

Ashton Hayes Primary School Full Governing Body Meeting

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| Meeting of: Full Governors Part One | Term: Spring 2018 |
| Place: Ashton Hayes Primary School | Date: Thursday 8th March 4.30-6.30pm |
| Present: Mr Matt Hover (Headteacher) Mrs Margaret Papworth Mrs Sharon Varey | Mrs Vanessa Cuthbert Mrs Ann Lowry Mrs Ruth Mason Mrs Pauline Tilley Mr Christian Lindley |
| Apologies: Mr David Wilson; Mrs Mary Jefferson; Mr Matt Wardle; Mr Edward Whelan; Mrs Diane Stubbs | In Attendance: Ms Vivien Couche (Clerk) |

| Item | Minute | Action |
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| 1.0 | Apologies – as noted. | |
| | Membership Updates | |
| | <ul style="list-style-type: none"> MP updated Governors regarding her recent contact with MW, whose term of office expired on 1/3/18. MW had expressed his regret at being unable to continue in his role as Parent Governor. Governors joined MP in recognising the value which MW had contributed and thanking him for his time committed to the school and Governing Body. His stepping down leaves a Parent Governor vacancy which <u>MH will action with DS</u>, notifying parents and inviting them to express an interest in the post. | MH, DS |
| 2.0 | <ul style="list-style-type: none"> MP thanked all Governors who had responded to her email regarding Christian Lindley joining the Governing Body as a Community Governor. Governors discussed his career, skills and experience which were considered highly relevant to the GB. Governors agreed on his membership of the GB and invited him to join this meeting at this point. PT to renew her term of office as LA Governor, Clerk to action the notification to Nicky Bebbington at CWAC once PT has completed the nomination form. VCu's term of office expires in September 2018, school staff will be invited to express an interest in becoming Staff Governor. Item to be reviewed at summer term FGB. | Clerk |
| 3.0 | Minutes of the previous meeting: Minutes approved as an accurate record. | |
| | Matters Arising from the previous meeting | |
| 4.0 | <ul style="list-style-type: none"> Governor of the Month. MP has asked Governors to allocate themselves to a month during which they would visit school, meet their link teacher, have lunch etc. Months are aligned to the school's Values calendar. MP asked that by the end of the meeting all Governors allocate themselves to a given month and notify DS who is coordinating. MH asked that after each Governor visit, they write up a short blog, which he will upload to the website. DW's support at the upcoming Ironbridge residential would be the first blog post. Parking Charter, <i>SV queried progress towards the introduction of a 20mph limit or a zebra crossing outside school.</i> MH reported that CWAC have school on a list for the 20mph limit to be introduced and that it will happen. Governors discussed and agreed that School Council | All DW |

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| | <p>would be asked to write a letter to CWAC regarding this, requesting a 'Smiley Sid' until the limit can be introduced. <i>AL queried whether Councillor Eleanor Johnson had visited school</i>, MP confirmed that she had and brought all of the children fluorescent yellow fleecy hats to improve their visibility. Governors also noted the plan to ask parents about whether they had already signed up to the Parking Charter during Parents Evenings later in March.</p> <ul style="list-style-type: none"> • Daily Mile track. MH updated Governors that the development of the track is underway. Tim Hulse, who is also a parent at school, is delivering the work, having quoted very competitively. School is contributing £1300 towards the total cost. • Defibrillator. Clerk updated that PTA are discussing the purchase of this at their next meeting. • MH confirmed the new Photocopier has been installed and is well used. • Conscious Discipline sessions, JG noted the intention to run further sessions during summer term. • Safeguarding training, MH noted only one Governor still requires this training, as well as CL. MH will organise a date for this. | MH MH |
| 5.0 | <p>Part One Reports from Sub Committees: Sub A</p> <ul style="list-style-type: none"> • Governors received the minutes, noting that DW and DS were both absent from today's meeting. As part of the minutes, Governors noted the approval of the budget and the School Improvement Plan. MP highlighted item 2.3 regarding funding for the Pond which has been secured from Aviva. Governors discussed and noted the plan for a grand opening for the Pond at Hey Day. • Governors noted the damage to the front gate caused by a reversing Brakes lorry. This will be repaired next week under Brakes' insurance. • MH noted that the Manual of Internal Procedures will be changing and the Appendices will be updated in the summer term. • Governors discussed the distribution of minutes from the Sub Committees and agreed that given the level of detail discussed and reported, it wouldn't be appropriate to share these on the school website. Governors agreed that just the FGB minutes will be published via the website. <p>Capacity Project</p> <ul style="list-style-type: none"> • MH introduced this topic by reminding Governors of the difficulties which school faces each year in determining the optimal class structure based on fluctuating pupil numbers. He introduced the Garfield Weston charitable foundation, who are a possible source of funding for a community classroom. The intention would be to have this as part of the school but with a lockable entrance and also lockable access into school. The facility would be self-contained with its own toilet and kitchen to broaden its potential usage for the community, e.g. WI, Gardening Club etc. MH has confirmed school's eligibility to apply, however planning permission would be needed before submitting a funding application. MH noted that matched funding would be required. He has discussed the project with David Tilley, who is prepared to draw up plans needed. The cost to submit plans is £500. Governors discussed and were supportive of the proposal. <i>VCu queried the village's plan for the Parish Rooms</i> as a community venue and was advised of the intention to sell these and the proceeds to go towards the purchase of the Golden Lion. • MH confirmed the intention of the project is to help with future proofing the school by increasing capacity in order to achieve its PAN. Governors discussed and agreed having a further classroom would be manageable within the school's budget, as it would not be necessary to have an additional full time teacher. They also agreed on the community benefit, noting the potential rental income to be achieved for school. Governors discussed current funding priorities for charities, noting the need for a clear community benefit to be demonstrated in a funding | |

