

# ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL

## MINUTES OF MEETING OF THE GOVERNING BODY

HELD ON Wednesday 5<sup>th</sup> July 2018 AT 6.30pm

<b>Present:</b>	Ed Lockington (Chair)	Parent Governor
	Niki Roberts	Head Teacher
	Chris Worledge (Vice Chair)	Foundation Governor
	Shirley Coulter	Local Authority Governor
	Vicky Griffin	Staff Governor
	Margaret Morgan	Co-opted Governor
	Andi Cooper-Chadwick	Parent Governor (6.35)
	Philippa Bellows	Associate Governor

**In Attendance:** Julie Chant (Clerk)

**Absent:** Steve Whitehead (Foundation Governor)

The meeting opened at 6.30 p.m. and was quorate

**517 Apologies for Absence:** Stephen Ives Co-opted Governor  
Sue Ross Co-opted Governor  
Colin Parker Co-opted Governor

### **518 Declarations of Interest and Conflicts of Interest:**

There were no declarations of interest and conflicts of interest.

### **519 Minutes of the last meeting held 23<sup>rd</sup> April 2018**

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

**520 Appointment of Clerk:** Julie Chant was appointed Clerk

### **521 Matters arising from the Minutes;**

392 Quality Committee to review SEND Policy- scheduled for September 2018

468 Quality Committee to send out parent questionnaire – there has been very little alteration and the questionnaire is ready to be sent out in September 2018

### **Action: Quality Committee**

443 Safer Recruitment course- Chris Worledge completed part of the course, but was unable to finish in the timescale. A Governor suggested a NSPCC course. Clerk will look into alternatives.

### **Action: Clerk to seek alternative courses**

483 Andi Cooper- Chadwick and Sue Ross have had meetings with teachers on Key Priorities 3 and 4 for the School Development Plan – a report will be sent to Governors

### **Action: Andi Cooper-Chadwick**

## **522 Any matters of urgency not already on Agenda**

Colin Parker has submitted his resignation from the Governing Body with immediate effect, and Steve Whitehead is approaching the end of his term, so there are two vacancies to fill. The Head teacher is aware of two people who may be interested, one of whom would be eligible to be a Foundation Governor. The possibility of advertising the vacancies locally was discussed and an advertisement is to be placed in local publications ready for September 2018.

**Action: Clerk to advertise vacancies for Governors in local publications and on local websites.**

The Vice Chair was appointed Mentor for Philippa Bellows.

## **523 Head teacher's Update and Head teacher's Question Time**

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

The Head teacher informed Governors that teachers, Beccy Divall and Katie Wilkinson, had been to Pistoia in Italy as part of the Erasmus + project sharing working practices and would like to be able to give a presentation to Governors at the September meeting. It was agreed that the meeting would start at 6.00p.m to allow time for the presentation.

**Action: Clerk to include presentation on September Agenda and remind Governors of earlier start time.**

The Head teacher informed Governors that this year the SATs results will not be available until 10<sup>th</sup> July, after teachers have written their School Reports, but she is hopeful the results will be good.

Early Years phonics and Key Stage 1 are on track.

Key Stage 1 Reading was good and Maths had improved due to the extra work done with those children who had been struggling. This had improved their understanding of Maths and enabled the other children in class to advance.

The lady working with these children had not passed her final teaching exams, but would like to retake, so the Head teacher has offered her a placement in school.

**A Governor asked if she would be observed in class.**

Yes, she will come in to see how things work, but has been working as a TA within class and giving individual support to another child. She will have a Mentor from outside the school.

The plans for the Village Hall have gone to local authority planning department, which usually takes around 7 weeks for a decision. There had been an alteration to the plan as a straight path had too steep an incline, so an alternative entrance, with longer path has

been submitted. Although things are moving forwards, it is unlikely to be ready before Christmas.

Monitoring of the School Development Plan has been done for the mid-year review, and the final review should be completed for September to enable the Governors to focus on the Plan for 2018 -19.

There will be staffing changes for the Autumn Term as one teacher wishes to start phased retirement and will drop one day a week. This will be a flexible plan, to enable her to decide if reducing her hours by one day is enough.

One other teacher would like to drop a morning of teaching and complete SENCO paperwork at home during an afternoon.

A very experienced Year 2/3 teacher has agreed to join the staff to cover the two days a week, on a temporary contract.

Two Governors joined the Head teacher for the interviews for apprentices and they were all very impressed by the candidates. They have agreed to take two as TAs and one to do Sport plus afternoons as TA. The apprentices are all with Yeovil College and all want to be Primary School Teachers.

As part of CPD the Head teacher and the Business Manager have attended Premises Training Management which was a compulsory course. The course Certificate lasts for 3 years

The expected intake for 2018/19 Early Years was 21, but 2 children failed to turn up as they have decided to go to Kingsbury School. One child has gone to appeal to attend Ash school and there are 5 on a waiting list. The Head teacher is hopeful the intake will be 22 as agreed.

