

<b>MINUTES OF THE FULL GOVERNING BODY MEETING, PART ONE ASHTON HAYES PRIMARY SCHOOL</b>	
<b>Date</b>	<b>5<sup>th</sup> December 2022 at 5pm</b>
<b>Venue</b>	<b>Ashton Hayes Primary School</b>
<b>Present:</b>	Ann Lowry - Chair of governors (co-opted) Mary Jefferson – Vice-chair of Governor (Parent governor) Jon Gilbert - Headteacher Matt Denman – Parent governor (Sub A Chair) Dani Fray – Staff governor James Lutton – Co-opted governor Tracy Snell – Parent governor Liz Tombs – Co-opted governor
<b>Apologies:</b>	Martin Willis – Vice-chair of Governor (LA governor) Ruth Mason – Parent governor Jack Mellor – Co-opted governor
<b>Absent:</b>	
<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:

- **Leadership & Strategy Minutes – 22nd September 2022**
- **Committee A Minutes- 10<sup>th</sup> October 2022**
- **Committee B Minutes- 7<sup>th</sup> November 2022**
- **Headteacher’s Report**
- **Policies - Disciplinary Policy & Procedure and Children With Medical Needs Who Cannot Attend School**

#### **School development priorities**

1	To support teachers, develop a wide range of teaching strategies which have the greatest impact upon improving outcomes for all pupils.
2	Embed the school’s approach to conscious discipline to ensure a consistency of approach across the school.
3	Ensure the best possible opportunities to enhance the spiritual, moral, social and cultural development of all pupils.
4	Implement a rigorous cycle of development, where leaders model, instruct and support colleagues to improve.
5	To further develop an environment that supports the intent of an ambitious, coherently planned and sequenced curriculum that is rich in opportunity, language and investigation.

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	AL chaired the meeting and welcomed everybody. Apologies for absence were received and accepted from Martin Willis, Ruth Mason & Jack Mellor.
<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 confirmed no new governors had been appointed or resigned.</li> </ul> 2.2 - Governors are required to declare any interests in relation to the following: <ul style="list-style-type: none"> <li>• No declarations were received.</li> </ul>

	<p>2.3 – Governor Vacancies</p> <ul style="list-style-type: none"> <li>AL advised an advert would be going into the Around Ashton newsletter.</li> </ul> <p><b>MJ Suggested the advert is also added to the Mouldsworth and Manley newsletter as Around Ashton does not get delivered there.</b></p>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	Advertise governor vacancies in Mouldsworth & Manley newsletter	AL	By 16/12/22
<b>AGENDA ITEM 3</b>	<b>APPROVAL OF THE L&amp;S MINUTES AND PART 1 COMMITTEE A &amp; B MINUTES</b>		
<b>Discussion:</b>	<p>3.1 – Matters arising from L&amp;S meeting 26/09/22 and approval of minutes</p> <ul style="list-style-type: none"> <li>AL confirmed the Governors 3 year plan had been reviewed and was available via the SharePoint link <a href="#">Governor Development Plan 10.10.22.docx</a></li> <li>Governing board self-evaluation to be completed at L&amp;S meeting in Sept 23.</li> <li>JG advised he would provide a template format for the link governor meetings, to be saved in SharePoint for all to review.</li> <li>DF explained how she and MD are approaching the Maths link, for example MD will be observing maths lessons as opposed to just reviewing the books, however this approach should be tailored to each subject.</li> <li>AL asked if minutes could be approved.</li> <li>All governors agreed by a show of hands.</li> </ul> <p><b>Resolved</b> – Minutes formally approved.</p> <p>3.2 - Approve minutes from part 1 Committee A meeting 10/10/22</p> <ul style="list-style-type: none"> <li>MD advised a small surplus in the budget, which is a credit to Diane Stubbs and the team, particularly during very difficult financial times. There is forecasted deficits for future years, which will need to be addressed.</li> </ul> <p><b>MJ asked at what point in time do we need to address the forecasted deficits?</b> MD advised this will need to be reviewed once we know what, if any additional funding will be provided.</p> <p><b>AL asked if David Wilson agreed to be the auditor.</b> MD advised no response received yet; he will follow up.</p> <ul style="list-style-type: none"> <li>MD asked if minutes could be approved.</li> <li>All governors agreed by a show of hands.</li> </ul> <p><b>Resolved</b> – Minutes formally approved.</p> <p>3.3 – Approve minutes from part 1 Committee B meeting 07/11/22</p> <ul style="list-style-type: none"> <li>AL asked if minutes could be approved.</li> <li>All governors agreed by a show of hands.</li> </ul> <p><b>Resolved</b> – Minutes formally approved.</p>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	Issue template for link governor meetings	JG	By 16/12/22
	Read Safeguarding policy	All governors	By 17/10/22
<b>AGENDA ITEM 4</b>	<b>CHAIR'S ACTION</b>		
<b>Discussion:</b>	None to report.		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
<b>AGENDA ITEM 5</b>	<b>HEADTEACHER'S REPORT</b>		
<b>Discussion:</b>	<p>5.1 - Safeguarding update</p> <ul style="list-style-type: none"> <li>JG advised meeting scheduled with JM next week, the policy remains effective and there are no live concerns.</li> </ul> <p>5.2 – Schools Bulletin</p>		