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| | bid. Governors agreed to proceed with the project, AL to get involved with the bid writing with the support of other Governors. | |
| 6.0 | <p>Part One Reports from Sub Committees: Sub B.</p> <ul style="list-style-type: none"> SV noted that all members of the Sub B committee are present at the meeting, so are already familiar with the content of the minutes. MH confirmed that Ceri Bacchus has met with the SENDCo at Mill View primary and will also connect with the SENDCo at Oldfield Primary. SV queried Governors presence at Parents Evening with regard to the Parking Charter action discussed earlier. Clerk to email Governors and ask for volunteers. | Clerk |
| 7.0 | <p>OFSTED: Update to framework</p> <ul style="list-style-type: none"> MH shared a document which Governors are advised to read. MP noted that Ashton is a 'Good' school, but that if certain standards slip e.g. a safeguarding issue, an inspection can be triggered. MH highlighted changes in the document from prior versions and also noted how the focus can shift e.g. 48 hour turnaround. Governors noted the section on schools which are moving from Good to Outstanding, which can result in a Section 5 inspection within 2 years. Governors discussed the recent inspection, MP commented that school was very satisfied with its outcome but will keep working towards its goals. MH confirmed the Spring term focus on SEND, work scrutiny and the broad and balanced curriculum. | |
| 8.0 | <p>Richer Curriculum</p> <ul style="list-style-type: none"> MH demonstrated to Governors a poster developed by school summarising the Richer Curriculum, noting the focus on statutory requirements, but with school's core Values as the focal point. He noted OFSTED's objective to go beyond English and Maths, offering a broad and balanced curriculum. MH clarified the underpinning values: Respect, Individuality, Creativity, Honesty, Empathy, Resilience (RICHER), alongside a themed approach to learning based on quality texts. As an example, he highlighted the use of 'No Outsiders in our School' as a means of celebrating diversity and addressing the statutory requirement to teach the Equality Act (2010). Outdoor learning was highlighted as another cornerstone, encompassing Forest School, Gardening Club, Daily Mile Residential visits and more. Governors noted how much the children enjoy and benefit from these enriching activities. They suggested a future Share the Learning event be tied in with Forest School, enabling parents to experience it at close hand. Governors discussed and MH agreed to ask Mrs Conery and Mrs Mochrie to organise a session for parents and Governors. SV requested a copy of the Richer Curriculum poster for the next Sub B meeting. MH is updating the Curriculum policy at the moment and including an image of the poster within it. CL offered creative support with digitising the poster, which Governors agreed would be useful. MH to send CL the image of the poster for his creative team to work on. | MH MH, CL |
| 9.0 | <p>Chair's Action</p> <ul style="list-style-type: none"> MP updated Governors on her recent actions, including contacting CL with respect to him joining the GB. She has established the Governor of the Month programme as discussed earlier. She has also been planning for the recruitment of a new Parent Governor since MW's standing down. Lastly, MP noted her involvement in a recent Safeguarding matter, which is now resolved. | |
| 10.0 | Headteacher's Report | |

