

**ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL**

**MINUTES OF MEETING OF THE GOVERNING BODY  
HELD ON TUESDAY 1ST OCTOBER 2013 AT 7.00 PM**

**Present:** Marta Baker Niki Roberts (Headteacher)  
Shirley Coulter Myriam Groessens  
Angela Craggs Barbara Gadd  
Ed Lockington Matthew Moore  
Nigel Humberston Steve Whitehead  
Vicky Griffin Stephen Ives  
Linda Carlisle (Clerk)

The meeting opened at 7.00 pm. New staff governors Vicky Griffin and Stephen Ives were welcomed to the Governing Body. Clerk to send a thank you letter to Paula Toye.

**Action: Clerk**

**75 Apologies for Absence**

Apologies for absence were received and accepted from Vicki Mock and David Gent.

**76 Election of Chair and Vice Chair**

Chair: nomination – Marta Baker. Marta Baker left the room and was voted in as Chair.

Vice Chair – it was proposed to have two vice chairs and to include in the Standing Orders and approve. The two vice chairs to be elected at the next meeting after the approval of the Standing Orders.

**Action: Clerk**

**77 Declarations of Interests**

There were no declarations of interests.

**78 Minutes of the Last Meeting**

The minutes of the meeting were agreed and signed.

**79 Matters Arising from the Minutes**

27 Skills audit – governors who have not completed the audit to complete and return.

**Action: Governors**

29 Canvassing of staff for their views – ongoing action

32 Walking bus – discussed but there are issues with insurance and safety on the narrow pavements. A County advisor has been contacted.

51 Governor application forms circulated.

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65 Governors to read and understand the Ofsted Data Dashboard – to go on the next agenda.

**Action: Clerk**

74 1 AOB left off the agenda and governors have been asked to forward items to the headteacher and chair.

74 2 Governor photographs to be taken at this meeting.

## **80 Any Matters of Urgency not already on the Agenda**

Governors to approve and sign for a residential visit to Belgium by the children. The Governing Body approved this visit.

## **81 Annual Register of Business Interests and Governing Body Code of Conduct Forms**

Annual Register of Business Interests and Governing Body Code of Conduct Forms were completed and signed.

## **82 Review and Approval of Committee Membership, Terms of Reference, Governor Responsibilities and Governing Body Standing Orders**

### Committee Membership and Terms of References

The Chair explained that after attending a SEF course and Ofsted course, taking advice and following examples from other schools it was proposed to streamline the committees to two to help the flow of information. Examples of the two committees, called the Value Committee and the Quality Committee were circulated. Feedback from a Pay and Conditions course to be covered by the Values committee and feedback from an Ofsted course for Governors to be given at the next full governing body meeting.

**Action: Clerk**

A governor asked how two and not three committees help. The chair explained that two committees will give quicker and sharper communication with a member of the SLT on each committee and with more members on each committee a quorum will be guaranteed. The Chair will be on both committees to further aid communication. A provisional list of areas of responsibility for the two committees and policies for each committee to cover was circulated. Governors were asked to set the first meeting dates, give their mobile numbers for quick communication and to produce new Terms of References. New committees to produce Terms of References for approval at the next full governing body meeting.

**Action: Value Committee, Quality Committee and Clerk**

Clerk to add mobile numbers to governor contact details.

**Action: Clerk**

The Clerk and Stephen Ives to reorganise the SLP governor section folders for easy access.

**Action: Clerk and Stephen Ives**

### Governor Responsibilities

Performance Management Reviewers – Marta Baker and Myriam Groessens and one vacancy. Could governors please inform Marta Baker if they could become a performance

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management reviewer. Other governor responsibilities were discussed and agreed. Clerk to update committee membership and governor responsibilities and circulate.

**Action: Clerk**

### Governing Body Standing Orders

Amended Governing Body Standing Orders to reflect the change of headteacher, having two vice chairs and the new committee structure were circulated and approved in principle and to be approved at the next full governing body meeting.

**Action: Clerk**

### **83 Annual Return on Racist Incidents**

There was one racist incident reported, recorded and returned.

### **84 Children Looked After Report**

There are no children looked after in the school.

### **85 Approval of Annual Safeguarding Children Report**

Niki Roberts reported there had been no returns on actions for last year. The report records the new headteacher and training. Rose Wooldridge, Deputy Safeguarding Officer, needs a higher level of training now and the new members of staff require safeguarding training. Updated safeguarding training is needed at the school and this can be combined with the training of the new governors. The Governing Body approved and signed the report. Niki Roberts to return to County.

**Action: Niki Roberts**

### **86 Delegation of Authority for Category A External Visits**

Niki Roberts had attended training to be the visits co-ordinator. The Governing Body approved delegation of authority for Category A external visits to Niki Roberts.

