

Ashton Hayes Primary School Full Governing Body Meeting

Meeting of: Full Governors Part One	Term: Summer 2018
Place: Ashton Hayes Primary School	Date: Thursday 12th July 4.30-6.30pm
Present: Mr Matt Hover (Headteacher) Mrs Margaret Papworth Mrs Sharon Varey Mr David Wilson Mrs Diane Stubbs	Mrs Mary Jefferson Mrs Vanessa Cuthbert Mrs Ann Lowry Mrs Ruth Mason Mr Christian Lindley Mr Howard Deighton Mrs Tracy Snell
Apologies: None	In Attendance: Ms Vivien Couche (Clerk)

Item	Minute	Action
1.0	Apologies/absences – none.	
2.0	<p>Membership Updates</p> <ul style="list-style-type: none"> • MP extended a warm welcome on behalf of the whole GB to the new Governors Howard Deighton and Tracy Snell, who will be joining Sub Committee A and B respectively. Governors agreed to wait until Autumn term to consider the LA Governor vacancy vacated by Pauline Tilley. • MH confirmed his plan to allocate Governors and staff subject leadership in the Autumn term, when the membership document will be updated. MH also showed Governors the RICHER Curriculum poster, which he plans to share with parents in Autumn term. He intends to create sub groups of Governors to cover subject areas, which will be discussed further at the 3rd September INSET day, to which all Governors are invited. • VCu noted her term as Staff Governor is ending in September 2018 and the intention is for Beth Carter to take on this role then. • MP confirmed she is standing down as Chair but will remain on the Governing Body. AL nominated SV as Chair, seconded by RM. Governors agreed unanimously and SV was appointed Chair. • MP nominated AL as Vice Chair, which DS seconded. Governors agreed unanimously and AL was appointed Vice Chair. • Governors agreed to reappoint VC as Clerk to Governors. 	
3.0	<p>Conflict of Interest updates</p> <ul style="list-style-type: none"> • New Governors are requested to complete a Pecuniary Interests form and return it to DS. • All Governors were reminded to update their pecuniary interests form if there were any relevant changes to report. 	HD, TS, CL
4.0	<p>Chair's Action</p> <ul style="list-style-type: none"> • MP read to Governors a thank you note from Pauline Tilley in respect of her recent farewell gathering at school. MP had also contacted MW and EW to thank them for their time and contribution to the Governing Body. Both replied to express their best wishes to school and the GB. 	

	<ul style="list-style-type: none"> • MP noted her involvement in the recent appointment of a KS2 Teacher, with AL's support, following MC's resignation. MP commented that school is pleased to appoint Miss Frey, who is known to JG and had always expressed an interest in coming to this school. MH noted that he had observed her teaching and that this, along with her two references, was outstanding. She is an experienced Teacher and has previously taught Years 5 and 6. Conscious Discipline is well embedded in her teaching practice, having come from the same school as JG. – HD queried the reason for it being such a quick turnaround between MC leaving and the new appointment. MP clarified the timescales around Teacher post application deadlines and appointment timescales. AL added that MC's ambition and an opportunity arising in Ellesmere Port were other factors in his decision to leave. MJ queried whether Academies operate to the same timescales for Teacher applications/appointment deadlines. MH clarified that if appointing staff from a mainstream school then those timescales would apply, however if appointing from outside a mainstream school, he understands that Academies set their own timescales. – MJ queried whether any issues underlay the fact that Miss Frey was available at short notice, which MH confirmed was not the case. MP clarified that the decision to appoint was discussed in depth, it would not have happened had she not been an outstanding Teacher. CL queried whether an issue underlay the number of Teachers who have left school after a short time here. MH confirmed this was not the case, but a reflection of their aspirations to develop as Teachers. School supports ambitious people as a way to develop future leadership. HD queried whether a development plan exists for Teachers, offering opportunities in return for delivering certain objectives in post. MH advised that he would love to be able to offer such incentives but budget constraints do not permit. VCu added that it is an issue that school is unable to offer TLRs (Teaching and Learning responsibilities) to staff, as this may have retained some people in role for longer. MJ noted that not all rewards are financial, potentially offering staff subject leadership responsibilities to gain experience would be motivating. AL commented on staff morale being high, as observed at the last INSET. Staff are clearly working as a team and Teachers from this school are held in high regard by other schools, she added. 	
5.0	Minutes of the Spring Term Full Governors meeting: Minutes approved as an accurate record.	
6.0	<p>Matters Arising from the previous meeting</p> <ul style="list-style-type: none"> • SV suggested that Governor of the month is reviewed in September, to ensure all months are allocated appropriately to Governors. MP clarified the purpose as being to ensure that Governors have a timescale in focus when they would come into school for lunch with the children, meet their staff Subject Leader and participate in relevant events. MP welcomed other ideas from Governors to achieve this aim. • SV queried the 20mph speed limit being introduced in the village and whether this is supported by the Parish Council. DW confirmed this is discussed on a regular basis. However MJ clarified that from an LA perspective, school needs to be self-policing with respect to speed and with excessive speeds recorded, the 20mph limit will not be allocated. Governors discussed and agreed that having a 20mph limit would be very helpful. MH agreed to make parents aware of the issue through the final Newsletter of term as well as the September edition. • AL queried the state of the Daily Mile track. MH confirmed that Tim Hulse is addressing issues as part of the current snagging phase. Governors discussed and acknowledged there would always be a lip to the edge of the path and some unevenness. CL confirmed his intention to have a walk around to review this, noting the need to make potential hazards higher visibility to users, although school fields and playgrounds would never be 100% free of hazards. 	<p>All</p> <p>MH</p> <p>CL</p>


