

## Ashton Hayes Primary School Full Governing Body Meeting

<b>Meeting of: Full Governors - BY ZOOM</b>	<b>Term: Spring Term 2021</b>
<b>Place: Ashton Hayes Primary School</b>	<b>Date: Thursday 18<sup>th</sup> March</b>
<b>Present:</b> 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
<b>Apologies:</b> None	<b>In Attendance:</b> Ms Vivien Couche (Clerk)

**Actions to be followed up are bold, underlined.**

Item	Minute
1.0	<b>Apologies, absences</b> - none received
2.0	<p><b>Governing Body Membership</b></p> <ul style="list-style-type: none"> <li>SV reminded Governors that when DW, MP and SV herself step down from the Governing Body there will be gaps in knowledge (Legal, HR, Education) which need to be addressed. SV suggested publishing a piece written by a newer Governor in the Around Ashton magazine to generate some interest in joining the Governing Body. <b><u>Action on all Governors to consider writing a piece for the magazine.</u></b></li> <li>Governors noted that AL will be stepping up to be Chair of Governors next year, so there will need to be a new Vice Chair ready for when SV steps down. <b><u>MW agreed to have a chat with AL about what is involved in the role.</u></b></li> </ul>
3.0	<p><b>Conflict of Interest, Code of Conduct, Pecuniary Interests</b></p> <ul style="list-style-type: none"> <li>No updates from Governors.</li> </ul>
4.0	<p><b>Minutes of Autumn Term Full Governors meeting</b></p> <ul style="list-style-type: none"> <li>Governors confirmed their approval to the Minutes from the Autumn Term and February FGB meetings.</li> </ul>
5.0	<b>Matters Arising</b> - No matters arising not otherwise covered on the agenda
6.0	<p><b>Part One Reports from Sub Committees - Sub Committee A</b></p> <ul style="list-style-type: none"> <li>Governors confirmed their approval to the Minutes from the Spring Term Sub A meeting</li> </ul> <p><b>SFVS update</b></p> <ul style="list-style-type: none"> <li>Governors noted the SFVS document shared by DW before the meeting. DW referenced the high pupil:teacher ratio, which puts school in the highest 10% of similar sized schools, however Governors noted that this does not reflect current staffing levels with JG as Acting Headteacher.</li> <li>DW confirmed that the team have answered the checklist questions comprehensively and Governors confirmed their unanimous approval to the document. The SFVS will be submitted to CWAC in good time for the due date of 31<sup>st</sup> May.</li> </ul> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>Governors noted the Budget Summary shared before the meeting by DS. JG highlighted 2 children with high needs funding currently in Year 6.</li> </ul>

	<p>Governors noted the potential staffing impact if additional funding cannot be secured when these children leave. SV commented that the next Sub A meeting and Budget meeting will be important, as Governors will have a better understanding of the likely class structure and staffing for next year by then.</p> <ul style="list-style-type: none"> <li>• JG confirmed that 19 children will be starting in Reception in September.</li> <li>• Governors noted a projected deficit of £3307 in school year 2021/22 but a projected carry forward in 2022/23 of £10,008 and £29,701 in 2023/24. Governors approved the budget as presented.</li> </ul> <p><b>Premises</b></p> <ul style="list-style-type: none"> <li>• JG updated Governors on his recent meeting with Chris Wall and the plan to reroute underground pipework above ground in the summer holidays. This will address the issue of leaks resulting from the new boiler's higher pressure levels. JG highlighted sterling work from PTFA Chair in fundraising from various sources to enable improvement work on the Toilets to be carried out. With PTFA and DFC funding, the project to extend and improve toilet facilities should be possible. JG confirmed he has a price from the Architect for the cost of the work, which he plans to share with Governors. He noted that Planning Permission for the work will also be needed.</li> <li>• <b><i>MW commented that while the balance sheet still looks precarious for the current year and the usual events to fundraise can't take place e.g. Summer Fair, should Governors be looking at alternative activities e.g. sponsored sporting events.</i></b> MW offered to do a sponsored run to get the ball rolling. JG agreed this is a great idea and that the children could also be involved in some way. <b><u>Action on JG and MW to discuss.</u></b></li> </ul> <p><b>Part One Reports from Sub Committees - Sub Committee B</b></p> <ul style="list-style-type: none"> <li>• AL summarised the Minutes from the last meeting, noting that most content has now been superseded as the children have returned to school. AL highlighted a compliment for the staff received from one parent regarding the home learning. She also noted the benchmarking activity undertaken and how school compares against similar schools. Regarding the mid term review of curriculum priorities, JG confirmed that children are being tested/baselined now they are back at school, to enable the curriculum priorities to be determined. AL confirmed that JG has purchased resources to assist the assessment process. JG added that now the children are back, there is lots of work underway on sharing and conscious discipline.</li> </ul>
8.0	<p><b>Chair's Action</b></p> <ul style="list-style-type: none"> <li>• SV confirmed that she'd written to parents regarding the HT recruitment process.</li> </ul>
9.0	<p><b>Headteacher's Report (see also document in FGB meeting folder on Sharepoint)</b></p> <ul style="list-style-type: none"> <li>• JG noted the lack of progress data to report due to the recent situation. He noted that there were fewer children in school after 5<sup>th</sup> January than the average nationally and the numbers were sustainable, although on the busiest day this equated to 23% of total number of children on roll. These included SEND register children where appropriate. JG confirmed that the remote learning offer was evolving, taking account of families needs/access to technology resources. He confirmed that feedback from parents had been positive and constructive, with lots of supportive comments about teachers. JG described engagement in remote learning activities as good across the school with the vast majority of families in daily contact with class teachers and joining daily zooms.</li> <li>• JG noted 98% attendance in school since 8<sup>th</sup> March, evidenced by happy children and relieved parents. He confirmed the same control measures were in place as the Autumn term, in addition to Covid testing of staff members twice weekly. Staff wear masks in all communal spaces and in classrooms when social distancing is not possible. Drink making facilities are available in classrooms and the staffroom is out of use.</li> <li>• JG described the priority for the current term on getting children back into good routines, focusing again on mental health and managing emotions.</li> </ul>