### **87 Approval of School Development Plan 2013/2014**

Niki Roberts reported a change to organizing the SDP with teachers having an increased input for their areas and this is working well. The area of Numeracy in the SDP is being coordinated by Vicky Griffin, The Curriculum is being coordinated by Rose Wooldridge and Literacy and Leadership and Management is being coordinated by Niki Roberts,

The key areas for the SDP are:

- ⤴ Literacy – writing across the school and especially providing opportunities for higher quality extended writing. Changes to the new curriculum 2014 with staff training. Targeting the most able writers at the end of KS2 to achieve good Level 5s.
- ⤴ Numeracy – calculations policy to be rewritten to include conventional methods in preparation for the introduction of the new 2014 curriculum. Problem solving to link

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into the European project with challenging problems for the children. Year 4 to adopt the 2014 curriculum now as they will be the first year group to take the new style tests at the end of KS2.

- ^ Leadership and Management – to form a new leadership team and define and implement new roles.
- ^ Curriculum -ICT programming, modern foreign languages to include Spanish and French.
- ^ Early Years – to be embedded
- ^ New European project called Marvellous Maths and overseeing the final stages of the Flying Through Europe Project which is due to be completed in July 2014.
- ^ Governor section to be added

The Governing Body approved the 2013/2014 School Development Plan in principle.

## **88 Headteacher's Report**

As circulated. The structure of the School Self-Evaluation Form (SEF) is the basis for the framework for the headteacher's report which covers:

1. Academic Achievement
2. Teaching Standards
3. Behaviour and Safety
4. Leadership and Management

School data sheet 2012 -2014 giving results for 2012, 2013 and predictions for 2014 for Years 2, 4 and 6 circulated.

A governor queried if parents are contacted with any early years concerns. Parents are not contacted at the early stage of concerns unless the teacher believes it to be necessary. However if the concerns persist then of course parents are kept fully informed. A nurture group is about to be set up to support children who show low performance in the areas of social skills and communication.

A governor asked what happens in a nurture group. The group is not yet set up but will cover speech and language, build up self esteem with activities and be targeted at Year 1 and 2.

An observation of teaching staff assessed against the Teaching Standards as outlined for September 2012 shown. There are now changes to pay and conditions with pay relating to performance. Pay increases can be stopped but not taken away. The Value Committee to consider and decide upon a new pay and conditions policy as soon as possible since performance management begins soon. It will involve deciding how to reward pay increases on performance. A governor asked if there are any inflation pay rises. There has been a 1% pay rise for all staff but pay has been frozen for several years. There have been no inflation pay rises at present, the changes mean that pay awards will be based on performance. It will be the decision of the headteacher to give a pay award and teacher's performance will count towards a pay award for next year.

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**89 Tour of Premises – to see the changes implemented and discuss health and safety issues**

The tour was postponed due to lack of time.

**90 Traffic Situation**

It was agreed the Governing Body needed to know about this issue but would discuss at the next full governing body meeting.

**Action: Clerk**

The school to be informed by the Parish Council, to listen but not to be involved at present. Marta Baker and Ed Lockington to talk to Neil Bloomfield of the Parish Council and discuss at the next full governing body meeting.

**Action: Marta Baker and Ed Lockington**

**91 Banking Mandate Signatory**

The Governing Body approved new banking signatures. Virements were approved and signed by the Governing Body.

**92 Parent Questionnaires**

Parent questionnaires were circulated in the Spring term with a good response and similar to the last response. A governor stated questions 2, 5, 10 and 11 had middle boxes ticked and asked what changes had been made. The answers were:

Q2 My child is making good progress -children progress at different rates and help is given if needed. Not all children progress at the same rates but every effort is made to ensure all achieve the best progress possible.

Q5 I am kept well informed about how my child is getting on – the school has tried meeting the teacher sessions but with minimal response. At the Meet the Teacher Evening a questionnaire asking for comments on evenings and attending lessons was suggested and there has been a positive response. A governor said reading book summaries need more teacher comments. This was accepted as a good way of communicating with parents and will be recommended to the teachers. Homework diaries are also used by the teachers of the older children for communication.

Q10 My child is safe at school and is not bullied or harassed – an unpleasantness can often be called bullying but is part of normal child play. All bullying is taken seriously but it is important to understand what is meant by the term. Anti-bullying week takes place in November and work will take place to improve understanding.

Q11 The school seeks the views of parents and carers and takes account of their suggestions and concerns - meet the teacher questions to be given.

A governor asked if parents use Ofsted parent view. The parents are encouraged to fill this in. It will be available in the future at parents' evening.

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**93 DBS Clearance for Governors**

Governors no longer need to have DBS clearance but need clearance if they help out in the classroom or go on school trips.

**94 Information from Clerks' Briefing**

The Clerk had attended the termly Clerks' Briefing. A presentation on Governors' Handbook and Guidance on The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 was given and presentation documents, briefing notes on statutory items, advice and guidance and general information to go on the SLP.

**Action: Clerk**

**95 Correspondence**

There was no correspondence.

**96 Headteacher Question Time**

This was covered under item 92.

**97 Date of Next Meeting**

Monday 2<sup>nd</sup> December 2013 at 7.00 pm

It was agreed for a Governor 'Get together' to be arranged.

The meeting closed at 9.55 pm