

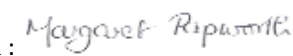
Ashton Hayes Primary School

Governors Meeting

Meeting of: Full Governors Part One	Term: Autumn 2016
Place: Ashton Hayes Primary School	Date: Thursday 1st December 4.30-6.30pm
Present: Mr Matt Hover (Headteacher) Mrs Margaret Papworth Mr Matt Wardle Mr Edward Whelan	Mrs Vanessa Cuthbert Mrs Pauline Tilley Mrs Ann Lowry Mrs Sharon Varey Mr David Wilson
Apologies: Mrs Diane Stubbs, Mrs Mary Jefferson, Mrs Ruth Mason	In Attendance: Ms Vivien Couche (Clerk)

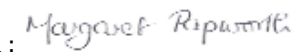
Item	Minute	Action	Date
1.0	Apologies – Apologies received were noted and accepted.		
2.0	<p>Student Council update</p> <ul style="list-style-type: none"> MH provided an update from the Student Council, describing them as a proactive group, with a Committee, agenda and minutes. MH has given them a £50 budget and they have drafted a fundraising plan. To date, they have organised a Fairtrade Breakfast, which raised £109 from a £48 spend, despite a lack of support from local supermarkets. This was well attended and attracted much praise from parents and carers. They also organised a Children in Need Spotacular and are planning to repeat the Fairtrade event. MP thanked MH for the update and asked him to feedback the praise from the Governors to the Student Council for their hard work. School Council are to be invited to attend a future FGB meeting, or Governors may attend a Student Council meeting. 		
3.0	<p>Membership Updates</p> <ul style="list-style-type: none"> MP updated Governors regarding the vacancy on the Governing Body, noting that Kat Farrall is not currently available to become involved, although she may do so in the future. Meanwhile, MH has spoken to Gavin Conery about the vacancy and he is willing to join the Governing Body. It was noted that he has relevant experience, including Health and Safety, as well as working as an MDA twice a week at school. Governors agreed he would be an asset to the Governing Body and to the Finance Committee. MH to invite him to join. <i>[Post meeting note, GC agreed to join the Governing Body, Clerk to add him to the current Membership document].</i> Governors agreed that Jon Gilbert would be invited to attend Governing Body meetings as an Observer, as Linda Corker had. 	Clerk MH	Complete Complete
4.0	Conflicts of Interest - no updates.		
5.0	Minutes of Summer Term FGB Meeting - approved as an accurate record.		

Signed:  Headteacher

Signed:  Chair of Governor

	<ul style="list-style-type: none"> Clerk to repeat the dates of this year's FGB and Committee meetings at the end of this set of Minutes. 		
6.0	<p>Matters Arising from the Summer Term meeting minutes (not otherwise covered on the Agenda)</p> <ul style="list-style-type: none"> Regarding 5.0, the Linguafun log in details are as follows. www.linguafun.eu User name: ashtonhayes Password: sport78 MH reported that he is looking at possible alternative websites to linguafun. Regarding 9.0, no further update has been provided from MJ regarding the possibility of using a parking space at school for a Minibus, enabling school to have occasional use of a Minibus. Regarding 10.0, Mark Parkinson is coming to school next week for a visit. MP reported that she had written to him regarding the deficit budget, following receipt of his letter. MH noted the circumstances leading to the budget deficit. Regarding 15.0, Safeguarding 'fresh pair of eyes' review, AL confirmed that she and MJ will progress this. MH noted that cross-referencing, looking for anomalies in the single central record would all be regarded as due diligence as part of this review. MP also reported on the recent informal Governors meeting, which teachers and TAs attended, as a follow up from the September INSET day. It was a very positive meeting with lots of contributions made. MP noted that at the next planned INSET day on 17/2/17, Governors are invited to join at lunchtime. MP will organise catering and encouraged all Governors to attend, or to send apologies if unavailable. Clerk to send a reminder out to all Governors regarding this. 	MJ AL, MJ Clerk	
7.0	<p>Part One Reports from Sub Committees: Sub A.</p> <ul style="list-style-type: none"> DW summarised the Minutes from the last Sub A meeting, noting a bid for funding to redevelop the playground area which has been drafted by Pentagon Sports, on school's behalf. MH also commented that Sports Premium funding is due to double next year, following government's introduction of the Sugar Tax. DW also reported on a recent meeting with Jo Morris from CWAC regarding finances, from which an update is awaited. DW reminded Governors of the deficit budget forecast for the current and next year. Regarding the recent Parent Forum meeting held regarding Catering at school, MH noted that only 1 person had attended, VCu. Despite disappointing attendance, MH had undertaken considerable work to investigate alternative catering provision, including meeting with the Headteacher at Mill View Primary, who operate their own catering service and also supply others. Any money made from this provision is then ploughed into other uses at the school. <ul style="list-style-type: none"> MH advised Governors of a revised offering from Edsential, which includes meat provision from a local butcher and free use of an online payment system (school pays for the one currently in use). Governors discussed and agreed that it would be sensible to review this once MH had negotiated with Edsential. VCu noted the wish for more autonomy to change the menu and choose which butchers we use. MW highlighted other possible providers e.g. Fairshare, who provide bread to Save the Family. MH and MW to discuss further offline. EW and VCu commented on current unsatisfactory menu choices e.g. pizza, Fish & Chips repeated every Friday and the lack of 	MH, MW	

