

ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL

**MINUTES OF MEETING OF THE GOVERNING BODY
HELD ON MONDAY 21ST SEPTEMBER 2015 AT 7.00 PM**

Present:	Niki Roberts (Headteacher)	Marta Baker (until 7.10 pm)
	Ed Lockington	Myriam Groessens
	Vicky Griffin	Sowena Hollocks
	Nigel Humberston	Shirley Coulter
	David Gent (from 7.12 pm)	Steve Whitehead
	Linda Carlisle (Clerk)	

The meeting opened at 7.06 pm

241 Apologies for Absence

Apologies for absence were received and accepted from Angela Craggs, Stephen Ives and Barbara Gadd. Andi Cooper-Chadwick was not present.

242 Election of Chair and Vice Chair

Chair: Nomination: Myriam Groessens: Myriam Groessens left the room and was voted in as Chair.
Vice Chair: Ed Lockington: Ed Lockington left the room and was voted in as Vice Chair.

Marta Baker gave her resignation as Foundation Governor

7.10 pm Marta Baker left

243 Declarations of Interests

There were no declarations of interests.

244 Minutes of Last Meeting held 29th June 2015

The minutes of the last meeting were agreed and signed.

245 Matters Arising from the Minutes

172 Staff to contact the headteacher or chair under the whistle blowing procedure and the contact details to be shown in the staff room.

Action: Niki Roberts

181 Legal changes and implications to the Health and Safety Policy looked into and to be uploaded to the SLP.

Action: Steve Whithead

7.13 pm David Gent arrived

193 Quality Committee to approve Safeguarding Policy at their next meeting.

Action: Quality Committee

201 Attendance Policy review – it was reported there has been no change in attendance guidance and authorised absence is still at the discretion of the headteacher who will take into account present attendance and any compassionate reasons for the absence request before making a decision. Niki Roberts to send out a reminder letter on attendance.

Action: Niki Roberts

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Attendance Policy to be updated to include more demanding percentage attendance.

Action: Quality Committee

Website review – on agenda

211 Information from the Compact and Headteacher's meetings on Looking After Staff to be circulated when received.

218 Quality Committee to review progress of EYFS, KS1 and 2 Action Plan, following the SIPs visit, at their next meeting.

Action: Quality Committee

Learning Walk to be arranged this term.

Action: Andi Cooper-Chadwick and Nigel Humberston

219 Appeals Committee Terms of Reference completed

237 Value Committee minutes on SLP

Value Committee to give finance induction, including prevention of fraud, to its new members at its next meeting.

Action: Value Committee

Quality Committee Summary 2014/2015 on SLP

240 The Role of the Chair on SLP

246 Any Matters of Urgency not already on the Agenda

Niki Roberts stated a date needs to be arranged at the end of the meeting for a School Open Morning.

247 Headteacher's Report

As circulated and highlighting the following:

The structure of the School Self-Evaluation Form (SEF) is the basis for the framework of the Headteacher's report covering:

1. Academic Achievement
2. Teaching, Learning and Assessment
3. Personal Development, Behaviour, Welfare and Safety of Pupils
4. Leadership and Management

The new assessment system is being discussed by the staff and a new Assessment Policy is being devised.

Academic Achievement

The EYFS percentage figures are improving year by year. The new baseline assessment is planned to come in next year and the Early Years profile will go at the end of the year. However, an Ofsted inspector visited the school unannounced to examine the baseline assessment and all was in place. She did say that this year was now a pilot and a final decision as to the statutory requirement will be made later in the year.

Year 1 Phonics results percentage is up.

Key Stage 1 SATs results given with good progress at the lower level of writing and the extra work on writing is giving results.

Q Will this work continue?

A Yes and will pick up areas of weakness.

Key Stage 2 SATs results given with Level 6 achieved in writing, SPAG and Maths. There was a peak for Level 6 in 2014 and 2015 is the same as 2013. For the present Year 6, Level 4B is now the national average. The school is teaching to meet and exceed the national average but this level has not been confirmed. There

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will be no higher paper and all will sit the same paper. RAISE data to be shown at the next meeting.

Action: Niki Roberts

Teaching, Learning and Assessment

The governor Learning Walk must be arranged before the next meeting.

Personal Development, Behaviour, Welfare and Safety of Pupils

This is now under one heading. Safeguarding cascade training is available for governors when the new members of staff receive their training.

Behaviour Policy to go on the website.

Action: Myriam Groessens and Stephen Ives

Leadership and Management

An Overview of the School Development Plan 2015-2016 was given showing key areas. It was reported that support is needed for a child who has no funding and existing staff have to cover. Funding is being applied for but a new member of staff cannot be employed until funding is confirmed.

Q Does the funding threshold change in different areas?

A Funding will always vary.

The school will buy into the SIP again.

Q The church school inspection will be coming up in the future. Should this be included in the SDP?

A Yes, when it is due.

The Governing Body to approve the full SDP 2015-2016 at the next meeting.

Action: Clerk

Annual Racist Incidents

There was a nil return on racist incidents for 2014/2015.

248 Committee Reports

Value

Minutes of meeting held 21st April 2015 circulated and approved.

Quality

Minutes of meeting held 3rd July 2015 circulated and approved.

School Performance Group

Meeting to be held on RAISE data.

