

Ashton Hayes Primary School Full Governing Body Meeting

Meeting of: Full Governors Part One	Term: Autumn 2018
Place: Ashton Hayes Primary School	Date: Thursday 29th November 4.30-6.30pm
Present: Mr Matt Hover (Headteacher) Mrs Sharon Varey (Chair) Mrs Margaret Papworth Mrs Diane Stubbs Miss Beth Carter	Mrs Ann Lowry Mr David Wilson Mrs Mary Jefferson Mrs Tracy Snell Mr Christian Lindley
Apologies: Howard Deighton, Ruth Mason	In Attendance: Ms Vivien Couche (Clerk)

Item	Minute	Action
1.0	Apologies – none	
	Membership Updates	
2.0	<ul style="list-style-type: none"> SV confirmed the updates to Governor membership as per the document provided. She noted one remaining vacancy which the FGB intends to recruit for, based on the recent Governor skills audit. Legal and Premises expertise would complement the other skills of the GB. 	
	Conflict of Interest	
3.0	<ul style="list-style-type: none"> Governors were provided with Disclosures of Pecuniary Interests forms, which they completed at the meeting. Copies will be kept on file in School Office. SV also requested that a log of Governor attendance be kept for Sub Committee meetings going forward and be uploaded to school website. 	Clerk, MH
4.0	Minutes of the previous meeting: Minutes approved as an accurate record.	
	Matters Arising from the previous meeting	
5.0	<ul style="list-style-type: none"> Governor of the Month – this scheme has been discontinued in favour of the revised approach to Governor/Staff subject leadership as per the Membership document. Health and Safety walk – CL confirmed this had been completed. Governors discussed the proposed DIY programme, to undertake a series of practical tasks for school maintenance and agreed to do this in Spring term. CL, TS and DS will take this forward, developing a scope of work to be agreed at the next FGB meeting. TS and MH will help to prioritise tasks, noting the potential for Gardening Days to also involve parent helpers. Governors were mindful of the need not to ask parents for help on too many separate occasions. MP noted the issue of lighting outside school not currently functioning, which makes access up the path difficult. BC added that the sensor activated light outside her classroom is also not working at the moment. DS to ask Mrs Salt to check both these. MH confirmed the ‘Did You Know?’ communication for parents regarding accessing Pupil Premium funding had been sent out at the end of the last half term. 	CL, TS, DS DS

	<ul style="list-style-type: none"> MH queried whether all Governors could now access School Bus website. Governors discussed and noted that not everyone can consistently access this or their Governor email accounts. MH requested any Governors experiencing issues notify him directly, so Dan Woolley can provide support. On the Playground, MH noted that the refurbishment work was not yet fully complete (some markings still need to be painted) but it is significantly better than its previous state and now no longer floods. The Boiler repair work was also completed at a cost of c. £1k. Regarding Training, MH confirmed the proposed date for <u>PREVENT training is Friday 15th February 2019 from 1-3pm</u> for all Governors and Staff. <u>Safeguarding Training for new Governors and some staff is planned for Friday 11th January 3.15-5.15pm.</u> Clerk to notify HD. 	Clerk
6.0	<p>Part One Reports from Sub Committees: Sub A</p> <ul style="list-style-type: none"> DW summarised notes from the last Sub A meeting, highlighting the issues with the Edsential contract. MH confirmed that a potential supplier called Dolce is coming into school next week. They offer equivalent service to Edsential and have contracts for a number of schools nationally, including an increasing number in Cheshire. Governors noted that Edsential are aware that Ashton Hayes is dissatisfied with current service levels. Governors also noted that all kitchen equipment is owned by school, not by Edsential. On Finance, DW noted the budget is relatively balanced at the moment, with a deficit forecast for next year, although this is likely to be subject to change. MH confirmed that £10,000 is anticipated from government. 	
7.0	<p>Part One Reports from Sub Committees: Sub B.</p> <ul style="list-style-type: none"> AL updated Governors on the change of roles in this committee, with herself now as Chair and RM as Vice Chair. On the Parking Charter, AL reported that lots of parents have returned their responses, with DS and Tess chasing up outstanding ones. Governors noted ongoing problems with cars making dangerous turns outside school, although having access to the WI Hall Car Park has helped. MH to send a further text. Governors agreed for the Charter to be distributed to all people who drop off/collect from school, not just parents. DW reported that the Parish Council have discussed the matter of speeding, however are unable to help introduce a 20mph limit through the village until the average speed of vehicles passing through is reduced. AL noted that a number of detailed documents were shared at the Sub B meeting, which Governors were invited to review and comment on outside the meeting. The compiled comments are addressed in section 9.0 below. Governors discussed and agreed to have a Leadership and Strategy meeting at the start of next year for Sub A and Sub B Committee members, covering the SSDP and SEF, to reduce duplication across both Committees. 	MH
8.0	<p>Chair's Action</p> <ul style="list-style-type: none"> SV updated Governors that she had written to Amy Marshall in response to her resignation and also to accept CWAC's grant for the playground refurbishment. 	
9.0	<p>Headteacher's Report</p> <ul style="list-style-type: none"> SV requested that Governors take a 3 C's approach to the content of MH's report, commenting, clarifying or challenging as appropriate. Pupil Mobility, MH noted that a child with an EHCP has left school for a new catchment area. He described the difficulties obtaining funding for children needing support above the notional £6000 designated for SEND. <i>MJ queried whether we could learn from a school who has</i> 	