	<ul style="list-style-type: none"> <li>• JG confirmed this has been issued to all.</li> </ul> <p>5.3 – Planned residential visits – dates previously approved, for information only.</p> <ul style="list-style-type: none"> <li>• Y3, Y4 Y5 – 4<sup>th</sup>, 5<sup>th</sup> &amp; 6<sup>th</sup> May – Condoover Hall</li> <li>• Y6 – 26<sup>th</sup>, 27<sup>th</sup> &amp; 28<sup>th</sup> June – Brathay</li> </ul> <p>JG commented on queries that had been sent to him ahead of the meeting regarding the report and data.</p> <ul style="list-style-type: none"> <li>• The increase in the percentage of pupils with SEND. JG advised there is no increase as such, the way the school measures SEND has changed, there was previously grey areas as to what should and shouldn't be included in the data. The definition has been taken from the DfE, and is Pupils with EHCP and anyone who has support from an outside agency, for example, speech and language therapy, Ed. Phyc etc.</li> <li>• Progress measure is based on prior attainment from when the children finished KS1, they would be classified as lower, middle or higher attainment. There is a formula with confidence intervals. JG will share how this is calculated. JG reiterated this data is not for comparison.</li> </ul> <p><b>MJ asked could a key with the acronyms be added to the next report. Is GPS what we used to refer to as SPAG?</b></p> <p>JG advised it was and he would add the key to the next report.</p> <p><b>TS asked if a different approach would be given to the current year 6, as it is documented that there are a number of children requiring additional support compared to the previous cohort, where it was expected that all children would achieve the required standard but 2 did not. It would be helpful to parents to be given information if their child is borderline, so additional support could be given at home too.</b></p> <p>JG agreed there wasn't as much emphasis on SAT's this year, for several reasons, the early morning booster sessions did not take place and all preparation was performed in class. However, given the difference in the cohort, it is likely that a different approach would be taken, this has been discussed with Mr Morris.</p> <ul style="list-style-type: none"> <li>• JL gave an update regarding H&amp;S and confirmed all policies and certificates were up to date. Surprisingly the potholes on the drive were not picked up as an issue at this stage, they are not deemed serious enough at the moment. This will be monitored.</li> </ul> <p>5.4 - Senior Leader/Deputy – Annual review</p> <ul style="list-style-type: none"> <li>• JG advised his proposal had not changed and asked for comments from the governors.</li> <li>• All governors were happy with the current structure, whilst there is a risk not having a deputy head, it is one that the governors are prepared to accept.</li> </ul>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	Share progress attainment calculation	JG	By 01/02/23
	Add acronyms to the next HT report	JG	By 01/03/23
<b>AGENDA ITEM 6</b>	<b>PROCEDURES / POLICIES FOR REVIEW/APPROVAL</b>		
<b>Discussion:</b>	<p>6.1 – Disciplinary Policy &amp; Procedure</p> <ul style="list-style-type: none"> <li>• Governors confirmed as it was a CWAC standard policy it could be approved as is.</li> </ul> <p><b>Resolved</b> – Policy formally approved.</p> <p>6.2 - Children With Medical Needs Who Cannot Attend School Policy</p> <ul style="list-style-type: none"> <li>• Governors confirmed they were happy with the policy and had no comments/amendments.</li> </ul> <p><b>Resolved</b> – Policy formally approved.</p>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
<b>AGENDA ITEM 7</b>	<b>GOVERNOR DEVELOPMENT - TRAINING REQUIRED/ATTENDED</b>		

<b>Discussion:</b>	<p>7.1 - Safer Recruitment</p> <ul style="list-style-type: none"> <li>MJ volunteered to undertake the training.</li> </ul> <p>7.2 - KCSiE – Confirm all have read and understood</p> <ul style="list-style-type: none"> <li>AL reiterated that all governors need to advise GL by email. GL advised she would send reminders to all who have still not actioned.</li> </ul>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	Arrange training for MJ	JG	By 01/02/23
	Send reminders re KCSiE	GL	By 16/12/22
<b>AGENDA ITEM 8</b>	<b>ANY OTHER BUSINESS</b>		
<b>Discussion:</b>	<p>8.1 – Date of next meeting</p> <ul style="list-style-type: none"> <li>Committee A – Monday 23/01/23</li> <li>Committee B – Monday 06/02/23</li> <li>Full Governors – Monday 20/03/23</li> </ul> <p>8.2 – External Advisor SIP</p> <ul style="list-style-type: none"> <li>MJ provided an update on the discussion had with Susan Walters regarding changing the external advisor and SW explained the difficulties in finding a partner that aligns with the ethos of the school and is available. MJ advised that a group should explore the options available. AL suggested the performance review team could take up this research and present their findings at the next FGB meeting 20/03/23</li> </ul> <p>8.3 - Academisation.</p> <ul style="list-style-type: none"> <li>AL advised there will be a FAVSP schools heads and chairs meeting early in the new year, where there will be a presentation on academisation and suggested that this is carried forward to the next FGB meeting and a full programme is agreed to take this forward. MJ volunteered herself and possibly MW &amp; JM to initiate the working party.</li> </ul> <p>8.4 - Term Dates</p> <ul style="list-style-type: none"> <li>JG asked for all governors to approve the last-minute term dates, the school was asked to remove the dates due to potential changes. Approval required for the next 2 years.</li> <li>All governors agreed by show of hands</li> </ul> <p><b>Resolved</b> – Term dates formally approved.</p> <p>AL thanked everyone for their contribution and advised that we explore how governors can attend remotely if unable to attend in person.</p>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	Conduct research into SIP change	JG, MJ, MW & LT	By 20/03/23
	Add Academisation to Spring FGB minutes	GL	By 01/03/23

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