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| | <ul style="list-style-type: none"> MH presented his comprehensive report, noting in Staffing that Lis Oates continues to do a great job as Supervisor for the MDAs. He confirmed that Ceri Bacchus won't be on the Staff List until April, once the current trial period has ended. The current Beanstalk volunteer is finishing at the end of the current academic year and MH is looking to continue with another reader. MH highlighted the plan for British Science Week, when school will be celebrating female scientists. Three parents who are female scientists are coming in to speak about their work for a special assembly. Governors are invited to attend, MH will share details. On pupil numbers, SV commented that the boy/girl ratio is now more balanced in the younger year groups than it has been in the past. On predicted results, MH noted that we are probably underselling ourselves to have no children in Years 1, 3 and 4 at Greater Depth in reading, writing and maths. He reminded Governors this assessment is based on Dec/Jan data which will develop during the remainder of the year. MH noted that the Year 6 cohort are all on track, with the exception of one child with Autism and ADHD. He confirmed this is a great achievement, paying testament to Mr Campbell's and Mr May's work with a diverse year group. SV challenged the Year 4 maths assessment, which MH confirmed he is investigating as it possibly represents an undermark. He commented there is work to be done on moderation. He noted that in Year 3 there is a level of challenge around independence in writing and maths. He noted the difference between the KS1 and KS2 curriculum, which causes results to dip initially. MP also highlighted the other factors which have an impact e.g. SEND profile, gender balance and summer born children. In Years 3 and 4 this has more of an impact than further up the school. MH noted that the combined data places school ahead of the national average at 82%, however based on progress data, school is within the average band. He clarified how this is measured, advising Governors not to be concerned as the means used for measurement can give a distorted view. VCu emphasised the need to look at every single child, not to take the data at face value. In the scale of pupils achieving the higher standard, school is at 27% well ahead of the national average of 9%. MH concluded that the next time Governors see this data, he would not expect there to be areas of concern highlighted as the children will have made further progress. | MH |
| 11.0 | <p>School Policies: Data Protection, SEND in EYFS, Invacuation, Intruder, Health & Safety, Accessibility Plan</p> <ul style="list-style-type: none"> MP noted the policies provided to Governors for review prior to the meeting and invited comment, challenge or clarification. VCu queried the Data Protection policy with respect to GDPR, expressing the concern from staff to ensure they are compliant with legislation. She enquired whether staff would receive training on the do's and don'ts, which MH confirmed would happen. MH noted that neither he or DS would be the Data Protection Officer, but that JG would hold this role, once he has been trained. He will then deliver training to staff. <ul style="list-style-type: none"> Governors discussed the legislation, noting the implications e.g. for the information about children with health conditions, which is displayed in the staffroom for safeguarding purposes. VCu noted the use of Tapestry to capture images of children as part of their progress assessment. CL highlighted the Information Commissioner's Office as a good source of information, which MH will follow up. Governors agreed to postpone finalising the policy until further clarification has been sought, noting that GDPR legislation becomes effective in May 2018. Governors had no further comments or challenges to the other policies and all were approved at the meeting. | MH |
| 12.0 | PTFA | |

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| | <ul style="list-style-type: none"> MH commented that the PTFA deserve congratulating on their sterling work, as reported in the update from Beverley Taylor, PTFA Chair. He described them as a cohesive and helpful group, whose fundraising success is remarkable. Governors agreed, noting that fundraising tends to be more successful when a specific project is targeted e.g. the pond. Governors discussed the potential purchase of a Defibrillator and agreed the best place to locate it would be at the end of the school drive, so it can also provide community use at the school's end of the village. Currently there isn't one elsewhere in the village, the next nearest is in Manley and Alvanley. MH confirmed that staff have just received training on the use of a Defibrillator so the purchase would be timely. MP confirmed that she would respond to the PTFA to thank them for their report to Governors and efforts. | MP |
| 13.0 | <p>Governor Training and Development</p> <ul style="list-style-type: none"> MP noted that DS circulates a list of courses to Governors and she will ask for this also to be sent to CL for his attention. AL updated on a recent course she had attending on Effective Governor Visits, how well do you know your school? She confirmed the intention to record Governors visits with MP and MH, aiming to formalise this in some way. She noted that as new Governors come on board, it would be helpful to have a policy in place for this, so all have a clear understanding of the purpose of Governor visits. SV updated Governors regarding the course she and AL had attended on Leading the Team, noting that MP will be standing down as Chair of Governors at the end of the year. She described the course as very helpful, recommending to Governors that they read the report 'Succession Breeds Success' which the Clerk will circulate on behalf of SV. <ul style="list-style-type: none"> The course highlighted the recommended maximum number of terms of office for Governors and for the Chair. SV noted that many existing Governors are already at the recommended limit of terms of office so this is something that they need to consider. SV noted the importance of CPD for Governors, thinking of the needs of school in years ahead in order to become Outstanding. CL added his own experience of succession planning from other organisations, echoing SV's comments. Governors discussed and agreed on the need for active participation and regular attendance at meetings from all members of the GB. Governors agreed to have a further meeting on succession planning once the Parent Governor vacancy has been filled. SV expressed her willingness to be Chair so long as a strong Vice Chair is in place to support. Governors noted that this item will be covered at the Summer term FGB. In the meantime, Governors agreed to hold a meeting in early June to put plans in place, for which all Governors are invited to express their interest in roles of Chair and Vice Chair. PT commented that if the Governing Body can find another LA Governor in the next 12 months, she would step down. | MP, DS Clerk All |
| 14.0 | <p>AOB</p> <ul style="list-style-type: none"> MP noted an email from MJ regarding Ashton House Nursery provision. She commented that items of Any Other Business should normally be shared initially with MH and herself rather than direct to Governors. MP noted the very positive relationship which school has with Ashton House Nursery and that decisions regarding fees are their own. Governors discussed the implications of increasing fees and agreed that parents need to pick this up directly with Nursery themselves if they have issues. MP will respond to MJ's email in the meantime. | MP |
| 15.0 | Date and Time of Future Meetings - FGB: Thursday 12 th July 4.30-6.30pm. MH noted he will have KS2 data by the time of that meeting. | |