strengths in getting SEND funding support or an example of a successful past application? MH confirmed that we have visited multiple schools, obtained advice and this confirms we are doing all that we should. However, given the constraints on funding, the goalposts are constantly moving. MJ noted she was aware of lots of change in the SEN team, resulting in tremendous pressure for staff. **She queried whether the issue needed escalating or additional resource allocating to the task?** MH noted the frustration for JG and BC when documents they submitted in support of an application go missing or are unread. Governors discussed and acknowledged the budget issues underlying the issue. MP highlighted the positive impact Ceri Bacchus has had since taking on the SEND role, her drive and commitment was recognised by all.

- Governors discussed Pupil Premium and other funding sources which generate £9200 for certain pupils, clarifying how the budgets for these elements were calculated.
- MH shared the **School Performance Accountability Summary 2017-2018** with Governors, clarifying the meaning of the Floor Standard and explaining how the progress scores offset attainment and would currently classify Ashton as a coasting school.
 - He noted that the coasting measure will not be in place next year, however the evidence of a downward trend in progress since 2016 warranted analysis and explanation. The Reading progress score was average last year for KS2, and well below average for Writing and Maths. He then clarified the detail behind the score, noting the impact of the cohort size and its complexity. By removing one child's data, the progress improved from below average to average. To increase progress scores, we need more children to be achieving at the level of Greater Depth. He then highlighted the link between the data and the underlying themes in the SSDP.
 - **SV commented that Governors need to acknowledge that to the outside world, it doesn't look good to only be making average progress.** MH clarified that another contributing factor was the number of children who had high scores at the end of KS1, making it more difficult to demonstrate their continued progress through KS2. BC added that for the current Year 6 cohort, the issue of incorrectly reported KS1 progress shouldn't be a factor. She was responsible for that data, which was externally moderated at the time.
 - MP noted the importance of being able to unpick and explain results above all. In future years, the way we measure and report results will change, including introducing testing with Reception children for the first time. She noted that this is the last year that school will be comparing old levels to the new system of measurement. Governors discussed and agreed that statistics never tell the full picture, they acknowledged the small size and complexity of last year's Year 6 cohort, with dyslexic and autistic children within it.
- AL summarised the Sub B Committee comments on the SSDP and SEF documents as follows:
 - **On EYFS, how can school move from Good to Outstanding?** MH responded that school provides what is needed to enable children to make progress across the board, doing what is right for them rather than just what is aimed at hitting OFSTED's target. He noted the Learning Environment and Experiences are considered outstanding. **AL queried how school could ensure we would not be labelled as coasting in future?** MH clarified that the measure is being removed, however for the current Year 6 cohort, he has undertaken a detailed analysis and developed Class Action Plans with relevant interventions as needed.
 - **On the SSDP, how will Governors know that progress is being made?** MH responded that progress is different for every child, for some it may be consolidation, for others a surge ahead. MJ noted the importance of a Governor perspective on this, which MP