Meet the Governors

Meeting held on 30th June 2015 and minutes to go on SLP.

Action: Niki Roberts

It was agreed for the Quality Committee to produce a parent questionnaire this term instead of holding a meeting.

Action: Quality Committee

249 Annual Register of Business Interests

Annual Register of Business Interests forms were signed and to be filed and information to be published on the website.

Action: Clerk and Stephen Ives

250 Governing Body Code of Conduct

A new model Governing Body Code of Conduct was circulated and approved. Clerk to circulate to governors.

Action: Clerk

251 Review and Approval of Committee Membership, Terms of References, Governor Responsibilities and Governing Body Standing Orders

Committee Membership and Governor Responsibilities to remain the same. Two Performance Management Reviewers to be appointed at the next meeting for the Headteacher's review.

Action: Clerk

Value and Quality Committees to review their Terms of References at their next meetings and forward to the Clerk for approval at the next full Governing Body meeting.

Action: Value and Quality Committees and Clerk

It was agreed for an Appeals Committee to be formed as required and to be chaired by David Gent from the Quality Committee or Nigel Humberston from the Value Committee.

The Governing Body Standing Orders were circulated and approved. Clerk to amend dates.

Action: Clerk

252 Children Looked After Report

There are two Children Looked After on roll with PEP meetings held every 6 months and extra funding in place.

253 Approval of Annual Safeguarding Report

The annual safeguarding report was circulated. Cascade training for teachers, support staff and governors to be held in October. Training for the designated safeguarding officer in hand. Niki Roberts completed Safer Recruitment course. One allegation made against staff has been dealt with. The report was approved by the Governing Body, signed and returned.

254 Delegation of Authority for Category A External Visits

The Governing Body approved delegation of authority for category A external visits to the headteacher.

255 Review Information Published on the School Website

Myriam Groessens had checked the school website against information required to be published and will pass the results to Stephen Ives, the Website Group and the Value Committee.

Action: Myriam Groessens

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256 Academy Status

It was stated that the Government has announced that it wants to bring all schools into the academy zone.

David Gent stated the school should consider what other local schools, in the Ham Hill and Yeovil Federation, are doing. He had reservations on keeping together church schools under a Diocese Academy Trust. An Academy meeting is to be held and the Academy Working Party should meet afterwards.

There was concern that the Ash distinctiveness could be lost in a large group but the school cannot go it alone if deciding to change to become an academy. Ed Lockington and Myriam Groessens to attend an Academy meeting and report back to the Governing Body at a special meeting on Thursday 15th October 2015 at 7.15 pm.

Action: Ed Lockington and Myriam Groessens

257 Policy Updates

Whistle Blowing Policy being reviewed by the Quality Committee and to be approved by the Governing Body at the next meeting.

Action: Quality Committee and Clerk

Clerk to send Quality Committee a model Governor Visits Policy to adapt.

Action: Clerk and Quality Committee

258 Scallywags Report

As circulated

259 Worship and Church Links

Debbie Stokes appointed as a new children's worker and will cover the Tuesday Club.

Welcome Assembly held.

Harvest Service to be held on Thursday 8th October 2015 at 9.30 am

The buddy system at the school to help with making the Christingles.

260 Governor Vacancies

At present there is a Foundation Governor vacancy and a Co-opted Governor vacancy. A parent had approached the school on becoming a governor. David Gent to make contact to possibly fill the Foundation Governor vacancy.

Action: David Gent

Shirley Coulter to continue as LA Governor when her term of office ends. Governor vacancies to be discussed at the next meeting.

Action: Clerk

261 Governor Training

The Training and Development Programme for Governors 2015 to 2016 had been circulated with the Network Magazine.

262 Information from Clerks' Briefing

The Clerk had attended the termly Clerks' Briefing and briefing notes on statutory items, advice and guidance and general information and feedback on Summer term Clerks' and Chairs' Workshop are on the SLP.

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Governors were reminded of the Somerset Governor Group bulletins which are regularly circulated. Myriam Groessens had replied to a SGG survey.

263 Correspondence

Letter of governor resignation from Marta Baker. Myriam Groessens to reply.

Action: Myriam Groessens

AOB

1 It was reported that the PTA has concerns over the lack of parental involvement. Contact is made through Facebook and letters. It was agreed there is a need to personally ask parents to get involved.

2 It was stated there was planning for a 100 houses in Martock and what would be the impact on Ash School. Niki Roberts had attended meetings with John Bailey, local councillor, on the issue and stated local children would have priority over children outside the catchment area. It was agreed for Nigel Humberston to draft a letter signed by Ash Governing Body and to ask Martock Governing Body if they wish to sign and forward it to the Planners.

Action: Nigel Humberston

3 School Open Morning to be held on Tuesday 3rd November 2015. An advertisement to go in the Village News.

Action: Niki Roberts

264 Dates of Next Meetings

Full Governing Body

Monday 16th November 2015 at 7.00 pm

Monday 29th February 2016 at 7.00 pm

Quality Committee – Friday 16th October 2015 at 7.30 am

Value Committee – Tuesday 13th October 2015 at 7.30 am

Academy Status meeting – Thursday 15th October 2015 at 7.15 pm

The meeting closed at 10.00 pm.