

ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL

MINUTES OF MEETING OF THE GOVERNING BODY

HELD ON Tuesday 12th February 2019 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

580 Apologies for Absence:

Andi Cooper –Chadwick Parent Governor

581 Declarations of Interest and Conflicts of Interest:

There were no declarations of interest and conflicts of interest.

582 Minutes of the last meeting held 27th November 2018

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

583 Matters arising from the Minutes;

539 Committees confirmed they had reviewed their Terms of Reference.

569 Following the removal of a bordering hedge SCC Surveyor had visited the site. The Head teacher informed Governors that the required fencing had been delivered and the school will need to contribute 10% of the cost.

584 Any matters of urgency not already on Agenda

No urgent matters were raised

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

The Head teacher presented the Report.

Leadership and Management:

The Head teacher gave the Governors an update on the proposed changes to Ofsted for September 2019 and discussed the position with regard to schools with an Outstanding rating. It is proposed that they will still be exempt from visits, unless there is a reason for concern. The structure of the Head teachers Report will need to reflect the new target areas of: Quality of Education, Behaviour and Attitudes, Personal Development and Leadership and Management. The draft inspection handbook has been uploaded to SLP.

Ofsted have been receiving increasing numbers of complaints as people are not following the complaints procedures in school. The guidance/fact sheet for Concerns and Complaints is on display in the office and in the classrooms.

Performance management has been completed for office staff and the School Secretary has agreed to take responsibility for Sports administration as this is time consuming for teachers and support staff. She has also agreed to give administrative support to the SENCo until the end of the Summer Term, when it is hoped a TA can be employed, subject to budget.

A member of staff is on ELSA training so that she will be able to give more support for mental health and wellbeing issues.

The School Development Plan has been updated and Governors with monitoring responsibilities need to arrange meeting with staff to ensure they are aware of the actions planned.

8 ambassadors have been chosen from the school to take part in the European Erasmus + Project which will involve them staying in Bristol for 5 days at the end of March. Other children from the school will visit on a daily basis.

Teachers at the school had taken part in a video link conference to discuss strategies in teaching writing with teachers from Sweden. It is hoped that this will be the first of many video links.

The Head teacher has done a review of the Curriculum Development and subject leads are focussing on their areas, and gathering evidence to support their knowledge and actions for improvement. Staff meetings will focus on areas of the curriculum to gather evidence and help celebrate their achievements.

The school received a letter from the Secretary of State for Education congratulating them on being in the top 1% of primary schools for writing results at the end of KS2 (summer 2018). The school is also 6th in the County for KS2 results across all areas.

Governors congratulated the Head teacher and all staff and felt that this should appear in the Schools Newsletter and in the Parish News.

Teaching, learning, assessment and academic achievement

The school is within the Green Category from SCC and so will only receive one visit from SEP this year. A copy of the visit note template is on SLP, and the completed form will feed into the Head teacher's self-evaluation.

The SEND Inclusion Audit is partially completed and the SENCo has booked additional training.

The Head teacher has placed the FFT Aspire Dashboard which gives an overview of last year's data on SLP for Governors to read. The head teacher welcomes any questions on the information shown, and suggests all Governors are copied in to the question and the response.

Action: Questions and comments from Governors on FFT Aspire Dashboard data to be sent to the Head teacher.

The Head teacher reported that a review of Vocabulary Development for the first term had taken place and she was pleased with the work that been done so far, and new targets have been expanded or set. Two Governors have visited the school focussing on this area.

A Governor had also visited the school to review last terms SDP targets for Maths, and review the plan for the new Term. The school is looking at a Government funded Maths Hub, and one member of staff is doing one day a week training over 5 weeks.

A Governor asked what support the school got from parents regarding homework?

Not all parents want to engage with homework and the way Maths is taught demands more work on reasoning and different strategies, which some parents find more demanding. Unfortunately at times they will change the strategy to one they know and this can be confusing for the children.

Safeguarding and Pupils welfare and safety.

My Concern, the school safeguarding recording system is proving to be very useful. The Head teacher and Deputy Safeguarding Lead meet regularly to review reports and actions.

The Head teacher has also attended training to be aware of the impact to Ofsted inspections on Safeguarding. The four main areas are:

Intent: the school's safeguarding ethos,

Implementation: safeguarding reporting and safer recruitment

Impact: how the school's actions impact on the children

Integrity: which will look at attendance, exclusions and home education.

There was a discussion around concerns and welfare and the new guidance from the Department of Education on Complaints and Concerns.

Action: The Clerk to forward the link/or information to the Head teacher.

The safeguarding Audit identified a few actions which need to be completed and the Head teacher is working on an action plan, with a timescale to work through them.

The Head teacher has reviewed the Pupil Premium spending and impact and needs to meet with the Governor with responsibility for Pupil Premium. The Sports Funding is being used to improve skills and participation in events. The apprentice working on Sports has given some coaching tips to other members of staff.

The school does fill in sheets to record bad behaviour, but there are very few issues.

Building changes and safety

The Head teacher was pleased to confirm that the plans for the village hall had finally been approved and work is due to start this month. The new gate to the village hall will be incorporated into the work to erect the replacement fence.

