

Ashton Hayes Primary School Full Governing Body Meeting

Meeting of: Full Governors Part One	Term: Spring 2019
Place: Ashton Hayes Primary School	Date: Thursday 21st March 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 – received and accepted from RM and HD.	
2.0	<p>Membership Updates</p> <ul style="list-style-type: none"> SV noted the co-opted Governor vacancy, for which she and AL are considering possible options. AL has been in touch with Local Councillor Eleanor Johnson and the former Headteacher of St Oswald’s Primary. SV advised Governors that CL is unfortunately standing down as Parent Governor due to work commitments. CL expressed his regret for this and confirmed his willingness to contribute in the future when possible. SV thanked CL for the positive contribution he had made to date. Clerk to update the Governor Membership document to reflect the two vacancies. SV asked Governors whether they were all now able to access their secure email accounts successfully. MJ and DW confirmed they were still having difficulties, MH committed to help them with this. Access via an app on the phone appears preferable to via a browser. Going forward, SV asked all Governors to confirm receipt of their emails. 	Clerk
3.0	<p>Conflict of Interest</p> <ul style="list-style-type: none"> No conflicts reported. 	
4.0	Minutes of the previous meeting: Minutes approved as an accurate record.	
5.0	<p>Matters Arising from the previous meeting</p> <ul style="list-style-type: none"> DS to follow up on the issue reported by MP of the lighting outside school not currently functioning, which makes access difficult at night time. Clerk to complete a log of Governor attendance for Governor meetings, which will be uploaded to school website. Action carried forward. Regarding Staff Subject Leadership, AL noted the new model of Subject Leadership teams is positive and working well. SV commented that while attendance for Governors who work full time can be difficult, the teams try to organise meetings on days which suit the majority. 	DS 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: <ul style="list-style-type: none"> The deficit budget position (which previously had been a small carry forward) 	

	<ul style="list-style-type: none"> – The necessary spend on the boiler repair, despite the planned replacement by the local authority next year. DS noted that school will receive money from any scrap value when the old boiler is removed. – Pupil numbers are now at 132. – DW and SV's attendance at a recent Governors meeting on Finance, at which all schools had shared their own experiences of funding shortages. MH noted a recent meeting with HR from CWAC regarding the budget, at which it was apparent that the only potential area for savings is in staff costs. Governors noted the frustration with this and MJ confirmed this is widespread across the public sector. – The updated SFVS is due to be submitted at the end of March. – Regarding the contract with Edsential, MH had explored possible early exit options but it has now been established that school is committed to the contract until the end of the 2019/20 school year. – Regarding repairs to the children's toilets, DS has chased up some quotes for the work. Others are outstanding but are needed in order for the repair to be completed under the terms of the insurance policy. <ul style="list-style-type: none"> • SV commented on the difficulties with respect to the deficit budget, noting that she has invited Jo Morris to attend the next Sub A meeting on May 9th to help clarify the position for Governors. MJ requested that Governors receive a set of accounts before the meeting, which SV confirmed she will send. All Governors are invited to attend this meeting. • MH noted that budget decisions which resulted in the overspend were not optional – the drain and boiler repairs were essential. Sending Ceri Bacchus on the SEN course was a statutory requirement for her to fulfil the requirements of the role. • DIY update. CL's DIY list, prepared following a walk around at school with MH to identify the tasks which need addressing, has been sent to Governors. CL noted the next step is to turn the list into a spreadsheet, allocating jobs to individuals and set dates for completion. <ul style="list-style-type: none"> – HD has organised for Apprentices from Alstom to come in and help with tasks like painting fascias. Governors confirmed they will work around the Apprentices' availability, MH to liaise with HD on dates. Some of the Tesco funding will be used on exterior paint. – SV has asked Tess to convert the list into a spreadsheet, for tasks to then be allocated to individuals. – TS also spoke about the plan to use hazel hurdles for safety around the pond, also creating bug hotels from pallets. – Governors noted the plan to link in with the PTFA, joining forces for better attended volunteering sessions during summer term. 	<p style="text-align: center;">SV</p> <p style="text-align: center;">MH, HD</p>
7.0	<p>Part One Reports from Sub Committees: Sub B.</p> <ul style="list-style-type: none"> • Regarding the speed limit outside school, AL read out a letter from Dave Reeves at CWAC, which clarified that the section of road outside school won't be considered for a speed camera without there having been a serious or fatal accident. In May/June, the outcome from the local review of traffic speed and safety will be heard at the Parish Council meeting. <ul style="list-style-type: none"> – Governors discussed and expressed their frustration at this response from CWAC. <i>MJ suggested writing to parents, including those who are users of the Nursery, to ask them to ensure they are complying with speed limits.</i> – Governors agreed to draft a letter to issue for parents at the start of the new term, regarding the review of speed and traffic safety, asking parents to drive at or below the speed limit in order to demonstrate the feasibility of introducing a lower limit outside school. • AL summarised the Minutes from the last meeting, highlighting: 	<p style="text-align: center;">MH</p>

