

Ashton Hayes Primary School Full Governing Body Meeting

Meeting of: Full Governors- BY ZOOM	Term: Autumn Term 2020
Place: Ashton Hayes Primary School	Date: Thursday 3rd December 5-7pm
Present: Mr J. Gilbert (Acting Headteacher) Mrs Sharon Varey (Chair) Mrs Ann Lowry (Vice Chair) Mr David Wilson Mrs Tracy Snell Mrs Margaret Papworth	Mrs Mary Jefferson Mrs Ruth Mason Mr Matt Denman Mr Jack Mellor Mr Martin Willis Mr James Lutton Miss Beth Carter
Apologies: None	In Attendance: Ms Vivien Couche (Clerk)

Actions to be followed up are bold, underlined.

Item	Minute
1.0	<p>Welcome, apologies</p> <ul style="list-style-type: none"> SV welcomed all Governors, no apologies received.
2.0	<p>Membership Updates</p> <ul style="list-style-type: none"> SV highlighted changes to the Membership document including adding MW to the Headteacher Performance Management Committee and replacing references to Lis Oates with Kelly Barlow to reflect recent staffing changes. <u>Clerk to make updates and reshare revised document.</u> Regarding Governor vacancies, SV asked Governors to keep in mind the need to recruit to replace people who will be stepping down in the coming year. She highlighted the gap in legal knowledge and asked Governors to think about anyone with relevant skills. When MP and SV step down in 2 years, there will be a gap in Governors with knowledge of education, other than RM. SV noted the plan for Link Governors to provide an update in Spring term, given the need to postpone visits this term due to Covid. SV suggested scheduling these before the last week of January, <u>action on JG to send out possible dates to Governors.</u>
3.0	<p>Minutes from October Full Governors Update meeting</p> <ul style="list-style-type: none"> Governors noted the Minutes provided from the last meeting and approved them.
4.0	<p>Matters Arising</p> <ul style="list-style-type: none"> <i>SV queried progress with investigation into renting additional temporary toilets and the potential purchase of anti-viral foggers.</i> JG noted that the latter were not recommended for use in schools. JG had asked the PTFA Chair whether she could assist with securing funding from e.g. James Timpson, as part of the PTFA's efforts to fundraise for the Early Years area. Meanwhile, MW got in touch with a contact in the temporary toilet facilities industry, who'd advised that all units have been booked out. JG commented that school does not want to rent the blue Portalooos seen at festival type events and that current arrangements using toilets at school appear to be working well. This is the only contact point between the class bubbles, when children wash their hands anyway. <i>TS queried whether children also use hand sanitiser alongside washing their hands,</i> BC noted

	that all children sanitise their hands on the way into the classrooms. JG added that classroom monitors also dispense hand sanitiser among children in the classroom.
5.0	<p>Sub A Minutes</p> <ul style="list-style-type: none"> • DW summarised the Minutes from the last Sub A Committee meeting, highlighting: <ul style="list-style-type: none"> – School has signed up to the Edsential contract for a further 3 years, recent issues with Parentpay appear to be resolved – The SFVS, Manual of Internal Procedures and Competency Matrix all need to be completed, these will be covered later on today’s agenda – The Budget remains as tight as ever, reflecting the saving in HT salary costs but the increase in Covid-supply cover teacher costs and the smaller amount contributed by PTFA than in prior years – DFC needs to be spent by August 2021 – Another meeting is scheduled next week to address issues with the Boiler. Heating is now working and issues are mainly resolved – JL shared a Health and Safety report with the Committee, which Governors reviewed – Action on Clerk to update reference to the Key website to the School Bus website in 5.0 of Minutes and uploaded revised document to Sharepoint (complete) • TS highlighted section 4.1 and the cost of making improvements to the Early Years area. TS noted that she met with JG regarding this and that Ed Snell is looking at doing some of the work, free of charge. Regarding the fence/school boundary repair, TS offered to lead a Forest School activity, making dead hedges with brash and sticks, to also create a natural habitat. JG thanked TS for this good suggestion and added he intends to move the gate to the pond area so it can be accessed from Forest School side. This will make the pond more accessible as a forest school activity. • Regarding SFVS, SV noted that this needs to be completed in December/early January and asked MJ and MD for their preference in dates. Both agreed on December for a meeting to take place, action on SV to speak to DS to set a date for DW, DS, MD, MJ and AL to meet (In Hand)
6.0	<p>Sub B Minutes</p> <ul style="list-style-type: none"> • AL thanked all members of the Committee, who contribute a lot to the Governing Body and the school, she noted. She highlighted: <ul style="list-style-type: none"> – Governors had approved the revised Terms of Reference including the caveat wording to preface the Terms of Reference during Covid-times – The amount of Curriculum catch-up work taking place in school – The 4-tier system in place in school to map out the course of action to be taken in the event of a child/sibling/staff member contracting Covid – Kelly Barlow’s strong progress in picking up from Lis Oates, similarly Ceri Bacchus’s progress in her SENCO role – The Amazon Wishlist for school which parents have responded to very positively – The PTFA update report which RM had shared with Governors, noting Chair’s strong contribution – The school website audit, noting a review has taken place and JG/BC will be making changes to simplify and clarify content
7.0	<p>Chair’s Action</p> <ul style="list-style-type: none"> • SV noted she’d written a letter to parents on behalf of Governors, of which all Governors received a copy.
8.0	<p>Headteacher’s Report</p> <ul style="list-style-type: none"> • JG shared his HT report, with the same format used by Matt Hover and highlighting updates to the document made this term. He highlighted: <ul style="list-style-type: none"> – Under Staffing Changes, the addition of Kirsty Faulkes to the School Office team as 0.4 FTE, who he described as a godsend and a big support to DS