In other Years several children are waiting to come into school, one has moved into the catchment area, so will be accepted and 2 children want to start Year 4.

24 children will be leaving and transition meetings have taken place.

**A Governor enquired if the later date for the SATs results would cause problems for the children moving onto other schools?**

No, the schools will be informed of the results as soon as they are available. It has caused some problems with writing reports for children.

This year Stanchester and Huish Episcopi are taking most of the children, with Stanchester being the slightly more popular choice.

These schools will retest the children in September with their own CAT tests, the first week of term is generally team building and settling in, building new friendships etc., and then the children will sit new tests.

**A Governor asked if the number of children able to attend the school was limited in all Years, or just in reception.**

Yes, all Year Groups are subject to PAN (Published Admission Number), which is set by the admission authority each year. Currently the school has 2 spaces in Year 5 available, but every other year group is over 21, so anyone wishing to attend the school would have to go to appeal, if they do not live in the catchment area.

The School has recently had a thorough Health and Safety Audit, but the written copy has not yet been received. The Head teacher confirmed the school is still without the Caretaker.

**524 SIAMS Feedback.**

The Head teacher mentioned that a local primary school had recently had their inspection and had found some of the questions to the children to be very challenging. Children were asked to show their understanding of “values” by relating them to a story from the Bible.

There was discussion around asking children, not teachers, to illustrate the values in the Bible and the increased expectations this placed on children. It was felt children should understand and link values to their lives.

**525 Signing off School Development Plan 2017/18** this was deferred to September 2018

**526 Approval of School Development Plan for 2018/19** will be discussed in September 2018.

**527 Pay and Appraisal Committee.**

The Chair spoke about the need to set up a committee for Pay and Appraisal and felt that Governors who undertook the Head teachers Appraisal should not sit on the committee to ensure there was no conflict of interest.

Margaret Morgan, Andi Cooper-Chadwick and Chris Worledge agreed to sit on the Pay and Appraisal Committee.

As Colin Parker had resigned as a Governor Andi Cooper-Chadwick agreed to take over the role of special responsibility for Pupil Premium.

**Action: Margaret Morgan, Andi Cooper- Chadwick and Chris Worledge to sit as Pay and Appraisal Committee.**

**Action: Andi Cooper-Chadwick to have special responsibility for Pupil Premium**

The Chair also reminded Governors that there would be an election for Chair and Vice Chair of Governors in September and asked people to consider nominations. It was also agreed that to help succession planning, the Vice Chair would be included in some communication normally addressed to the Chair.

**528 Safeguarding:**

The Governors discussed the need to put Safeguarding on the Agenda for all Governing Body Meetings. The Head teacher discussed the “My Concern” package the school had recently purchased. Training for staff would take place so that people understood how to register any concerns and the system would start in September. Some historical concerns would be added to the new system to ensure relevant information was available. Members of staff would still be able to leave their comments in handwritten form (lunchtime supervisors) using a paper copy of the form, for the teacher to transfer onto the system.

**A Governor asked how an individual’s access to the system would be decided?**

The Head teacher will receive a notification every time something is added to the system, and she will then decide who needs to be informed, or have access to this information. The

system should enable the school to keep more accurate records, with less paper slips, and be more efficient.

The Yeovil Federation had negotiated a 20% reduction for its members.

**Action: Clerk to ensure Safeguarding appears on Agendas.**

**529: Date of next meeting:**

The next meeting will take place on Tuesday 18<sup>th</sup> September 2018 at **6.00p.m** in the School.

There being no other business the Chair closed the meeting at 7.40 p.m

### **Action List from Meeting**

392 Quality Committee to review SEND Policy in September 2018

468 Quality Committee to send out parent questionnaire in September 2018

**Action: Quality Committee**

443 Safer Recruitment course for Governors no longer available online from SSE

**Action: Clerk to seek alternative courses**

483 Andi Cooper- Chadwick and Sue Ross have had meetings with teachers on Key Priorities 3 and 4 for the School Development Plan – a report will be sent to Governors

**Action: Report to be sent to Governors by Andi Cooper-Chadwick**

522 Governor's Vacancies

**Action: Clerk to advertise vacancies for Governors in local publications and on local websites.**

523 Beccy Divall and Katie Wilkinson to give a presentation on their trip to Italy to Governors at the September meeting

**Action: Clerk to include presentation on September Agenda and remind Governors of earlier start time.**

527 Pay and Appraisal committee members and Pupil Premium Governor details to be updated

**Action: Clerk to update records to show that Margaret Morgan, Andi Cooper-Chadwick and Chris Worledge sit as Pay and Appraisal Committee and Andi Cooper-Chadwick to have special responsibility for Pupil Premium**

**528 Action: Clerk to ensure Safeguarding appears on Agendas**

Signed.....Date.....