	<ul style="list-style-type: none"> – Ceri Bacchus as a real asset to school in her SEND role. DS’s vital role in school also became very evident as a result of her absence due to sickness, Governors echoed this recognition for her valued contribution. – The number of pupils expected to start in September will be known in April. It is expected to be PAN +1, following an expected appeal for a local child. MH confirmed that school decides, but a precedent has been established to accept children on appeal where capacity allows. – The Community Classroom fundraising workgroup is a work in progress, and is now linked up with PTFA. 	
8.0	<p>Chair’s Action</p> <ul style="list-style-type: none"> • SV updated Governors that she had written to acknowledge CL’s resignation as Governor. 	
9.0	<p>Headteacher’s Report</p> <ul style="list-style-type: none"> • MH noted that his report had been distributed to Governors well in advance of the meeting, to give them the opportunity to review and comment beforehand. He highlighted specific sections of the report including: <ul style="list-style-type: none"> – Retention and movement of pupils continues to change, making planning for next year more challenging. – Ofsted overview, noting focus on spelling. BC spoke about what has become embedded following a recent spelling learning walk. This includes editing stations, rich vocabulary, focus on phonics in KS1 and evidence of writing progress. Using Word of the Week, Staff Survey, Pupil Voice and Spell Zone, BC has been reviewing what has worked well in order to determine what to including in the policy. – BC and ND have secured free places for a training course in May on Phonics in KS2. MH has secured spaces at a Literacy Conference at Anfield, where Michael Rosen is speaking on global/national trends for literacy. – Maths, which is in its implementation phase of the policy and is focused on fluency. School has applied to be part of the Mastery Hub. – SEN, the outcome from an EHCP application is awaited. MH noted ongoing difficulties securing funding. SV queried a comment about a Year 1 child making good progress, asking whether the gap is closing? MH clarified the situation, noting that while good social/emotional progress is being made, the gap is expected to widen in terms of attainment. A number of agencies are involved. – Pupil Outcomes and the predicted progress score (referencing the Jamie Pembroke measure) is expected to be just over 2. Losing one pupil who would have made significant progress since Year 2 has affected this measure, given the small size of the cohort. However attainment looks positive for Year 6 and Year 2. • MH shared his 1 page overview on pupil progress data based on most recent termly data, commenting on each year group as per the highlighted sections. CL queried the interim predicted score, asking MH how confident he was about the data? MH responded that he felt very confident with the current Year 6 predictions. He confirmed that Teachers are very good at evidencing attainment and progress, reporting predictions conservatively. MP commented that children’s lives can change significantly between Years 2 and 6, so predictions of progress cannot be considered as guaranteed. <ul style="list-style-type: none"> – MJ commented on the current Year 4 and 5 children predictions, noting the staffing changes forecast in the coming year. She queried the actions planned to address the small proportion predicted to achieve ARE in maths and Greater Depth in writing. MH confirmed that targeted interventions are planned at the time when the rest of the class are learning French. Miss Binns also provides input on Thursdays and Fridays. TS queried how interventions are provided for classes with fewer TAs? MH confirmed that staff time is freed up as much as possible to enable interventions to be provided as required. BC spoke regarding her own approach, which 	