	<ul style="list-style-type: none"> – Sonia Fox recruited as TA in Buzzard class, 1.0 FTE to provide SEND support – Attendance – he noted that this is higher (97.66%) than last year (95.05%) when Covid related absence (child in isolation or awaiting test result) is excluded. JG noted that parents are not keeping their children off and want them to be in school. – Ofsted's last visit was 4 years ago in March, full inspections are expected to resume from Summer Term, not January onwards – KS1 SATs won't take place this year, however Phonics screening will be held. KS2 SATs will take place, but results won't be reported. – Behaviour – as bubbles are not mixing and children are spending more time with adults/staff, there are fewer incidences of behaviour issues. JG noted that standards are good. – Safeguarding – JG noted some minor issues which have been addressed with ELSA support. – Toilets are planned to be refurbished in February half term. The Boiler now appears to be fixed and there is heating in the Hall. The play equipment refurbishment is underway, with the old playframe to be removed in December followed by the surface being made good. A new, low-level climb kit, which the children have chosen, is to be installed around the Daily Mile track. – The Kitchen has recently been assessed and given a 5* hygiene rating – CPD: no face to face courses are happening at the moment, some staff have undertaken online courses as per the table in the report. BC will be taking Level 3 Safeguarding training next week, Vcu, DS and JG have all updated their Safeguarding training. Governors noted there are no Safer Recruitment courses currently available, however JG has had this training. – Residential Visit – this is to be postponed to July for Year 1/2, however the date is not yet confirmed. To be discussed under item 12.0 on agenda. – Pupil Premium – referenced in separate report. While funding is low, this can be used to benefit the whole school e.g. on training, not just to benefit PP eligible children. – Academisation – process is on hold, JG noted the value of support recently provided by County. • Governors were invited to comment, challenge or clarify any aspects of the report. RM noted the report was easy to read and follow overall, however she highlighted an error in the contextual table regarding EHC children. Governors also discussed the alignment of pupil numbers with recent pupil movements. Action on JG to update the table. • DW commented that it would be helpful to see the report on actual attendance i.e. including the Covid-related gaps, even those these don't need to be reported to DfE. JG agreed to try and run this report via SIMS. • JM queried how school grades the severity of behaviour incidents, JG clarified that if something is reported to a parent it is classified as minor; if an issue requires follow-up it is deemed moderate and if it results in exclusion, it is deemed serious. JM confirmed parity with his own school's policy. • MP queried whether JG still has a mentor in his role as Acting Headteacher. JG confirmed he speaks to his mentor Ian (Head at Frodsham Manor House) and also had a helpful visit yesterday from the school's ASIA, Daryl Pickering.
9.0	<p>SSIP</p> <ul style="list-style-type: none"> • JG shared the report with Governors, noting the difference in the cycle for the current year as a result of the partial closure in March. He commented this has been shared with staff, who are on board and moving in the right direction. He noted the document builds on the content from prior years. • He flagged the focus on grammar from Ofsted following their last inspection, which he described as a work in progress. • Regarding priority areas, JG described the main development relating to assessments, in terms of how they take place and are then fed into planning