	<ul style="list-style-type: none"> MH reported that a new Beanstalk volunteer would be starting next year, Rowenna Okell, to replace the former volunteer Chris Brankin who provides 1:1 support to certain children. TS queried Beanstalk's service and MH clarified their provision. 	
7.0	<p>Part One Reports from Sub Committees: Sub A</p> <ul style="list-style-type: none"> DW summarised the meeting minutes, highlighting a benchmarking report he had accessed from DfE, which compares similar schools and which covers areas such as the spend on teaching staff, the pupil ratio and premises energy usage. He noted that Ashton has less energy usage than other like schools. He confirmed the need to repeat the benchmarking exercise to compare other measures as per the report. DW noted the Accounts show an outturn of £2921, compared to a £47 carry forward that had been forecast. MH clarified Devolved Formula Capital for Governors (DFC) which amounts to £4700. In the past this was around £30k to cover buildings and ICT provision. The lower amount is now impossible to work within, as example this year the fascias need replacing which could use up the whole amount and leave nothing for other repairs or development projects. Governors discussed how the LA manages repair programmes, HD queried whether a programme of improvement works exists. MJ clarified that CWAC has a capital programme which is in priority order. Some volunteer programmes also exist e.g. for a team to come into a school and paint a classroom. CL queried whether Governors would take on a practical programme e.g. painting fascias, building on the Governor of the Month programme. The idea could be pitched out to the whole school community to invite wider involvement. MH confirmed this is a great idea and requested that it come from Governors, planning ahead to fix a date for this to happen. Action on CL 	CL
8.0	<p>Part One Reports from Sub Committees: Sub B.</p> <ul style="list-style-type: none"> SV clarified the remit for Sub B on Staffing, Curriculum and Community, which results in a very full agenda for their meetings. She summarised the content from the last meeting, noting it would be key to get parents involved in the RICHER curriculum and Conscious Discipline events during the Autumn term. SV highlighted the remarkable contribution from School Council member Gabe Powers at the last meeting, who spoke confidently and eloquently to Governors about the School Council's achievements during the year. 	
9.0	<p>Headteacher's Report</p> <ul style="list-style-type: none"> MH presented his report to Governors, highlighting key areas. In the staffing section, it was noted that the FTE for DS needs to be shown as 0.8. Ceri Bacchus also needs to be shown as SENCO on a 0.2FTE basis. MH commented that having a large group of MDAs has been very positive, meaning that TAs no longer need to be involved in breaktime supervision. He updated Governors on the plan for Leah Binns to become an Intervention Assistant on her return from maternity leave. MH noted that the numbers of pupils on roll still changes throughout the year. SV queried the move of a family with three children to Kelsall school. MH confirmed this would be covered during Part 2 of the meeting. He updated Governors on a recent instance of a child starting at school only to be withdrawn after half a day, when her family changed their mind about moving house to the area. There are due to be 20 starters in Reception in September. Attendance is outstanding at 97%. 	