	<p>is carousel based and enables her to work with a group in focus, while the rest of the class work independently. MP noted that school is relatively well resourced in terms of TA support compared to other schools and we work creatively to make best use of resources.</p> <ul style="list-style-type: none"> • Returning to the main body of the HT report, MH referenced Behaviour, noting one incidence of graffiti/anger management. This was addressed and progress is being made. A bullying incident occurred, involving derogatory language, but was not targeted or repeated. Overall, behaviour at school is good. • Regarding Policies, Governors confirmed their review and agreement to the policies provided. MH noted the whistles to be used during an Invacuation incident are now in place and a test of this policy is planned next term. • Regarding Safeguarding, MH confirmed there had been no issues. He updated Governors that the NSPCC had visited school today and provided an assembly for each class, focused on being safe. Following discussions with each of the classes, it emerged that most Year 5/6 children are playing games online. Some children are playing with others that they do not know, which is a possible cause for concern. MH has sent a letter to parents about security settings and online gaming, asking parents to have a discussion with their children about this. The NSPCC offer a parental course on online safety and will be organising an event at school. MJ and TS agreed this will be a useful reminder for parents. Year 3/4 parents will also be invited to attend. • Regarding Premises/Maintenance, MH confirmed the pipework in Owl classroom will be repaired during the Eater break. The boiler is to be replaced in Summer. Once the fuel supplied is gas rather than oil, there is expected to be a saving of £800 per annum. • Regarding the recent Residential visit to Conover Hall, MH thanked the Governors who accompanied the trip, which was a big success. AL commented on how well the children had behaved and what wonderful peer support they had demonstrated to each other. • SV thanked MH for his comprehensive report and asked Governors whether they found the new layout helpful, which they confirmed they did. 	
10.0	Schools Bulletin - MH confirmed this had been shared with Governors.	
11.0	<p>Safeguarding</p> <ul style="list-style-type: none"> • DS confirmed that all DBS checks are up to date. • MH noted that Channel online training is open to Governors as a refresher, if they are keen to undertake it. Newer Governors need to complete this training if they have not already done so. TS has completed it, HD needs to complete it. MJ commented that most referrals are issues connected with far-right extremism. • Regarding the Safeguarding monitoring handover between MP and SV, SV confirmed that she has completed her Level 3 training and the handover has taken place. SV queried whether any other Governors want to be Safeguarding trained e.g. HD. MJ confirmed she would be interested to receive the training. BC also expressed an interest in gaining more training/experience, she is currently Level 1 trained. 	HD
12.0	Policies - Already covered as part of Headteacher's report	
13.0	<p>Governor Training and Development</p> <ul style="list-style-type: none"> • SV encouraged all Governors who are not yet using the School Bus to get online and access this website, which is very helpful for updates. There are short summaries and useful links for a wide range of topics relevant to Governors. If there are issues around access, please ask MH for support. MH confirmed he will send the activation email to TS and MJ. • The data training held on 5th February highlighted some Governors' need for further support, which is to be organised. 	MH

	<ul style="list-style-type: none"> • The finance training which DW and SV attended was worthwhile attending, despite somewhat blunt delivery from the Edsential Governance group at CWAC. SV summarised the content, which urged schools to increase pupil numbers, cut staffing and undertake better procurement. • The same providers are running a free course for Governors on Effective Challenge on 20th June at Elton Primary school. SV suggested that as many Governors attend as possible as this is free training and content is expected to be useful. • Regarding Staff and Parent questionnaires, BC and DS have compiled the survey but it has not yet been issued. It will be completed online. Parent questionnaires will be distributed at Parents Evening, with MJ and SV coordinating distribution. • Regarding the date for a <u>meeting on Governor self evaluation/training and development plans</u>, this is set for <u>Monday 1st July 4.30-5.30pm</u>. This will include an Ofsted update from MH. 	All
14.0	<p>Date, time and place of future meetings</p> <ul style="list-style-type: none"> • Full Governing Body: Thursday 11th July 4.30-6.30pm 	

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