. The Midday Assistants will broadly continue as per current provision, however MH and Miss Oates will be reviewing this shortly as Mrs Savill will be leaving. • MH reported that from September 2016 the anticipated pupil numbers will be 64 in EYFS/KS1 and 64 in KS2, following some recent moves of children in and out of school. • MH highlighted that Attendance is outstanding at 97.55%. • Regarding LAC and SEND children, MH flagged the exceptional progress made by one LAC child in Year 6. He noted that a 3C statement had been secured for one child, while applications have been resubmitted for two other children. MH noted the support from a SENCO at another school, which has been invaluable. • MH noted the Pupil Premium funding at the current time is just £5580, based on 5 children qualifying for this or EV6/EV4. • Good Level of Development, MH highlighted the 86.4% of EYFS children achieving GLD. This is an outstanding level of achievement and reflects the incredibly hard work done on early excellence. Governors agreed the increase from 71% in the prior year was phenomenal progress and commended the whole EYFS team for this achievement. • Year 1: LC was congratulated for her 86% pass rate in the Year 1 Phonics test, LC noted the great contribution from TAs who also run Phonics groups and provide intensive support. <i>RM commented that at a previous Sub B meeting, it had been noted that there was a high % of children who were behind in Maths and LC had advised at the time that significant progress is made during the last two terms. The results demonstrated today bear this out, with 83% of children at ARE and 59% above ARE.</i> • Year 2: MH highlighted the SPAG result of 95% at the expected standard or above, which is outstanding. However, he confirmed that Writing and Maths are the key focus areas for next year based on progress this year. The % of children working towards the expected standard in these areas was disappointing, but MH noted that number of summer-born boys had an impact on this number. <i>MJ commented that having a male teacher working with these children next year could have a very positive effect on addressing this.</i> • Other Year Groups' progress: MH spoke to the relevant tables within his report highlighting areas for attention. 		

	<ul style="list-style-type: none"> • SATs: MH gave Governors a document titled <u>National Curriculum Assessments at key Stage 2 in England, 2016 (interim)</u> for context. The document notes that 53% of pupils reached the new expected standard in reading, writing and mathematics nationally, which was 12% below the expected floor standard. By contrast, our school achieved a Writing score of 92% (vs. national figure of 74%) a Reading score of 85%; 77% for SPAG and 92% for Maths. Governors agreed this was a tremendous achievement and joined MH in commending the team effort involved in gaining these results. • SSDP: MH noted that the majority of objectives in the SSDP have been achieved. 		
13.0	School's Bulletin (CWAC) No comments.		
14.0	Unofficial School Funds <ul style="list-style-type: none"> • Covered during Sub A update. 		
15.0	Safeguarding <ul style="list-style-type: none"> • MP updated Governors that she had recently attended the Chairs of Governors conference with AL, where the focus had been on School Improvement. Dame Cathy August spoke about simplification, noting that leadership, vision and culture are the key things that drive school improvement. • MP also advised Governors of the plan for a 'fresh pair of eyes' review of school from a Safeguarding perspective, in order to see how processes and practices work within school. MJ offered to take this on, with support from AL. 	MJ, AL	
16.0	Planned Residential Visits <ul style="list-style-type: none"> • Governors discussed and agreed with the trips planned for next year. They discussed the possible use of the train to travel to London for the Year 5/6 trip, noting that high visibility jackets would be a useful aid to keep the children safe. • Item to be reviewed again in Autumn term when more details e.g. dates of the trips are known. 		
17.0	School Policies <ul style="list-style-type: none"> • Governors confirmed their review and approval of the Managing Medicines Policy, which was supplied before the meeting. • MP thanked MH for the schedule of Policies that he now maintains. MH offered to continue to review and make updates to the policies as and when required, as per the schedule. Governors agreed for him to do this, rather than hold a separate policy review working group. 		
18.0	Governor Training and Development <ul style="list-style-type: none"> • Updates already covered during earlier items. • AL agreed to provide a short end of year report from Governors of general news for inclusion in the last newsletter at the end of the summer term. 	AL	July 2016
19.0	<u>Dates, times and places of future meetings:</u> NB. All meetings will take place from 4.30-6.30pm at school Autumn Term		

<ul style="list-style-type: none"> • Sub A: Thursday 6th October • Sub B: Thursday 20th October • FGB: Thursday 1st December • Informal Governors: Thursday 17th November <p>Spring Term</p> <ul style="list-style-type: none"> • Sub A: Thursday 2nd February • Sub B: Thursday 16th February • FGB: Thursday 23rd March 		
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Summer Term

- Sub A: Thursday 11th May
- Sub B: Thursday 18th May
- FGB: Thursday 6th July

End of Part One of the meeting.

Signed : *Margaret Ripworth* Chair of Governor

Signed:  Headteacher

Dated : 1/12/16