

ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL

MINUTES OF MEETING OF THE GOVERNING BODY

HELD ON Tuesday 27th November 2018 AT 6.30P.M

Present:	Ed Lockington	Chair	Parent Governor
	Niki Roberts		Head Teacher
	Shirley Coulter		Local Authority Governor
	Vicky Griffin		Staff Governor
	Margaret Morgan		Co-opted Governor
	Sue Ross		Co-opted Governor (7.00p.m)
	Philippa Bellows		Associate Governor
	Stephen Ives		Co-opted Governor
	Georgina Griffiths		Co-opted Governor
	Clair Robins		Foundation Governor

In Attendance: Julie Chant (Clerk)

The meeting opened at 6.34 pm and was quorate

564 Apologies for Absence:

Andi Cooper –Chadwick Parent Governor

565 Declarations of Interest and Conflicts of Interest:

There were no declarations of interest and conflicts of interest.

566 Minutes of the last meeting held 4th October 2018

The minutes of the last meeting were agreed and signed as a true and accurate record by the vice chair, Margaret Morgan.

567 Matters arising from the Minutes;

The SEND Inclusion Audit has been partly completed, and the 1st section up to question 12 needs to be submitted on Friday 30th November. The school has spoken to Mark Long the SEND Adviser. It is the Head teacher's responsibility to submit the form and staff have been involved in the Audit.

539 Quality Committee has reviewed their Terms of Reference and other committees will review at their next meeting and then present to Full Governing Body for approval

Action: Committee Chairs

557 The skills audit has been completed and the Chair spoke to everyone who applied to become a Governor. The Clerk enquired about changing the Instrument of Government to include additional co-opted Governors. The Diocese would need to be consulted about any

changes. As two new Governors have just joined the Governing Body it was decided to defer any alterations to the February meeting.

Action: Clerk to add Instrument of Government to February Agenda

568 Any matters of urgency not already on Agenda

No urgent matters were raised

569 Head teacher's Report and Head teacher's Question Time

The Head teacher presented the Report.

Leadership and Management: The three new apprentices are settling in well; one is supporting Class 1, one supporting Class 3 and the third supporting Class 4 in the mornings and supporting PE and Sport in the afternoons as he has previous coaching experience. They have raised some minor concerns, and Mrs Morris their mentor meets them every week. She may attend one of their sessions at Yeovil College to observe and offer feedback to the College.

Performance management for all teachers and unqualified teachers has been completed and the Head teacher's performance will be completed by the end of Term.

The School Development Plan is being worked on, and staff attended an excellent CPD session on Maths strategies and reasoning. The Literacy Key Area is on vocabulary development and one new innovation is Word of the Week, with children learning and using the new words in their written and spoken work.

The visit to Milan as part of the Erasmus project was a very useful experience. The Head teacher now has to submit the "half way Report", and hopefully the next part of the funding will be released. The school has submitted two chapters of stories from Year 6 children as part of the project and a presentation on a day in the Life of Ash School, which is on the school website.

The school has two students as part of school direct links and are very happy to be supporting the next generation of teachers.

The number of children in school has increased as four children have come into Reception and one new child in both Year 2 and 4.

A Governor asked how the school was able to go over the PAN.

The Head teacher explained that two sets of twins were joining the school, so the authority would not separate a twin, and some children have moved into the village, so have to be given a place.

Teaching, learning, assessment and academic achievement

The SEP visit has been moved and a report will be given next Term. The academic attainment targets will be assessed at the end of the Term and reviewed for the new term. Increasing use of SIMS to record Science and ICT assessments enables the school to track progress in areas beyond the core subjects.

Stephen Ives has been able to arrange training for Years 5 and 6 from the Thales Company to help children develop their programming skills. The training is over 6 weeks and is only offered to a few schools,

The Head teacher also gave details of the Continuing Professional Development which had taken place this term, including safeguarding briefings and the SEND Inclusion Audit.

Additional activities for children this Term included bikeability, cyclo cross coaching, a mock trial, Gifted and talented workshops for Year 2 maths and Music and visits to National Film Festival at Strode Theatre, Taunton Museum and river visits.

The Governors noted the very comprehensive, varied; all age groups activities and thanked the Head teacher and staff for giving the children such a well-rounded education.

Numbers Detectives is being used to help those children identified as having problems with Maths. It breaks the maths down into small steps to help the children understand and is being used as an early intervention in Years 1 and 2 to help the children before the gap in knowledge gets bigger.

Safeguarding and Pupils welfare and safety.

My Concern, the school safeguarding recording system is working well, and the Safeguarding Audit will be completed in January.

A Governor needs to be appointed to monitor the sports funding in school.

Building changes and safety

The Head teacher explained that the planning application on the village hall has been delayed until the New Year as new people need to be appointed to the Planning Department at County Hall.

A Governor asked what the plans were for.

The Head teacher gave a brief update on the plans and explained that the school wished to use the village hall for school lunches and some other activities to free up space in the main hall of the school. This would require a gate and bridged walkway from the school to the village hall to enable the children to safely walk to the hall.

The Health and Safety walk around school had been undertaken by the Health and Safety school representative and Governor and points raised were being actioned.

