

**APPROVED DRAFT
ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL**

**MINUTES OF MEETING OF THE GOVERNING BODY
HELD ON THURSDAY 22ND FEBRUARY 2018 AT 6.30 PM**

Present: Ed Lockington (Chair) Niki Roberts (Headteacher)
Shirley Coulter David Gent (from 6.52 pm)
Vicky Griffin Jack Parker (from 6.52 pm)
Margaret Morgan Steve Whitehead (from 6.48 pm)
Stephen Ives

In Attendance: Linda Carlisle (Clerk)

The meeting opened at 6.36 pm and was quorate.

478 Apologies for Absence

Apologies for absence were received and accepted from Sue Ross, Chris Worledge and Andi Cooper-Chadwick.

479 Declarations of Interests and Conflicts of Interests

There were no declarations of interests and conflicts of interests.

480 Minutes of the Last Meeting held 30th November 2017

The minutes of the last meeting were agreed and signed as a true and accurate record.

481 Matters Arising from the Minutes

257 Governor Visits Policy – completed and circulated. It was agreed to amend the wording to state governors must contact the headteacher to arrange visits to teachers and only make visits to cover their responsibilities in the SDP.

392 Quality Committee to review SEND Policy – in hand

Action: Quality Committee

6.48 pm Steve Whitehead arrived

443 Safer Recruitment course – to be complete by either Ed Lockington or Chris Worledge.

Action: Ed Lockington or Chris Worledge

Quality Committee to discuss assessment files for foundation subjects – ongoing

Action: Quality Committee

448 Committee membership and governor responsibilities updated and circulated.

465 Sports Grant report – on agenda

467 Reports from lead governors on areas of development of the SDP – none received.

468 Quality Committee Terms of Reference – on agenda.

Quality Committee to send out parent questionnaire early in the Summer term.

Action: Quality Committee

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6.52 pm David Gent and Jack Parker arrived

469 Annual Safeguarding report – to be presented to the Governing Body at the next meeting

Action: Niki Roberts and Clerk

472 Reviewed Pay Policy – on agenda.

482 Any Matters of Urgency not already on the Agenda

Applications for the role of Clerk to the Governing Body to be discussed under Headteacher's Report.

483 Headteacher's Report and Headteacher Question Time

As circulated and highlighting the following:

The structure of the School Development Plan is the basis for the framework of the Headteacher's report covering:

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

Monitoring of the School Development Plan table shown with the following meetings with teachers with responsibilities to be arranged this term:

Key Priority 3 Curriculum Reading SW ACC/SR

Action: Andi Cooper-Chadwick and Sue Ross

Key Priority 4 Curriculum Writing – CIB bid for Writing for this year SR/ACC

Action: Sue Ross and Andi Cooper-Chadwick

The SDP priorities were discussed and approved by the SEP.

Data – Predictions for the end of year results for each year group shown. There is a real concern for Year 2 Maths with a dip in data. A teacher with qualifications, but not completed her NQT year has been employed to give extra support to a group of children to allow the class teacher to work with the bulk of the class.

Q Can you explain the low percentage for Year 4?

A Year 4 is a small cohort with one child EAL and one child who has arrived recently and is working at reception level. The percentage will improve by Year 6.

Q Can you explain the differential between reading and writing?

A Maturity will improve writing. Reading will usually be ahead as writing is more challenging. Intervention is in place but the main focus is on Maths.

A shared advert with two other schools has been placed for a new Clerk to the Governing Body with

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three replies and one application so far.

FFT/ASP data training attended by Niki Roberts with a power point presentation to show to governors.

484 Committee Reports

Value

Minutes of meeting held 13th December 2017 on SLP. Month 8 Finance Report is 66% spent. Unofficial School Funds Audit information circulated and approved by the Governing Body. Margaret Morgan to arrange finance induction with Steph Dolan.

Action: Margaret Morgan

Quality

Draft minutes of meeting held 12th January 2018 circulated. Sue Ross to circulate full minutes.

Action: Sue Ross

Terms of Reference circulated and approved by Governing Body.

School Performance

It was agreed to no longer have a School Performance Group as data is reviewed in the headteacher's report and at the Quality Committee meetings.

Church School Distinctiveness

Minutes of meeting held 9th February 2018 and Terms of Reference on SLP. The Terms of Reference were approved by the Governing Body.

David Gent will be leaving the Parish and Governing Body. A Farewell Service for David Gent is to be held at Martock Church on 10th May 2018. Philippa Bellows will be covering church/school links. David Gent's leads under governor responsibilities to be covered.

Action: Clerk

485 Church School Vision

Briefing notes circulated. It was advised to have only one symbol and for it to be an ash tree rather than a dove. SIAMS had advised there were too many values on the School Vision and to have only four or five that are well known.

486 Safeguarding

Annual Safeguarding Report to be presented at the next meeting. Niki Roberts to put Safeguarding Committee minutes on the SLP.

Action: Niki Roberts

487 Sports Grant Report

The following report was given on sport and sports grant. The key aims are:

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- The engagement of all pupils in regular physical activity – the Chief Medical Officer guidelines recommend that all children and young people aged 5 to 18 engage in at least 60 minutes of physical activity a day, of which 30 minutes should be in school.
- The profile of PE and sport is raised across the school as a tool for whole-school improvement.
- Increased confidence, knowledge and skills of all staff in teaching PE and sport.
- Broader experience of a range of sports and activities offered to all pupils
- Increased participation in competitive sport.

School with 17 or more eligible pupils receive £16,000 and an additional payment of £10 per pupil.

Payment dates for maintained schools for 2017 to 2018:

7/12 of funding allocation on 31st October 2017

5/12 of funding allocation on 30 April 2018

Online reporting:

The school must publish details of how it spends PE and sport premium funding. This must include:

- The amount of premium received
- A full breakdown of how it has been spent (or will be spent)
- The impact the school has seen on pupils' PE and sport participation and attainment.
- How the improvements will be sustainable in the future.

Sports Premium Funding is on the school website.

488 Government Policies

There is government guidance on careers teaching for primary pupils from 8 years of age which has been incorporated into the school.

489 Policy Updates

The Pay Policy was discussed and approved by the Governing Body.

490 Worship and Church Links

Covered under committee reports.

491 Governor School Visits Reports

Vicky Griffin had met with Chris Worledge on learning walk for Maths

Shirley Coulter had met with Rose Wooldridge

Niki Roberts and Ed Lockington had met on Leadership

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492 Scallywags Report

As circulated.

493 Governor Training

Ed Lockington had attended an E-Safety course
The new training programme for 2018-2019 will be out at Easter.

494 Information from Clerks' Briefing

The Clerk had attended the termly Clerks' Briefing and briefing notes on statutory items, advice and guidance and general information had been circulated and was on the SLP. Attention was drawn to General Data Protection Regulation (GDPR) and GDPR training sessions. GDPR to go on the next agenda.

Action: Clerk

495 Correspondence

Letter of resignation from the Clerk.

496 Date of Next Meeting

Monday 23rd April 2018 at 6.30 pm

Thanks was given to David Gent for his time and work as governor.

The meeting closed at 8.40 pm.