Signed:  Headteacher

Signed:  Chair of Governor

	<p>protein on meat-free Mondays. <i>EW suggested testing the menus with parents to gauge their views</i>, but MH noted the lack of attendance at the recent parent forum, potentially indicating a lack of concern for this.</p> <p>– <i>Governors agreed with MH that this would be a huge undertaking for school to manage Catering independently</i>. Mill View combine their provision with other schools in their Multi Academy Trust. MP summarised that this topic warrants a further discussion at a separate meeting, once MH has had further information from Edsential. Governors agreed to revisit this.</p>	MH, MP	
8.0	<p>Part One Reports from Sub Committees: Sub B.</p> <ul style="list-style-type: none"> SV highlighted the main points from the Minutes regarding Curriculum organisation and strategic planning. She noted that numbers on roll are now 132 and projected to be 143 by next September. This will have an impact on class structure, which MH confirmed he is already considering. SV noted that there will be a planning meeting on 26/1/17 regarding this topic, following which a meeting can be held with parents. Clerk to email all Governors regarding this meeting, asking them to attend. SV noted that pupils' Progress and Achievement are regarded as Good, based on the latest dataset. SV noted a comment regarding raising Governors profile to parents, e.g. via Governors Surgeries and being present at the next Parents' Meeting. Regarding the Parent Parking Charter, VCu reported this as in progress, with an editable, personalised version on its way. MH confirmed that some discussions had been underway regarding parking with the WI, since the WI Hall had been sold. Lastly, SV focused on the Health and Wellbeing of staff, which she noted is very important. She asked whether Governors can do anything to help with this e.g. paying for wine at the staff Christmas celebration. Governors discussed various options, VCu noted that visits from Governors, positive feedback and acknowledgement of staff's hard work would all be very welcome. All Governors are encouraged to do this. 	Clerk	
9.0	<p>Subject Leaders Update from Governors</p> <ul style="list-style-type: none"> MW reported on his ICT review with Beth Carter in the summer term. MW described his focus on the key questions of 'Why are we using IT?' and 'What is the benefit?' He described the innovations being taught as slightly mind-blowing, with boundaries clearly being pushed. He focused on the integration of computing into other subjects e.g. Mr May's use of Minecraft Temples, which involved Maths. He saw Coding in Year 1; the use of QR codes to link to a film of a school Assembly and heard about the use of GPS and i-Pads by children when on school trips. He noted a planned Techniquet visit and that a LEGO Club has been mooted, which Governors agreed would be useful. MW commented on the ease of data collection this year using an online assessment tool, which also enables tracking of ICT usage. MH commented on the positive difference made by the introduction of the new interactive Whiteboards, which MW confirmed was evident in the pupil-led use of the tools. VCu confirmed this, although she noted that some more training on the Whiteboards' wider functionality would be helpful. MW also reported some complaints heard from parents regarding the difficulty accessing the websites 	MH	

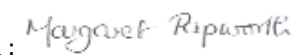
	<p>MyMaths and Spag.com. These applications work fine from computers but not from i-Pads. MH commented that when using a Puffin browser, access from an i-Pad should be straightforward. However, school laptops could be used at lunchtime if needed. MH agreed to provide an update in the next Newsletter, asking any parents who have difficulties accessing websites needed for homework to contact the school, to discuss what support is needed.</p> <ul style="list-style-type: none"> • Governors discussed the wider use of technology e.g. Virtual Reality headsets, which the children would love, but which is not possible given current budget constraints. • DW provided a written report on his review of Maths, which Governors agreed to review following the meeting. MH noted the White Rose Strategy for Maths, which emphasises repetition of the basics and opportunities to reason in order to develop understanding. He expects this will have a positive impact on standards. 		
10.0	<p>Chair's Action</p> <ul style="list-style-type: none"> • No further updates. 		
11.0	<p>Headteacher's Report</p> <ul style="list-style-type: none"> • MH presented his report, noting that Attendance is outstanding and has been for the last 3 years. Penalties for holidays taken during term time can no longer be issued by CWAC following the upheld appeal earlier in the year. • MH highlighted Pupil Premium funding at just £7k, which limits options for its use. He described the SEN funding profile at school, noting the difference between 3c and 3d (part time and full time 1:1 support). • On CPD, MH noted that staff had undertaken a considerable amount of development, much of it for free. By hosting Twilights for other schools, MH has secured free places for Ashton staff. MP commended his hard work, recognising his focus on value for money. • MH summarised that this has been a busy term with various events organised. There has been a big focus on reading for enjoyment, with the Scholastic Book Fair generating £300 of books for the school, which the children have chosen. • On the Ofsted Inspection Dashboard, MH drew attention to the front page, listing only Strengths and no Weaknesses for school. He noted that school had met national Floor Standards last year but would be unlikely to meet it this year, as Floor Standards increase. However, Ofsted will also look at progress not just attainment, if Floor Standards are not met. MH summarised that we are making progress to meeting Floor Standards. Governors agreed it would be a good idea to have a display board in school, to share successes and pat staff on the back for their hard work. MP reflected a recent comment from the SIP that all children are known by all staff at school, which is a very positive feature. • MH spoke about changes to RAISE online and presented a 3-page summary from a much longer report of the changes. Governors then focused on a KS2 analysis of RaiseOnline 2016, noting where smaller cohort sizes can skew the data. Greater depth in Maths was marginally lower than the national level. In KS1 analysis, Governors noted that there is only 1 disadvantaged child in KS1, so questions related to this data must be disregarded. • In response to a question regarding Diversity, which was picked up in the last Ofsted report, MH commented that school is aiming to 	MH, MP	