A new server had been installed at the school in November.

EYFS

A baseline assessment was now being done on children joining mid-year and a key action is to improve EYFS school readiness.

Church School Distinctiveness.

The Head teacher wished to thank Philippa for her support in the delivery of worship and church services and for the ongoing emotional support she gives some children.

The Remembrance Service had gone very well and one class had recorded a song which was played while children viewed the displays in the Church.

The Head teacher expressed her concerns that a large hedge which bordered one side of the school had been ripped out, without any prior notice to the school. The hedge was not on school property, but it had offered security for the school as it was very dense.

The Governors agreed to discuss the matter at Values committee meeting next week and the Chair agreed to come into school to see the gap left by removing the hedge on Friday.

Action: Values committee to discuss the safeguarding issues following removal of hedge.

Action: Clerk to write to Ash Parish Council for any further information.

570 Committee Reports

Value committee: October action plan is on SLP

Quality committee: October minutes are on SLP

Church school distinctiveness: meeting date to be set.

The Governors took the opportunity to set the next meeting dates.

571 Governors Communication

Stephen Ives discussed the issues some Governors have with regard to e mail log in and access to SLP. It was agreed to hold a training session for Governors on Tuesday 11th December at 4.30p.m in school to help Governors access the SLP site.

The Clerk agreed to try to archive some folders and update the Governors section

Action: SLP folders to be discussed at February FGB

572 Committee structures and special responsibility.

The Governors allocated responsibilities and the new Governors were elected to committees as follows:

VALUES	Ed Lockington Margaret Morgan - Chair Stephen Ives Andi Cooper-Chadwick Niki Roberts Georgina Griffiths
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QUALITY	Shirley Coulter - Chair Philippa Bellows Vicky Griffin Niki Roberts Sue Ross Clair Robins
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APPEALS AND WHISTLEBLOWING	Sue Ross Margaret Morgan
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SAFEGUARDING	Shirley Coulter – Chair Niki Roberts Sue Ross Georgina Griffiths
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CHURCH SCHOOL DISTINCTIVENESS	Philippa Bellows - Chair Niki Roberts Clair Robins
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PAY AND PERFORMANCE	Margaret Morgan - Chair Andi Chadwick- Cooper Georgina Griffiths
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Task	Link to SDP Key Priority	Lead Governor
Performance Management Reviewers	1. Leadership	Ed Lockington Shirley Coulter
Leadership	1. Leadership	Ed Lockington
Teaching	2. Teaching assessment	Chris
Numeracy	5. Maths	Clair Robins
Literacy	3 and 4 Reading and Writing	Sue Ross
SEN (Children Looked After)		Shirley Coulter
Gifted and Talented		Shirley Coulter
Early Years	6. EYFS	Shirley Coulter
Child Protection		Shirley Coulter and Safeguarding Committee
Equal Opportunities		Quality Committee
ICT		Stephen Ives
Collective Worship		Philippa Bellows
Health and Safety		Andi Chadwick Cooper
Pupil Premium		Andi Chadwick Cooper
Sports Grant Premium		Georgina Griffiths
E-Safety		Safeguarding Committee
SIAMS		Philippa Bellows

573 Review of skills audit.

Governors were happy that they had filled some skills gaps and the audit had been a useful exercise. The Clerk had found information on the Department of Education website concerning estate management, which might be useful.

Action: Clerk to send information on Estate and Property management to Values Committee

574 Policy Updates;

Governors discussed the SEND policy which had been reviewed by the Quality committee and agreed to adopt the amended policy.

All agreed: SEND Policy was approved.

575 Children looked after report and safeguarding.

The only concern was the hedge which had been removed, exposing one side of the school. This was discussed earlier in the meeting

576 Health and safety

This had been covered earlier and the Head teacher confirmed RAMIS had been updated and asked the Clerk to create a folder for Health and Safety on Governors Pages of SLP.

Action: Clerk to create Health and Safety folder on SLP

577 Worship and Church Links

Philippa Bellows and the Head teacher gave Governors details of the plans for Christingle, the Nativity Play and the Christmas Service

578 Clerks Briefing

The Clerk mentioned the need to update the Governors details on Department of Education database.

Action: Clerk to contact Governors to ensure their details are up to date and complete.

579 Correspondence:

None received

580 Date of next meeting:

The date of the next meeting was altered to **Tuesday 12th February 2019 at 6.30p.m.** at the school.

There being no other business the meeting closed at 8.10 pm

Appendix to minutes:

The Head teachers performance review was undertaken by Ed Lockington and Margaret Morgan who met with Steve Williams and the review has now been completed.

Action List from meeting:

539 Quality Committee has reviewed their Terms of Reference and other committees will review at their next meeting and then present to Full Governing Body for approval-
Committee Chairs to action

567 Clerk to add Instrument of Government to February Agenda

569 Values committee to discuss the safeguarding issues following removal of hedge.

569 Clerk to write to Ash Parish Council for any further information.

571 SLP folders to be discussed at February FGB

573 Clerk to send information on Estate and Property management to Values Committee

576 Clerk to create Health and Safety folder on SLP

578 Clerk to contact Governors to ensure their details are up to date and complete.

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