	<p>Early years is proving the most challenging as proportionately these children have missed the most. JG advised that all classes are being assessed to identify gaps in learning and to provide a benchmark against which to measure progress, with new reading test materials purchased to support teachers' judgements. School development targets remain in place. JG noted that the need for a rich curriculum and strong assessments, a focus on mental health and the importance of strong subject leadership have all proven to be essential areas for development this year. The challenges faced over the past year have made staff stronger and given a clear vision of what we value as a school.</p>
10.0	<p><b>Schools Bulletin</b></p> <ul style="list-style-type: none"> <li>SV highlighted p.7 of the Bulletin, the Edsential Governor update as relevant for Governors to review.</li> </ul>
11.0	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>SV referenced February's Safeguarding training which a number of Governors attended, noting that delivery was very different to prior courses. MD needs to take Level 1 training asap, TS confirmed she'd been trained by MH. <b><u>Action on SV to check status of training attendance with DS. Complete</u></b></li> <li>JG noted that he needs to offer Level 1 training for some staff and any Governors requiring this one evening in Summer Term. MJ confirmed that she needs a refresher.</li> <li>Governors noted the <b>Keeping Children Safe in Education</b> document shared before the meeting, which SV confirmed is the basis for school's Safeguarding Policy. JG confirmed that all staff have read this document and that when any updates to it are received, these are shared with all staff. BC confirmed that at the Level 3 training she'd recently attended with JM, it was described as good practice to have a signed record of staff and Governors who'd read the document. <b><u>Action on all Governors to read the document and email SV to confirm this by 19/4/21.</u></b></li> </ul>
12.0	<p><b>School Policies</b></p> <ul style="list-style-type: none"> <li>JG confirmed that the review schedule is up to date and there are no policies currently awaiting review.</li> </ul>
13.0	<p><b>Governor Training and update/Clerking</b></p> <ul style="list-style-type: none"> <li>SV highlighted the CWGA event on <b>Governing in the new normal</b>, on Weds 24<sup>th</sup> March 7pm, which it would be good for Governors to attend if they're available. BC and RM agreed to attend, <b><u>action on DS to get them registered.</u></b></li> <li>Governors noted there'd been a CWGA Heads/Chairs conference in February, which AL attended and described as impactful, with several good speakers including David McNaught. AL highlighted the focus on SEN, Staff Wellbeing, the broad and balanced curriculum. <b><u>Action on AL to ask DS to share the slides with Governors,</u></b> which she recommended that Governors take the time to review. AL noted the update from Ofsted which described them being 'back to business' after Easter. AL also noted the focus on play and social contact as being crucial to learning, in an excellent session on curriculum delivered by Professor Mick Waters. AL commented that the content of this session confirmed the appropriateness of JG's approach in facilitating social contact and play since the children had returned. The speaker advised of the need for a long term plan in place up to 2022, to enable children to 'bounce back' not catch up on lost learning, noting the different emphasis of this description. JG noted his similar thoughts about the recovery agenda, with the current phase as post traumatic growth.</li> <li>AL confirmed she'd also attended the SFVS conference, (along with 112 other attendees) and she'd attended the Edsential conference, which she described as less inspiring than the CWGA event.</li> </ul> <p><b>Clerking</b></p> <ul style="list-style-type: none"> <li>Governors noted two options available for Clerking since receiving current Clerk VC's resignation. The first of these was for School Office Admin</li> </ul>

	<p>Assistant Kirsty to take on the role, the other is to work with an organisation called Second2None who provide clerking services. To date, Kirsty has not requested further details about the role. DS has explored the Second2None option and found that local schools recommend them. SV has sent details of fees to DW and MW, which equates to £240 pm based on 9 meetings per year. Cancellation fees will apply in the event of meetings being cancelled. SV has enquired about a trial period, which the provider is happy to do, subject to their Clerks' availability for meetings. Second2None cover the whole service from drafting agendas to sharing documents, taking and typing up meeting minutes.</p> <ul style="list-style-type: none"> <li>• <b>DW queried whether the same Clerk would be available for each meeting as continuity of contact can be helpful.</b> SV was unsure. <b>MD agreed on the value of having an experienced Clerk in place. MW queried whether other providers exist, whether it is worth exploring alternatives.</b> Governors agreed to trial the service with Second2None for Summer Term and decided to continue to explore other sources.</li> <li>• Regarding meeting dates, SV suggested pushing back the date of the next Sub A meeting until after the HT recruitment process has been completed, when any budget impacts will be known. Sub A members confirmed their agreement to move the date of the meeting to <b><u>14<sup>th</sup> June at 5pm.</u></b></li> </ul>
14.0	<p><b>Date of next meeting</b></p> <ul style="list-style-type: none"> <li>• FGB meeting 15<sup>th</sup> July</li> </ul>
15.0	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• SV reminded Governors of Mrs Salt's 70<sup>th</sup> birthday celebration on 30<sup>th</sup> March when Governors are invited to come into school for 3.30pm for a socially distanced celebration. SV confirmed that the Governors, staff and parents collection was funding gifts including an i-Pad and M&amp;S vouchers. JG confirmed that he's asking all classes to create short films, which will be compiled and sent to her via the new i-Pad. JG noted that Governors are also welcome to contribute messages this way.</li> </ul>

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