	<p>achieve the Inclusion Mark. We have links with a Ugandan school and two parents who are from outside the UK (Iran and Malta) commented on diversity as part of the recent Share the Learning event. A recent Assembly led by VCU focused on Diversity. MH has researched Stonewall funding and has ensured the Behaviour Policy is sensitive to LGBT individuals in its anti-homophobic focus.</p> <ul style="list-style-type: none"> Governors thanked MH for his sterling work and this comprehensive update. 		
12.0	School's Bulletin (CWAC) No comments.		
13.0	Safeguarding <ul style="list-style-type: none"> Governors noted this had already been covered during prior items. 		
14.0	Planned Residential Visits <ul style="list-style-type: none"> MH commented on the plan to travel by Coach to London for the Year 5/6 Trip next summer, however to make use of the London Underground rather than a Coach once there. Governors noted the logic of this approach, there having been issues with transport over ground by Coach when the last London trip took place. They agreed that high visibility jackets would be a useful aid to keep the children safe. The TA for a child with SEN would also be on hand as an extra adult to supervise the trip. MH confirmed he would scope out the trip at Easter and develop a detailed plan for the visit. 		
15.0	<p>School Policies</p> <ul style="list-style-type: none"> Governors confirmed their review and approval of the policies provided by MH before the meeting. Re the SFVS, Governors noted the controls subject to annual review in place and actioned with effect 1/12/2016 as follows: <ol style="list-style-type: none"> <i>Roles and responsibilities of the Governing Body, committees, Headteacher and staff in relation to financial decision making and administration are fully documented in a Manual of Internal Procedures. This document is reviewed and approved by the Governing Body on an annual basis and this is minuted.</i> <i>A register of business interests for Governors and schools staff is maintained and updated on an annual basis.</i> <i>A register of gifts and hospitality for Governors and schools staff is maintained and updated on an annual basis.</i> <i>The school has a formal process for the review and approval of the SFVS on an annual basis. Evidence of review and approval is formally minuted.</i> <i>A whistleblowing Policy has been established and this has been approved by the Governing Body and arrangements are communicated and displayed within the school.</i> <i>The Governing Body considers and approves the budget and School Improvement Plan before the beginning of the financial year. Formal approval of the budget is minuted.</i> <p>NB. Date actioned 22/03/2016</p> <ol style="list-style-type: none"> <i>The Scheme of Financial Delegation is recorded within the Manual for Internal Procedures and is reviewed and approved annually by the Governing Body.</i> <i>A Whole School Pay Policy is completed annually and approved by the Governing Body with teacher's pay reviewed, approved and actioned promptly.</i> <i>A Data Protection Policy covering the school's responsibilities under the Data Protection Act has been established and reviewed by the</i> 		

	<p><i>Governing Body.</i></p> <p><i>10. A Terms of Reference/Statement of Intent has been completed for the Voluntary (Unofficial Fund) detailing what funds will be used for. This has been reviewed and approved by the Governing Body.</i></p> <p><i>11. An independent auditor has been appointed for the Voluntary Fund and the accounts audited within three months of the end of the last financial year.</i></p>		
16.0	<p>Governor Training and Development</p> <ul style="list-style-type: none"> • DS maintains a spreadsheet of Governors training and development undertaken, so all Governors were reminded to keep DS aware of any training they have attended. • The February INSET day mentioned earlier (17/2/17) was repeated, which all Governors are invited to attend. 		
17.0	<p><u>Dates, times and places of future meetings:</u> NB. All meetings will take place from 4.30-6.30pm at school</p> <p>Spring Term</p> <ul style="list-style-type: none"> • <i>Sub A: Thursday 26th January (additional class structure planning meeting)</i> and Thursday 2nd February • Sub B: Thursday 16th February • FGB: Thursday 23rd March <p>Summer Term</p> <ul style="list-style-type: none"> • Sub A: Thursday 11th May • Sub B: Thursday 18th May • FGB: Thursday 6th July 		
18.0	<p>AOB</p> <ul style="list-style-type: none"> • Governors were shown an example Code of Practice from another school, which the Clerk will circulate to Governors for review and to consider adopting. 	Clerk	

End of Part One of the meeting. There was no Part Two to this meeting.

Signed:  Headteacher

Signed:  Chair of Governor

Dated : 23/3/17