	<p>and teaching. He noted the continued embedding of the Mastery approach.</p> <ul style="list-style-type: none"> • JG highlighted the link between quality Leadership & Management and the Curriculum, noting his work to raise the profile of middle and subject leaders. Governors noted Ofsted’s focus on this, not just the Headteacher’s perspective. JG noted his intention for teachers to gain an understanding of what’s happening in other classes to monitor their subject and has budgeted for staff cover to enable this to happen. • JG noted the alignment of My Happy Mind, Conscious Discipline and No Outsiders in underpinning mental wellbeing as the starting point to learning. • JG noted the new EYFS Early Adopter curriculum, which is child-centred and meaningful, e.g. through its focus on reading not just decoding. • Governors were invited to comment, challenge or clarify any aspects of the report. <i>MW commented that a larger size font would be helpful, he also highlighted the potential to focus on diversity of thought, given the multiple references to inclusion.</i> RM agreed and noted Ofsted’s comment regarding this made at their last inspection. JG noted the connection with individuality, which BC confirmed also links to the No Outsiders schemes of work. <i>SV suggested that this suggestion is reviewed as a staff, identifying how to weave it in to the SSIP.</i> JG agreed and will include it within the mental health section for the time being. <i>MP suggested making the children aware of what diversity means, in the event of a question being asked.</i> Governors noted that not all children will have encountered the No Outsiders material and there is a lack of diversity in school. • <i>JL queried staff mental health and whether this should also be referred to in the SSIP, not just the children’s.</i> Governors agreed that the mental health and well-being of staff was equally as important as the mental health and well-being of pupils and suggested the SSIP be amended slightly to reflect this parity. JG agreed and noted that staff have learned a lot from teaching My Happy Mind to the children, with techniques they can apply to their own lives. He also noted the activity underway to reduce teacher workload, similarly supporting good mental health.
10.0	<p>Schools Bulletin (CWAC)</p> <ul style="list-style-type: none"> • SV noted that school is not currently receiving a termly bulletin, however JG commented that he receives a helpful daily bulletin from County.
11.0	<p>Safeguarding</p> <ul style="list-style-type: none"> • JG updated Governors that he is supporting 2 families with the help of a Support Worker from the EIP. Another family may be receiving support soon. • JG noted that Safeguarding is discussed weekly in Staff Meetings and that Governors are invited to take part in the Basic Awareness training scheduled for 12 February, to be delivered on Zoom by the SCiE team.
12.0	<p>Residential Visits</p> <ul style="list-style-type: none"> • <i>SV queried whether it is appropriate to be offering any Residential Visits this year, noting the normal process would be for school to propose the visits/dates and for Governors to approve.</i> <ul style="list-style-type: none"> – <i>BC commented that, prior to Covid, she was discussing the relevance of Residential Visits for Year 1 children anyway.</i> JG agreed, noting the intention to draw a line under the Year 1 plans and review the best way forward for all visits. – <i>MW queried whether Residentials taking place this year would cause stress and anxiety, compared to a ‘normal’ year.</i> – <i>MJ noted that the Residentials offered by school are a major USP, but as children go up the school the costs escalate.</i> As some parents have lost work this year, affordability is a factor. <i>BC suggested that Residentials be offered on alternate years, rather than every year.</i> <i>AL agreed, noting the possibility of trips to Liverpool and Manchester for museum visits on non-Residential years.</i> – <i>TS queried whether there are other options e.g. activities at a local centre, without an overnight stay, to reduce cost.</i> BC noted that enriching activities available at an activity centre, like bushcraft, pond-dipping are all available at school. JG agreed that there are many local options available

	<p>but there is no demand from parents for after-school type activities at the moment. MJ agreed that school is right to pause after school Clubs now.</p> <ul style="list-style-type: none"> • Governors discussed and agreed on the huge benefits from Residential Visits, but confirmed there were too many unknowns to take the children away this year. <i>SV suggested that Governors discuss again in the Summer Term to discuss for the following year. Action on JG to write to parents.</i>
13.0	<p>Policies</p> <ul style="list-style-type: none"> • SV noted the Policies shared with Governors before the meeting, to which Governors confirmed their approval.
14.0	<p>Term Dates</p> <ul style="list-style-type: none"> • JG highlighted the proposed dates, including INSET days, as per the pdf documents shared with Governors before the meeting. Governors confirmed their approval to the dates.
15.0	<p>Governor Training and Development</p> <ul style="list-style-type: none"> • MD and MW have completed the financial competency matrix. MD attended a finance course for Governors organised by CWAC, which he described as beneficial. MD noted the value in speaking to the course organisers, gaining useful information in speaking to fellow Accountants about how to challenge the budget. He recommended the course to MW and any other members of Sub A who haven't already attended. MD highlighted the impact on school from having such a small Pupil Premium budget, relative to other schools with a higher proportion of PP children. He noted the resulting financial constraints and the need for school to secure funding from 3rd party sources. • SV requested that all Governors add the 12th February Safeguarding refresher training to their calendars. <u>Action on all Governors.</u> • SV forwarded a copy of the CWGA Newsletter to Governors, highlighting upcoming courses e.g. Governing in the new normal in March 2021. • JL attended a Health and Safety course yesterday, which he described as very good. • JM and MW attended a New Governor training and networking event recently, which they described as useful, particularly at a time when it's not possible to come into school. They noted that one breakout session covered how Ofsted inspections will work this year.
16.0	<p>Dates of meetings</p> <ul style="list-style-type: none"> • Sub A: 25th January (SFVS focus) • Sub B: 4th February • FGB: Thursday 18th March 5:00-7.00pm
17.0	<p>AOB</p> <ul style="list-style-type: none"> • JG suggested that Governor Link Groups aim to meet during the weeks of 18th and 25th January. He will email staff now to agree dates and feedback to Governors.

End of Part One of meeting – Part Two minutes reported separately