	<p>confirmed could be evidenced through book scrutiny, moderation sessions and tracking folders, all of which Governors need to assure are taking place. Governors discussed their strategic vs. operational role, which MH confirmed would be facilitated by the use of ASP data to show the 3 year average progress and trend. CL highlighted the importance of contextual understanding, not just data, which has the potential to skew the picture when a single child can account for 5% of the overall results. MH flagged the next Assessment meeting in Spring, at which he will bring Governors up to speed on specific children, their needs, anticipated impacts from interventions etc.</p> <ul style="list-style-type: none"> – How will Governors see Maths fluency progress? MH reported that the Mastery group will identify two points during the year to come in and assess this, evaluating impacts, evidence of moderation and teaching. The outcomes will be feedback to Governors via a monitoring meeting. – How will school minimise any impact on disadvantaged children? MH responded that only very small number of children at Ashton Hayes would be considered disadvantaged. For these individuals, school will continue to provide interventions based on their needs, using available funding to maximise its impact. Governors acknowledged the difficulty making an impact with £9200, however recognised school’s commitment to taking a course of action to make a positive difference to each child, regardless of constraints. – Is the Inference training from 2014 embedded in teaching staff, despite staff changes? MH confirmed that staff have passed on their knowledge, as this is not a tricky subject to pick up. Information is accessible via the folder which Ruth Frood has, and as a small school, staff are used to sharing information with their colleagues. – In terms of EYFS results, does it seem to make a difference if a child did not attend Ashton House Nursery before starting here? MH noted that the majority of children did attend AHN before starting here. The quality of assessment from AHN is accurate and consistent with our own measurement at school. Governors discussed how EYFS data judgments are made, noting VCu’s extensive skill and experience in making these. – What were the Maths White Rose Assessments outcomes? MH explained these were termly tests used to help inform Teacher assessments. He has been considering an alternative provider – Renaissance, which gives Reading Age and Scaled Scores as well as Progress measures. The provider is recommended by another HT and the DfE, so MH will continue to investigate. – Are we pursuing the Rights Respecting School Accreditation? MH confirmed he is looking into this, which has links to school’s ethos, its behaviour policy and focus on Learning Powers. However there is a cost involved. If we proceed, it will be led by the PSHCE Coordinator. <ul style="list-style-type: none"> • MH concluded the HT report noting that there has been a lot of work to action the SSDP, investigating impacts from it etc. TS queried whether we have a working document to show outcomes progressing? MH confirmed that he does, demonstrating the colour-coded document to Governors, which he will give them copies of at the next Sub B meeting. 	MH
10.0	Schools Bulletin	

	<ul style="list-style-type: none"> SV highlighted items on pp.7-13 for Governors to review, particularly the Inspection Data Summary Reports (IDSR). MH shared copies with Governors, which summarise the headline areas in which OFSTED are interested. He noted that the content is as per the earlier discussion, understanding the context behind the KS2 progress data. The report is issued annually, based on the cohort who have just left the school. Governors discussed the need to understand school's data well and mooted the idea of a session delivered by the SIP <u>[Post meeting note, the SiP Susan Walters will deliver a bespoke training session on data on Tuesday 5th February 3.30-5.00pm, to which all Governors are invited.]</u> 	
11.0	<p>Safeguarding</p> <ul style="list-style-type: none"> MH confirmed that an audit by the SCiE team had been carried out during the first part of term and outcomes were fed back via the Sub Committees. The outcomes were very positive and a date is to be set for a mop-up meeting for the minor actions agreed. MH queried whether all Governors have up to date DBS check in place? CL confirmed he needs to check/renew his. 	MH CL
12.0	<p>Residential Visits</p> <ul style="list-style-type: none"> Governors noted the proposed locations as per the agenda. MH updated Governors on the recent meeting held with Year 5/6 parents regarding the London residential, from which only 1 parent expressed concern. Governors agreed to support the planned visit, noting that the majority of parents are in favour of the London location. 	
13.0	<p>School Policies</p> <ul style="list-style-type: none"> Governors confirmed their approval to the Policies provided. 	
14.0	<p>Governor Training and Development</p> <ul style="list-style-type: none"> SV reported on a successful Governor Development session last week, she has sent out feedback to attendees. The intention is for the next training session to be focused on data, during the Spring term. 	
15.0	<p>Date and Time of Future Meetings</p> <ul style="list-style-type: none"> FGB: Thursday 21st March 4.30-6.30pm 	
16.0	<p>AOB</p> <ul style="list-style-type: none"> <u>Leadership and Strategy meeting in September 2019.</u> Governors discussed and agreed to hold this meeting during the 3rd or 4th week of September, so all Governors would be aware of the road ahead at an earlier point during the school year. Governors agreed to factor this into the overall date setting for meetings, which takes place in July 2019. 	Clerk

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