The Fire Health and Safety Inspection have been done, with only a few minor issues being raised verbally. The written Report has not yet been received.

EYFS

The EYFS Hub met in February and the minutes are on SLP. Actions include looking at music and encouraging PE in the main hall to enable the children to become accustomed to the size of the school. Class R has an extra teaching assistant for the rest of the Term as four new children had started in that class.

Church School Distinctiveness.

The Church School Distinctiveness Committee has reviewed policies and key values, and will meet again on 12th March 2019. A local school recently had their SIAMS inspection and felt the process had been very challenging. The school are approaching their midterm review.

Philippa Bellows has worked on extracts from the Bible to supports the four key values of Aspiration, Respect, Resilience and Teamwork.

586 Committee Reports

Value committee: December minutes on SLP

Quality committee: January minutes are on SLP. Given Shirley Coulter's heavy work load it was proposed that Sue Ross replace her as Chair of Quality Committee and Governor for SEN Lead.

All approved.

Church school distinctiveness: December minutes on SLP and next meeting March 12th

587 Governors Training records and Information.

Governors training records are being updated, but SSE has not kept records of all training attended, so Governors will need to provide the Clerk with details of any training they remember attending

Action: Clerk to send training records to all Governors for their input.

The Governors section of SLP was discussed as it requires some updating and reconfiguring. The Clerk will archive or delete some materials and report back at the next meeting.

Action: Clerk to tidy up folders on SLP

Action: SLP to be on April Agenda

588 Instrument of Government

The Governors discussed the prospect of increasing the number of co-opted Governors for the school, as some committee meetings were hard to organise, or only had a few members able to attend regularly.

The Clerk informed the Governors that any changes would require the approval of the Diocese.

Action: The Clerk to write to Diocese to request two additional co-opted Governors be added to the Instrument of Government.

589 Social Media had been listed on the Agenda, but as the Parent Questionnaire had just been completed Governors were happy to review the replies and defer Use of Social Media to another meeting.

The Vice Chair had collated the data from the Parent’s replies and the Head teacher had drafted a letter to Parents, which she shared with the Governors.

The response rate had been around 65 % and for some sections of the Questionnaire the replies had indicated a high percentage of satisfaction. Questions which had received between 90% and 100% satisfaction were listed in green and no actions were required.

Between 90% and 80% were amber and the school would look at any slight changes which could be made to increase Parents satisfaction in these areas.

Below 80% and 68%, which was the lowest average percentage were marked red and the school would be taking some action. The four main points in the red section were:

On the Question of seeking views of parents, the Head teacher and the Governors agreed to start “meet the Governors” sessions, so that Parents can share their views and concerns.

On the Question of staff telling parents how they can help their children at home, guidance will be given on the school website and staff will gather a bank of activities which may help.

On the Question of Church Links, it was suggested anyone with concerns could contact Philippa Bellows or The Head teacher,

And the response to the Question about levels of homework, will be considered, but it is always difficult balancing the amount of homework, as some parents are in favour and others not.

The Governors agreed that there had been a good level of response and there had been some lovely comments.

They agreed that the letter should be sent to parents

590 Policy Updates; None

591 Children looked after report and safeguarding.

This had been discussed earlier in the meeting and the Head teacher mentioned that Children looked after training was available on Virtual School. Becky Divall is booked onto this training.

592 Health and safety

Once the Fire Health and Safety report has been received it will be sent to Governors, with the small actions plan. A State of Building inspection had been carried out and the report will

be sent to SCC. The school was given useful advice about the problem of standing water on some roofs.

There had been a leak in the toilet areas of some classrooms and plumbers have now fitted shut off water valves.

593 Worship and Church Links

This was covered in the meeting, and Philippa Bellows gave a brief update on the vacancy for a Vicar in the Parish. The latest recruitment drive had not been successful, so the Diocese would need to re advertise the position. She confirmed that the rest of the Ministry team would continue to cover the Parish.

594 Clerks Briefing

The required Section 128 checks for all Governors appointed, or re-elected after September 2018 have been done.

The Clerk informed Governors that the Primary School Performance tables for the last 3 years were available on the Department of Education website.

There was a brief discussion about the suggestion that local schools should collaborate, so that an independent Governor, from another school would be available to sit on a Panel if required.

The Clerk is due to have end of contract performance review before the next meeting.

Action: The Head teacher to meet with Clerk for performance review.

595 Correspondence:

None received

596 Date of next meeting:

The Values committee will meet on 21st March 2019 to discuss the Budget.

The date of the next meeting is **Thursday 4th April 2019 at 6.30p.m.** At the school.

There being no other business the meeting closed at 8.35 pm

Action List from meeting:

585 Questions and comments from Governors on FFT Aspire Dashboard data to be sent to the Head teacher.

585 The Clerk to forward the link/or information from D of E on Concerns and Complaints procedure to the Head teacher.

587 Clerk to send training records to all Governors for their input.

587 Clerk to tidy up folders on SLP

587 SLP to be on April Agenda

588 The Clerk to write to Diocese to request two additional co-opted Governors be added to the Instrument of Government.

594 The Head teacher to meet with Clerk for performance review.

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