- MH noted that one child with SEND who is leaving school has an EHCP, which will impact funding (at level 3C this is £7125). It means a TA appointment does not need to be made for September which should result in a saving to the budget. MH also noted that having CB in post as SENCO has made a tremendous difference, she is very thorough and has taken a lot of pressure off him. VCu continued that the TA provision at school is very strong, with a good range of skills, well suited to the needs of the children they support.
- MH compared Ashton's Pupil Premium figures (£8800) with an equivalent Blacon school (£214k). He also clarified the EV6 funding to Governors, who discussed this and noted it is worth encouraging parents to apply for Pupil Premium funding, even if they are only out of work for a short time. DS noted that there is no visibility within school of a child who is eligible for PP funding, it is just captured on SIMS, so school should be able to counter the possible stigma attached to this. MJ suggested a 'Did You Know...?' communication to parents, using the website to share links and report relevant information. **Action on MH to provide for the start of the year.**
- **HD queried the allocation of funding for children to interventions.** VCu clarified that the interventions chosen are as assessed by Teachers, based on the child's need.
- **CL queried funding for staff CPD,** MH clarified there is a small amount (£6k) in the budget for this. CPD is based on the SSDP, where staff who attend training will disseminate their learning to colleagues once back at school. **AL queried funding for Governor training.** MH advised that school buy in to CWAC's Governor Services, for which they receive training at a reduced rate. There is a small budget for this and MH encouraged Governors to attend training. **DS will email a list to Governors.** MJ recommended the Data course, which was intensive but useful. **MH will also share log in details of School Bus membership to Governors,** there is lots of relevant information on the website.
- In the Life at Ashton Hayes section, MH noted thanks to TS for her invaluable support to school, not least in obtaining a £2k grant from Tesco and for all her work on the garden and with Owl class. MH also highlighted the planned visit by Andrew Moffatt on 10th October, noting school's statutory duty to teach children about the Equality Act. He also highlighted the DRIP project, aiming to fundraise for a Ugandan rainwater harvesting system.
- VCu noted the achievement of the Eco Silver Award and the plan to go for the Green Flag award next year. TS is an Assessor and can guide school on this award, which needs to be child-led, showing a plan and impacts. Governors discussed the recent KS1 trip to Delamere, which had to be diverted owing to the cancelled train from Mouldsworth. It was still a very positive day which the children enjoyed.
- On the playground resurfacing work, MH reported that quotes have been obtained of c. £20k which are with CWAC to consider. Decision will be made in terms of priority order compared to other schools. **HD noted the potential Health and Safety issue should a significant injury arise to a child as a result of the playground surface.** He queried whether school should keep a log of incidents of concern. **MJ advised of the need to align school's priorities to CWAC policy and criteria.** She also flagged Public Health funding as a possible source of funds for improvement works. However Governors acknowledged the need for funding requests to show a wider community benefit in order to succeed. To date, other great facilities at school have offset the tired playground.
- On the Community Classroom, MH shared with Governors the two possible plans prepared by David Tilley. Governors discussed both options, agreeing on their preference for the first option in terms of improved access and security for all users of the building.

MH

Signed:  Chair of Governance

Signed:  Headteacher

	<ul style="list-style-type: none"> On attainment, MH highlighted another good year for EYFS. VCu clarified how this is assessed, children need to achieve 13 of the 17 goals in order to be considered a Good Level of Development. MH noted this is a 3 year trend, an increase on the prior year and significantly above average for the local and national picture. RM queried Maths results for Year 3, MH clarified the factors involved in terms of the prior focus on reading and children joining from other schools. AL queried Science data, which had been sampled this year. MH confirmed that six children had undertaken 3 x 30 minute assessments, from which the data had been submitted but no feedback has yet been received. TS queried predicted versus actual data, MH clarified that assessments are made throughout the year and explained how progress is measured. He noted that this will change in the future, with a baseline being set at Reception, measured at the end of Year 6. He reported that school's new Leadership Partner is Susan Walters, who replaces the current SIP. MH will schedule safeguarding training with new Governors and refresh on the PREVENT duty as part of the INSET day on 3rd September. 	
10.0	<p>Subject Leader updates</p> <ul style="list-style-type: none"> SV shared two updates with Governors, which are attached here.  <p>PE Gov Review Day 2017 2019 Combined 05072018.docx reports.docx</p>	
11.0	<p>School Fund</p> <ul style="list-style-type: none"> DS reported balance of School Fund as £2670.16 at 22/5/2018 	
12.0	<p>Safeguarding</p> <ul style="list-style-type: none"> MP confirmed she will retain Safeguarding Governor responsibility until SV is trained to Level 3. HD will become Safeguarding Governor, taking on the role which MW previously held. The Safeguarding team will then be MH, SV and HD. MH reported that a Safeguarding Healthcheck is happening next week with the CWAC SCiE team. HD was invited to attend to meet the SCiE Team representative next Wednesday 8.30am at school. 	
13.0	<p>Planned Residential Visits</p> <ul style="list-style-type: none"> Governors agreed to discuss the planned Residential visits at the next FGB meeting in the Autumn Term. MH noted he had been considering a possible Year 5/6 trip to France with Julia Pond, but the likely cost would be c. £400 to travel in June/July. Governors discussed and agreed to review in September, consulting parents again over the possibility of a London trip. Some people had reported difficulties voting via the online system previously. VCu commented that she would like to see trips linked to the Curriculum, connecting topics with experiences. 	
14.0	<p>School Policies</p> <ul style="list-style-type: none"> Governors agreed to hold a Policies review meeting on 14th September from 9.00-11.00 for all available Governors to attend. 	
15.0	<p>Governor Training and Development</p> <ul style="list-style-type: none"> AL and MP are meeting on 16th July, to finalise a Governor blog for the end of term. They will also hold a Succession Planning meeting which all Governors are invited to attend on 22nd November from 4.30-5.30pm 	All

16.0	Date and Time of Future Meetings NB. <u>All meetings will take place from 4.30-6.30pm at school</u>		
	Autumn Term <ul style="list-style-type: none"> • Sub A: Thursday 11th October • Sub B: Thursday 18th October • FGB: Thursday 15th November 	Spring Term <ul style="list-style-type: none"> • Sub A: Thursday 31st January • Sub B: Thursday 7th February • FGB: Thursday 14th March 	Summer Term <ul style="list-style-type: none"> • Sub A: Thursday 9th May • Sub B: Thursday 16th May • FGB: Thursday 11th July

Signed:  Chair of Governance

Signed:  Headteacher

Dated : 22/11/18